How to Create a Simple Gradebook using Microsoft Excel

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:
   - Michaels, Jimmy
   - Johnson, Missie
   - Brown, Miles
   - Green, Lisa
   - Jones, Natalie

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

Step 5. Label Cells E1-F1 as Quiz1 & Quiz2
Step 6. Input grades for all the students.

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

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

The formula will appear in cell B9 – press Enter.
Copy Cell B9 and Paste it through Cell F9

Step 9. Insert a Column between column D & E
   • Select Column E
   • Click on Insert, then select Column

Step 10. In Cell E1, Type Test Avg.
In Cell E3, Click the Auto Function button and select Average. Press Enter if the Average is selecting the correct cells.

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

Select Column E, then click on Format, Cells
From the **Number Tab**, select **Number**.
Choose the number of decimal places you’d like to see and then click OK.

Copy and paste the Cell E9 into the other cells.

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

**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**.
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.

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

Assigning a Letter Grade
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.