

Creating, Formatting, Sorting and Posting Randomly-generated ID's

Creating

To create a set of "random" numbers to assign to a student in your course follow the next five steps.

1. *Open a new or existing worksheet in Excel.*
2. *Select the cell into which you want to place the student ID number.*
3. *Enter the following function:*

=ROUND(RAND()*10000,0) Press Return.

What this function does:

- RAND() generates a "random" number between 0 and 1.
- *10000 multiplies this number by 10,000 to guarantee the result is four digits long. This last step helps to reduce the likelihood of repeated numbers.
- ROUND(...,0) rounds the results to the nearest whole number.
- At this point the number will not show leading zeros. If that is of concern to you, it will be addressed in the **Formatting** section below.

4. *Copy down the column.*

- Select the cell that contains the number generated by the function;
- Point to the fill handle in the lower-right corner – the small black square. The mouse pointer changes to a crosshair.
- Click the mouse button and hold it down. Drag the fill handle down the column until you reach the last row containing student records, then release the mouse button. These cells now contain randomly-generated numbers that may be assigned to students as their course ID.

5. *Remove the underlying function.*

Each time you press F9 (Mac: ⌘=) the numbers are generated anew. This process needs to be frozen in order to fix the number assigned to a student...

- Highlight the cells containing the random numbers.
 - From the menu bar choose **Edit > Copy**
[NOTE: Do not move the cursor.],
 - From the menu bar choose **Edit > Paste Special...**,
 - Select the radio button next to **Values**,
 - Click **OK**.
- Now the function is gone but the numbers remain and are fixed.

Formatting

This next step is not required but is useful if you want to format the student's class ID number to allow for leading zeros on each number that has fewer than four digits.

1. *Select the range of cells containing the randomly-generated IDs.*

2. *Format those cells:*

- From the menu bar choose **Format > Cells...**,
- From the Category list, choose **Custom**,
- In the *Type* box, enter four zeros (e.g., 0000)
- The number in the *Sample* box at the top will now have leading zeros if the original number has fewer than four digits.
- Click **OK**.

Sorting

Before you may print or post the grades, FERPA requires that the Student IDs be sorted either in ascending or descending order. To simplify this step, make sure your grade book table has followed Excel's rules for proper set up.

1. *Properly format the data table* (e.g., the table containing course information)

- The first row of the table must contain column names.
- The table may not have blank columns (e.g., columns left intentionally blank to serve as a divider between different sections in a worksheet).
- The table may not have blank rows (e.g., rows left intentionally blank to serve as a divider between different sections in a worksheet).

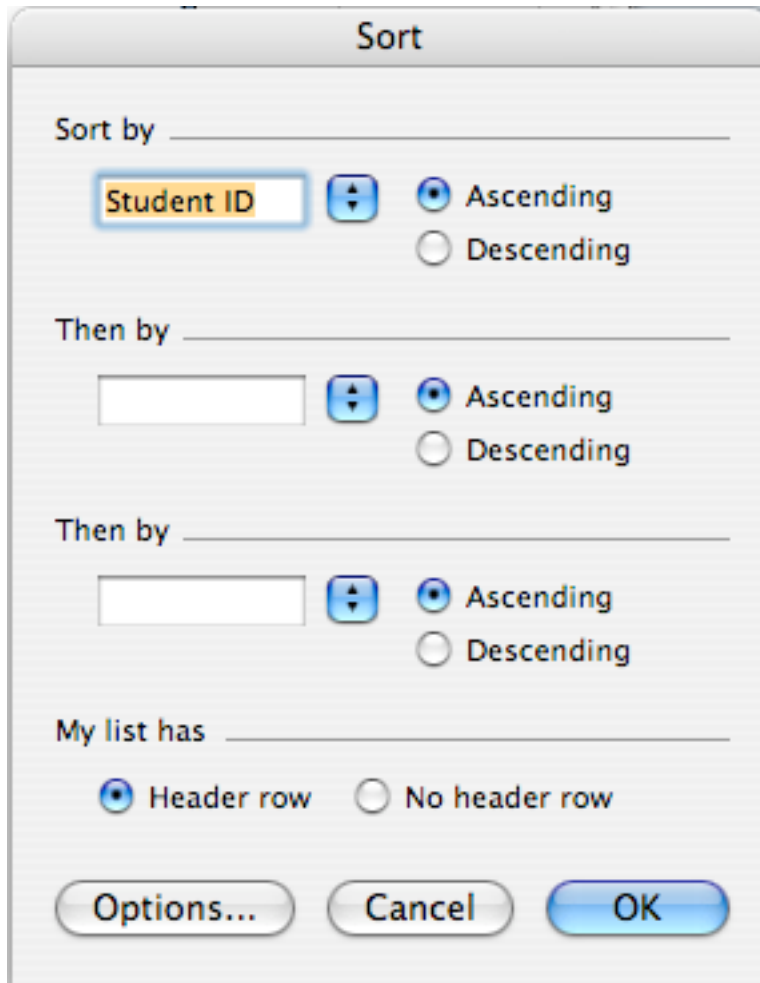
[For sorting purposes, Excel treats blank columns and rows as an indication of the end of the data table.]

2. *Select a single cell in the column of cells to be sorted*

NOTE: Do NOT select the entire column! Just click in any cell in the Student ID column.

3. *Sort the Student IDs*

- From the menu bar choose **Data > Sort...** A dialog box will appear similar to the Mac version shown below:



- If the name of the column does not appear in the *Sort by* field, **make sure the radio button is selected next to *Header row* at the bottom of the dialog box.**
- If the wrong column name is shown in the *Sort by* field, select the correct column name from the drop down list next to that field.
- Choose whether to sort the list in Ascending or Descending order by selecting the radio button next to the appropriate sort order option.
- Click **OK**.

Posting

You can easily post your sorted list to a Web site (e.g., Datastore01/website) so students can access their grades as needed.

1. *Select the range of cells that comprise the part of the worksheet you would like to publish.*

This can be as few as two columns (e.g., Student ID, Current Course Grade) or as many as you want. Do NOT include the column containing names!

2. *Save the range as a Web page:*

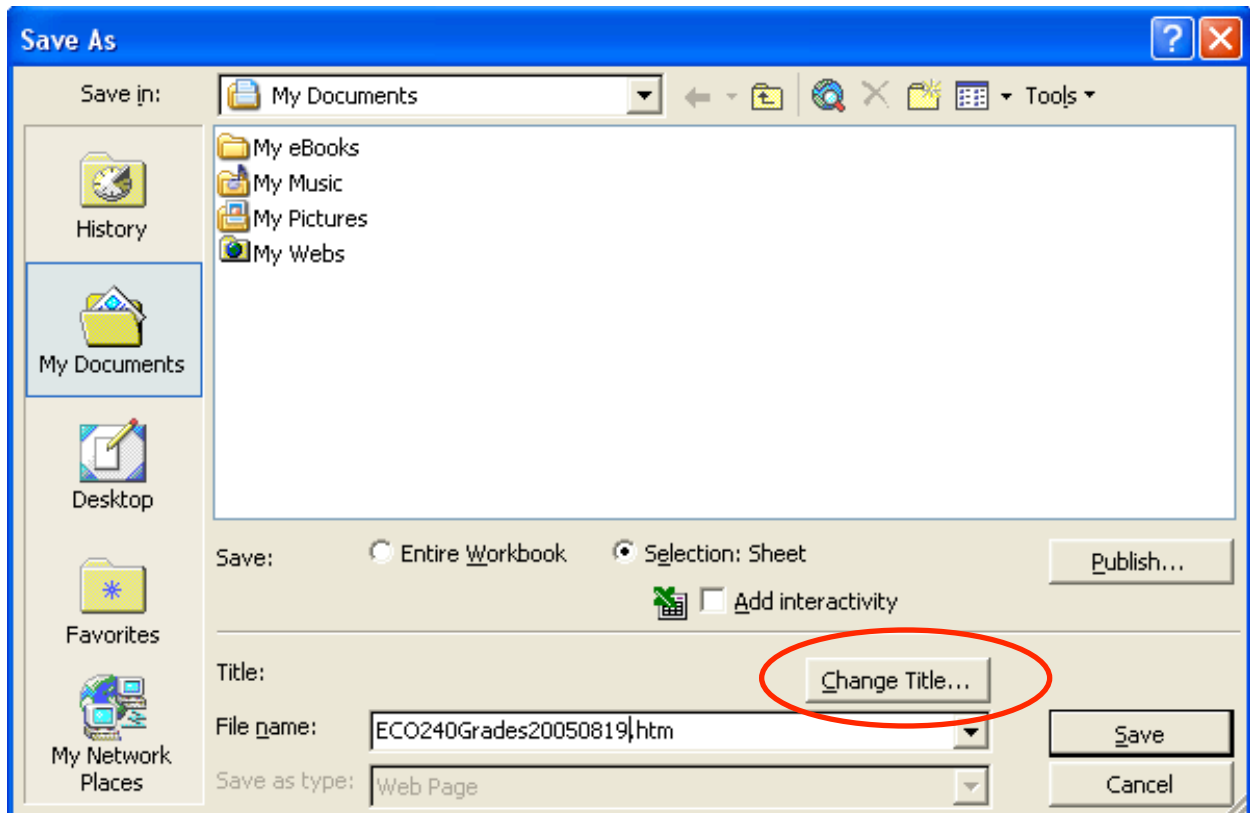
- From the menu bar choose **File > Save as Web Page...**
- Click on the radio button next to *Selection*.
- Give the file you are about to create an appropriate name (e.g., ECO240Grades20050819.html).
 - This file is saved in “.htm” or “.html” format so that it is viewable in a Web browser.

- Optional but useful: Give the Web page an appropriate title. (This will be the name of the page that appears at the top of the browser window and that describes the page if it is bookmarked.) This is done in a slightly different manner in Windows Excel 2003 and Mac Excel 2004. (See *Assigning a Page Title* below.)
- Navigate to where you would like the file to be saved (e.g., Datastore01\Web).
 - NOTE: In order for the students to be able to read the file it must be saved on a Web server and not on your local drive.
- Click Save.

This page is viewable using any Web browser.

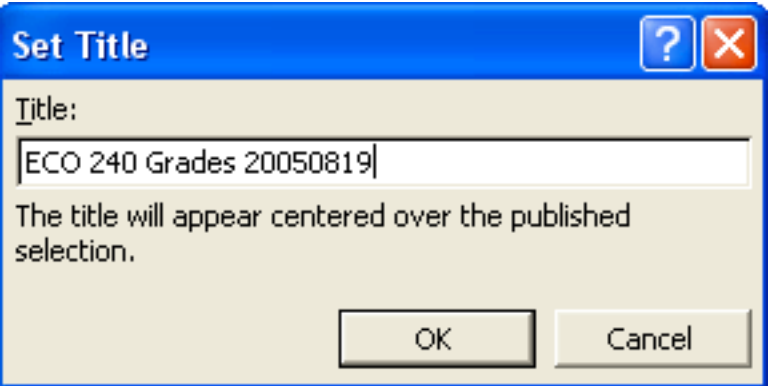
Assigning a Page Title: Windows versions of Excel

This is the Save as Web page... dialog box for Windows 2000 Excel



To assign a name to the Web page you are creating:

1. Click on the Change Title... button.



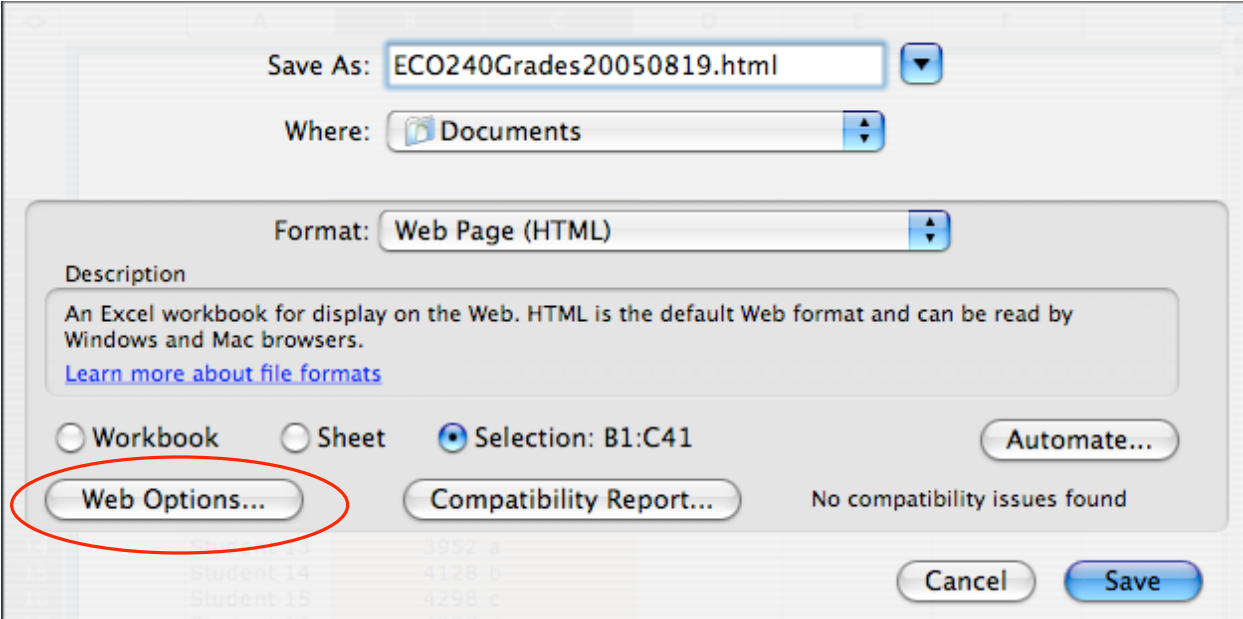
2. In the *Title:* field, enter the name of the Web page as you would want it to appear in a bookmark.

3. Click **OK**.

4. Click **Save**.

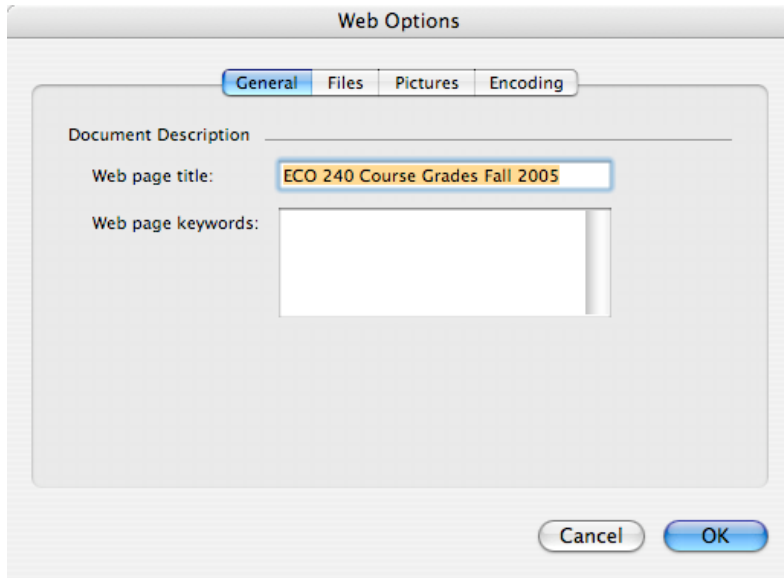
Assigning a page title: Mac Excel 2004

This is the Save as Web page... dialog box for Mac Excel 2004:



To assign a name to the Web page you are creating:

2. *Click on the Web Options... button.*



3. Enter the name of the Web page as you would want it to appear in a bookmark.
4. Click **OK**.
5. Click **Save**.