

# Blank Spreadsheet Report

Last Modified on 10/21/2024 8:21 am CDT

## Creating a Blank Spreadsheet

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, 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.

22-23 Harrison High		5856 Peachtree Parkway, Metro City MN 55436			
Generated on 02/15/2023 03:16:06 PM		<b>Week 6 Check-In</b>		1) 3600-4 AP Literature	
Page 1 of 1		Schedule: Main			
Teacher: Teacherson, Katie					
Term: 1 07/01/2022 - 09/30/2022					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
11 Student, Andy					
10 Student, Bree					
09 Student, Brooke					
11 Student, Carissa					

*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...](#)

- Generate the Blank Spreadsheet as described in the instructions above. In step 12, click the arrow next to the Generate button and select **Generate CSV**.
- In Excel, complete the following steps to split the student's last name and first name into separate columns:
  - Highlight Column A.
  - From the **Data** tab at the top, click **Text to Columns**.
  - Choose **Delimited** and click **Next**.
  - Mark *Comma* as the delimiter.
  - Click **Next** and then **Finish**.
- Next, sort the spreadsheet by column B (now first name) by highlighting all cells and then clicking **Sort & Filter** from the **Home** tab. Select **Custom Sort** and **Sort by: Column B**.