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.

	А	В	С	D	E	F	G	Н	l.	J	(
1				Ohio P	hysical Edu	ucation Evalua	ation				
2			S	tandard 1 I	Individual	Data (K-2) Ber	ichmark A	1			
3			Note:	Advanced	= 3 pts, Pro	oficient = 2 pts	, Limited	= 1 pt			
4											
5		Student Name	Running	Skipping	Hopping	Gallop/Slide	Rolling	Balance	Rhythm	Average Score	Le
6-+	1	L								#DIV/0!	#DI
7	2	2									
	•		C	D	-	F	6				
1	A	В	С	D	E by circle Tab	F ucation Evalua	G	Н		J	
1 2			c.		•	Data (K-2) Ber					
2											
3			Note: /	Advanced -	- 5 pts, Pro	oficient = 2 pts	, Limited	- 1 pt			
5		Student Name	Running	Skipping	Hopping	Gallop/Slide	Rolling	Balance	Rhythm	Average Score	Le
6	1									#DIV/0!	#DI'
7	2										#DI
8	3										#DP
9	4										#DI
10	5										#DI
11	6										#DI
12	7										#DI
13	8										#DI
14	9										#DP
15	10									#DIV/0!	#DI
16	11										

4. Once highlighted, press the **Control key** then the **C** key to copy highlighted rows.



	The information you are copying dotted line.	will be surround	ed by a]	A 135 128 126 129 137 130 138 131	В
5.	Scroll to the first non-numbered s Click in the "A" column cell to a	•	A	A 154 149 155 150 156 157	

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

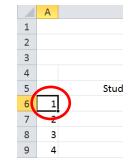


	A	В	С	D	E	F	G	Н	I	J	
144	137										
145	138										
146	139										
147	140										
148	141										
149	142										
150	143										
151	144										
152	145										
153	146										
154	147										
155	148										
156	149										
157	🖺 (Ctrl) 🗸										
158	1									#DIV/0!	#DI
159	2										
160	3										
161	4										
162	5										

7. Repeat **Ctrl** and **V** simultaneously to paste additional rows as needed. Each time, paste in the first available open cell in Column A.

	A	В	С	D	E	F	G	н	1	1	
599	136										
600	137										
601	138										
602	139										
603	140										
604	141										
605	142										
606	143										
607	144										
608	145										
609	146										
610	147										
611	148										
612	149										
613	150										
614											
615											
616											
614 615 616 617 618											
618											

8. To re-number the data sheet, go back to #1 in Column A.

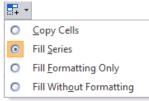


9. In the lower right corner, hover over the black square and the cursor will turn into a "+"symbol (this is called the Fill Handle). Click on the **Fill Handle** and use your mouse to drag the fill handle down to the last row you inserted.

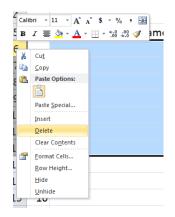
	А	В	С	D	E	F	G	Н	I	J	
603	1										
604	1										
605	1										
606	1										
607	1										
608	1										
609	1										
610	1										
611	1										
612	1										
613	1										

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.



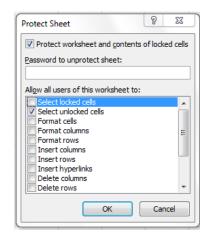
11. To delete any unnecessary numbers, follow step 3 above and highlight excess rows. Once highlighted, right click and choose **Delete** from the menu.



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.