

Excel Gradebook Template

Go to cell CB221 for info!

(Excel version 2.2)

Teacher Name goes here xx Grading period, class name & number, hour go here

[illegible]

+Sports

Points

- Senior

re

xx Q Honors Physics 461, 4th Hour

[illegible]

- Senior

11/21/94

3rd Q Advanced Physics 454, 6th Hour

[illegible]

- Senior

Points

		3rd Q Applied Technology 452, 8th Hour														
	Assignment #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
+ 1	Name															
- 2																
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Applied Tech 461	3rd Q, 1990-1991	Applied Tech 461	
Number	Assignments	Date Due	Number Assig

template

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												Teacher Name goes here				
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	0				+Sports
					•Senior

												Teacher Name goes here					
16	17	18	19	20	21	22	23	24	XC	XC	Qtr Tot	Est % Grd	Fin Grd				
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- +Sports
- Senior

3rd 1991

gnments

Teacher Name goes here

0

+Sports
•Senior

3rd1991	
gnments	Date Due

Advanc
Numbe

Teacher Name goes here												Qtr	Est	Fin
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+Sports

3rd1991	Applied Tech 461
gnments	Date Due
	Number

xx here[illegible]

4th Hour

[illegible]

[illegible][illegible]

Points $\overline{0}$

Physics 461		4th Q, 1990-1991		Honors Physics 461		
r	Assignments			Date Due	Number	Assignme

[illegible]

Points 0

ed Physics 454		4th Q, 1990-1991		Advanced Physics 454		
	Assignments			Date Due	Number	Assignme

[illegible]

4th 1991		Applied Tech 461	
r	Assignments	Date Due	Number

[illegible][illegible]

0

ents

Date Due

[illegible]

0

Date Due

[illegible]

4th1991	
Assignments	Date Due

cup Table for Grades				
55	65	75	85	101
D	C	B	A	A+

cup Table for Grades				
55	65	75	85	101
D	C	B	A	A+

cup Table for Grades				
55	65	75	85	101
D	C	B	A	A+

cup Table for Grades				
55	65	75	85	101
D	C	B	A	A+

cup Table for Grades				
60	70	80	90	101
D	C	B	A	A+

Lookup Table for Final Grades			
A	11	0	F
A-	10	1	D-
B	8	2	D
B+	9	3	D+
B-	7	4	C-
C	5	5	C
C+	6	6	C+
C-	4	7	B-
D	2	8	B
D+	3	9	B+
D-	1	10	A-
F	0	11	A

Notes about Excel Gradebook Template...

This is not intended to be an example of Excel elegance, but is a "working" gradebook which has evolved through many systems and applications. It is set up for a semester system which in my case consists of two nine-week grading periods. The template automatically keeps track of student progress, assigning estimated grades based on lookup table values. A record of each assignment and its due date can be entered so that missing assignments are easily tracked both by teacher and students. At the end of the semester, actual grades from the first grading period are combined with actual grades from the second and final test grades to determine and assign a final grade based on a 40%, 40%, 20% weighting.

It is assumed that the user has a working knowledge of Excel so that changes in grade weighting, working class size, etc., will not require explanation.

Some comments relating to how I use the gradebook:

1. Students' names entered in first grading period are automatically entered in the second.
2. First columns are used to track grade level and sports activity (for eligibility lists).
3. Assignments are coded (e.g., T-test, P-problems, etc.) in the spaces under their numbers. Assignment lists key to the assignment numbers.
4. "xx" in cell E3 is for number of grading period (e.g., "1st").
5. Final grade determination is left to teacher! I emphasize to my students that "estimated" means just that.
6. I remove unused "slots." (printouts are shorter and neater)
7. I select the print area so that only the current grading period is printed. I specify 50% reduction and everything fits nicely on two sheets of standard paper. (I don't include the "Fin Grd" column).
8. Use of Adobe Type Manager improves legibility and allows flexibility with respect to size.
9. Speed is great on my Mac SE/30...
10. Creative macros could be explored and exploited...
11. When moving student names (due to adding or deleting students), use "Paste Special" value only option to preserve boarder formats.