

## Excel Help - Fill Down the Student's Name

When you download Risk Indicators, you may encounter blocks of information for a single student. To ensure each line is associated with the correct student name, follow these steps to “fill down” the student names.

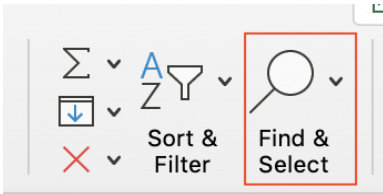
	A	B	C	D	E	F	
1	Student Name	Enrollments	Grades and Credits			Risk	
2	Name	Grade	Grade Count	Class Name	Teacher Name	Risk Value	Risk Level
3	Student A	9	5	Algebra I O/L		5	Inform
4				Chinese 100 O/L			
5				English 9 O/L			
6				Life Fitness O/L			
7				World History O/L			
8	Student B	9	4	Biology	Hanna, Christian	4	Inform
9				Health	Stanich, Kealey		
10				Ms Office Certification	Cottle, Hailey		
11				Nsd Pre-Ib English 9			
12	Student C	9	3	Algebra I	Cutler, Bryan	3	Inform
13				Intro To Marketing	Bailey, Maiya		
14				Photography	Flye, Robert		
15							
16							

	A	B	C	D	E	F	
1	Student Name	Enrollments	Grades and Credits			Risk	
2	Name	Grade	Grade Count	Class Name	Teacher Name	Risk Value	Risk Level
3	Student A	9	5	Algebra I O/L		5	Inform
4	Student A			Chinese 100 O/L			
5	Student A			English 9 O/L			
6	Student A			Life Fitness O/L			
7	Student A			World History O/L			
8	Student B	9	4	Biology	Hanna, Christian	4	Inform
9	Student B			Health	Stanich, Kealey		
10	Student B			Ms Office Certification	Cottle, Hailey		
11	Student B			Nsd Pre-Ib English 9			
12	Student C	9	3	Algebra I	Cutler, Bryan	3	Inform
13	Student C			Intro To Marketing	Bailey, Maiya		
14	Student C			Photography	Flye, Robert		
15							
16							

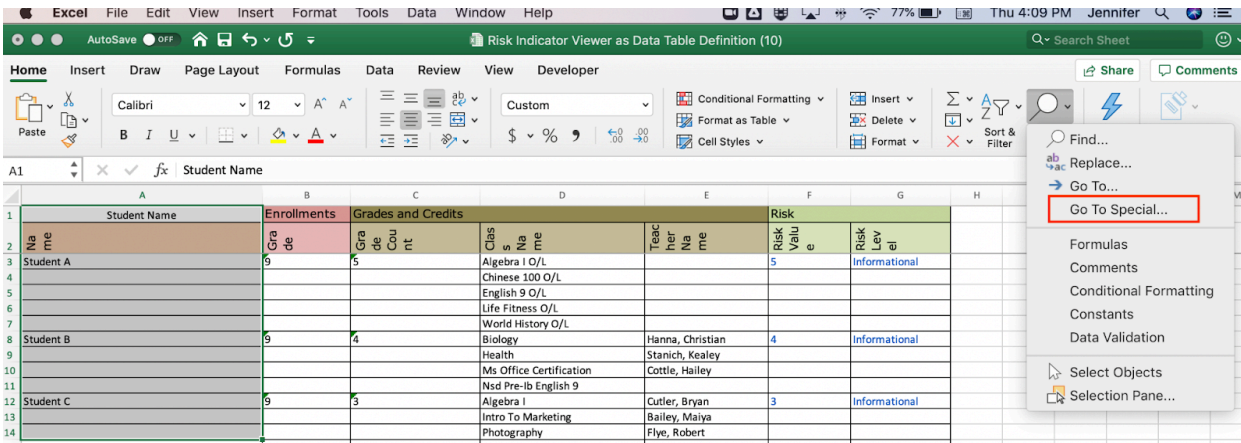
1. Click on the student name column header.

	A	B	C	D
1	Student Name	Enrollments	Grades and Credits	
2	Name	Grade	Grade Count	Class Name
3	Student A	9	5	Algebra I O/L
4				Chinese 100 O/L
5				English 9 O/L
6				Life Fitness O/L
7				World History O/L
8	Student B	9	4	Biology
9				Health
10				Ms Office Certification
11				Nsd Pre-Ib English 9
12	Student C	9	3	Algebra I
13				Intro To Marketing
14				Photography
15				

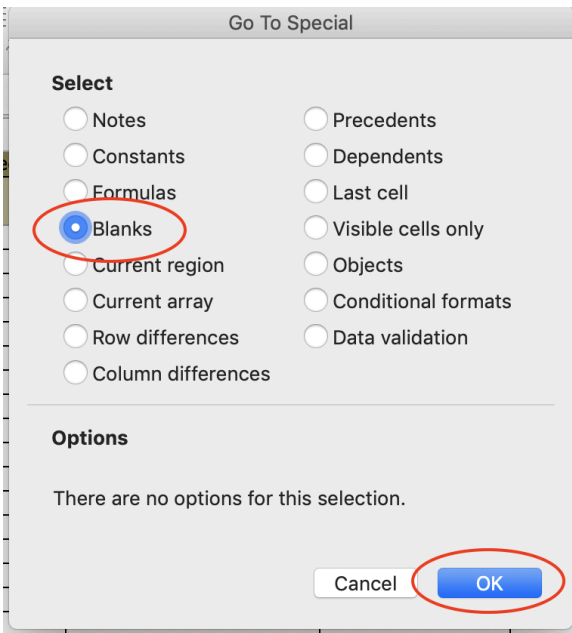
2. On the **Home Ribbon**, click on the **Find & Select** menu.



3. From the dropdown, select **Go to Special**.



4. Select the **Blanks** option and click **OK**.

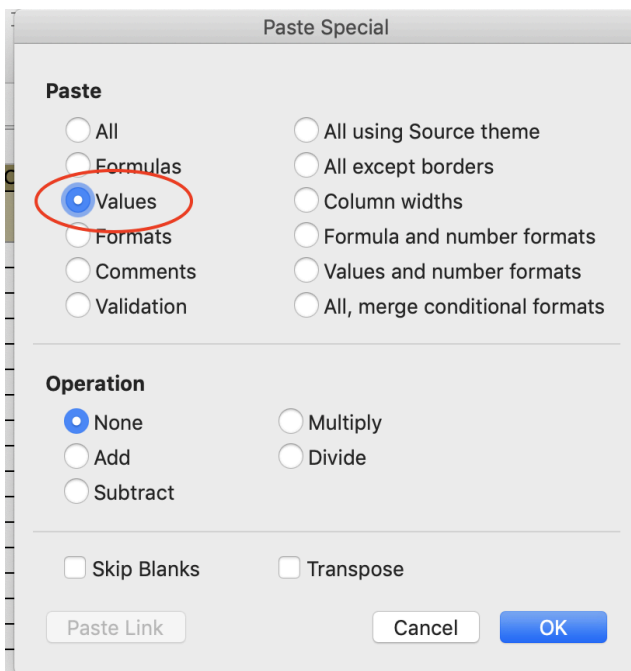


5. With the blanks still selected, navigate to the first available cell in the column (e.g., A4) and enter the formula: = (up arrow key) and then **Command + Enter** (Mac) or **Control + Enter** (Windows)

simultaneously. This will fill in the blanks with the information from above, putting a student name on each row.

	A	B	C	D
1	Student Name	Enrollments	Grades and Credits	
2	Name	Grade	Grade Count	Class Name
3	Student A	9	5	Algebra I O/L
4	Student A			Chinese 100 O/L
5	Student A			English 9 O/L
6	Student A			Life Fitness O/L
7	Student A			World History O/L
8	Student B	9	4	Biology
9	Student B			Health
10	Student B			Ms Office Certification
11	Student B			Nsd Pre-Ib English 9
12	Student C	9	3	Algebra I
13	Student C			Intro To Marketing
14	Student C			Photography
15				

- The final step is to turn the highlighted entries just created into actual values instead of formula entries.
- Select the entire student name column again.
- Copy the column using **Control + C** (Windows) or **Command + C** (Mac).
- While the column is still highlighted, use Paste Special so the cells will only be Values with Edit → Paste Special.
- Choose **Values** and click **Ok**.



11. You will now have student names filled in for each row, allowing you to sort and filter the data effectively.

	A	B	C	D	E	F	
1	Student Name	Enrollments	Grades and Credits		Risk		
2	Name	Grade	Grade Count	Class Name	Teacher Name	Risk Value	Risk Level
3	Student A	9	5	Algebra I O/L		5	Inform
4	Student A			Chinese 100 O/L			
5	Student A			English 9 O/L			
6	Student A			Life Fitness O/L			
7	Student A			World History O/L			
8	Student B	9	4	Biology	Hanna, Christian	4	Inform
9	Student B			Health	Stanich, Kealey		
10	Student B			Ms Office Certification	Cottle, Hailey		
11	Student B			Nsd Pre-Ib English 9			
12	Student C	9	3	Algebra I	Cutler, Bryan	3	Inform
13	Student C			Intro To Marketing	Bailey, Maiya		
14	Student C			Photography	Flye, Robert		
15							
16							