

USING EXCEL'S VLOOKUP TO IDENTIFY S-U OPTION STUDENTS

IMPORTANT!

Screenshots are taken from the following:

OS: Windows 10 | Browser: Google Chrome | Excel Version: Microsoft Office 2016

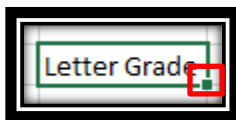
[Full VLOOKUP Documentation from Microsoft](#)

1. [Download your Canvas Gradebook \(Instructions\)](#)
 - a. **Note:** Stop at page 2 (Step 4).
 - b. **Note:** This will be a CSV file.
 - c. **Note:** This will be referred to as “**Doc C**”
2. [Download your Class Roll from ONE.UF \(Instructions\)](#).
 - a. **Note:** This should be an XLSX file.
 - b. **Note:** This will be referred to as “**Doc O**”
3. Open both documents in Excel.
 - a. **Doc O** is on the left; **Doc C** is on the right.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		A	B	C
1	UFID	Last Name	First Name	Email	Subject	Catalog Number	College	Major / Minor	Level	Status	Grading Basis	Term	Career	Institution	Class Number	Credits (Units)				
2	00010000	Lastnamezero	Firstnamezero	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	10000	B
3	10000000	Lastnamea	Firstnamea	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Satisfactory/Unsatisfactory	2	01	UGRD	UFLOR	12345	4	12345	20000000	A
4	20000000	Lastnameb	Firstnameb	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Senior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	30000000	B
5	30000000	Lastnamec	Firstnamec	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	40000000	D
6	40000000	Lastnamed	Firstnamed	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	50000000	A
7	50000000	Lastnamee	Firstnamee	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Senior	Enrolled	Satisfactory/Unsatisfactory	2	01	UGRD	UFLOR	12345	4	12345	60000000	B
8	60000000	Lastnamef	Firstnamef	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	70000000	D
9	70000000	Lastnameg	Firstnameg	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Satisfactory/Unsatisfactory	2	01	UGRD	UFLOR	12345	4	12345	80000000	A
10	80000000	Lastnameh	Firstnameh	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Senior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	90000000	B
11	90000000	Lastnamei	Firstnamei	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Satisfactory/Unsatisfactory	2	01	UGRD	UFLOR	12345	4			
12																				

4. Locate Column K in **Doc O** (in the green box above)
 - a. This is where you will see if a student has opted for the **S-U Option**
 - b. **Note:** If you only have a few students, you may wish to manually change the grades on **Doc C** to the right.
 - i. If you do this, please refer to these [Instructions](#) and replace the leading zeros as necessary.
5. Replace the Leading Zeros in **Doc C**.
 - a. Use these [Instructions](#) to replace Leading Zeros

6. In **Doc C, Cell D2**, type the following formula
 - a. **=VLOOKUP(B2,'[classroll-2020-Spring-ABC1234-12345.xlsx]Sheet1'!\$A:\$K,11,FALSE)**
 - b. Hit **ENTER**
 - i. Explanations
 1. **B2** is the cell in Doc C where the first UFID is
 2. The filename in red and underlined above will automatically fill in if you have the file open and click on the columns
 3. **11** refers to Doc O, Column K where the Grading Basis is displayed
 4. **FALSE** means that you are looking for the exact UFID
 - c. Locate the **auto-fill tool** in cell in D2 by hovering over the bottom-right corner until your cursor turns into a **Black +** and **double-click it**.



7. Click on **Row 1**

	A	B	C	D
1	a	b	c	
2	12345	00010000	B	Letter Grade
3	12345	10000000	D	Satisfactory/Unsatisfactory
4	12345	20000000	A	Letter Grade
5	12345	30000000	B	Letter Grade
6	12345	40000000	D	Letter Grade
7	12345	50000000	A	Satisfactory/Unsatisfactory

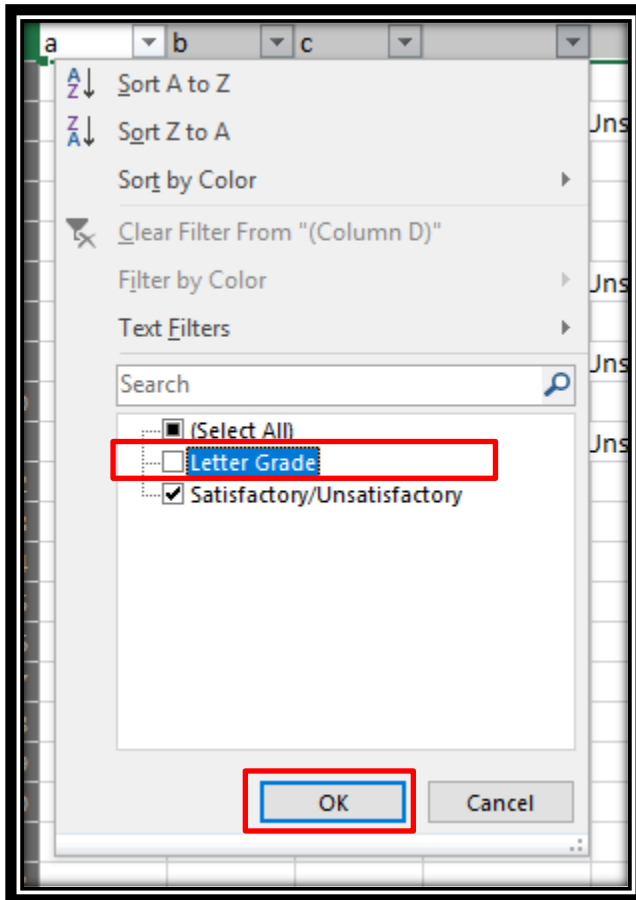
8. Click on the **Data tab**

9. Click **Filter**

10. In **Column D**, click the drop-down

	A	B	C	D	E
1	a	b	c		
2	12345	00010000	B	Letter Grade	
3	12345	10000000	D	Satisfactory/Unsatisfactory	
4	12345	20000000	A	Letter Grade	
5	12345	30000000	B	Letter Grade	
6	12345	40000000	D	Letter Grade	
7	12345	50000000	A	Satisfactory/Unsatisfactory	
8	12345	60000000	B	Letter Grade	
9	12345	70000000	D	Satisfactory/Unsatisfactory	
10	12345	80000000	A	Letter Grade	
11	12345	90000000	B	Satisfactory/Unsatisfactory	
12					

11. Uncheck "Letter Grade" and click **OK**



a.

12. Change the Letter Grades to **S** or **U** per academic policy

The image shows a screenshot of an Excel spreadsheet. The spreadsheet has columns labeled A through F and rows labeled 1 through 12. A red box highlights the 'Letter Grade' column (C) for rows 3, 7, 9, and 11. The data in these rows is as follows:

	A	B	C	D	E	F
1	a	b	c			
3	12345	10000000	D	Satisfactory/Unsatisfactory		
7	12345	50000000	A	Satisfactory/Unsatisfactory		
9	12345	70000000	D	Satisfactory/Unsatisfactory		
11	12345	90000000	B	Satisfactory/Unsatisfactory		
12						

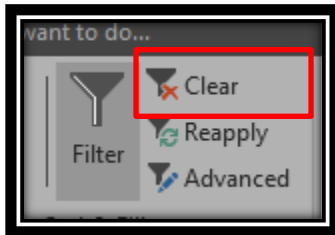
a.

The image shows a screenshot of an Excel spreadsheet, similar to the one above, but with the 'Letter Grade' column (C) updated to 'S' or 'U'. A green box highlights the updated 'Letter Grade' column (C) for rows 3, 7, 9, and 11. The data in these rows is as follows:

	A	B	C	D	E	F
1	a	b	c			
3	12345	10000000	U	Satisfactory/Unsatisfactory		
7	12345	50000000	S	Satisfactory/Unsatisfactory		
9	12345	70000000	U	Satisfactory/Unsatisfactory		
11	12345	90000000	S	Satisfactory/Unsatisfactory		
12						

b.

13. Click on the **Data tab**, then the **Clear button**



a.

14. Click on **Column D**

The image shows an Excel spreadsheet with columns A through E and rows 1 through 12. Column D is highlighted in green. The data in the spreadsheet is as follows:

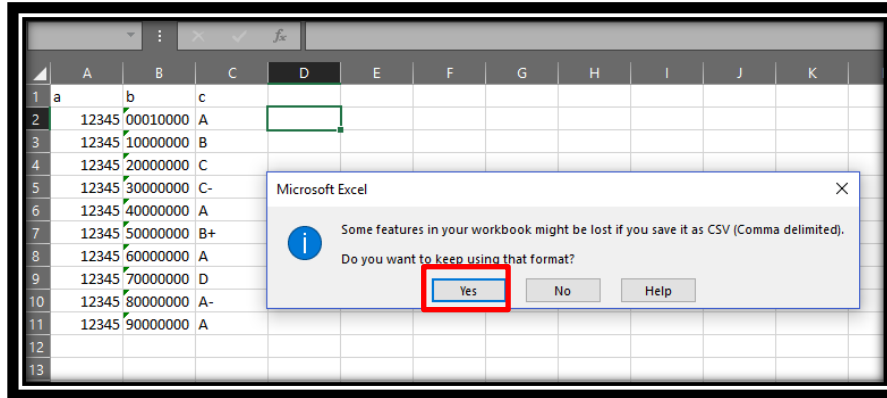
	A	B	C	D	E
1	a	b	c		
2	12345	00010000	B	Letter Grade	
3	12345	10000000	U	Satisfactory/Unsatisfactory	
4	12345	20000000	A	Letter Grade	
5	12345	30000000	B	Letter Grade	
6	12345	40000000	D	Letter Grade	
7	12345	50000000	S	Satisfactory/Unsatisfactory	
8	12345	60000000	B	Letter Grade	
9	12345	70000000	U	Satisfactory/Unsatisfactory	
10	12345	80000000	A	Letter Grade	
11	12345	90000000	S	Satisfactory/Unsatisfactory	
12					

a.

15. **Right-click** and click **Delete**

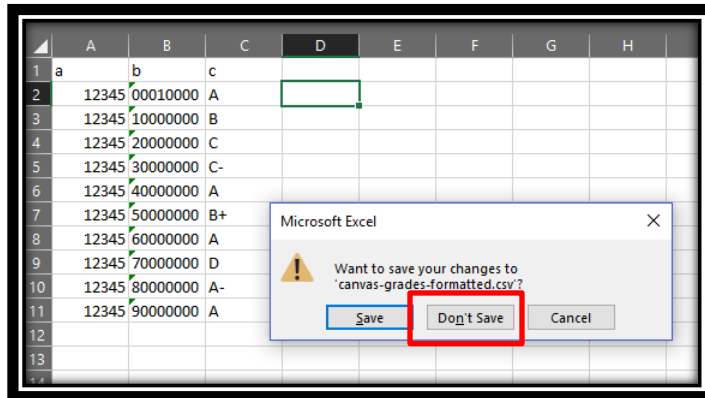
16. Save the file (see notes on the next page)

a. Click **YES** to this popup



i.

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



i.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar

352-392-1374

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