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]).

	А	В	С	D	Ī
1					
2	12345	10000	Α		
З	12345	1000000	В	Ī	
4	12345	2000000	С		
5	12345	3000000	C-		
6	12345	4000000	Α		
7	12345	5000000	B+		
8	12345	6000000	Α		
9	12345	7000000	D		
10	12345	8000000	A-		
11	12345	9000000	Α		
12					

- Type in the following formula in Cell D2 =TEXT(B2,"00000000")
- 3. Locate the **bottom-right corner** of the previous cell

	А	В	С	D
1				
2	12345	10000	Α	00010000
З	12345	1000000	В	
4	12345	2000000	С	
5	12345	3000000	C-	
6	12345	4000000	Α	
7	12345	5000000	B+	
8	12345	6000000	Α	
9	12345	7000000	D	
10	12345	8000000	A-	
11	12345	9000000	Α	
12				

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

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

	А	В	с	D	
1					
2	12345	10000	Α	00010000	
3	12345	1000000	В	10000000	
4	12345	2000000	С	20000000	
5	12345	3000000	C-	30000000	
6	12345	4000000	Α	40000000	
7	12345	5000000	B+	50000000	
8	12345	6000000	Α	6000000	
9	12345	7000000	D	7000000	
10	12345	8000000	A-	80000000	
11	12345	9000000	Α	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")

	А	F	
1		*	Cu <u>t</u>
2	12345	1 🖹	<u>C</u> opy
3	12345	1000 💼	Paste Options:
4	12345	2000	💼 🔓 🕺 👘 👘
5	12345	3000	
6	12345	4000	Paste Special
7	12345	5000	Insert Copied C <u>e</u> lls
8	12345	6000	<u>D</u> elete
9	12345	7000	Clear Contents
10	12345	8000	
11	12345	900C 📰	<u>F</u> ormat Cells
12			<u>C</u> olumn Width
12			Hide



- 10. Right-click Column D
- 11. Click Delete
- 12. In Row 1, add letters to each of the columns

4	A	5	C I	D
1	а	b	с	
2	12345	00010000	A	·
3	12345	10000000	В	
4	12345	20000000	C	
5	12345	30000000	C-	
6	12345	40000000	Α	
7	12345	50000000	B+	
8	12345	60000000	Α	
9	12345	70000000	D	
10	12345	80000000	A -	
11	12345	90000000	Α	
40				_

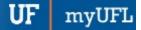
- 13. Save your .csv file (note: your new data will be in a CSV format and not .xlsx)
 - a. Click **YES** to this popup

		- I I	×	√ f _x									
			c	D									
1 a		b	С										
2	12345	00010000	Α										
3	12345	10000000	В										
4	12345	20000000	С										
5	12345	30000000	C-	Micro	soft Exc	el						×	:
6	12345	40000000	Α										
7	12345	50000000	B+		So	me featur	es in your wo	orkbook mig	ht be lost if	you save it as	SCSV (Comm	a delimited).	
8	12345	60000000	Α		Do	you wan	t <u>to keep usi</u>	<u>ng t</u> hat form	at?				
9	12345	70000000	D				Mar			11-1-			
10	12345	80000000	A-				Yes		No	Help			
11	12345	90000000	Α										
12													
13													

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

	А	В	с	D	E	F	G	н	
1	а	b	с						
2	12345	00010000	Α						
3	12345	10000000	В						
4	12345	20000000	С						
5	12345	30000000	C-						
6	12345	40000000	Α						
7	12345	50000000	B+	Microsoft Ex	cel			×	
8	12345	60000000	Α						
9	12345	70000000	D	/ War	nt to save yo	ur changes to			
10	12345	80000000	A-	- 'can	vas-grades-f	ormatted.csv	?		
11	12345	90000000	Α		Save	Don't Save	Cance	1	
12						_			
13									
14								_	_

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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 352-392-1374 registrar.ufl.edu