**Objective:**

Create a page on the website for sustainability courses during X semester using excel and an online HTML editor.

**Required files:**

You will need the excel sheet for X semester with sustainability related/ focused classes. No other classes/ semesters are necessary. To get only sustainability related/ focused classes, please refer to “STARS Sustainability Courses SOP.”

The column headers required for this spreadsheet are Department, Course Number, Course Title, Faculty, Credits, and Crosslists. (Note: Exact names can be different, but should have same information)

**Notes:**

* If ctrl+a is not working, either manually select all data or click on cell A1, then ctrl+shift+down arrow, then ctrl+shift+right arrow.
* After every step, take a moment to make sure that the step did what it was intended to. It is much better than having to redo the whole thing after making a lot of progress because at some point a little thing went wrong, and it ended up snowballing.
* Instructions are specific to Windows OS. For Mac, use Cmd instead of Ctrl.

**Procedures:**

**1.**

Step 1 is setting up our excel sheet. Ensure your excel sheet is for sustainability focused/related classes (SFRCs) only. If it has all courses, but has a label for SFRCs, filter by only sustainability focused or related because we will discard the rest.

Now copy your data, after filtering if needed, (click on a cell with something in it, then control+a, then control+c) and then paste as values only (control+shift+v) onto a new sheet. This new sheet is the only one we will work with now. We copy and paste to keep only values and no formatting or formulas.

**2.**

Step 2 is cleaning our excel sheet. Delete all unnecessary columns and delete all unnecessary sheets. Columns needed are ‘Department, Course Number, Course Title, Faculty, Credits, and Crosslists,’ and they should occupy columns A-F, respectively. If they are in a different order, reorganize to be in the same order as listed.

Now, click on a cell with something in it, then control+a, then go to Home > Cells > Format > AutoFit Column Width.

**3.**

Step 3 will create hyperlinks. This step is a little tricky to get the right formatting. First, you want [to enable the developer tab](https://support.microsoft.com/en-us/office/show-the-developer-tab-e1192344-5e56-4d45-931b-e5fd9bea2d45#:~:text=On%20the%20File%20tab%2C%20go,select%20the%20Developer%20check%20box.) on your excel. Make sure you save your work often.

1. **Making values only web addresses for classes**

In column H, click on the second row and enter the following formula: =CONCAT("https://classes.cornell.edu/browse/roster/SP24/class/",A2,"/",B2)

This example uses Spring 2024, so make sure to change for respective semester. Fall = FA, Spring = SP, and then the last two digits of year. So, Spring 2025 would be SP25, and Fall 2025 would be FA25. Make this change before you paste it into excel.

Press ctrl+end to find the last row in your sheet. Then go to column H and put a period in the cell that belongs to the last row.

Now, go back to cell H2, click it and press ctrl+c. Then, press ctrl + shift + down arrow, then ctrl+v. This will paste the formula for the link for every cell. Next, copy the whole column and paste it as values only, using ctrl+shift+v. Paste it onto the same column (column H). This part is important for formatting.

To make sure it worked, click over the cells and make sure they do not have the formula anymore, just the text of the web address. Paste a few links into the browser to make sure it is working and adjust as needed.

1. **Using a macro for correct hyperlink formatting**

Click on the developer tab on excel ribbon. Then click on Macros. Type hyperlink\_HTML, then click on Create. In the workspace that pops up, delete everything and paste the following code (not including red brackets):

[

Sub hyperlink\_HTML()

Dim ws As Worksheet

Dim lastRow As Long

Dim i As Long

Set ws = ThisWorkbook.Sheets("Sheet1") ' Change "Sheet1" to your sheet name if different

lastRow = ws.Cells(ws.Rows.Count, "C").End(xlUp).Row

For i = 1 To lastRow

If ws.Cells(i, "C").Value <> "" And ws.Cells(i, "H").Value <> "" Then

ws.Hyperlinks.Add Anchor:=ws.Cells(i, "I"), \_

Address:=ws.Cells(i, "H").Value, \_

TextToDisplay:=ws.Cells(i, "C").Value

End If

Next i

End Sub

]

In red: make sure “Sheet1” includes the name of your sheet, it won’t necessarily be “Sheet1”.

Then, at the top of the ribbon for the macro sheet, there is small green play button. This will execute the code. Click that button, then minimize the macro tab, and check column I. It should have Course Titles with clickable hyperlinks. Check that a few of them work. If it does, you can close out of the macro sheet (no need to save it).

1. **Clean up**

Now we just want to clean up our sheet again. Copy column I and paste it in Column C, to replace the regular Course Titles with the titles with hyperlinks. You can now delete column H and column I.

If necessary, follow the same steps as in Procedure 2 to autofit column width.

Now click on a cell that has data in it, then click ctrl+a, then in the ribbon go to home > font then click the arrow for more border options and click all borders. This step is very important. Here is what it should look like:

A screenshot of a computer

Description automatically generated

**4.**

Step 4 will get the list from excel to HTML.

First, press file > save as > Web Page (\*.htm, \*.html). Then open it. At this point it should roughly look like this:

A screenshot of a computer

Description automatically generated

There are more columns if you scroll to the right. The links should still be working.

Now, right click on the page and click inspect element. Scroll to the top until you find the table header (highlighted below in yellow). Copy this section (right click and copy).

A screenshot of a computer program

Description automatically generated

Then paste the code in an [online HTML editor](https://onecompiler.com/html). Look through the table to make sure it looks good.

Some likely errors and how to fix:

* Text cuts off at column. To fix this, autofit column width before exporting to HTML.
* Extra column. To fix, you can delete it in the compiler without need for HTML knowledge.
* Extra spaces. To fix, make sure there aren’t any spaces in excel.

**5.**

Step 5 will be putting this list on Cornell’s site.

When you are in drupal and in a new page, go to the ‘Body’ section and select “Source” from the additional options on the right side of the ribbon. Next, paste the following:

[

<table class="js-sort-table mobile-scroll table striped" style="border:1px solid #ddd;" border="0" cellspacing="0" cellpadding="0">

🡪Table HTML here

</table

]

In the red section, paste the HTML you worked on from the online HTML editor. Once pasted, you can click the “Source” button again to see how it will render. Adjust as necessary.