



# **Microsoft Excel 2010 Processing Student Marks**

**Department of Information Technology  
Services: Strategic Support**

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## Title and Synopsis

<b>Title</b>	Processing Student Marks
<b>Reference</b>	ITS1324
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<b>Synopsis</b>	This document is used as a tutorial for Processing Student Marks using Microsoft Excel 2010.
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## Course Overview

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In this course you will learn to use the UP Portal to download student information from PeopleSoft and also how to use Microsoft Office Excel 2010 as a powerful spreadsheet program to process student marks.

## Prerequisites

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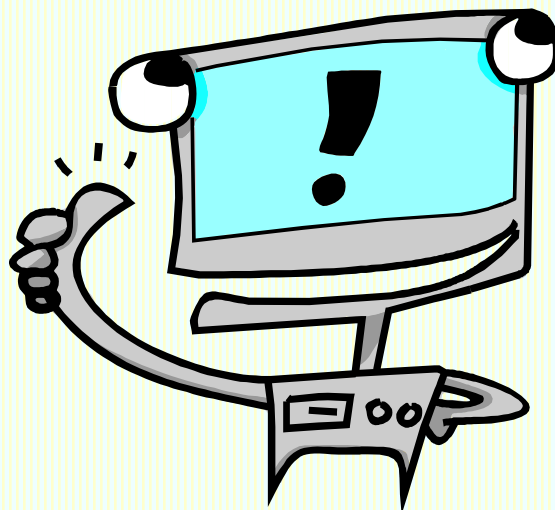
- Microsoft Windows
- Microsoft Excel Basic
- PeopleSoft User ID and Password

## Course Objectives

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**After completing this course you should be able to:**

- Download student information via the UP Portal from PeopleSoft
  - Open the data in a spreadsheet
  - Select, insert, delete, copy, move, hide or unhide cells, rows or columns
  - Apply formula and functions
  - Sort lists and create filters
  - Print worksheets
  - Copy data to Grade Roster
- 



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## Processing of Student Marks (Not clickUp)

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The one thing all lecturers have in common is the processing of marks. The processing of marks includes the following:

- Processing of test marks to be able to calculate the year or semester marks.
- Processing examination marks to be able to calculate final marks.

Lecturers at the University of Pretoria will in future have another option available to them to supply the Faculty Administration with marks. At present the following options are being used:

- **Faculty and Student Services Centre.** The PeopleSoft Faculty Centre provides access to Class Roster (old class lists) and student information for lecturing staff (Lecturers Online- LOL).
- **Faculty Centre (LOL) – View Class lists.** The PeopleSoft Student Services Centre system facilitates the management of student and academic processes - student recruitment, applications, student records, financial aid, student financials (fees), alumni, fund raising, residences,
- The **Paper System** is **no** longer in use.

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## Microsoft Internet Explorer

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Microsoft Internet Explorer is a Windows based World Wide Web browser; which enable users to display multimedia information, send and receive electronic mail and to participate in discussion groups.

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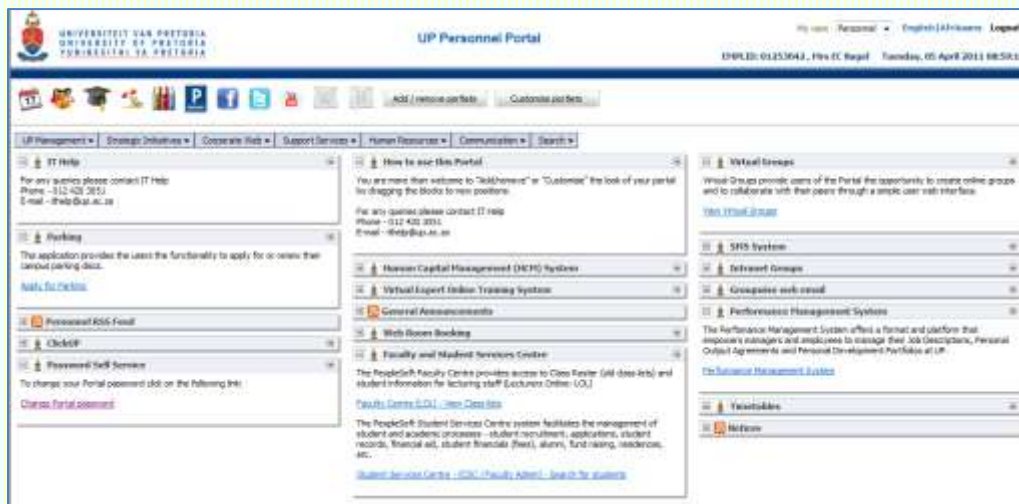
## Activate the UP Portal

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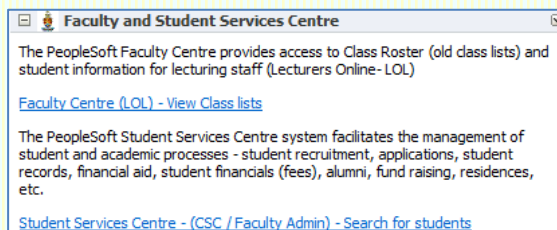
- On the **Windows Desktop**, double click on **Microsoft Internet Explorer**.
- The **Welcome to UP Portal** screen will appear on the screen.



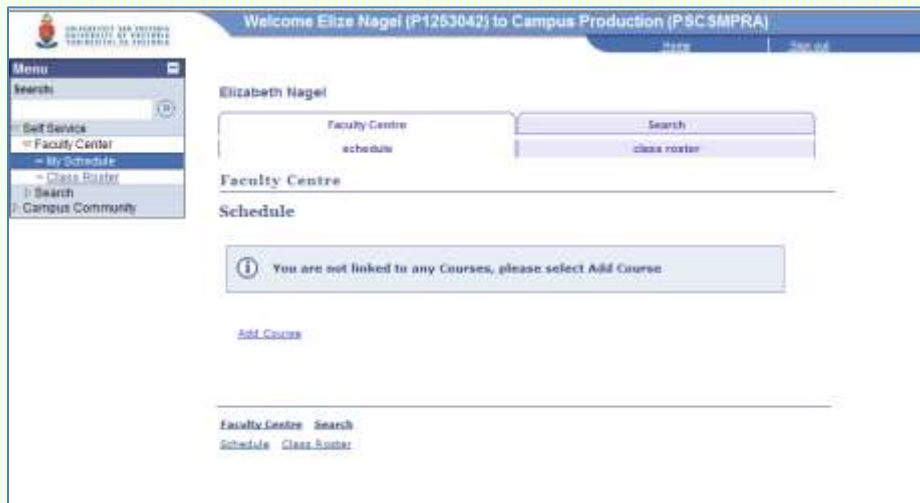
- Click in the **Username** field and enter your **personnel email username (mx1)**.
- Click in the **Password** field and enter your **email password (mx1)**.
- Click on the **Login** button.
- The **UP Personnel Portal** main screen will appear:



- Click on the **plus** next to **Faculty and Student Services Centre** heading.
- The following information will appear:



- Click on the hyperlink **Faculty Centre (LOL) – View class lists** to view and download a class list.
- The following screen will appear:



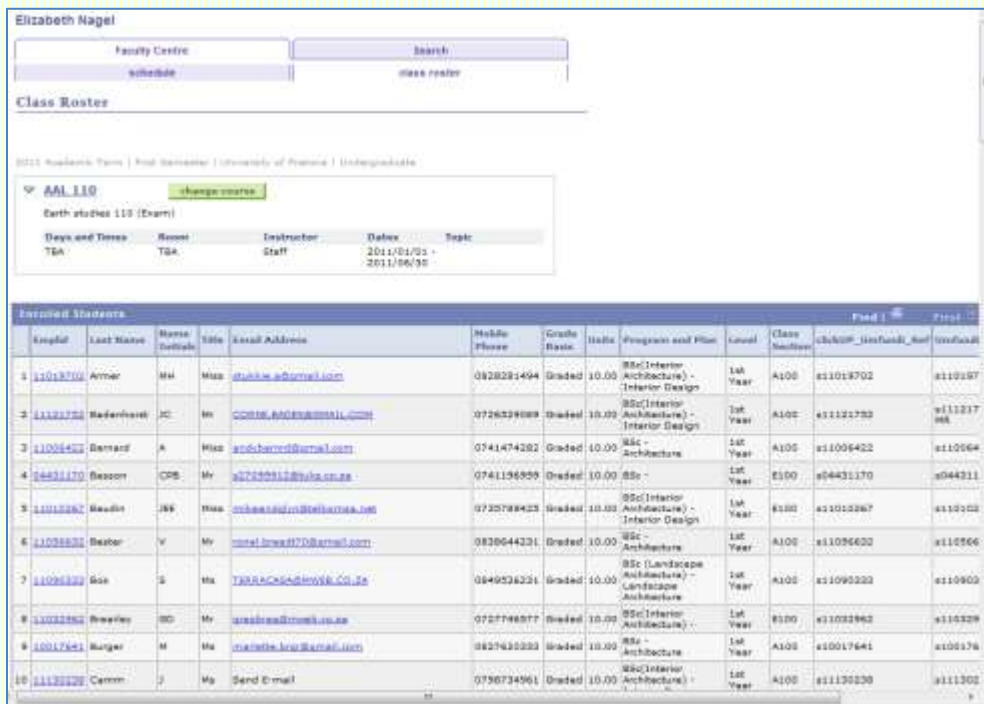
- Click on the **Add Course** hyperlink to add a course.
- The **Add New Course** screen will appear:



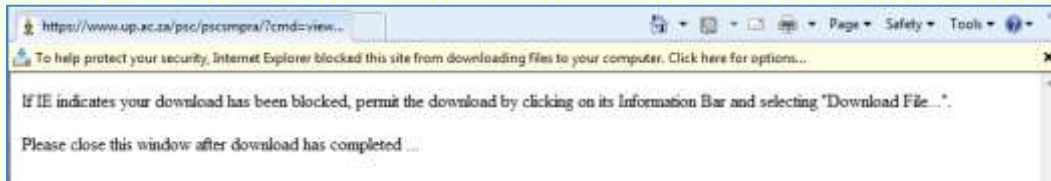
- Enter the **Subject Area**.
- Enter the **Catalog Nbr (123)**.
- Click the **Ok** button.
- The following screen will appear:



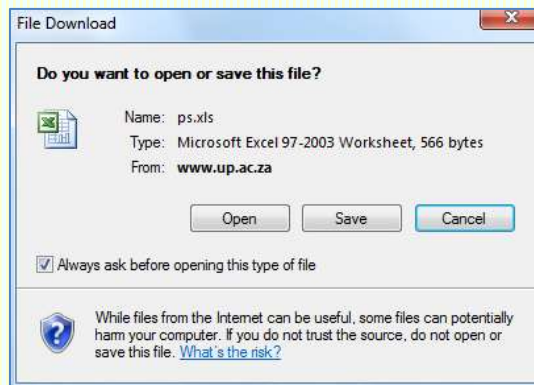
- Under **Class List**, click on the **Download** button  to display the class list.
- The following screen will appear:



- Click on the **Download** button  to download the class list.
- It is possible that the following message will display in Internet Explorer.



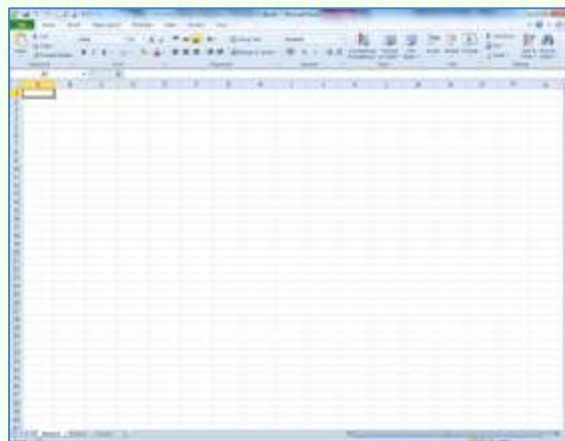
- Click with the left mouse button on the message and then click on **Download File**.
- The following screen will appear:



- Click on the **Open** button to open the information in Microsoft Excel 2010.
- Click on the **Save** button to save the information on your personal computer.

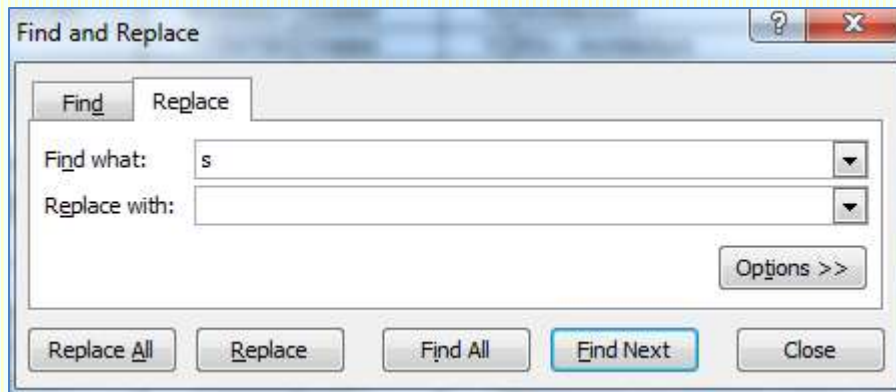
## Activate Microsoft Excel 2010

- On the **Windows Desktop**, click on **Start** ⇒ **All Programs** ⇒ **Microsoft** ⇒ **Microsoft Excel 2010**.
- A new blank workbook will appear on the screen:





- Highlight the new column with the heading Mainframe ID. It is important to highlight this column.
- After copying the number do a **Find and Replace** to omit the “s”. On the **Ribbon**, click on the **Home** tab and in the **Editing** group, click on the drop down arrow of the **Find & Select** button.
- Click on the **Replace** option.
- The **Find and Replace** dialog will appear:



- In the **Find what** box, enter s.
- Leave the **Replace with** box blank.
- Click on **Replace All**.
- Click on the **Close** button to close the Find and Replace dialog.
- Move the column **Class Section** to column **F** (after the title). Highlight column **F – E-mail Address**. Click with the right-mouse button on column **F** and from the pop-up menu click on **Insert**. A new blank column will be inserted to the left of the **E-mail Address**.
- Highlight column **M- Class Section**. On the **Ribbon**, click on the **Home** tab and in the **Clipboard** group, click on the **Cut** button.
- Select the new blank column **F** and click on the **Paste** button.
- Click with right mouse button on column **M** and click on **Delete** to delete the column.
- Highlight columns G and H, I, J and K. This allows you to insert five blank columns for marks. Click with the right mouse button on the highlighted columns and click on **Insert** to insert there blanks columns (test marks, year mark, exam mark and final mark).
- The number of columns to be inserted will depend on the number of test marks to be entered.
- Click in cell **G1** and type in **Test 1**.
- Click in cell **H1** and type in **Test 2**.
- Click in cell **I1** and type in **Year Grade**.

- Click in cell **J1** and type **Exam Grade**.
- Click in cell **K1** and type **Final Grade**.
- 70% of Test will be used to calculate the year mark.
- 30% of Test 2 will be used to calculate the year mark.
- The test marks can now be entered in the inserted columns.
- Enter the test marks for **Test 1**, **Test 2**.
- After the test marks have been entered, the year mark can be calculated.
- Position the cursor in cell **I2** (Year Grade) and type the following formula: **=round(((G2\*70%)+(H2\*30%)),0)**.
- Press the **Enter** key.
- The year mark will be added.
- Click on the year mark in cell **I2**.
- Click and drag the **Fill** handle to copy the formula to calculate the year mark for all the students on the list.

G	H	I	J	K
Test1	Test 2	Year	Exam	Final
54	56	55		
49	49			
60	63			

Fill Handle

- Highlight columns **J** and **K**. Click with the right mouse button on the highlighted columns and Insert two blank columns to the left of column K.
- Type Exam Paper 1 and Exam Paper 2 as the headings.
- The exam marks for the different question papers can now be entered.
- Enter the exam marks for **Question Paper 1** and **Question Paper 2**.

G	H	I	J	K	L	M
Test1	Test 2	Year	Exam 1	Exam 2	Exam	Final
54	56	55	51	50		
49	49	49	46	45		
60	63	61	60	61		

- 60% of the Exam 1 mark will be used to calculate the exam mark.
- 40% of the Exam 2 mark will be used to calculate the exam mark.
- Position the cursor in cell **L2** and type the following formula: **=round(((J2\*60%)+(K2\*40%)),0)**.
- Click on the exam grade in cell **L2**.
- Click and drag the **Fill** handle to copy the formula to calculate the exam mark for all the students on the list.

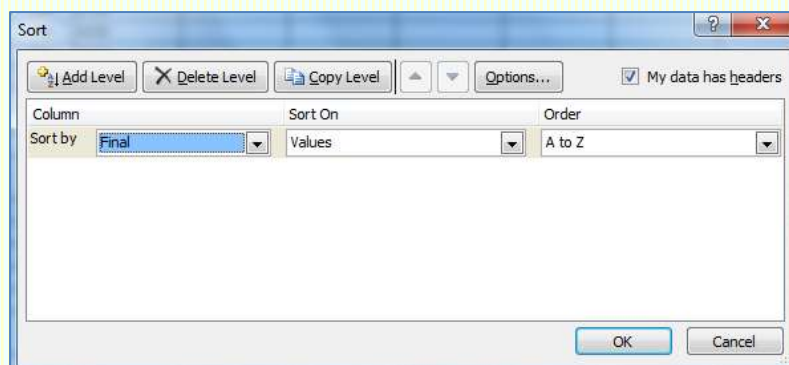
- After the exam marks have been calculated, the final mark can be calculated.
- Position the cursor in cell **M2** and type the following formula: **=round(((I2+L2)/2),0)**.
- The year and examination grades will be added and then divided by two (2) to obtain the final mark.
- Select all the numbers on the worksheet.
- On the **Ribbon** click the **Home** tab and in the **Number** group click the dropdown arrow in the corner to open the **Format Cells** dialog.
- In the **Category** list, click on **Number** and change the **Decimal Places** to **0** to display all the marks without any decimals.
- Instead of changing the numbers in the worksheet to a **Number** format without **Decimal Places**, it is advised to rather use the **ROUND** function when working out the Jaarpunt (**Year Grade**), Eksamen (**Exam Grade**) and Finale Punt (**Final Grade**).
- The **ROUND** function is more accurate.

## Sort Lists

Students who obtained between 45% and 49% as the final mark can be allowed to write supplementary examinations. In order to identify these students, the spreadsheet must be sorted from the lowest mark to the highest **FINAL MARK**.

The sort command arranges rows in a list according to the contents of particular columns.

- Select the range to be sorted. Click on cell **A1** and then press **Ctrl + Shift + End** to select the dataset.
- On the **Ribbon**, click the **Home** tab and in the **Editing** group click the **Sort & Filter** button.
- Click the **Custom Sort** option.
- The **Sort** dialog appears:



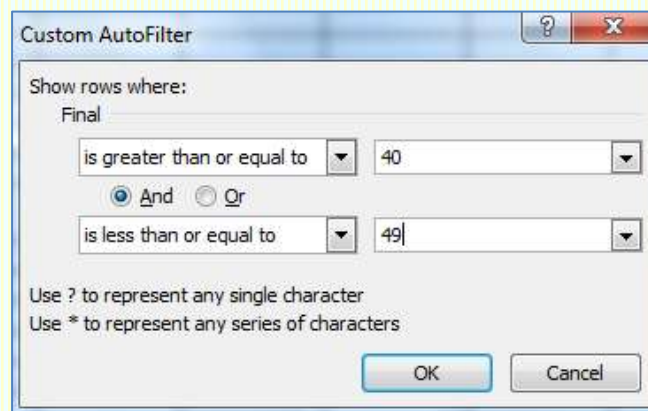
- Select the tick box **My data has headers**.
- Deselect this box if you did not select the header row.
- In the first **Sort by** box, click the down arrow and select **Final** to sort according to the **Final mark**.
- Select the option **A to Z** in the **Order** box to sort from the lowest to the highest mark.
- Select the option **Z to A** to sort from the highest mark to the lowest mark.
- Click on **Ok**.

## Filter Data

Students who obtained between 45% and 49% as the final mark can be allowed to write supplementary examinations.

Filtering is a quick and easy way to find and work with a subset of data in a list. A filtered list displays only the rows that meet the criteria specified for a column.

- Select a cell in the list to be filtered.
- Click on cell **M2**.
- On the **Ribbon**, click the **Home** tab and in the **Editing** group click the **Sort & Filter** button.
- Click the **Filter** option.
- Drop-down controls will be displayed next to each field name.
- Click the arrow in the column that contains the data to be displayed, column **M** (Final mark).
- Select **Number Filters** ⇔ **Custom Filters**.
- The **Custom AutoFilter** dialog appears:

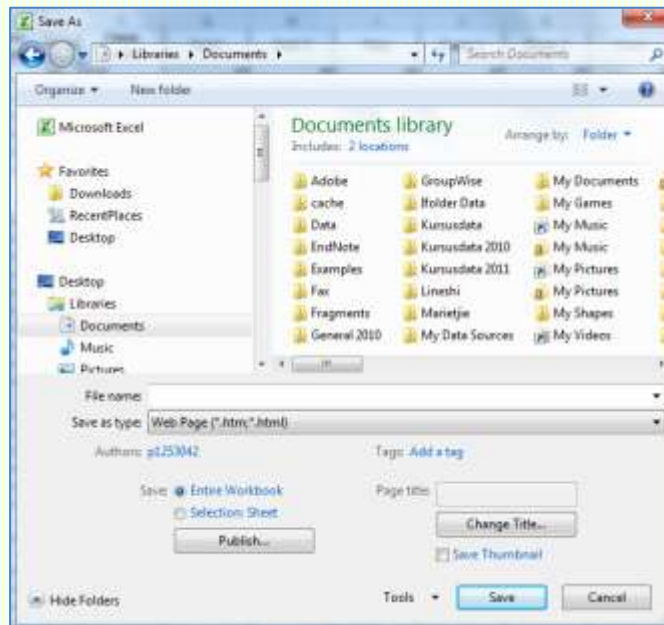


- Click the down arrow in the first box and click on the option **greater than or equal to**.
- Type the number **40** in the box to the right-hand side of the first box.
- Click the down arrow in the second box and click on the option **less than or equal to**.
- Type the number **49** in the box to the right-hand side of the second box.
- Click on **Ok**.
- A list with only the student with a final mark between 40% and 49% will be displayed.
- Highlight column N and **Insert** a column to the left.
- Name the column **Comments**.
- In the remarks column **Comments** (column **N**) next to the names of the students with a **final mark** between 45% and 49%, enter the code **999**.
- On the **Ribbon**, click the **Home** tab and in the **Editing** group click the **Sort & Filter** button.
- Click the **Clear** option.
- On the **Ribbon**, click the **Home** tab and in the **Editing** group click the **Sort & Filter** button.
- Click the **Filter** option.
- Students who were absent from the examination receive the code **987** in the examination column as well as in the final mark column.
- Students, who do not appear on any list, can be entered in all the columns.
- The code **994** in the remarks column indicates that the student must still sit for a special examination.
- Only the codes **999** or **994** are valid in the **Comments** column.

## Save file in Microsoft Excel Format

It is useful to save the file for own reference in Microsoft Excel format on your computer's hard disk drive.

- On the Ribbon, click on the **File** tab and then click on **Save** or **Save As**.
- The **Save As** dialog appears:



- On the left-hand side of the screen, click on the **Documents** folder to save the file in any of your personal folders.
- The filename can contain the subject code **AAL110**.
- In the **Save as type** box, select **Excel Workbook** and click on the **Save** button.
- A printout can be made for final revision.
- Click the **File** tab and then click on **Print**.
- The **Print** dialog will appear.
- Click on **Ok** to print the active worksheet.

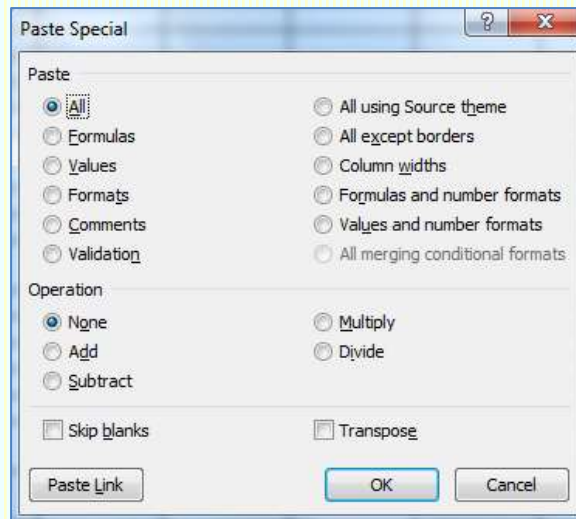
## Grade Roster

Before the examination the Faculty Admin Staff will send the Grade roster to the departmental secretaries or lecturers to complete.

It is important for secretaries or lecturers to copy only the columns from their working Excel spreadsheet to the columns listed on the Grade Roster. They are also not allowed to copy data with formulas.

- Open you working Excel spreadsheet.
- Select the columns with the formula.
- On the **Ribbon** click the **Home** tab and in the **Clipboard** group click the **Copy** button.
- A running border will appear around the selected columns.
- On the **Ribbon** click the **Home** tab and in the **Clipboard** group click the dropdown arrow of the **Paste** button and select **Paste Special**.

- The **Paste Special** dialog appears:



- Click the **Values** option to paste the formulae as values.
- Do this for columns I, L and M (Year Grade, Exam Grade and Final Grade).
- Delete columns G, K, J and K.
- Only the columns with the **Year Grade, Exam Grade, Final Grade** and **Comments** must be displayed.
- Click on cell **A2** (do not include the headings).
- Hold down the **Shift** key and click on the last cell to be copied **H96**.
- On the **Ribbon**, click on the **Home** tab and in the **Clipboard** group, click the **Copy** button.
- Secretaries and lecturers are not allowed to make any changes to information in cell **A1 to A15**.
- Open the **Grade Roster** and click on cell **A15**. Click on the **Paste** button.
- The data will be copied to the Grade Roster.
- Errors will be displayed if there is a problem with the EmplID. The error will be displayed when the Grade Roster is uploaded to PeopleSoft.

## Hide/Re-Display Data

If you want to publish the printed marks, please note that the printed list may not be published **displaying the names** of the students. The list may only be published displaying the **student numbers**.

The column with the student names must be hidden. Hidden columns or rows will not print when the worksheet is printed.

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## Hide a Column or Row

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- Click on a column or row heading to select the row or column you wish to hide.
- Click on the heading for column **B**.
- On the **Home** tab, in the **Cells** group, click **Format**.
- Under **Visibility**, point to **Hide & Unhide**, and then click **Hide Rows** or **Hide Columns**.
- The hidden row or column will not be visible on the screen.

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## Re-display a Row or Column

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- Select two adjacent rows or columns or press **Ctrl A** on the keyboard to select the whole worksheet.
- On the **Home** tab, in the **Cells** group, click **Format**.
- Under **Visibility**, point to **Hide & Unhide**, and then click **Hide Rows** or **Hide Columns**.

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## Freezing Panes

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When the worksheet becomes larger, not all the data on the worksheet is visible. As you scroll through the worksheet to look at different parts of the worksheet, you lose the reference points at the beginning of the worksheet.

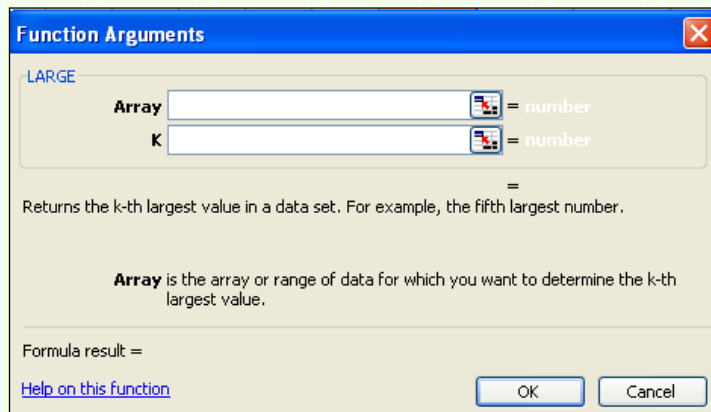
With Excel, freezing panes means that both the row(s) and columns(s) above and to the left of the cell pointer are locked into place and display no matter where you scroll in the worksheet. Position the cell pointer before activating this command as the titles will take place to the **left**, and **above** from where the cell pointer is.

- To lock rows, select the row below where you want the split to appear.
- To lock columns, select the column to the right of where you want the split to appear.
- To lock both rows and columns, click the cell below and to the right of where you want the split to appear.
- On the **View** tab, in the **Window** group, click **Freeze Panes**, and then click the option that you want.
- When you freeze panes, the **Freeze Panes** option changes to **Unfreeze Panes** so that you can unlock frozen rows or columns.

## Largest Number

To calculate the three largest scores or marks (out of a certain number of tests) of students, the function **LARGEST** can be used.

- Click on the cell where the answer should be, cell **L4**.
- On the **Ribbon**, click the **Formulas** tab and click on the **Insert Function** button.
- In the **Statistical** category, choose the **Large** function.
- Select the array of numbers, **C4:E4**.
- For the **largest**, choose **k=1**.
- For the **second largest**, choose **k=2** (M4).
- For the **third number** choose **k=3** (N4).
- Drag the fill handle to copy the formula.



## Frequency

Frequency tables can be used to group data. This function is used to see the number of students that obtained a final mark between certain percentages.

- Enter the test marks that need to be grouped.
- This is called the **data-array**.

Data Array				
Test 1	Test 2	Test 3	Test 4	
41	58	56	29	
75	67	64	81	
25	64	96	76	
85	13	84	51	
9	64	77	13	
36	57	44	24	
85	22	11	95	
75	75	22	97	

- Type the **bins-array** in a separate column.
- This is the top number in each group (e.g. 10, 20, 30).

Bins-Array
10
20
30
40
50
60
70
80
90
100

- Select the column next to the bins-array where the results must be shown.
- On the **Ribbon**, click the **Formulas** tab and click on the **Insert Function** button.
- Under the **Statistical** category click on **Frequency**.
- In the data array box, select the data that you want to group.
- In the bins-array box, select the column indicating how you want to group the data.
- Press **Ctrl + Shift + Enter** to complete the function.
- The data can also be represented graphically by creating a line chart.

## Processing of Student Marks (from clickUP)

This section of the document aims to help those staff using clickUP, how to prepare the final marks to be imported into the PeopleSoft system.

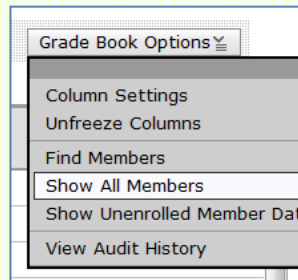
The following steps should be followed:

- Export the class list from the clickUP system.
- Adapt the Excel spreadsheet to be able to use the data for the People Soft system.
- Merge the data into the People Soft format.

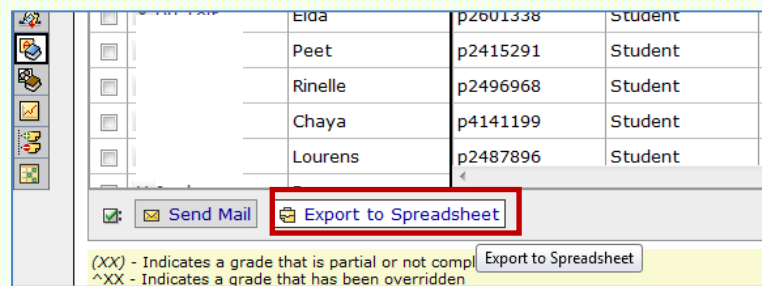
## Export the class list from clickUP

- In order to do this you have to go to the clickUP course by logging into the UP Portal and selecting the clickUP course.
- Go to the **Teach** tab.
- Click on the **Grade book** link.
- Ensure that all student data are displayed by:
- Click on the **Grade book Options** drop down arrow.

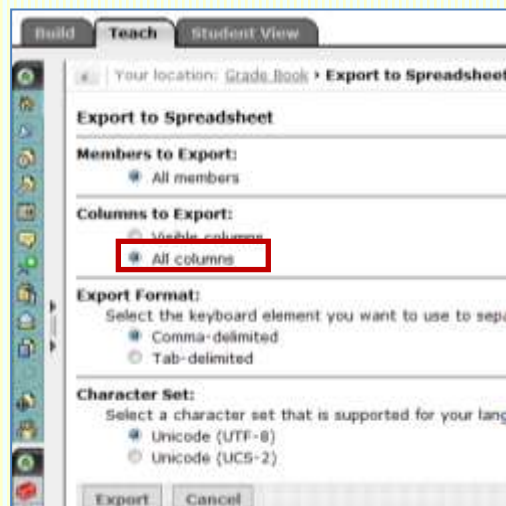
- Select the option **Show All Members**.



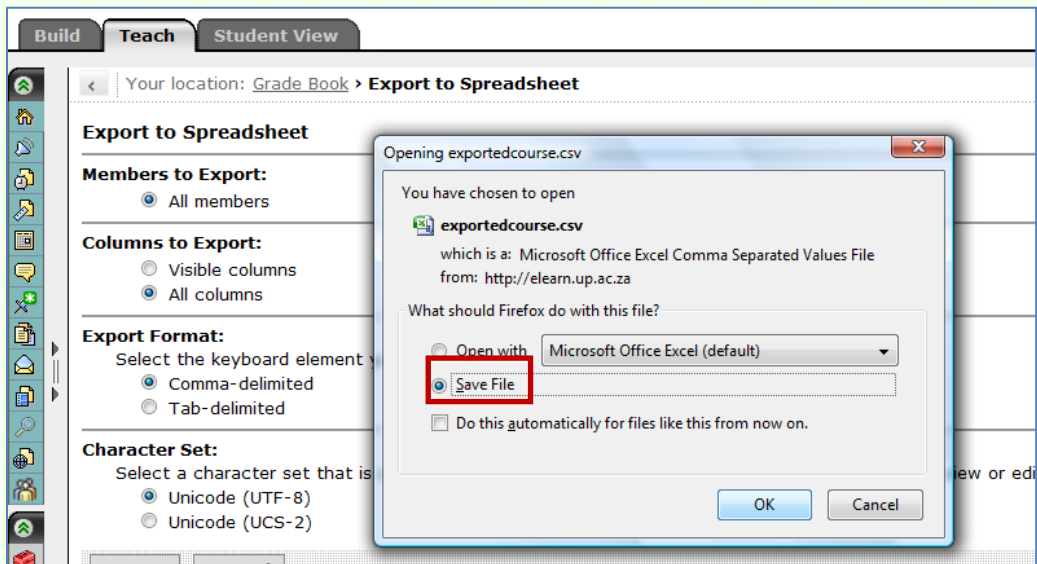
- Click on the **Export to Spreadsheet** button.



- Select **All columns** and then click on **Export**.



- Save the file to the hard drive of your own personal computer.



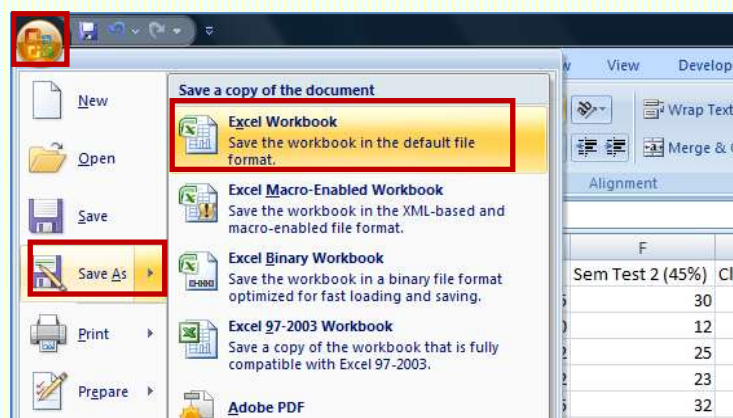
If you want to see a video on where to click in the clickUP system, you can watch this video:

[http://www.click.up.ac.za/flash/captivate/gradebook/export/export\\_11\\_demo.htm](http://www.click.up.ac.za/flash/captivate/gradebook/export/export_11_demo.htm)

## Adapt the Excel spreadsheet

We now have to change the spreadsheet to prepare the data for People Soft.

- Open the comma-delimited file (.csv) which you have exported from clickUP.
- Save the file as an Excel file (.xlsx):
- On the **Ribbon**, click on the **File** tab and then click on **Save As**.
- Click on **Excel Workbook**.



- In order to prepare the spreadsheet, take the following actions:
- Remove the “s” in front of the student number.
- Delete the unnecessary columns.
- Setup the column names.

## Remove the “s” in front of the student number

- Insert a new column next to the **User id** column.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	User ID		Role	Sem Test 1 (45%)	Sem Test 2 (45%)	Class Test (10%)
2	Ackermann	C	s28012128	28012128	Student	25	30	
3	Agra	RS	s28248628		Student	30	12	
4	AMORAAL	J	s29032297		Student	42	25	
5	AUCAMP	P	s29039534		Student	22	23	
6	BADENHORST	L	s29146072		Student	35	32	
7	Basson	K	s28446705		Student	23	41	
8	BATTISCOMBE	AM	s29105031		Student	18	26	
9	BECKER	C	s29069272		Student	12	32	

- Include the following formula in the D column to remove the “s” from the User ID field: **=RIGHT(C2, LEN(C2)-1)**.
- Copy this formula for this column.
- Insert another column and copy the D column.
- Paste special the values of the D column into the E column.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	User ID		Role	Sem Test 1 (45%)	Sem Test 2 (45%)	
2	Ackermann	C	s28012128		28012128	Student	25	30
3	Agra	RS	s28248628		28248628	Student	30	12
4	AMORAAL	J	s29032297		29032297	Student	42	25
5	AUCAMP	P	s29039534		29039534	Student	22	23
6	BADENHORST	L	s29146072		29146072	Student	35	32
7	Basson	K	s28446705		28446705	Student	23	41
8	BATTISCOMBE	AM	s29105031		29105031	Student	18	26
9	BECKER	C	s29069272		29069272	Student	12	32

- Now delete columns C and D.
- Add a heading for column C: **EmplID**.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	EmplID	Role	Sem Test 1 (45%)	Sem Test 2 (45%)	Class Test (10%)	Semester mark (100%)
2	Ackermann	C	28012128	Student	25	30	7	6
3	Agra	RS	28248628	Student	30	12	6	4
4	AMORAAL	J	29032297	Student	42	25	5	7
5	AUCAMP	P	29039534	Student	22	23	8	5
6	BADENHORST	L	29146072	Student	35	32	4	7
7	Basson	K	28446705	Student	23	41	5	6
8	BATTISCOMBE	AM	29105031	Student	18	26	6	5
9	BECKER	C	29069272	Student	12	32	7	5

- Delete the **Role** column.

	A	B	C	D	E	F	G
1	Last Name	First Name	EmplID	Sem Test 1 (45%)	Sem Test 2 (45%)	Class Test (10%)	Semester mark (100%)
2	Ackermann	C	28012128	25	30	7	62
3	Agra	RS	28248628	30	12	6	48
4	AMORAAL	J	29032297	42	25	5	72
5	AUCAMP	P	29039534	22	23	8	53
6	BADENHORST	L	29146072	35	32	4	71
7	Basson	K	28446705	23	41	5	69
8	BATTISCOMBE	AM	29105031	18	26	6	50
9	BECKER	C	29069272	12	32	7	51
10							
11							

- PeopleSoft is only interested in the **Semester mark**, **Exam mark** and **Final mark**. Therefore ensure that these columns in your Excel spreadsheet are values and not formulas. Repeat the steps explained above to copy and paste special values.
- Delete all the columns except the Semester mark, Exam mark and Final mark.
- Note: The semester mark in PeopleSoft is called the **Year Grade**; the Exam mark is called **Exam Grade** and the Final mark is called **Final Grade**.
- Setup columns to be displayed in this order: EmplID, Mainframe ID (same as the EmplID), Last Name, Name Initials, Section (ignore), Year Grade, Exam Grade, Final Grade.

	A	B	C	D	E	F	G	H	I
1	EmplID	Mainframe	Last Name	Name Initials	Section	Year Grade	Exam Grade	Final Grade	
2	28012128	28012128	Ackermann	C		62	72	67	
3	28248628	28248628	Agra	RS		48	62	55	
4	29032297	29032297	AMORAAL	J		72	46	59	
5	29039534	29039534	AUCAMP	P		53	55	54	
6	29146072	29146072	BADENHORST	L		71	64	67.5	
7	28446705	28446705	Basson	K		69	74	71.5	
8	29105031	29105031	BATTISCOMBE	AM		50	54	52	
9	29069272	29069272	BECKER	C		51	65	58	
10									

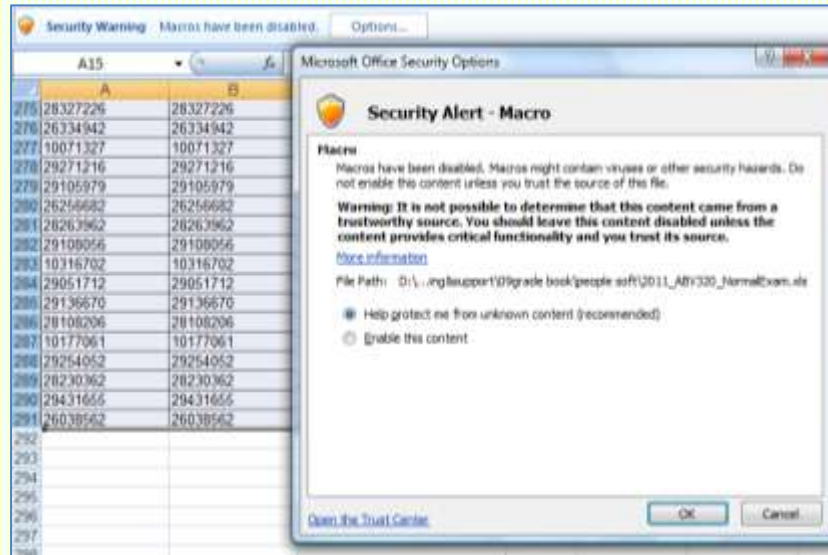
- Save the file.

## Merge the data into the People Soft format

- Open the **PeopleSoft Excel** file.

GRADE ROSTER BY COURSE							
Term:	2011 Academic Term						
Session:	Second Semester						
Course:	ABV320						
Description:	Labour relations 320						
Roster Number:	1						
Exam Type:	Normal Examination (Year, Exam, Final)						
Total Students:	277						
Date of Creation:	18 March 2011 @ 11:13 am			List of Special Codes:			
Created by:	P4126645 (Yvonne du Plessis)						
EmpID	Mainframe ID	Name	Section	Year Grade	Exam Grade	Final Grade	Comments
28012128	28012128	Ackermann Christiaan	A100				
28248628	28248628	Agre Ricardo	F100				
29032297	29032297	Ameraal Janita	A100				
29039534	29039534	Aucamp Petra	A100				
29146872	29146872	Baibehrat Leandre	A100				
28446705	28446705	Basson Karan	A100				
29105031	29105031	Bethcombe Angelina	A100				
29089272	29089272	Becher Charis	F100				
24059308	24059308	Beyers Daria	F100				
29015112	29015112	Beyersheut Janette	A100				
29043175	29043175	Bignaud Janni	A100				
27057616	27057616	Boersma Marika	A100				
10246460	10246460	Bopari Nitheeswari	F100				
29020299	29020299	Boskalis Kuthwano	F100				
28235348	28235348	Bosman Lelani	A100				
28097166	28097166	Botas Frans	A100				

- Enable the content by selecting the data from the first student number down to the last student on the list.
- You will receive a warning that the Macros have been disabled. Click on the **Options** button. The following screen will be displayed:



- Select the **Enable content** option and click on **Ok**.
- Delete all the data.
- Copy the data from the clickUP excel list and paste it under the headings.
- Save.

	A	B	C	D	E	F	G	H
1	<b>GRADE ROSTER BY COURSE</b>							
2								
3	Term:	2011 Academic Term						
4	Session:	Second Semester						
5	Course:	ABV320						
6	Description:	Labour relations 320						
7	Roster Number:	1						
8	Exam Type:	Normal Examination (Year, Exam, Final)						
9	Total Students:	277						
10								
11	Date of Creation:	18 March 2011 @ 11:13 am				List of Special Codes:		
12	Created by:	P412645 (Yvonne du Plessis)						
13								
14	EmpID	Mainframe ID	Name	Section	Year Grade	Exam Grade	Final Grade	Comments
15	28012128	28012128	Ackermann	C		62	72	67
16	28248628	28248628	Agra	RS		48	62	55
17	29032297	29032297	AMCRAAL	J		72	46	59
18	29039534	29039534	AUCAMP	P		53	55	54
19	29146072	29146072	BADENHORST	L		71	64	67.5
20	28446705	28446705	Basson	K		69	74	71.5
21	29105031	29105031	BATTISCOMBE	AM		50	54	52
22	29069272	29069272	BECKER	C		51	65	58

## Example of correct Grade book

GRADE ROSTER BY COURSE									
Term:	2010 Academic Term								
Session:	First Semester								
Course:	EDL411								
Description:	Education law 411								
Roster Number:	1								
Exam Type:	Normal Examination (Year, Exam, Final)								
Total Students:	56								
Date of Creation:	10 April 2011 @ 5:54 pm				List of Special Codes:				
Created by:	P1211242 (Johan Haumann)								
EmpID	Mainframe ID	Last Name	Initials	Title	Section	Year Grade	Exam Grade	Final Grade	Comments
29666393	29666393	Fakude	SD	Mr	E111	40	45	43	999 42.5
29666555	29666555	Lwandle	ZR	Mr	E111	40	45	43	999 42.5
24490581	24490581	Mathonsi	IB	Mrs	E111	40	45	43	999 42.5
29666113	29666113	Ngutshane	SA	Mr	E111	40	45	43	999 42.5
29666139	29666139	Shutshane	LT	Mrs	E111	40	45	43	999 42.5
29666296	29666296	Lubisi	ZH	Mrs	E111	50	48	50	49.5
29666474	29666474	Manninga	FP	Ms	E111	50	49	50	907 49.5
29666610	29666610	Mohlale	VK	Mr	E111	50	49	50	49.5
22408283	22408283	Sedibe	R	Ms	E111	50	49	50	49.5
29666695	29666695	Chloane	AM	Mr	E111	60	40	50	50
29666092	29666092	Luphaka	TA	Ms	E111	60	40	50	50
29636575	29636575	Mashale	SD	Mrs	E111	60	40	50	50
29666032	29666032	Ngobeni	AA	Mr	E111	60	40	50	50
29666198	29666198	Shube	NL	Mrs	E111	60	40	50	50
29666130	29666130	Lubisi	SS	Mr	E111	50	52	51	51
91718008	91718008	Mahlangu	JM	Mr	E111	50	52	51	51
29666377	29666377	Mnisi	BB	Mr	E111	50	52	51	51
29666415	29666415	Mkasi	TB	Mrs	E111	50	52	51	51
29666539	29666539	Tola	FS	Mr	E111	50	52	51	907 51
24561462	24561462	Luhlanga	JS	Mr	E111	55	49	52	52
29666058	29666058	Maseto	AM	Mr	E111	55	49	52	52
29666253	29666253	Mokwena	TG	Mr	E111	55	49	52	52
11021234	11021234	Seena	IU	Mr	E111	55	49	52	52
29666717	29666717	Gumede	TM	Ms	E111	40	65	53	52.5
29665991	29665991	Mabusa	BN	Mrs	E111	40	65	53	52.5
29666334	29666334	Udaka	FM	Mr	E111	40	65	53	52.5
29666172	29666172	Ngwenya	AV	Mr	E111	40	65	53	52.5
90308034	90308034	Sibya	BZ	Ms	E111	40	65	53	52.5
29666211	29666211	Gema	GB	Ms	E111	55	50	50	57.5
28522142	28522142	Mabona	KK	Mr	E111	55	50	50	57.5
27639071	27639071	Mathonsi	SP	Mr	E111	55	50	50	907 57.5
29666155	29666155	Ngutshane	HD	Ms	E111	55	50	50	57.5
29666491	29666491	Sibanda	DS	Mr	E111	55	50	50	57.5
29666318	29666318	Lubisi	TL	Ms	E111	61	63	62	62
29666572	29666572	Mantsele	MD	Mr	E111	61	63	62	62
11021455	11021455	Mogashoa	MR	Mr	E111	61	63	62	62
11020939	11020939	Raswisiwi	JC	Mr	E111	61	63	62	62
11017547	11017547	Ketana	SG	Mr	E111	55	75	65	65

The End