1. Use the TEXTJOIN function to create a comma delimited list.
   1. Click on a convenient empty cell. In this example it’s R2.

Chart

Description automatically generated


* 1. Type in =TEXTJOIN(“,”, TRUE,B2:B27)
     1. Note the space between the second comma and TRUE
     2. All the IDs are in the cells from B2 to B27. You can type in the range as shown or select.
  2. Hit Enter and you will see the ID numbers listed with commas between.

1. Display only these students in LACES
   1. From the STUDENT area in LACES
      1. Close any searches
      2. Click “+ADD SEARCH”
      3. In the dialogue box start typing STUDENT

Graphical user interface, application

Description automatically generated


* + 1. Click “Student ID”
    2. From the “Select a Field” dropdown, select “In the list”

Graphical user interface, application, table, Excel

Description automatically generated


* 1. Return to the Excel file and select the cell that you used the TEXTJOIN function to create your list
     1. Copy just that one cell, R2 in the example
     2. Then paste into the search field and click “APPLY.”

Graphical user interface, application, table, Excel

Description automatically generated


This will return the set of records with the selected IDs, in this case 26.

Table

Description automatically generated
