



HILLSBOROUGH
Community College

Microsoft Excel Gradebook

<http://pds.hccfl.edu/pds>

Microsoft Excel Gradebook:

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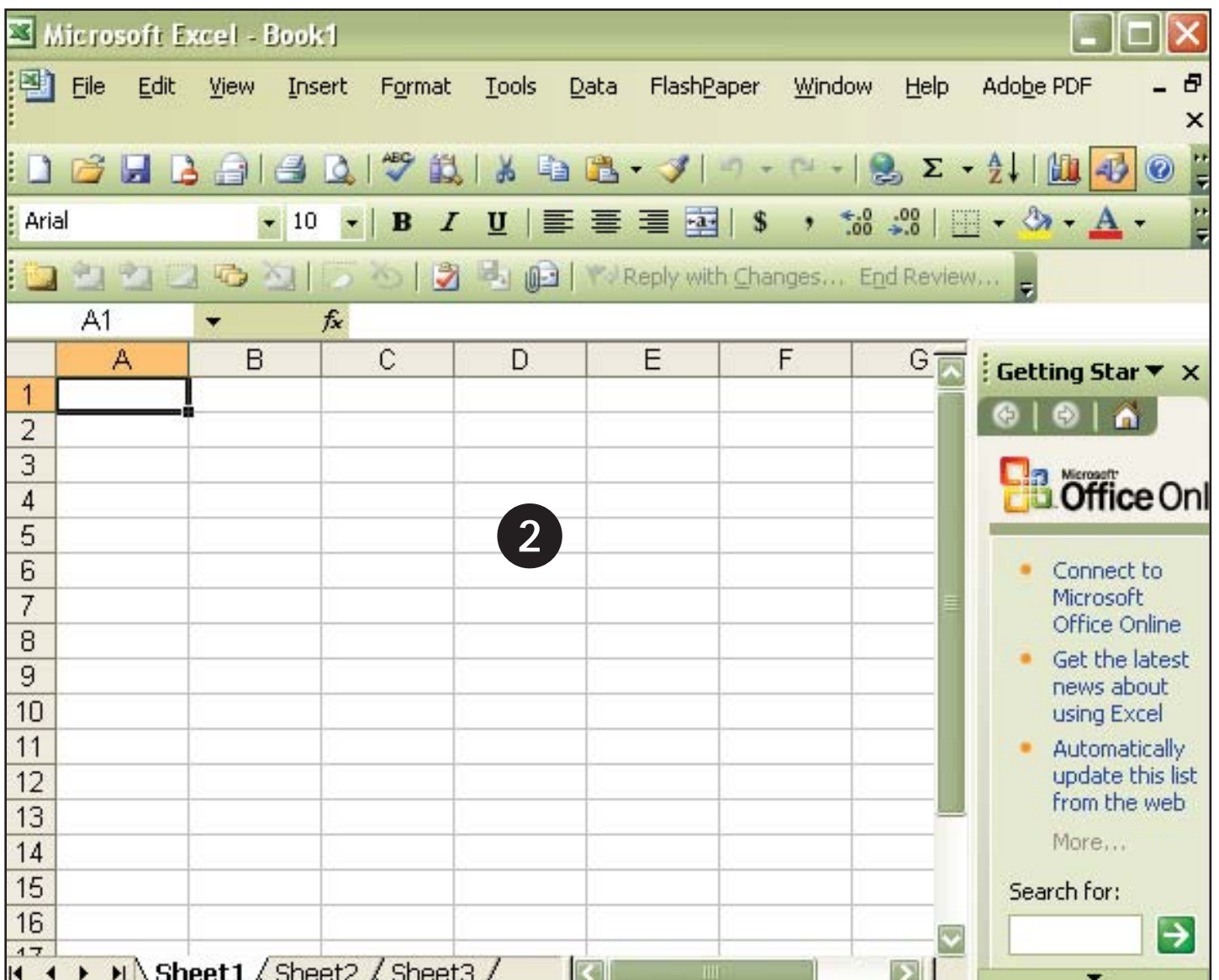
Overview

Excel is a Spreadsheet program that allows the user to create many types of spreadsheets for all occasions. This module will give an overview of how to setup and manipulate a gradebook.



Opening Excel

1. From the Taskbar click **Start>All Programs>Microsoft Office>Microsoft Office Excel 2003**.
2. A blank worksheet appears.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	Student ID	HC 1	HW2	CW1	CW2	Q1	Q2	T1	T2	TOTAL

Inputting Column Headings

You use the first row of the spreadsheet to add your column headings for your gradebook.

With Excel Open, use the steps below to add column headings to your gradebook:

1. In cell A1 Type in **LastName**.
2. In cell B1 type in **FirstName**.
3. In cells C1 type in **Student ID**.
4. In cells D1-K1 type in the assignments as above.
5. In cell L1 type in **TOTAL**.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	Student ID	HC 1	HW2	CW1	CW2	Q1	Q2	T1	T2	TOTAL

Adjusting Column Widths

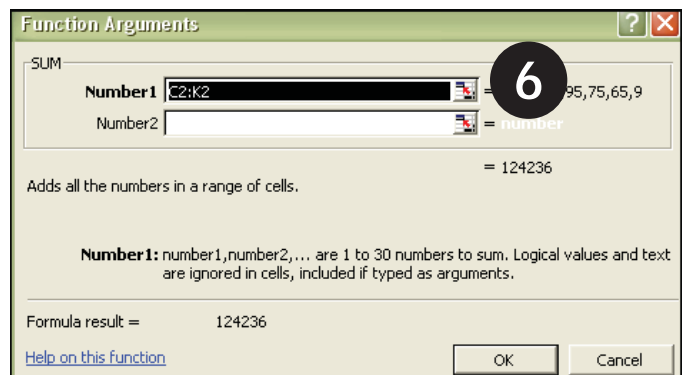
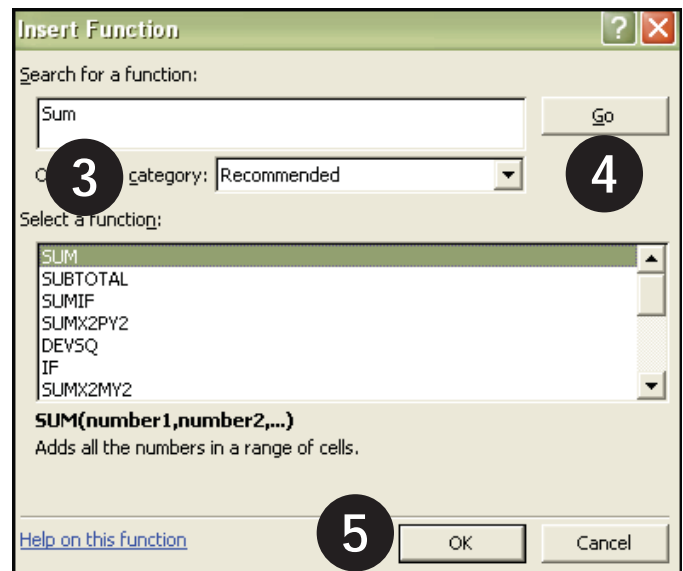
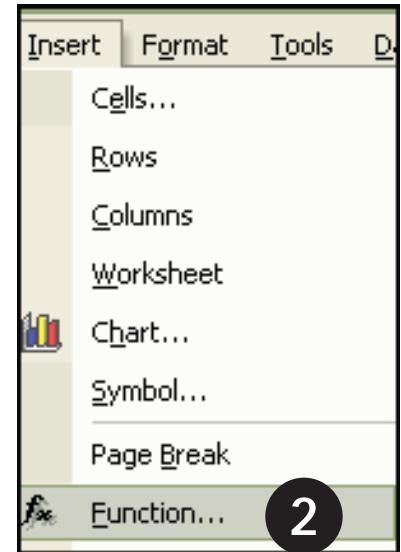
Within Excel a lot of the time you will need to adjust the column widths due to needing more space in the cell to display the full contents. (Example: In the Last Name column you can not see all of the text, once you adjust the width you will be able to see all of the text).

Using the mouse, place the pointer directly between the column letters A and B. The pointer changes to a line with arrows. Hold down the left mouse button and drag the pointer to the desired width and let go. Do this for the rest of the columns.

	A	B	C	D	E	F	G	H	I	J	K	L
1	LastName	First Name	Student ID	HW 1	HW2	CW1	CW2	Q1	Q2	T1	T2	TOTAL
2	Robinson	Sarah	123566	95	75	65	99	88	70	88	90	
3	P	Glenna	125654	100	85	75	78	99	65	78	88	
4	Agosto	Zelete	154865	88	78	55	96	100	75	88	94	

Totaling Points

- In rows 2-4 input the information needed.
Example: Last and First name of the Student, Student ID, and grades in columns A-K.
- Click in cell L2. Then from the Menu Bar click on **Insert->Function**.
- Click in the **Search for Function** box. Type in a description of what needs to be done. (Example: Sum).
- Click **Go**. A list of sum functions appears in the **Select a function** box.
- Click on **Sum->OK**.
- The **Function Arguments** dialog box appears. Click the box to the right of the Number 1 window.



7. On the spreadsheet, click on the first cell that has a grade number in it (Example: D2). Hold down the left mouse button and drag it across to the last cell that has a number in it. (Example: K2). This inputs the range of cells to be used in the formula.
8. Click on the box to the right again. This goes back to the Function Arguments dialog box again. Click **OK**.
9. The points are placed in the box where the function was inputted.
10. Using the mouse, click on the Fill handle (the little black square on the right hand corner of the cell where the formula was placed) and while holding down the left mouse button drag it down to the last student's row to copy the formula down. The points are automatically added.

=SUM(D2:K2)

	C	D	E	F	G	H	I	J	K	L	M	N
	Student ID	HW 1	HW2	CW1	CW2	Q1	Q2	T1	T2	TOTAL	AVERAGE	
	123566	95	75	65	99	88	70	88	90	(D2:K2)		
	125654	100	85	75	78	99	65	78	88			
	154865	88	78	55	96	100	75	88	94			

Function Arguments

D2:K2

Function Arguments

SUM

Number1 D2:K2 = {95,75,65,99,88,70}

Number2 = number

= 670

Adds all the numbers in a range of cells.

Number1: number1,number2,... are 1 to 30 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.

Formula result = 670

[Help on this function](#)

OK Cancel

	L
	TOTAL
	670

	L
	TOTAL
	670
	668
	674

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	Student ID	HC 1	HW2	CW1	CW2	Q1	Q2	T1	T2	TOTAL

1

Using Percentages in grading

Scenario:

The professor's grading scheme is as follows:

Homework: 15%
 Classwork: 10%
 Quizzes: 25%
 Tests: 50%
 TOTAL: 100%

1. The set up of the spread sheet would be the same. (Example: Add the Column headings: Last Name, First Name, Student ID, assignments, and Total).

Breaking down the formula:



Always follow the the order of operations for mathematical equations. Addition, Subtaction, Multiplication, and Division.

2. In this part of the formula D2+E2 represent the HW1&2 assignments, and they are divided by 2 (which is the number of assignments), then multiplied by 15% or .15. This will give a number that will be left in the parenthesis and later be used to complete the formula.
3. In this part of the formula the + sign represents that the number from the previous equation is going to be added to this equation. The G2+H2 represents the CW1&2 assignments, and they are divided by 2, and then multiplied by 10% or .1. This will then give the second number to the final equation.

$$2 = (((D2+E2)/2)*0.15)$$

$$3 + (((F2+G2)/2)*0.1)$$

=((((D2+E2)/2)*0.15)+(((F2+G2)/2)*0.1)+(((H2+I2)/2)*0.25)+(((J2+K2)/2)*0.5)									
C	D	E	F	G	H	I	J	K	L
Student ID	HW1	HW2	CW1	CW2	Q1	Q2	T1	T2	TOTAL
123566	95	75	65	99	88	70	88	90	=(((D2+E2
125654	100	85	75	78	99	65	78	88	
154865	88	78	55	96	100	75	88	94	

4. In this part of the formula the + sign represents that the number from the previous equation is going to be added to this equation. The H2+I2 represent the Q1&2 Quizzes, and they are divided by 2, then multiplied by 25% or .25. This will then give the third number to the final equation.
5. In this part of the formula the + sign represents that the number from the previous equation is going to be added to this equation. The J2+K2 represents the T 1&2 Tests, and they are divided by 2, and then multiplied by 50% or .5. This will then give the fourth number to the final equation. This will complete the formula above.

4

$$+(((H2+I2)/2)*0.25)$$

5

$$+(((J2+K2)/2)*0.5)$$



If there were more assignments to be added then depending on what section it was in, add the appropriate assignments and then add them into the equation by adding a + sign after the last cell number and then adding the cell letter and number, then change the divided by number in that section to complete the formula.

VLOOKUP ✖ ✔ Σ =SUM(D2:H2)-SMALL(D2:H2,1)-SMALL(D2:H2,2)									
	A	B	C	D	E	F	G	H	I
1	LastName	First Name	Student ID	T1	T2	T3	T4	T5	TOTAL
2	Robinson	Sarah	123566	99	66	88	55	66	=SUM(D2:

Dropping the lowest 2 test scores

In this example the professor drops the lowest 2 test scores. To do this each section that will have lowest scores dropped will need a total section.

1. In the first part of the formula, =SUM(D2:H2) means that D2 is the beginning of the test scores, and H2 is the end of the test scores to be totaled.
2. The - sign means that we are going to subtract the smallest number out of D2:H2, and the number 1 is for the first lowest score.
3. The - sign again means that we are going to subtract the next lowest number from D2:H2, where the 2 represents the second lowest number.

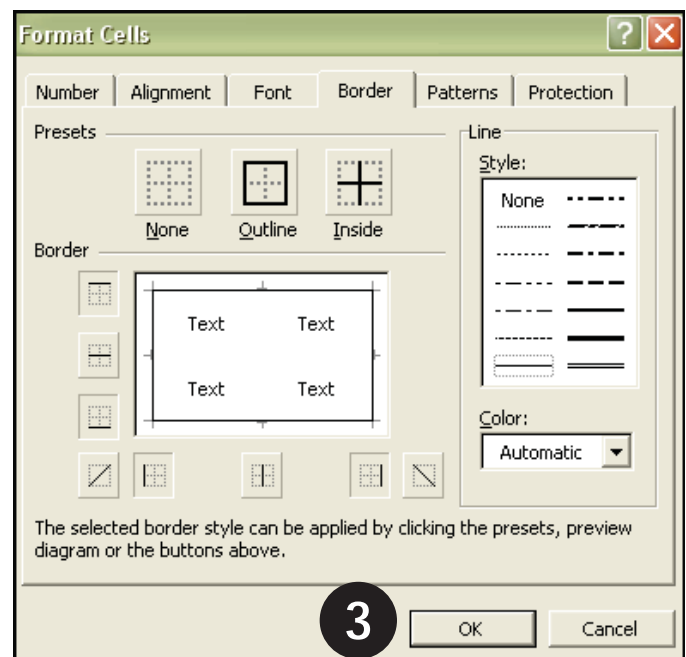
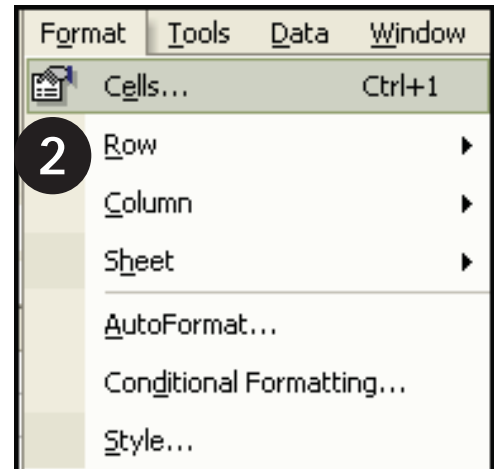
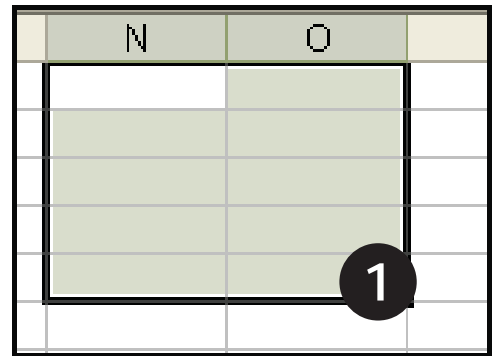
1 =SUM(D2:H2)

2 -SMALL(D2:H2,1)

3 -SMALL(D2:H2,2)

Assigning a Letter Grade

1. With the grade book open, select a block of cells that are 5 rows by 2 columns by clicking on the first cell and holding the mouse button down until all cells are highlighted.
2. With the cells highlighted, from the Menu Bar click on **Format->Cells**.
3. Click the **Border tab->Outline icon-> OK**.

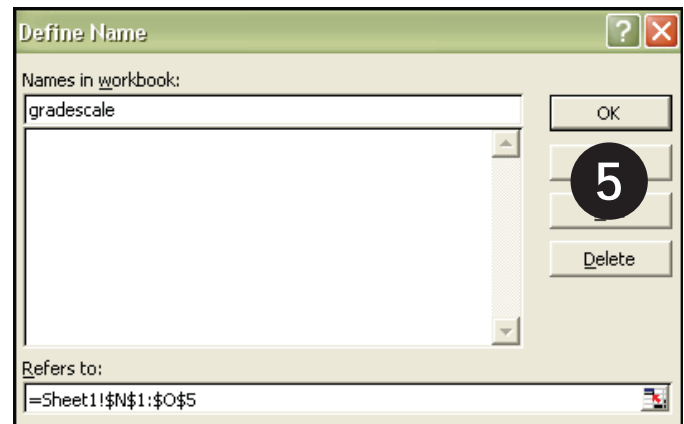
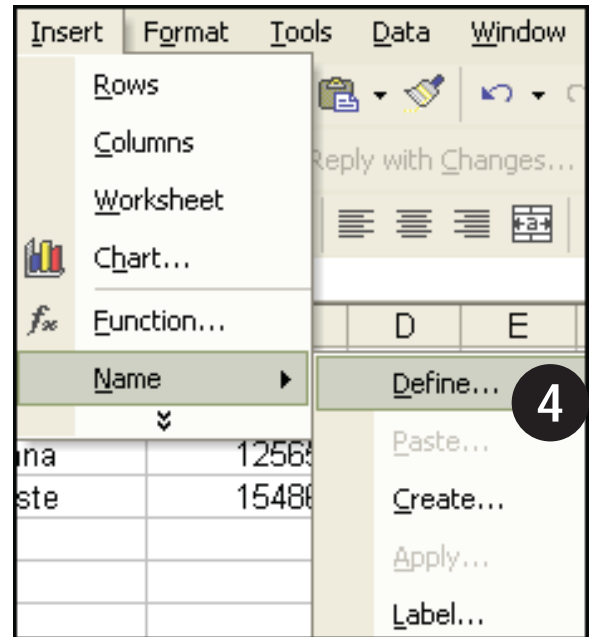


4. With the cells still highlighted, from the Menu Bar click on **Insert->Name->Define**. A menu will appear.
5. In the **Names in workbook:** box, type gradescale in all lowercase letters and no spaces. Click **OK**.



Go back to the cells that were highlighted for the gradescale. The score that is put into the gradescale for each letter grade is the minimum cutoff points for that grade.

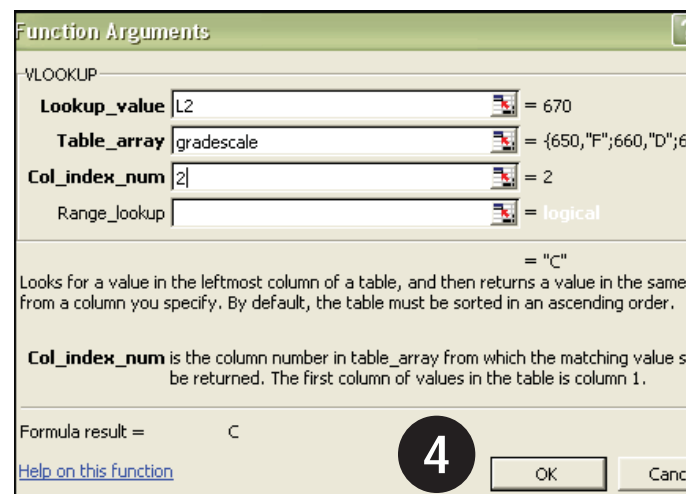
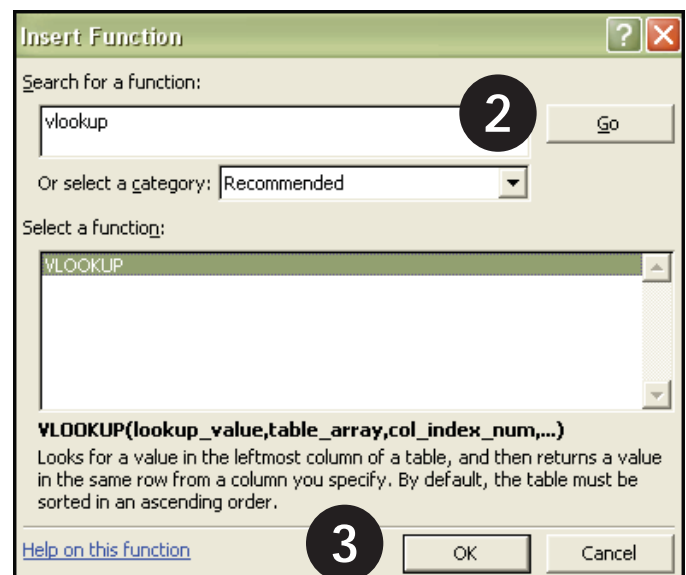
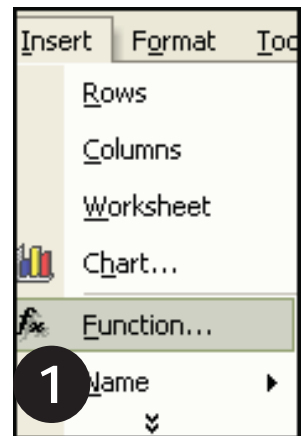
6. In the first column of the gradescale, the Total Points will be entered. For example, to get an A in the class, the points range from 690-700. In the column before the letter grade A, type in the 690. In the second column of the gradescale, starting from the top add the letter grades in the following order F,D,C,B,A.



	N	O
	650	F
	660	D
	670	C
	680	B
	690	A

Creating the formula to assign the letter grades

1. Select the cell for the first student under the Grade column. From the Menu Bar click **Insert ->Function**.
2. In the **Search for a function:** box type in VLOOKUP. Click **Go**.
3. Highlight VLookup in the **Select a function** box. Click **OK**.
4. The **Function Arguments** box appears. The **Lookup_value** box is the cell reference location, where student's total points appear. In this example it is in L2. The **Table_array** box is where the name of the table created with the gradescale in it. Type in gradescale. The **Col_index_num** box tells the function where to get the letter grade from. Type in 2. Click **OK**.
5. This is the view from the formula bar.



6. The letter grade appears in the selected cell.
Now we will use the fill handle to drag the formula down so that a grade will be entered for every student.
7. Letter grades are entered for every student.

6

M
Grade
C

7

M
Grade
C
D
C

