

IITS Workshop



Creating a Gradebook in Microsoft Office Excel 2007

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Our Gradebook Example:

Five Students: John Doe, Sally James, Heather Beck, Joseph Johnson and Peter Billings.

Our grade policy will be the following:

2 Tests = 40%

2 Papers = 50%

2 Homework Assignments = 10%

Set Up a New Gradebook

1. Open Microsoft Office Excel 2007
2. Type in the following Column Headings in Row 1. (Hint: when you are done typing, if you hit Enter it will take you to the next row, if you hit Tab it will take you to the next column.)
 - Cell A1 (column A, row 1), type First Name
 - In B1, type Last Name
 - In C1, type Test 1
 - In D1, type Test 2
 - In E1, type Paper 1
 - In F1, type Paper 2
 - In G1, type Homework 1
 - In H1, type Homework 2

(Notice that the letters in some cells stretch into adjoining cells. Double-click the small line between the letters at the top of those columns to automatically resize the columns.)

3. Type in the student names in Columns A and B:
 - Row 2, type John Doe
 - Row 3, type Sally James
 - Row 4, type Heather Beck
 - Row 5, type Joseph Johnson
 - Row 6, type Peter Billings

4. Type the remaining fields as shown below into your Gradebook spreadsheet:

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Test 1	Test 2	Paper 1	Paper 2	Homework 1	Homework 2
2	John	Doe	100	95	99	95	100	100
3	Sally	James	88	62	95	97	95	85
4	Heather	Beck	83	84	100	85	88	98
5	Joseph	Johnson	96	95	98	86	99	84
6	Peter	Billings	85	93	85	75	95	88

Adding Formulas (Averages and Final Grades)

Calculating Averages:

1. Click on Cell A8, type Average (for the row label).
2. Move to Cell C8, type the following Formula: (you can enter the formula into the cell directly or into the formula bar right below the Ribbon.)

=average(C2:C6)/100 Hit Enter

(NOTE: We are dividing our calculation by 100 in order to set the grades in the proper decimal alignment to apply percentage formatting in a later step).

3. Click on Cell C8, Select Copy from the Clipboard Group on the Home Tab.
4. Highlight cells D8 through H8.
5. Select Paste from the Clipboard Group on the Home Tab.

Calculating Final Grade:

1. Click on Cell J1, type Final Grade (for the column label)
2. Move to Cell J2, type the following Formula to calculate the final weighted grade:

=((((C2+D2)/2)*0.4)+(((E2+F2)/2)*0.5)+(((G2+H2)/2)*0.1))/100

(NOTE: We are dividing our calculation by 100 in order to set the grades in the proper decimal alignment to apply percentage formatting in a later step).

3. Click on Cell J2, Select Copy from the Clipboard Group on the Home Tab.
4. Highlight cells J3 through J6.
5. Select Paste from the Clipboard Group on the Home Tab.

Calculating Class Average:

1. Click on Cell J8, type the following formula:

=average(C2:C6) Hit Enter

Your worksheet will look like this:

	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Test 1	Test 2	Paper 1	Paper 2	Homework 1	Homework 2		Final Grade
2	John	Doe	100	95	99	95	100	100		0.975
3	Sally	James	88	62	95	97	95	85		0.87
4	Heather	Beck	83	84	100	85	88	98		0.8895
5	Joseph	Johnson	96	95	98	86	99	84		0.9335
6	Peter	Billings	85	93	85	75	95	88		0.8475
7										
8	Average		0.904	0.858	0.954	0.876	0.954	0.91		0.9031

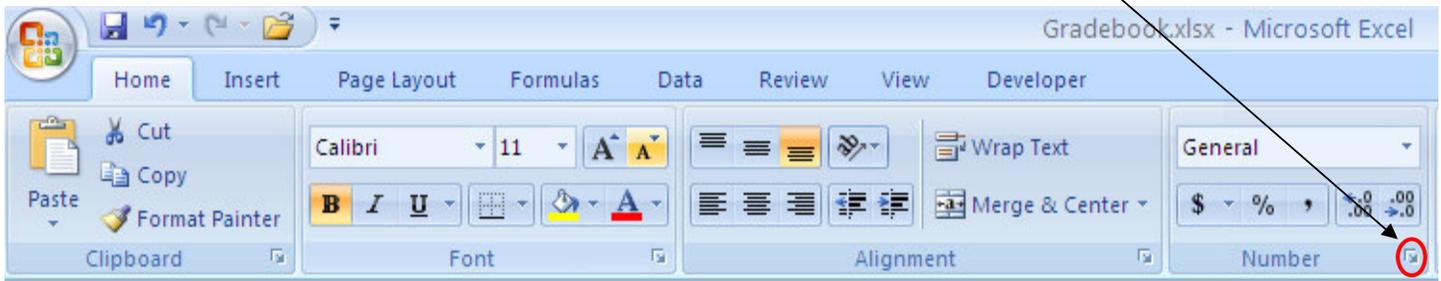
Formatting data

Bold Column and Row Headers:

1. Highlight the cells you want to Bold (A1 through J1, A1:B8) (Hint: use the CTRL key to select non-adjacent cells in order to highlight more than one range of cells.)
2. Click on B (bold icon) in the Font Group on the Home Tab

Formatting Percentages:

1. Highlight the average and final grades (C8 through J8, J2 through J6)
2. Click on the Dialog Box Launcher in the Number Group of the Home Tab.



3. The Format Cells Dialog Box will open.
4. Click on Percentage on the Number Tab.
5. Select the number of Decimal places (default is 2 or you can change it).
6. Click OK

Renaming Your Worksheets in your Excel File

1. Double-click on the Worksheet Tab named Sheet1.
2. Type Class 1, Click on any cell in the worksheet to deselect the tab and keep the new name.

Create a Lookup Table to Assign Letter Grades

This will create a formula to look at the numerical final grade in Column J and compare it to a list that defines the grade scale in order to assign a letter grade.

Grade scale for our example is: 0-69 = F 70-75 = D 76-85 = C 86-92 = B 93+ = A

- You can enter your grade scale in any empty area in your excel Gradebook file.
- The grade scale **MUST** be entered from **LOWEST** to **HIGHEST** grades (from top to bottom) to work correctly.
- The number to the left of a letter must be the **LOWEST** number grade that equals that letter grade.

Grade scale Entered into Excel as Lookup Table:	
N	O
0	F
0.7	D
0.76	C
0.86	B
0.93	A

(NOTE: We are entering your grade scale in decimals rather than whole numbers because of how we formatted our final grades as percentages in the previous steps.)

Name your Lookup Table:

1. Enter the grade numbers and letters in columns N & O (in this example N1:O1)
2. Highlight the entire range from N1 to O1.
3. Click on the Formulas Tab.
4. Click on Define Name in the Defined Names Group on the Ribbon.
5. The define name dialog box will open. Type Grades in the Name field.
6. Click OK.

Enter the formula:

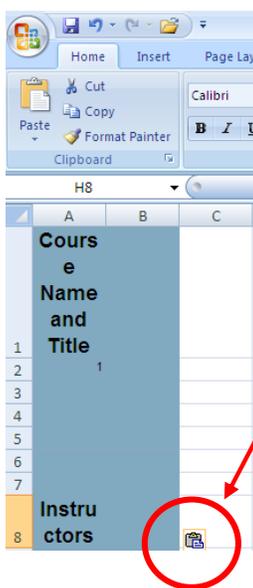
1. Click on Cell K1, type Letter Grade for the header
2. Click on Cell K2 and enter the following formula which specifies three elements (the Cell of the numerical grade, the name of the lookup table, and the column of the letter grade in the lookup table):

=VLOOKUP(J2,Grades,2)

3. Copy this formula to Cells K3 through K6 and to K8

Importing Rosters from Web Advisor into Excel

1. Login to Web Advisor
2. Select the semester
3. Select one class roster
4. When the roster is displayed in the web browser, Select/Highlight the Rows of Student Information.
5. Copy the selection by:
 - a. Right-clicking mouse and selecting CopyOR
 - b. using the keyboard shortcut CTRL + C
6. Open an Excel Spreadsheet
7. Click on Cell A1 of the new workbook
8. Paste the selection that you copied to the clipboard by:
 - a. Right-clicking mouse and selecting PasteOR
 - b. Using the keyboard shortcut CTRL + VOR
 - c. Clicking on Paste in the Clipboard Group on the Home Tab of the Ribbon
9. Click on the Clipboard icon called Paste Options dropdown box:



10. Select Match Destination Formatting.

Your roster data will now appear as text only in individual columns