

Creating a Simple Grade Book with Microsoft Excel

This tutorial is designed to help you create a simple grade book spreadsheet using Microsoft Excel. There are several grade book templates available from Microsoft Education, but this tutorial does not employ any of those.

In this brief tutorial, you'll learn how to

- launch Excel and create (if necessary) a new worksheet
- enter data into cells
- format cells with text and number formatting
- add rows and columns of cells
- use a formula to calculate percentages
- use a function to figure averages

Vocabulary

worksheet	the basic unit of creation in Excel. Compare to “page” in Word and “slide” in PowerPoint. A group of worksheets is called a workbook; in Word, pages make up a document; in PowerPoint slides make up a slideshow.
cell	a ‘box’ into which data is entered. A cell always resides at the intersection of a column and a row. Cell H4 would be found at the intersection of column H and row 4.
column	vertical collection of cells – columns are identified by letters: A, B, C, etc.
row	horizontal collection of cells – rows are identified by numbers: 1, 2, 3, etc.
formula	<p>a formula is a mathematical equation. The result of the formula is displayed in the cell. Formulas always begin with an equal (=) sign. Here is an example of a formula</p> $=B5+B6+B7+B8$ <p>The cell into which this formula is typed will display the sum of the figures in cells B5, B6, B7, and B8.</p>
function	<p>a function is a word-based command that allows you to shorten a formula. The most used in Excel is SUM. Accompanying a function is its argument. The argument tells Excel the cells that are to be affected by the function. Here is an example of function and an argument.</p> $=SUM (B5:B8)$ <p>The cell into which this function is typed will display the sum of the figures in cells B5, B6, B7, and B8.</p>

The Microsoft Excel Window

Use these buttons to add Web links, calculate an AutoSum, add formulas, and sort data.

The Chart Wizard helps you create charts.

The Drawing Tool helps you create WordArt and add shapes to worksheets.

Merges selected cells and then centers text in the cell.

Use these buttons to format numerical data.

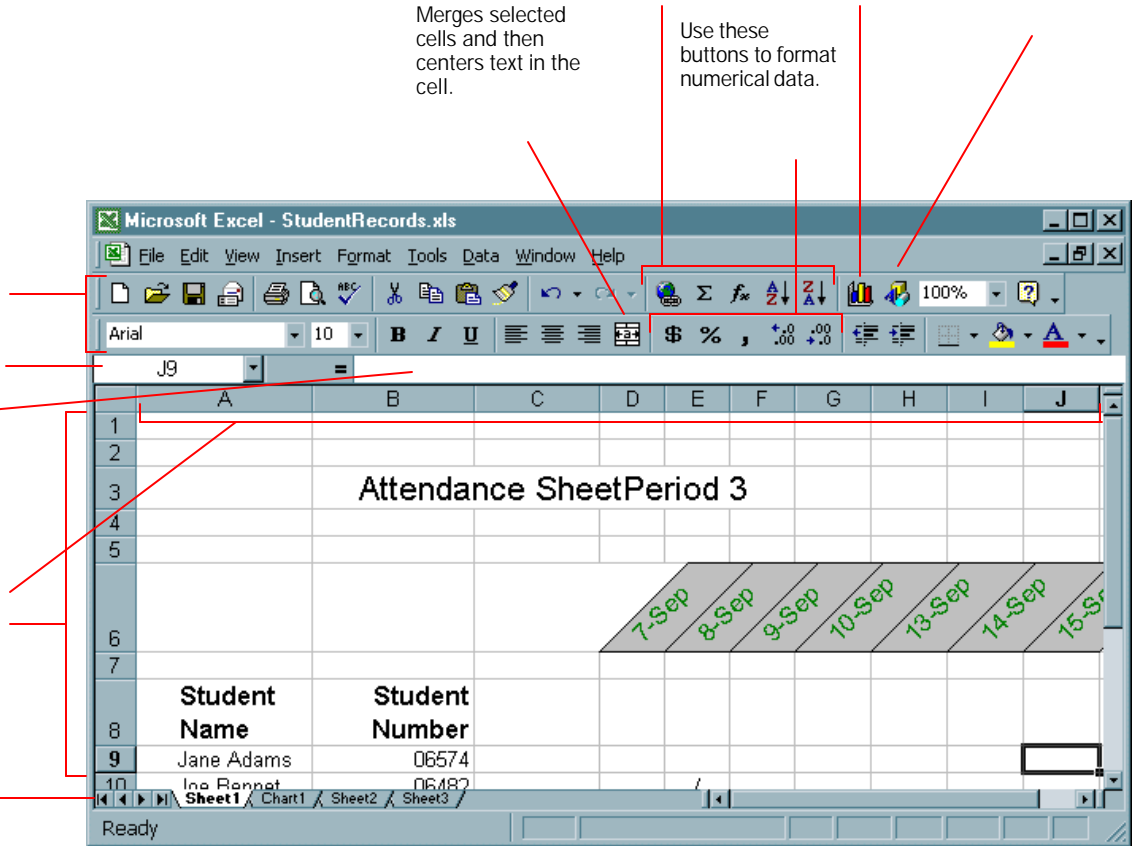
The Excel Standard and Formatting toolbars includes buttons for formatting data and cells.

The Name box indicates which cell is selected.

The Formula box shows the data in the cell.

Column and Row numbers make it easier to know where you are on the worksheet.

Use these buttons to keep track of worksheets in a workbook. Click the Sheet buttons to move from one worksheet to another.



Creating a Simple Grade Book

Step 1: Launch Microsoft Excel

1. There are several ways to launch Excel.
 - double-click the icon on the desktop
 - use the **Start > Programs > Excel** method
 - double-click any existing Excel worksheet file
2. Click on the File pull-down menu, choose Save and save your grade book to your student H: drive or your Zip drive (D:).

Step 2: Label columns with appropriate score titles

1. Click in cell A1, type **Student Names**
2. Click in cell B1, type **Assign. 1**; click in cell C1, type **Assign. 2**; click in cell D1, type **Assign. 3**; continue until all 6 scores have appropriately labeled columns.
3. Click in cell H1, type **Total Points**
4. Click in cell I1, type **Grade Average**
5. Using cell adjustment handles, adjust cell width so that all column titles are readable.

Step 3: Enter student names in Column A, rows 2-11. Be sure to include a student named "Points Possible."

1. Click in cell A2, type first student name; click in A3, type second student name; click in A4, type third student name; continue until finished.
2. Click in cell A12, type **Points Possible**

Step 4: Enter data for each student from worksheet in appropriate column.

1. Decide whether to enter all data for one student or all data for one assignment. (It's probably easier to enter all data by assignment.)
2. Don't forget to include scores for Points Possible.
3. Be sure to double check your entries.

Step 5: Enter the formula to sum each students score

1. Click in cell H2, enter the formula to sum Mike's scores across: **=SUM(B2:G2)**
2. Click in cell H3, enter the formula to sum Susan's scores across: **=SUM(B3:G3)**
3. Now, let's let Excel do that for us: highlight cells B4 through H4 for Anne. Click the AutoSum button. Simple, huh?
4. Now Excel will AutoSum all remaining students at once. Highlight B5 through H12. Click the AutoSum button.

Step 6: Enter the formula to figure each student's grade compared to the points possible.

1. This tutorial assumes you are comparing all students to the total points possible. It also assumes you are not 'weighting' any grades. To determine each student's grade, you'll want to sum their scores and divide by the total points possible.
2. Note that each student's total points are in column H. Note also that miracle student Points Possible's total score is in cell H12. Thus you want to divide each student's H column score by the value in H12. Excel recognizes a slash (/) as the division operant.
3. Click in I2 and enter Mike's percentage determination formula: **=H2/H12**
4. Click in I3 and enter Susan's percentage determination formula: **=H3/H12**
5. Click in I4 and enter Anne's percentage determination formula: **=H4/H12**
6. Continue until all student's percentage determination formulae are entered. If you enter Points Possible's equation, the score should equal 100%

Step 7: Use the "AVERAGE" function to determine how well the class performed on each assignment.

1. Now that you know how each student performed against the points possible, you can determine the class average on each assignment.
2. Begin by highlighting the Points Possible row (cells A12 through I12). Point to the black border surrounding the cells, left-click and drag the entire row down three rows. (*Note that Excel updates formulae that are dependent upon information in the Points Possible row without your doing anything.*)
3. Now highlight cells B2 through I12.
4. Click on the down-triangle next to the AutoSum button and select **Average**.
5. Now highlight only the averages row (row 12). Use the **Format** pull-down menu and choose **Cell**.
6. Choose **Number** from the menu in the dialog box. Set the decimal places to 1 or 2. (If you choose 0, Excel will automatically round off to the nearest whole number.)

Step 8: Print the worksheet.

1. Highlight only that part of the worksheet you want print. If you've followed the above directions, you'll highlight A1 through I15.
2. Click the **File** pull-down menu, choose **Print**.
3. In the "Print What" portion of the dialog box, choose **Selection**.
4. Click **OK**.

Tutorial Data for Microsoft Excel Grade Book

Students

Mike McKinnis
Susan Halloran
Anne Stadler
Don Farmer
Kevin Alexander
Tracy Lee
Gary Greve
Roger Campbell
Sharon O'Leary
Tom Grady

Grades

Assignment 1 -
50 points possible

MM – 45
SH – 47
AS – 42
DF – 38
KA – 48
TL – 35
GG – 42
RC – 32
SO – 40
TG – 37

Assignment 3 -
100 points possible

MM – 87
SH – 89
AS – 97
DF – 78
KA – 79
TL – 72
GG – 81
RC – 70
SO – 94
TG – 73

Assignment 4 -
15 points possible

MM – 15
SH – 13
AS – 9
DF – 13
KA – 14
TL – 14
GG – 12
RC – 8
SO – 15
TG – 14

Assignment 2 -
25 points possible

MM – 23
SH – 21
AS – 20
DF – 15
KA – 19
TL – 20
GG – 24
RC – 18
SO – 12
TG – 23

Quiz 1 -
50 points possible

MM – 50
SH – 43
AS – 50
DF – 25
KA – 43
TL – 35
GG – 48
RC – 45
SO – 39
TG – 48

Unit Test -
100 points possible

MM – 89
SH – 93
AS – 82
DF – 94
KA – 87
TL – 94
GG – 72
RC – 65
SO – 79
TG – 83