

Creating a Blank Spreadsheet

June 2014

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Creating a Blank Spreadsheet

[Creating a Blank Spreadsheet](#)



PATH: *Campus Instruction > Reports (Roster) > Blank Spreadsheet*

PATH: *Campus Instruction > Reports (Planner) > 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. Create this spreadsheet in the report sections for both the Roster and the Planner.

Report Options

01) 580511-1000 AP Calculus (A)

Selected Report

Blank Spreadsheet

This report creates an empty grid with the students you select on the y-axis and blank column headers on the x-axis.

***Report Title**

Blank Spreadsheet Report

Number of Blank Columns

15

Row Height

Normal

Orientation

Portrait

☐ Show Student Number

***Select Students**

<input checked="" type="checkbox"/>	Name ▲	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andrew T	678912345	11
<input checked="" type="checkbox"/>	Student, Bree W	123456789	10
<input checked="" type="checkbox"/>	Student, Brooke J	234567891	09
<input checked="" type="checkbox"/>	Student, Devin L	345678912	12
<input checked="" type="checkbox"/>	Student, Jordan E	912345678	12
<input checked="" type="checkbox"/>	Student, Kyle M	891234567	12
<input checked="" type="checkbox"/>	Student, Luke C	789123456	09
<input checked="" type="checkbox"/>	Student, Lydia J	456789123	12
<input checked="" type="checkbox"/>	Student, Sarah H	567891234	10

Generate Report

Blank Spreadsheet Report Editor Options

Creating a Blank Spreadsheet

1. From Reports (Roster) or Reports (Planner), choose *Blank Spreadsheet* in the report dropdown list.
2. Select the **Section** you'd like to generate the spreadsheet for in the section dropdown list.
3. Enter a **Title** for the report, if you'd like one other than the default.
4. Select how many **Blank Columns** you'd like to include in the report.
5. Select whether the **Row Height** of the horizontal rows should be *Normal*, or *1/2*, *1* or *2* inches.
6. Select the **Orientation** of the spreadsheet, *Portrait* or *Landscape*.
7. Mark the checkbox if you'd like the spreadsheet to **Show Student Numbers**.
8. 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.
9. Click **Generate Report** to view the report in PDF format, suitable for printing.

13-14 High School										10 BROAD AVE., Pierre SD 575160									
Generated on 12/26/2013 04:37:36 PM Page 1 of 1										Blank Spreadsheet Report									
										Section: 580511-1000 AP Calculus (A) Teacher: Katie Smith									
10 Student,Bree W																			
09 Student,Brooke J																			
12 Student,Devin L																			
12 Student,Jordan E																			
12 Student,Kyle M																			
09 Student,Luke C																			
12 Student,Lydia J																			
10 Student,Sarah H																			

Blank Spreadsheet Example