

# How to Create a Simple Gradebook using Microsoft Excel

	A	B	C	D	E	F	G	H	I	J
1	<b>Students</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>	<b>Test Avg.</b>	<b>Quiz 1</b>	<b>Quiz 2</b>	<b>Quiz Avg.</b>		<b>*Grade</b>
2										
3	Michaels, Jimmy	90	95	90	91.67	90	88	89		<b>91.4</b>
4	Johnson, Missie	99	99	100	99.33	85	90	87.5		<b>98.15</b>
5	Brown, Miles	89	99	98	95.33	100	100	100		<b>95.8</b>
6	Green, Lisa	75	88	90	84.33	100	90	95		<b>85.4</b>
7	Jones, Natalie	65	99	99	87.67	88	95	91.5		<b>88.05</b>
8										
9	<b>Class Average</b>	83.6	96	95.4	91.67	92.6	92.6	92.6		<b>91.76</b>
10										<b>*90% of Test Avg. plus 10% of QuizAvg.</b>

**Step 1.** Open Microsoft Excel.

**Step 2.** In Column A, label Cell A1 as **Students**,

**Step 3.** Type the following student names starting in row 3 :

- Micheals, Jimmy
- Johnson, Missie
- Brown, Miles
- Green, Lisa
- Jones, Natalie

	A	B	C	D	E
1	Students				
2					
3	Micheals, Jimmy				
4	Johnson, Missie				
5	Brown, Miles				
6	Green, Lisa				
7	Jones, Natalie				
8					
9					
10					
11					
12					

**Step 4.** Label Cells B1-D1 as **Test1 – Test 3**

	A	B	C	D
1	<b>Students</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>
2				

**Step 5.** Label Cells E1-F1 as **Quiz1 & Quiz2**

	A	B	C	D	E	F
1	<b>Students</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>	<b>Quiz 1</b>	<b>Quiz 2</b>
2						

**Step 6.** Input grades for all the students.

	A	B	C	D	E	F
1	<b>Students</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>	<b>Quiz 1</b>	<b>Quiz 2</b>
2						
3	Micheals, Jimmy	90	95	89	90	88
4	Johnson, Missie	99	99	100	85	90
5	Brown, Miles	89	99	98	100	100
6	Green, Lisa	75	88	90	100	90
7	Jones, Natalie	65	99	99	88	95

**Averaging grades**

**Step 7.** – Label cell A9 as **Class Average**

	A	B	C	D	E	F
1	<b>Students</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>	<b>Quiz 1</b>	<b>Quiz 2</b>
2						
3	Micheals, Jimmy	90	95	89	90	88
4	Johnson, Missie	99	99	100	85	90
5	Brown, Miles	89	99	98	100	100
6	Green, Lisa	75	88	90	100	90
7	Jones, Natalie	65	99	99	88	95
8						
9	<b>Class Average</b>					

**Step 8.** Select all the grades in Column B. Click on the Auto Sum button  and select Average.

	A	B	C	D	E	F
1	<b>Students</b>	<b>Test 1</b>				
2						
3	Micheals, Jimmy	90				
4	Johnson, Missie	99				
5	Brown, Miles	89				
6	Green, Lisa	75				
7	Jones, Natalie	65	99	99	88	
8						
9	<b>Class Average</b>					

The formula will appear in cell B9 – press Enter.

	A	B	C	D
1	<b>Students</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>
2				
3	Micheals, Jimmy	90	95	89
4	Johnson, Missie	99	99	100
5	Brown, Miles	89	99	98
6	Green, Lisa	75	88	90
7	Jones, Natalie	65	99	99
8				
9	<b>Class A</b>	=AVERAGE(B3:B8)		
10		AVERAGE(number1, [number2], ...)		

	A	B	C	D
1	<b>Students</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>
2				
3	Micheals, Jimmy	90	95	89
4	Johnson, Missie	99	99	100
5	Brown, Miles	89	99	98
6	Green, Lisa	75	88	90
7	Jones, Natalie	65	99	99
8				
9	<b>Class Average</b>	83.6		

## Copy Cell B9 and Paste it through Cell F9

	A	B	C	D	E	F
1	Students	Test 1	Test 2	Test 3	Quiz 1	Quiz 2
2						
3	Micheals, Jimmy	90	95	89	90	88
4	Johnson, Missie	99	99	100	85	90
5	Brown, Miles	89	99	98	100	100
6	Green, Lisa	75	88	90	100	90
7	Jones, Natalie	65	99	99	88	95
8						
9	Class Average	83.6	96	95.2	92.6	92.6

## Step 9. Insert a Column between column D & E

- Select Column E
- Click on **Insert**, then select **Column**

	A	B	C	D	E
1	Students		Test 3	Quiz 1	
2					
3	Michaels, Jimmy		90	90	
4	Johnson, Missie		100	85	
5	Brown, Miles		98	100	
6	Green, Lisa		90	100	
7	Jones, Natalie		99	88	
8					
9	Class Average		95.4	92.6	

## Step 10. In Cell E1, Type Test Avg.

	A	B	C	D	E	F	G
1	Students	Test 1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2
2							
3	Michaels, Jimmy	90	95	90		90	88
4	Johnson, Missie	99	99	100		85	90
5	Brown, Miles	89	99	98		100	100
6	Green, Lisa	75	88	90		100	90
7	Jones, Natalie	65	99	99		88	95
8							
9	Class Average	83.6	96	95.4		92.6	92.6

In Cell E3, Click the Auto Function button and select Average. Press Enter if the Average is selecting the correct cells.

	A	B	C	D	E	F	G
1	Students	Test 1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2
2							
3	Michaels, Jimmy	90	95		=AVERAGE(B3:D3)		88
4	Johnson, Missie	99	99	100	AVERAGE(number1, [number2], ...)		
5	Brown, Miles	89	99	98		100	100
6	Green, Lisa	75	88	90		100	90
7	Jones, Natalie	65	99	99		88	95
8							
9	Class Average	83.6	96	95.4		92.6	92.6

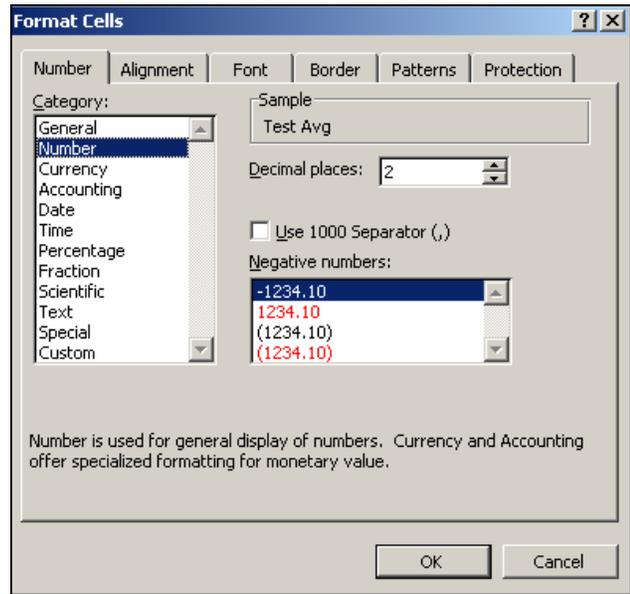
	A	B	C	D	E	F	G
1	Students	Test 1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2
2							
3	Michaels, Jimmy	90	95	90	91.66667	90	88
4	Johnson, Missie	99	99	100		85	90
5	Brown, Miles	89	99	98		100	100
6	Green, Lisa	75	88	90		100	90
7	Jones, Natalie	65	99	99		88	95
8							
9	Class Average	83.6	96	95.4		92.6	92.6

You'll notice there are too many decimal spaces. To remove this:

Select Column E, then click on **Format, Cells**

	A	B	C	D	E	F	G
1	Students	Test 1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2
2							
3	Michaels, Jimmy	90	95	90	91.66667	90	88
4	Johnson, Missie	99	99	100		85	90
5	Brown, Miles	89	99	98		100	100
6	Green, Lisa	75	88	90		100	90
7	Jones, Natalie	65	99	99		88	95

From the **Number Tab**, select **Number**.  
 Choose the number of decimal places you'd like to see and then click OK.



E
Test Avg
91.67

Copy and paste the Cell E9 into the other cells.

	A	B	C	D	E	F	G
1	Students	Test 1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2
2							
3	Michaels, Jimmy	90	95	90	91.67	90	88
4	Johnson, Missie	99	99	100	99.33	85	90
5	Brown, Miles	89	99	98	95.33	100	100
6	Green, Lisa	75	88	90	84.33	100	90
7	Jones, Natalie	65	99	99	87.67	88	95
8							
9	<b>Class Average</b>	83.6	96	95.4		92.6	92.6

**Step 11.** - Repeat the above steps for Quiz Avg. Column

	A	B	C	D	E	F	G	H
1	Students	Test 1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2	Quiz Avg.
2								
3	Michaels, Jimmy	90	95	90	91.67	90	88	89
4	Johnson, Missie	99	99	100	99.33	85	90	87.5
5	Brown, Miles	89	99	98	95.33	100	100	100
6	Green, Lisa	75	88	90	84.33	100	90	95
7	Jones, Natalie	65	99	99	87.67	88	95	91.5
8								
9	<b>Class Average</b>	83.6	96	95.4	91.67	92.6	92.6	92.6

### Scaling Grades Scenario:

How can I take 85% of **Test Avg** and 15% of **Quiz Avg.** to get a Grade for my students?

**Step 12.** – Label Column I as **Grade.**

	A	B	C	D	E	F	G	H	I
1	<b>Students</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>	<b>Test Avg</b>	<b>Quiz 1</b>	<b>Quiz 2</b>	<b>Quiz Avg.</b>	<b>Grade</b>
2									
3	Michaels, Jimmy	90	95	90	91.67	90	88	89	
4	Johnson, Missie	99	99	100	99.33	85	90	87.5	
5	Brown, Miles	89	99	98	95.33	100	100	100	
6	Green, Lisa	75	88	90	84.33	100	90	95	
7	Jones, Natalie	65	99	99	87.67	88	95	91.5	
8									
9	<b>Class Average</b>	83.6	96	95.4	91.67	92.6	92.6	92.6	
10									

**Step 13.** In Cell I3, Type the following Formula: =SUM(E3\*.85)+(H3\*.15)  
 You are telling the computer to take 85% of E3 and add that to 15% of H3.

	A	B	C	D	E	F	G	H	I
1	<b>Students</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>	<b>Test Avg</b>	<b>Quiz 1</b>	<b>Quiz 2</b>	<b>Quiz Avg.</b>	<b>Grade</b>
2									
3	Michaels, Jimmy	90	95	90	91.67	90	88	89	91.26667
4	Johnson, Missie	99	99	100	99.33	85	90	87.5	
5	Brown, Miles	89	99	98	95.33	100	100	100	
6	Green, Lisa	75	88	90	84.33	100	90	95	
7	Jones, Natalie	65	99	99	87.67	88	95	91.5	
8									
9	<b>Class Average</b>	83.6	96	95.4	91.67	92.6	92.6	92.6	

Copy and Paste the formula into the rest of the column and format the column decimal places (**Format, Cells**)

	A	B	C	D	E	F	G	H	I
1	<b>Students</b>	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>	<b>Test Avg</b>	<b>Quiz 1</b>	<b>Quiz 2</b>	<b>Quiz Avg.</b>	<b>Grade</b>
2									
3	Michaels, Jimmy	90	95	90	91.67	90	88	89	91.27
4	Johnson, Missie	99	99	100	99.33	85	90	87.5	97.56
5	Brown, Miles	89	99	98	95.33	100	100	100	96.03
6	Green, Lisa	75	88	90	84.33	100	90	95	85.93
7	Jones, Natalie	65	99	99	87.67	88	95	91.5	88.24
8									
9	<b>Class Average</b>	83.6	96	95.4	91.67	92.6	92.6	92.6	91.81

## Assigning a Letter Grade

Students	Test 1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2	Quiz Avg.	Grade	Letter Grade
Michaels, Jimmy	90	95	90	91.67	90	88	89	91.27	A
Johnson, Missie	99	99	100	99.33	85	90	87.5	97.56	A
Brown, Miles	89	99	98	95.33	100	100	100	96.03	A
Green, Lisa	75	88	90	84.33	100	90	95	85.93	B
Jones, Natalie	65	99	99	87.67	88	95	91.5	88.24	B
									F
<b>Class Average</b>	83.6	96	95.4	91.67	92.6	92.6	92.6	91.81	A

**Step 14.** - Insert a new column and Label it **Letter Grade**.

**Step 15.** – In Cell K3, type the following (long) formula:

**=IF(J3>=90,"A",IF(J3>=80,"B",IF(J3>=70,"C",IF(J3>=60,"D",IF(J3<=59,"F")))))**

**Step 16** – Copy the formula in Cell K3, and paste into the rest of the cells.