Excel Gradebo

Go to cell CB221 for info! (Excel version

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

+	Assignment # / Name	1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

+Sports Points

•Senior

re xx Q Honors Physics 461, 4th Hour

+	Assignment # / Name	1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

+Sports Points
•Senior

re xx Q Honors Physics 461, 7th Hour

+	Assignment # Name	1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

+Sports Points
•Senior

Honors Physics 461	3rd Q, 1990-1991	Honors Physics
Number	Assignments	Date Due

*** Move these sections as needed ***
Sample below...

4	Lab 11: Conservation of Momentum	11/21/94

re 3rd Q Advanced Physics 454, 6th Hour

+	Assignment # / Name	1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

+Sports Points
•Senior

Advanced Physics 454	3rd Q, 1990-1991	Advanced Physics
Number	Assignments	Date Due

re 3rd Q Applied Technology 452, 8th Hour

+	Assignment # Name	1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

+Sports Points

Applied Tech 461	3rd Q, 1990-1991	Applied Tech
Number	Assignments	Date Due

ok Template

2.2)

Teacher Name

13	14	15	16	17	18	19	20	21	22	23	24	25	26	Qtr Tot	%	Est Grd	Fin Grd
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0			

Teacher Name

13	14	15	16	17	18	19	20	21	22	23	24	XC	XC	Qtr Tot	%	Est Grd	Fin Grd
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	
														0	###	###	

														0######	
														0######	
														0######	
														0######	
														0######	
														0######	
														0######	
														0######	
														0######	
														0######	
														0######	
														0######	
														0######	
														0	

Teacher Name

13	14	15	16	17	18	19	20	21	22	23	24	XC	XC	Qtr Tot	Est % Grd	Fin Grd
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		
														0######		

0

461		3rd1991	
Number	Assignments		Date Due

Teacher Name

13	14	15	16	17	18	19	20	21	22	23	24	25	XC	Qtr Tot	Est % Grd	Fin Grd
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	
														0	######	

0

454		3rd1991
Number	Assignments	Date Due

Teacher Name

13	14	15	16	17	18	19	20	21	22	23	24	25	26	Qtr Tot	%	Est Grd	Fin Grd
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0	######		
														0			

461 3rd1991 Applied
Number Assignments Date Due

goes here xx here

+	Assignment # Name	1 3Qr	2 P1	3 T1	4 L1	5 L2	6 P2	7 T2	8 L3	9 P3	10 T3
1	0	0									
2	0	0									
3	0	0									
4	0	0									
5	0	0									
6	0	0									
7	0	0									
8	0	0									
9	0	0									
10	0	0									
11	0	0									
12	0	0									
13	0	0									
14	0	0									
15	0	0									
16	0	0									
17	0	0									
18	0	0									
19	0	0									
20	0	0									
21	0	0									
22	0	0									
23	0	0									
24	0	0									
25	0	0									
+Sports	Points	0									

•Senior

goes here 4th Hour

+	Assignment # Name	1 3Qr	2 P1	3 T1	4 L1	5 L2	6 P2	7 T2	8 L3	9 P3	10 T3
1	0	0									
2	0	0									
3	0	0									
4	0	0									
5	0	0									
6	0	0									
7	0	0									
8	0	0									
9	0	0									
10	0	0									

11	0	0
12	0	0
13	0	0
14	0	0
15	0	0
16	0	0
17	0	0
18	0	0
19	0	0
20	0	0
21	0	0
22	0	0
23	0	0
24	0	0
25	0	0
+Sports	Points	0

•Senior

goes here 4th Hour

	Assignment #	1	2	3	4	5	6	7	8	9	10
	Name	3Qr	P1	T1	L1	L2	P2	T2	L3	P3	T3
1	0	0									
2	0	0									
3	0	0									
4	0	0									
5	0	0									
6	0	0									
7	0	0									
8	0	0									
9	0	0									
10	0	0									
11	0	0									
12	0	0									
13	0	0									
14	0	0									
15	0	0									
16	0	0									
17	0	0									
18	0	0									
19	0	0									
20	0	0									
21	0	0									
22	0	0									
23	0	0									
24	0	0									
25	0	0									

+Sports Points 0
•Senior

Honors Physics 461 4th Q, 1990-1991 Hono
Number Assignments Date

goes here 4th Hour

	Assignment #	1	2	3	4	5	6	7	8	9	10
	Name	3Qr	L1	P1	T1	L2	P2	T2	L3	P3	T3
1	0	0									
2	0	0									
3	0	0									
4	0	0									
5	0	0									
6	0	0									
7	0	0									
8	0	0									
9	0	0									
10	0	0									
11	0	0									
12	0	0									
13	0	0									
14	0	0									
15	0	0									
16	0	0									
17	0	0									
18	0	0									
19	0	0									
20	0	0									
21	0	0									
22	0	0									
23	0	0									
24	0	0									
25	0	0									

+Sports Points 0
•Senior

Advanced Physics 454 4th Q, 1990-1991 Advance
Number Assignments Date

goes here 4th Hour

	Assignment #	1	2	3	4	5	6	7	8	9	10
	Name	3Qr	L1	Q1	T1	E1	L2	Q2	E2	L3	L4
1	0	0									
2	0	0									
3	0	0									
4	0	0									
5	0	0									
6	0	0									
7	0	0									
8	0	0									
9	0	0									
10	0	0									
11	0	0									
12	0	0									
13	0	0									
14	0	0									
15	0	0									
16	0	0									
17	0	0									
18	0	0									
19	0	0									
20	0	0									
21	0	0									
22	0	0									
23	0	0									
24	0	0									
25	0	0									

+Sports Points 0

11 L4	12 P4	13 T4	14 L5	15 L6	16 P5	17 L7	18	19	20	21	22	XC SP	Qtr Tot	Qtr %	EST Gra	Sem Tot	Sem %
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0			0	

11 L4	12 P4	13 T4	14 L5	15 L6	16 P5	17 L7	18	19	20	21	22	XC SP	Qtr Tot	Qtr %	EST Gra	Sem Tot	Sem %
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###

0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0######	0###
0	0

11	12	13	14	15	16	17	18	19	20	21	22	XC	Qtr	Qtr	EST	Sem	Sem
L4	P4	T4	L5	L6	P5	L7						SP	Tot	%	Gra	Tot	%
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	
													0######			0###	

0 0

rs Physics 461 4th1991

Due Number Assignments Date Due

11	12	13	14	15	16	17	18	19	20	21	22	23	Qtr Tot	Qtr %	EST Gra	Sem Tot	Sem %
L4	P4	T4	L5	L6	P5												
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###
													0	######		0	###

	0	0

ed Physics 454 4th1991

Due Number Assignments Date Due

11	12	13	14	15	16	17	18	19	20	21	22	23	Qtr	Qtr	EST	Sem	Sem
Q3	E3	L5	L6	Q4	Q5								Tot	%	Gra	Tot	%
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0	###	###	0	###
													0			0	

Applied Tech 461 4th1991

Due	Number	Assignments	Date Due

Lookup Table for Grades					
0	55	65	75	85	101
F	D	C	B	A	A+

EST Gra	1Qr Grd	2Qr Grd	Fin Tst	Fin Gra
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###

Lookup Table for Grades					
0	55	65	75	85	101
F	D	C	B	A	A+

EST Gra	1Qr Grd	2Qr Grd	Fin Tst	Fin Gra
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###

###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###

EST Gra	1Qr Grd	2Qr Grd	Fin Tst	Fin Gra
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###

Lookup Table for Grades					
0	55	65	75	85	101
F	D	C	B	A	A+

						Lookup Table for Grades					
EST Gra	1Qr Grd	2Qr Grd	Fin Tst	Fin Gra		0 F	55 D	65 C	75 B	85 A	101 A+
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							
###	0			###							

Lookup Table for Grades					
0	60	70	80	90	101
F	D	C	B	A	A+

EST Gra	1Qr Grd	2Qr Grd	Fin Tst	Fin Gra
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###
###	0			###

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.