

# Blank Spreadsheet Report

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: 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 X

4) 3700-2 American & British Literature X

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

Generate PDF

Close

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

