

ADDING LEADING ZEROS TO YOUR GRADE FILE

ONE.UF requires leading zeros to be populated in UFIDs in order for grades to be uploaded properly. If you downloaded a file from the Canvas Converter **and leave it closed**, then this step is **not** necessary.

These instructions were changed during the Spring 2020 semester.

1. Select the cell immediately to the right of the first grade (usually **Cell D2** or E2 [if you have WR]).

	A	B	C	D
1				
2	12345	10000	A	
3	12345	10000000	B	
4	12345	20000000	C	
5	12345	30000000	C-	
6	12345	40000000	A	
7	12345	50000000	B+	
8	12345	60000000	A	
9	12345	70000000	D	
10	12345	80000000	A-	
11	12345	90000000	A	
12				

2. Type in the following formula in **Cell D2**

=TEXT(B2,"00000000")

3. Locate the **bottom-right corner** of the previous cell

	A	B	C	D
1				
2	12345	10000	A	00010000
3	12345	10000000	B	
4	12345	20000000	C	
5	12345	30000000	C-	
6	12345	40000000	A	
7	12345	50000000	B+	
8	12345	60000000	A	
9	12345	70000000	D	
10	12345	80000000	A-	
11	12345	90000000	A	
12				

4. Hover over it until your cursor changes to a **black +**

5. **Double-click** to auto-fill

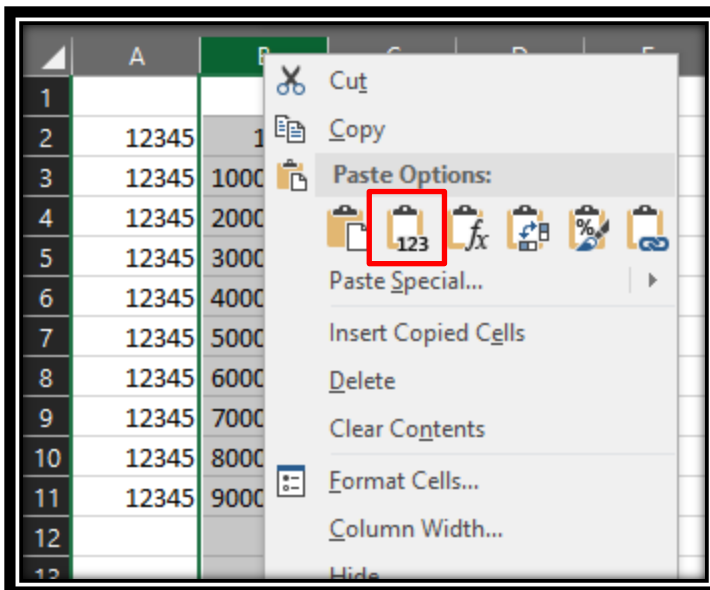
	A	B	C	D
1				
2	12345	10000	A	00010000
3	12345	10000000	B	10000000
4	12345	20000000	C	20000000
5	12345	30000000	C-	30000000
6	12345	40000000	A	40000000
7	12345	50000000	B+	50000000
8	12345	60000000	A	60000000
9	12345	70000000	D	70000000
10	12345	80000000	A-	80000000
11	12345	90000000	A	90000000
12				

6. **Right-click** the column letter (in this case, Column D)

7. Click **Copy**

8. **Right-click** Column B

9. Click the Clipboard with the Numbers '123' on it (aka "Paste Values")



10. **Right-click** Column D

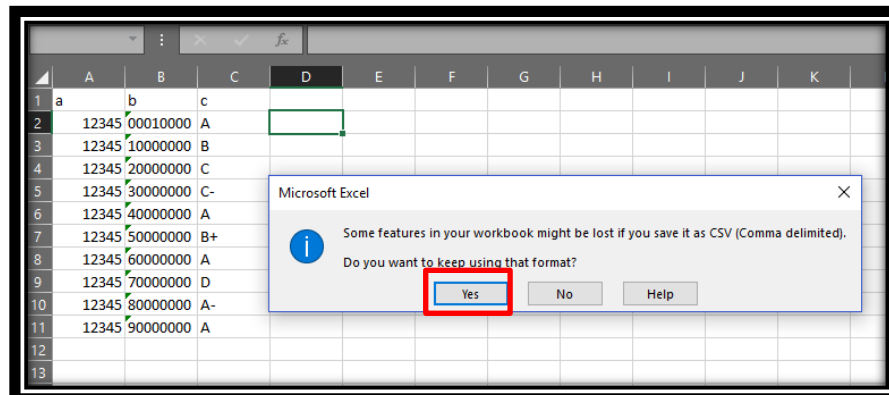
11. Click **Delete**

12. In Row 1, add letters to each of the columns

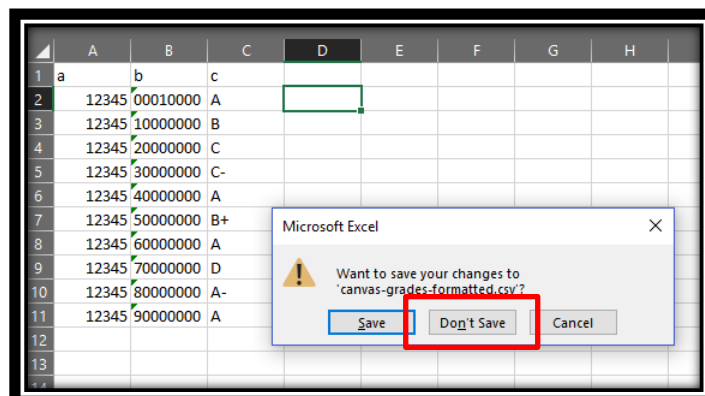
	A	B	C	D
1	a	b	c	
2	12345	00010000	A	
3	12345	10000000	B	
4	12345	20000000	C	
5	12345	30000000	C-	
6	12345	40000000	A	
7	12345	50000000	B+	
8	12345	60000000	A	
9	12345	70000000	D	
10	12345	80000000	A-	
11	12345	90000000	A	

13. Save your **.csv** file (note: your new data will be in a CSV format and *not* .xlsx)

a. Click **YES** to this popup



b. When you close the document, click **DON'T SAVE** on this popup



IMPORTANT!

If you reopen the .csv file, you must repeat the steps above to add the leading zeros again.
.csv files remove all formatting when opened.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar
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