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 | | | | _ |

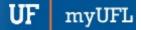
- 13. Save your .csv file (note: your new data will be in a CSV format and not .xlsx)
 - a. Click **YES** to this popup

| | | - 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 | | | | | | | | _ | _ |

UF Human Resources UNIVERSITY of FLORIDA



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