

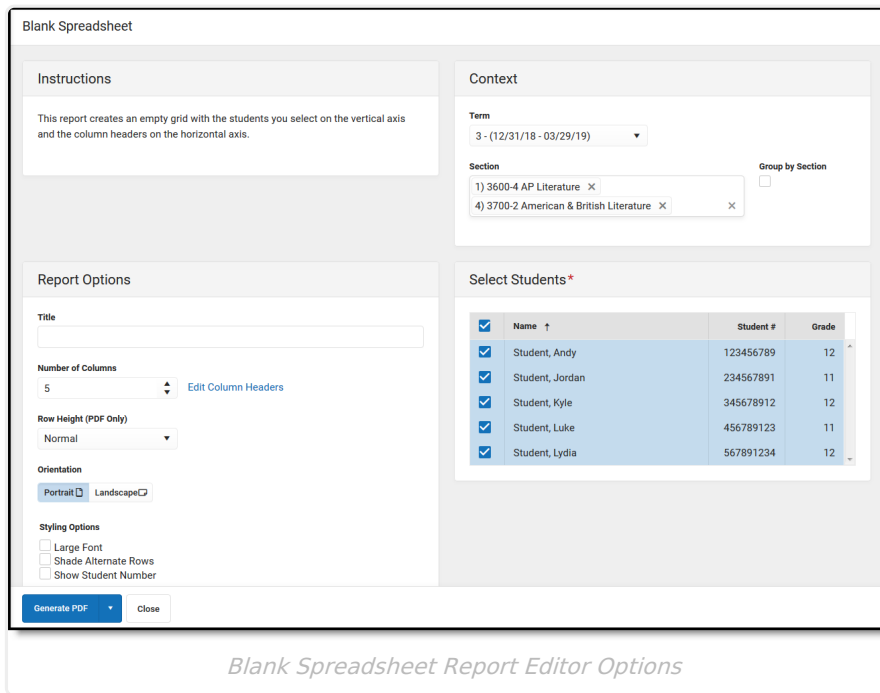
Blank Spreadsheet Report

Last Modified on 10/22/2022 9:29 am CDT

Creating a Blank Spreadsheet

PATH: *Campus Instruction > Reports > Blank Spreadsheet*

The Blank Spreadsheet report creates a blank spreadsheet with the students you select along the y-axis and blank column headers along the x-axis.



Blank Spreadsheet

Instructions
This report creates an empty grid with the students you select on the vertical axis and the column headers on the horizontal axis.

Context
Term: 3 - (12/31/18 - 03/29/19)
Section: 1) 3600-4 AP Literature, 4) 3700-2 American & British Literature
Group by Section:

Report Options
Title:
Number of Columns: 5 [Edit Column Headers](#)
Row Height (PDF Only): Normal
Orientation: Portrait Landscape
Styling Options:
 Large Font
 Shade Alternate Rows
 Show Student Number

Select Students*

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	123456789	12
<input checked="" type="checkbox"/>	Student, Jordan	234567891	11
<input checked="" type="checkbox"/>	Student, Kyle	345678912	12
<input checked="" type="checkbox"/>	Student, Luke	456789123	11
<input checked="" type="checkbox"/>	Student, Lydia	567891234	12

Blank Spreadsheet Report Editor Options

Creating a Blank Spreadsheet

1. Select the **Term** and **Section** you'd like to generate the spreadsheet for. Select multiple sections if desired.
2. If multiple sections are selected, indicated if the students should be **Grouped by Section** or sorted alphabetically across all selected sections.
3. Enter a **Title** for the report, if you'd like one other than the default. This field is limited to 80 characters.
4. Select the **Number of Columns** you'd like to include in the report.
5. If desired, click **Edit Column Headers** to enter custom headers for the report. A side panel opens when headers can be named, added, or removed.
6. Select whether the **Row Height** of the horizontal rows should be *Normal*, or *1/2*, *1* or *2* inches.
7. Select the **Orientation** of the spreadsheet, *Portrait* or *Landscape*.
8. Mark the checkbox to display the spreadsheet in **Large Font**.
9. If desired, mark **Shade Alternate Rows**.
10. Mark the checkbox if you'd like the spreadsheet to **Show Student Numbers**.
11. Determine which **Students** to list on the y-axis. The default setting is to include all active students in the section, unmark the checkboxes next to student's names to remove them from the report. Filter the student list by entering a Student Group if desired.

- Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.

18-19 Harrison High		585 Peachtree Parkway, Metro City MN 55436			
Generated on 05/17/2019 01:05:09 PM		Book Numbers		3700-2 American & British Literature	
Page 1 of 1				Teacher: Teacherson, Katie I-SA17	
	Great Gatsby	To Kill a Mockingbird	Emerson Reader	Little Women	Red Badge of Courage
12 Student, Andy					
11 Student, Jordan E					
12 Student, Kyle M					
11 Student, Luke C					
12 Student, Lydia J					

Blank Spreadsheet Example - Book Numbers for my American Lit Unit

Sorting by First Name

A blank spreadsheet can be sorted by first name if it is generated in CSV format and opening in a tool such as Excel. Expand instructions below:

- ▶ [Click here to expand...](#)