How to *Create* a Simple Gradebook using Microsoft Excel

<u> N</u>	licrosoft Excel - Boo	k2										
8	<u>Eile E</u> dit <u>V</u> iew	Insert F <u>o</u> rn	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	dow <u>H</u> elp					Type a questi		
D	📽 🔚 🖪 🖿	i v .	ν Σ • • •	Arial	•	10 🔹 🖪	IU			3 8 4		
	A3 🔷 🗙 🖌 🏂 Michaels, Jimmy											
	A	В	С	D	E	F	G	H	Ι	J		
1	Students	Test 1	Test 2	Test 3	Test Avg.	Quiz 1	Quiz 2	Quiz Avg.		*Grade		
2												
3	Michaels, Jimmy	Į 90	95	90	91.67	90	88	89		91.4		
4	Johnson, Missie	99	99	100	99.33	85	90	87.5		98.15		
5	Brown, Miles	89	99	98	95.33	100	100	100		95.8		
6	Green, Lisa	75	88	90	84.33	100	90	95		85.4		
7	Jones, Natalie	65	99	99	87.67	88	95	91.5		88.05		
8												
9	Class Average	83.6	96	95.4	91.67	92.6	92.6	92.6		91.76		
10						*90% c	of Test Ave	g. plus 10%	of	QuizAvg.		
44								<u> </u>		_		

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

ž	licrosoft Excel - Bo	ok2			
•	<u>File E</u> dit <u>V</u> iew	Insert Fo	rmat <u>T</u> ools	<u>D</u> ata <u>W</u> in	idow <u>H</u> elp
	😂 🖬 🗟 🖻	🛍 • 🛛 🔊	• 💥 Arial		• 10 •
	A8 🗸	fx			
	A	В	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					
10					

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

M	🔀 Microsoft Excel - Book2												
8	Eile	<u>E</u> dit	<u>V</u> iew	Insert	Forr	nat	<u>T</u> ools	<u>D</u> ata	₩in				
D	2		<u>)</u>	a -	ĸ,	•	Arial						
	G1	4	-	fx	-								
		A		E	3		С	D					
1	Stu	dents		Tes	st 1	Т	est 2	Test	3				
2													

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

N	licros	oft Ex	icel – Bo	ok2									
8	Eile	<u>E</u> dit	⊻iew	Insert	F <u>o</u> rn	nat <u>T</u> ools	<u>D</u> ata	<u>W</u> in	dow	Help	5		
D	2		<u>)</u> 🖻	• 🛍 🔹	ю.	r 🍟 Arial			•	10	•	B	I
	F10)	-	f _×									
		A		E	3	С	D			E		F	
1	Stud	lents		Tes	st 1	Test 2	Tes	t 3	Qu	iz 1		Qui	z 2
2													

Step 6. Input grades for all the students.

_						
M	licrosoft Excel - Boo	k2				
8	<u>File E</u> dit <u>V</u> iew	Insert F <u>o</u> rn	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	dow <u>H</u> elp	
D	൙ 日 🖪 🖿	🛍 • 🗠 •	- 🎇 🕹 Arial		- 10 -	BI
	F10 🔻	f×				
	A	В	Ċ	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
0						

Averaging grades Step 7. – Label cell A9 as Class Average

ž	licrosoft Excel - Boo	k2				
8	<u>File E</u> dit <u>V</u> iew	Insert F <u>o</u> rr	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	idow <u>H</u> elp	
	😂 🔚 🚺 🖻	🛍 🔹 🗠 ·	- 🎽 Arial		▼ 10	·BI
	A9 🗸	<i>f</i> ∡ Clas	s Average			
	A	В	С	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					

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

🔀 Microsoft Excel - Book2											
8	<u>File E</u> dit <u>V</u> iew	Insert	F <u>o</u> rn	nat	: <u>I</u>	ools	<u>D</u> ata	<u>W</u> indow	Help		
D	🛩 🖬 🗟 🖻	i -	N -	•	Σ	• »	Arial		•		
	B9 🔻	fx				Sur	n				
	А	E	3			Ave	erade				
1	Students	Tes	st 1			<u> </u>			- z 1		
2											
3	Micheals, Jimmy	90				<u>M</u> a:	×)		
4	Johnson, Missie	99				Min			5		
5	Brown, Miles	8	9						D		
6	Green, Lisa	- 7	5			Mor	re <u>F</u> unctio	ons	þ		
7	Jones, Natalie	6	5		- 99	3	99		88		
8											
9	Class Average										
40	_										

The formula	will appear	in cell B9 –	- press Enter

N	licrosoft Excel - Boo	k2								
8	<u>File E</u> dit <u>V</u> iew	Insert	For	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in					
	📽 🔛 🖪 🖷	8.	ю.	- Σ - »	Arial					
	SUM 👻 🗙	√ f×	=AV	ERAGE(B3	3:B8)					
	A	E	3	С	D					
1	Students	Test 1		Test 2	Test 3					
2										
3	Micheals, Jimmy	90		95	89					
4	Johnson, Missie	99		99	100					
5	Brown, Miles	89		99	98					
6	Green, Lisa	7	5	88	90					
7	Jones, Natalie	6	5	99	99					
8										
9	Class A =AV	ERAC	GE(<mark>B</mark>	3: B8)						
10	10 AVERAGE(number1, [number2],)									

ž	🔀 Microsoft Excel - Book2										
8	<u>File E</u> dit <u>V</u> iew	<u>I</u> nsert F	ormat	<u>T</u> ools	<u>D</u> ata	Win					
Ď	🛩 🔛 🖪 🖿	🛍 🕶 🔤	ר - Σ	- * *	Arial						
	B9 🗸	fx =/	AVERA	GE(B3	:B8)						
	A	В		С	D						
1	Students	Test 1	Τε	est 2	Test	3					
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	Class Average	83.6									

Copy Cell B9 and Paste it through Cell F9

	licrosoft Excel - Boo	k2					
8	<u>F</u> ile <u>E</u> dit ⊻iew	Insert For	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	dow <u>H</u> elp		
D	😂 🖬 🛕 🗈	🛍 🔹 🗠 -	- Σ - »	Arial	•	• 10 • H	8
	C9 🗸	<i>f</i> ∗ =A∨	ERAGE(C3	:C8)			
	A	В	С	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	Ĺ
							۰.

Step 9. Insert a Column between column D & E

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

	ilcrosoft excel - bo	UKZ					
8	<u>E</u> ile <u>E</u> dit <u>V</u> iew	Inse	ert F <u>o</u> rmat	<u>T</u> ools	Da	ita <u>W</u>	jindow <u>H</u> elp
D	🗃 🔛 📐 🖻		C <u>e</u> lls			rial	•
	E1 -		<u>R</u> ows				
	A		⊆olumns			D	E
1	Students		Warkshaat			est 3	Quiz 1
2			worksheet				
3	Michaels, Jimmy		C <u>h</u> art			90	90
4	Johnson, Missie		<u>S</u> ymbol			100	85
5	Brown, Miles				-	98	100
6	Green, Lisa		Page <u>B</u> reak			90	100
7	Jones, Natalie	f_{π}	Eunction			99	88
8			Name		•		
9	Class Average	ye	<u></u>		1	95.4	92.6
1.0		1000	Lomment				

Step 10. In Cell E1, Type Test Avg.

N P	licrosoft Excel - Boo	k2					
8	<u>File E</u> dit <u>V</u> iew	Insert F <u>o</u> rn	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	dow <u>H</u> elp		
D	🛩 🔛 📐 🖻	🛍 🕶 🗠 🤊	- Σ • *	Arial	-	• 10 👻 📕	3 I U
	E1 👻	<i>f</i> ∡ Test	Avg				
	A	В	С	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
10							

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

N	licrosoft Excel - Boo	k2					
8	<u>File E</u> dit <u>V</u> iew	Insert Forr	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	dow <u>H</u> elp		
	📽 🔚 🖪 🖿	e - 🗠 -	- Σ - »	Arial		· 10 · 1	3 Z U
	SUM 👻 🗙	√ <i>f</i> ∗ =A∨	ERAGE(B3	:D3)			
	A	В	С	D	E	F	G
1	Students	Test 1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2
2							
3	Michaels, Jimmy	90	95	=AV	ERAGE	3:D3i	88
4	Johnson, Missie	99	99	100 AV	ERAGE(num	ber1, [numb	er2],)
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

₹ N	licrosoft Excel - Boo	k2						
8	<u>Eile E</u> dit <u>V</u> iew	Insert F <u>o</u> rn	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	idow <u>H</u> elp			
Ď	൙ 🔲 🖪 🖿	🛍 • 🗠 •	ν Σ • • •	Arial	-	10 - I	JU	
	E4 👻	fx						
	A	В	С	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

M	licrosoft Excel - Boo	k2					
8	<u>File E</u> dit <u>V</u> iew	Insert	For	nat <u>T</u> ools	<u>D</u> ata	<u>W</u> indow	Help
D	🛩 🔛 📐 🖻	a -	đ	C <u>e</u> lls		Ctrl+1	-
	E1 👻	fx		<u>R</u> ow		•	
	A	B		⊆olumn		•	=
1	Students	Tes		Sheet			Avg
2				Diffeer			
3	Michaels, Jimmy	90		<u>A</u> utoFormat			6667
4	Johnson, Missie	99		Conditional I	Formattin	n	
5	Brown, Miles	89			0111000		
6	Green, Lisa	75		<u>S</u> tyle			
7	Jones, Natalie	65	5	99	99		Î

From the **Number Tab**, select **Number**.

Choose the number of decimal places you'd like to see and then click OK.

Sample General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom Quese to subset of the subse	Number Alignment	Font Border Patterns Protection
Time Use 1000 Separator (,) Percentage Negative numbers: Fraction -1234.10 Scientific 1234.10 Text 1234.10 Special (1234.10) Custom (1234.10) Jumber is used for general display of numbers. Currency and Accountin ffer specialized formatting for monetary value.	Category: General Number Currency Accounting Date	Sample Test Avg Decimal places: 2
lumber is used for general display of numbers. Currency and Accountin Iffer specialized formatting for monetary value.	Time Percentage Fraction Scientific Text Special Custom	Use 1000 Separator (,) Negative numbers: -1234.10 (1234.10) (1234.10)
	lumber is used for gener Iffer specialized formatti	al display of numbers. Currency and Account ng for monetary value.

[E								
	Test Avg		<u>File E</u> dit <u>V</u> iew J	Insert Forn	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	idow <u>H</u> elp		
			🗃 🖬 🖪 📾 (🛍 • 🔊 •	- Σ - »	Arial		10 • B	
	91.67		F14 👻	f _x					
			A	В	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
Conv	and pasta the	4	Johnson, Missie	99	99	100	99.33	85	90
Copy	and paste the	5	Brown, Miles	89	99	98	95.33	100	100
Ce	I E9 into the	6	Green, Lisa	75	88	90	84.33	100	90
~	ther colle	7	Jones, Natalie	65	99	99	87.67	88	95
U	iner cens.	8						A	
		9	Class Average	83.6	96	95.4		92.6	92.6

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

M	licrosoft Excel - Boo	k2	_					
8	<u>File E</u> dit <u>V</u> iew	Insert Forn	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	idow <u>H</u> elp			
D	🛩 🔲 🖪 📭	B - 10 -	- Σ - »	Arial		10 - H	3 <u>7 U</u>	
	H13 👻	fx.		-				
	A	В	С	D	E	F	G	Н
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	Class Average	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.

M	licrosoft Excel	- Boo	k2									
8	<u>Eile E</u> dit <u>V</u> i	iew	Insert	Form	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	idow <u>H</u> elp				Type a qu	es
	🛩 🖬 🗟	₿ ₽	a •	ю -	Σ • •	Arial	•	• 10 • E	JU		\$	ŧ
	J5 🗸		fx									
	A		B		С	D	E	F	G	Н		
1	Students		Test	1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2	Quiz Avg.	Grade	
2												
3	Michaels, Jin	nmy	90		95	90	91.67	90	88	89		
4	Johnson, Mis	sie	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, Natali	е	65		99	99	87.67	88	95	91.5		
8												
9	Class Avera	ge	83.6	3	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.

N 12	1icrosoft Excel - Boo	k2							Ċ
8	<u>File E</u> dit <u>V</u> iew	<u>I</u> nsert F <u>o</u> rr	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	dow <u>H</u> elp				Type a que
D	🖻 🖬 🖪 🛍	a - 10 -	Σ • *	Arial		10 - H	JU		\$
	I3 🗸	<i>f</i> ∗ =SU	M(E3*0.85-	⊦H3*0.15)					
	A	В	С	D	E	F	G	Н	
1	Students	Test 1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2	Quiz Avg.	Grade
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	Class Average	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**)

	1icrosoft Excel - Boo	k2							
8	<u>Eile E</u> dit <u>V</u> iew	Insert F <u>o</u> rr	nat <u>T</u> ools	<u>D</u> ata <u>W</u> in	idow <u>H</u> elp				Type a ques
	🗃 🔒 🖬	🛍 🔹 🗠 -	- Σ - »	Arial	•	• 10 • H	3 <u>7</u> U		₽ \$ ₹
	120 🗸	f _x							
	A	В	С	D	E	F	G	Н	
1	Students	Test 1	Test 2	Test 3	Test Avg	Quiz 1	Quiz 2	Quiz Avg.	Grade
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	Class Average	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	В
Jones, Natalie	65	99	99	87.67	88	95	91.5	88.24	В
									F
Class Average	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.