

Selecting a grading method

There are three different grading methods available. The grading method must be selected before any data may be entered.

Select a grading method:

Weighted Averages

Category Averages

Total Points

Weighted Averages

Each grade is weighted individually. The average is computed by multiplying each grade by its average, and dividing by the total of the weights. Extra credit may be assigned by entering the Extra Credit symbol in place of the weight. Each grade is scaled on a 0 to 100 basis.

Total Points

The final grade is determined by adding up all possible points.

Category Averages

Each grade is assigned to a category. The average is computed by first finding the average within each category, then multiplying these values by the category weights and dividing by the total of the weights. Extra credit may be assigned on a per-category basis by appending the extra credit symbol to the category letter.

This is the main spreadsheet window. After a cell has been selected, the information is entered in the top left corner. Selecting a numbered row or column header selects the entire row or column for editing.

Extra Credit is entered using the following symbols for the weight:

- * : Add this grade to the total before dividing
- + : Add this grade to the average after dividing

Sample					
		1	2	3	
		g1	g2	g3	g1
		a	a	a+	c
Bill					
1	James	90	90	10	9
2	John	100	100	5	10
3	Lee Ann	85	M	M	M
4	Bill	90	90	10	9
5					
6					
7					
8					
9					
10					
11					

Set Grade Conversions

If the Use Grade Conversions preference is checked, the average will be printed using the information in the grade conversion chart.

Grade Conversions:			Cancel	OK
100	90	A		
89	80	B		
79	70	C		
69	0	F		