Guide to Using the Binder

Preparing the Excel Sheet

We need the excel workbook that the programme will use, and within that the excel spreadsheet with the student information.

Please name the file: **'applications.xlsx'** and call the sheet **'data'** that contains application information.

It is really important that the column headers which are used for sorting are named correctly. Before you upload the spreadsheet please ensure these columns match these headers, you can paste them into the spreadsheet as they appear below:

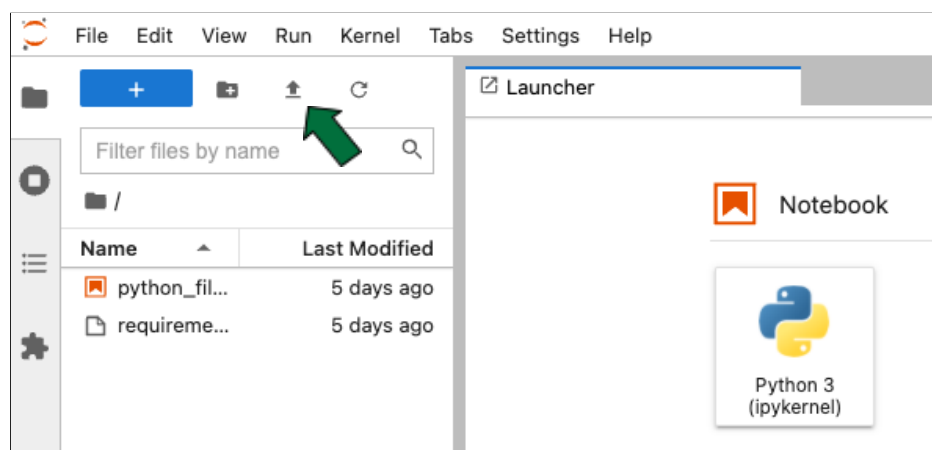**It does not matter what the other columns in the spreadsheet are called.**

student number	year of study	gender	faculty	total	course	personality type

The Binder Link

Click this link to open up the binder (it will take about a minute to build.)

Uploading the File

Please click the upload symbol to add the excel file of student applications:

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Running the Program

When you click into "python_file_to_run", you will see the toolbar in the image below. Click the blue and yellow circle and it will open a new window which will run all the code. There will be a button to download your grouped applications.
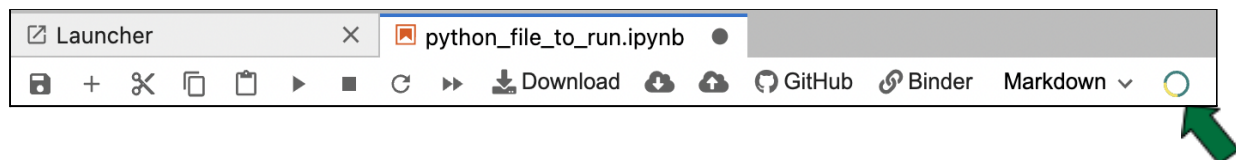
Adding More Sorting Criteria

In the 4th cell of the python file you will find this image:

```
for_sorting = ['total']

# to add more items to sort by, you need to add them to this list here.
```

To change the sorting criteria, you paste one of these in place of *for_sorting = ['total']*

for_sorting = ['total','gender','year of study']

for_sorting = ['total', 'year of study']

for_sorting = ['total','gender']

Total does not need to be in the brackets, but it is the best attribute for getting evenly distributed groups.

When you make the change, simply click the same green and yellow button that you did to run the program the first time.

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