

+Sports
•Senior

Points

Advanced Physics 454 Number	3rd Q, 1990-1991 Assignments	Advanced Physics 454 Date Due	Number	Assig
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re		3rd Q Applied Technology 452, 8th Hour														
+	Assignment # Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1																
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+Sports

Points

Applied Tech 461 Number	3rd Q, 1990-1991 Assignments	Applied Tech 461 Date Due	Number	Assig
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											Teacher Name goes here			
16	17	18	19	20	21	22	23	24	25	26	Qtr Tot	Est % Grd	Fin Grd	+
											0	###	###	1
											0	###	###	2
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											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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	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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3rd1991	Date Due
gnments	

Honors Number

Teacher Name goes here

16	17	18	19	20	21	22	23	24	25	XC	Qtr Tot	Est % Grd	Fin Grd	
											0	###	###	1
											0	###	###	2
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3rd1991	Date Due
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Advanc
Number

Teacher Name goes here

16	17	18	19	20	21	22	23	24	25	26	Qtr Tot	Est % Grd	Fin Grd	
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3rd1991	Applied Tech 461
gnments	Date Due
	Number

r	4th 1991 Assignments	Date Due	Applied Tech 461 Number
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4th1991

Assignments

Date Due

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

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

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

Map 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.