

# From FLIPGRID to Portfolio Artifact CHEAT SHEET

The third step in my YouTube tutorial involves opening and editing the data file that you exported from the FLIPGRID topic.

1. Delete all the unneeded columns. You should be left with just: First\_Name, Last\_Name, Created\_At, and your criteria columns. (I had five criteria.)
2. Add the following extra columns to the right: Total, Percentage, Beginning, Developing, Completed.
3. To the first cell of each new column, add the following formulas. Note that formulas always begin with an equal sign.

Hitting Sigma will insert SUM formula to total the scores.

Created At	AQ	SS	EF	CG	CD	Total	Perce
18-03-03	1	1	1	1	1	=SUM(D2:H2)	
18-03-03	2	2	2	3	2	11	
18-03-03	4	4	4	3	3	18	

To get percentage, divide Total by total possible score. In my case this is cell I2/20.

	J	Beg
	Percentage	
5	=I2/20	X
11	0.55	
18	0.9	

	J	K
	Percentage	Beginning
5	0.25	=IF(J2<0.5,"X"," ")
11	0.55	
18	0.9	

Assuming J2 is the cell containing your percentage...

	J	K	L
	Percentage	Beginning	Developing
5	0.25	X	=IF(AND(J2>0.49,J2<0.7),"X"," ")
11	0.55		X
18	0.9		

	L	M
	Develo	Completed
5	X	=IF(J2>0.69,"X"," ")
11		
18	X	

4. The final step is to grab the FILL HANDLE on each cell containing a formula and "fill down" the entire column to the end of the data set.