How to Change Data Sheets to Include Additional Students

1. At the top of your screen, click on the **Review Tab** on the Ribbon.

2. Click **Unprotect Sheet**.

3. Move your cursor to hover over the numbers in the gray non-labeled column until your cursor changes to a black arrow ➔. Then, left click to **highlight** the row and drag down to end of numbers in Column A. Rows should remain highlighted.

4. Once highlighted, press the **Control key** then the **C** key to copy highlighted rows.
5. Scroll to the first non-numbered space in Column A. Click in the “A” column cell to activate that cell.

6. Press the **Control** key, together with the **V** key to paste highlighted rows.

7. Repeat **Ctrl** and **V** simultaneously to paste additional rows as needed. Each time, paste in the first available open cell in Column A.
8. To re-number the data sheet, go back to #1 in Column A.

9. In the lower right corner, hover over the black square and the cursor will turn into a “+” symbol (this is called the Fill Handle). Click on the Fill Handle and use your mouse to drag the fill handle down to the last row you inserted.

10. With the numbers highlighted, an auto fill option box will appear at the bottom right corner of the highlighted numbers. Click on the down arrow and choose “Fill Series”. The numbers should now be in order from lowest to highest.

11. To delete any unnecessary numbers, follow step 3 above and highlight excess rows. Once highlighted, right click and choose Delete from the menu.
12. At the top of your screen, click on the **Review Tab** on the Ribbon.

13. Click **Protect Sheet**.

14. In the dialogue box that appears, verify **Select Unlock Cells** is the only thing checked.

15. Click **OK**.

These steps will need to be updated throughout the data collection system. Make sure to include Student Totals page.