



SpreadWiseCoTM

Spreadsheets Reimagined

STUDENT GRADEBOOK

5.4 - 5/30/2026

INTERACTIVE PDF
GUIDE



BUILT WITH MICROSOFT EXCEL

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PRODUCT FEATURES

1 CLASS, 40 STUDENTS PER WORKBOOK.
MAKE COPIES AS NEEDED FOR EACH CLASS YOU HAVE



- ✓ **COMPREHENSIVE CLASS GRADEBOOK SYSTEM**
- ✓ **FULLY AUTOMATED STANDARDS BASED GRADING CALCULATIONS**
- ✓ **BUILT-IN PROGRESS REPORTS AND STUDENT TRACKING**
- ✓ **DETAILED ASSIGNMENT LOG WITH CURVE FEATURE**
- ✓ **AUTOMATED ASSIGNMENT CALENDAR WITH DATE SHIFTING**
- ✓ **COMPREHENSIVE CLASS & STUDENT GRADE ANALYTICS**
- ✓ **SIGNATURE COURSE LINK / UNLINK FEATURE**

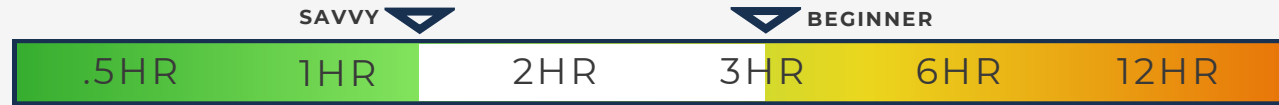


- ✓ **BUILT IN GUIDANCE NOTES**

LEARNING CURVE & GUARANTEE

LEARNING CURVE

THIS DASHBOARD'S
ESTIMATED LEARNING
CURVE & SETUP TIME



TOOLS TO HELP



INTERACTIVE PDF
INSTRUCTION GUIDE



DETAILED PRODUCT
TUTORIALS



MICRO-TUTORIALS FOR STANDARD
FEATURES AND FUNCTIONS



OUR GUARANTEE



LOVE IT OR REQUEST A
REFUND. PERIOD.



COMPATIBILITY

SOFTWARE APPLICATION

MICROSOFT EXCEL



GOOGLE SHEETS



APPLE NUMBERS



OPERATING SYSTEMS



MICROSOFT WINDOWS



MAC OS PRODUCT WAS BUILT WITH MS EXCEL 365 FOR MAC

DESKTOP OR LAPTOP



RECOMMENDED: OUR PRODUCTS ARE OPTIMIZED FOR DESKTOP / LAPTOP USE

MOBILE



MICROSOFT 365 SHAREPOINT / ONE DRIVE



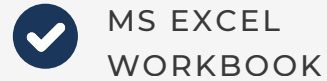
PHONE OR TABLET WITH EXCEL APP

- *SOME FONTS MAY SHOW UP DIFFERENTLY*
- *BUILT IN GUIDE NOTES*
 - *LOSE SOME OF THEIR FORMATTING THAT HELPS EMPHASIZE KEY POINTS*
 - *NOTE BOXES MAY LOOK SMALL, AND HARD TO READ WITHOUT ZOOMING IN*
- *SOME CELL TEXT MAY APPEAR TO NOT FIT THE CELL WIDTH*



FILES & TABS

FILES



WORKBOOK TABS



***Includes (5) Student tabs. By simply making a copy of the tab, you can add up to (40).*

Enjoy Your Dashboard!



SPREADWISECO LEARN

MICRO TUTORIALS FOR FAQ

CLICK THE LOGOS TO WATCH OUR SHORT TUTORIALS



Using the Provided Passcode to Unlock Tabs In Your Dashboard



Edit Your Tab Names Without Impacting Workbook Function



Correcting "####" & Other Text Visibility With Column Width Adjustments



Adding Tabs That Will Link to Your Data Table & Dashboard



Using the Signature Link Feature to Link & Unlink Tabs In Your Workbook



See Our Other
Tutorials



QUICK NOTES ABOUT THIS GUIDE

GUIDE TEXT BOXES

NEED TO
KNOW

NICE TO
KNOW

FOR THOSE READY TO JUMP IN QUICKLY



YOU CAN SKIP
AND COME BACK



DON'T SKIP!

PASSWORD

- THE FILE PASSWORD IS INCLUDED IN THE FIRST TAB OF YOUR WORKBOOK.
- USE WITH DISCRETION. FORMULAS AND SETUPS CAN BE EXTREMELY COMPLEX, EVEN FOR THE MOST SAVVY SPREADSHEET USERS.

INTERACTIVE TOOL BAR

WEBSITE

YOUTUBE
CHANNEL

ETSY
SHOP

SPREADWISECO
LEARN

TABLE OF
CONTENTS

PAGE SKIP / DON'T
SKIP FLAG
(SEE ABOVE)

LINKS



LEARN



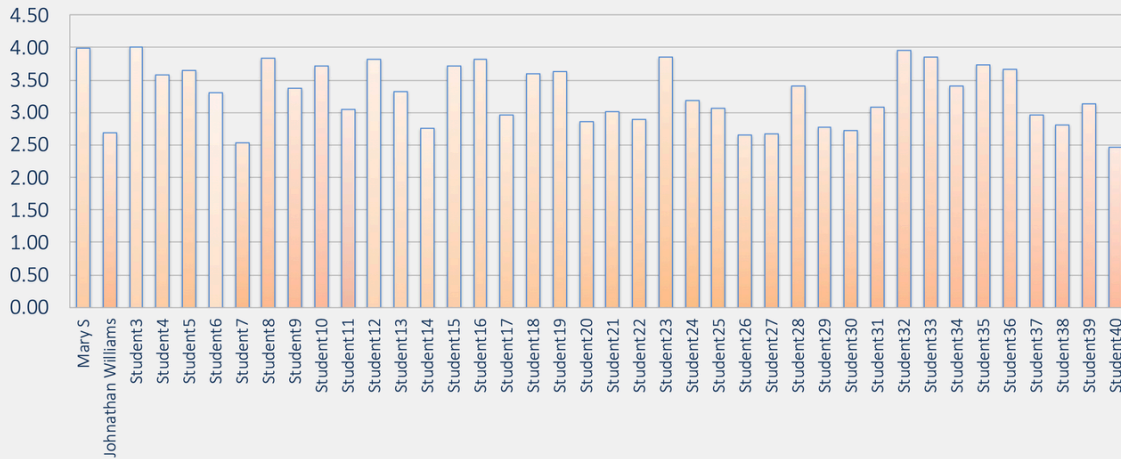
DSK

GETTING STARTED

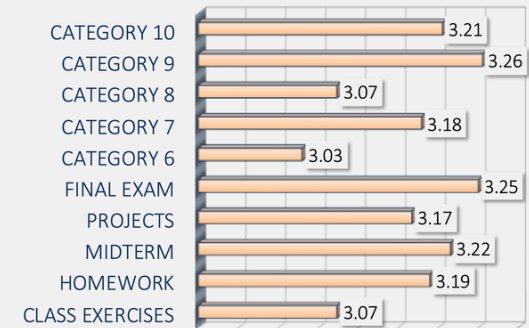
THIS JOURNEY BEGINS BY SETTING UP THE DASHBOARD FOR YOUR PARTICULAR CLASS

SBG STUDENT GRADEBOOK & ASSIGNMENT DASHBOARD

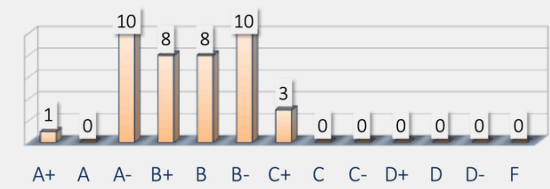
Overall Grade By Student



Grades By Syllabus Category



Count By Grade Letter



Gradebook Setup	SET CLASS CODE	SET SEMESTER / BLOCK	HIDE CURVES IN STUDENT REPORTS
	Freshman English	1.0	No

Syllabus Setup	CATEGORIES	CLASS EXERCISES	HOMEWORK	MIDTERM	PROJECTS	FINAL EXAM	CATEGORY 6	CATEGORY 7	CATEGORY 8	CATEGORY 9	CATEGORY 10
	% WEIGHT	10.00%	10.00%	25.00%	20.00%	35.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Gradebook Outputs	CATEGORY GRADE	3.07	3.19	3.22	3.17	3.25	3.03	3.18	3.07	3.26	3.21
	OVERALL CLASS GRADE	3.29									



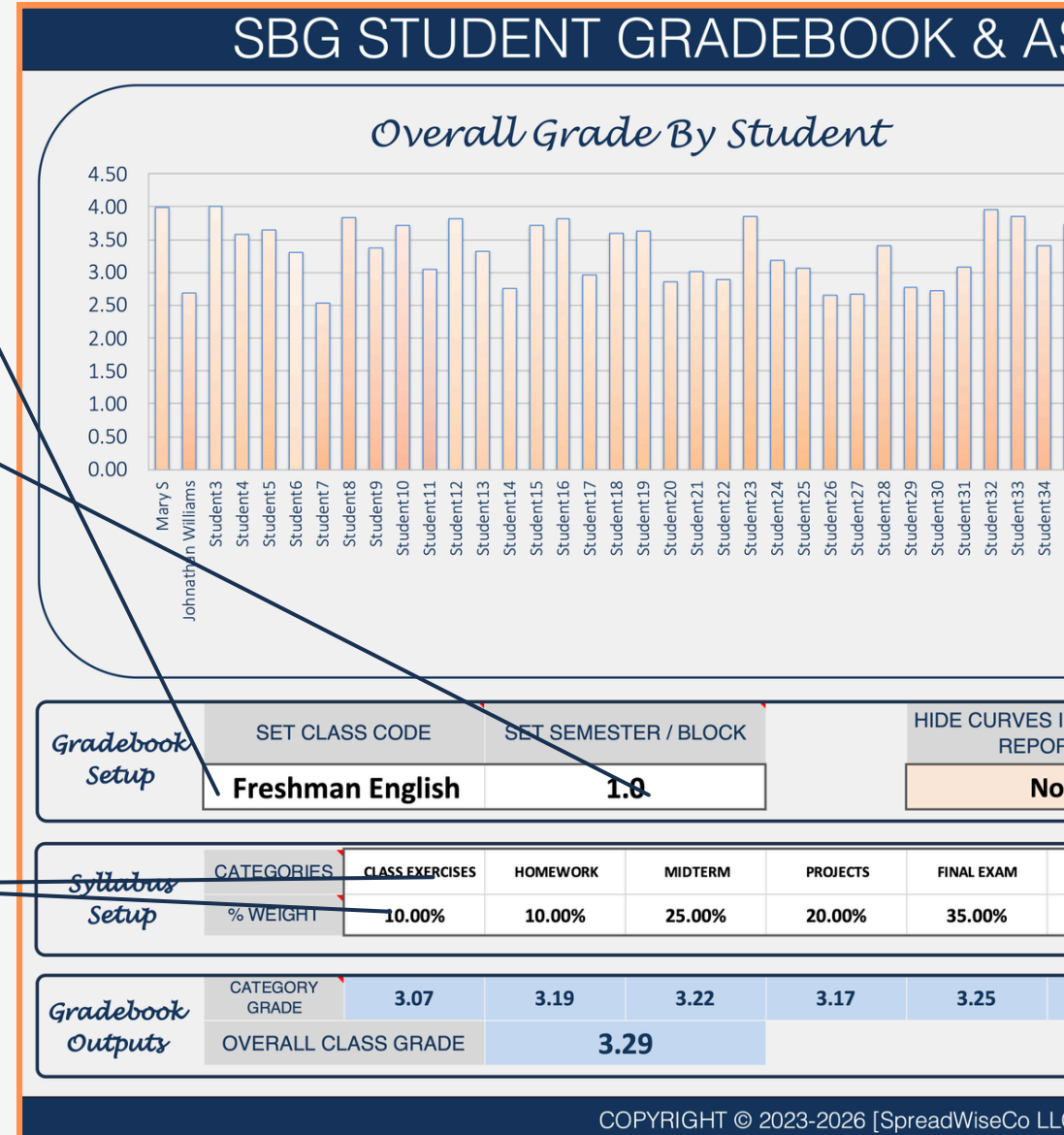
1.) SET THE CLASS THAT YOU ARE TEACHING

2.) SET YOUR SEMESTER / BLOCK CODE

- THIS IS MADE UP BY YOU
- IF YOU ARE TEACHING THE SAME COURSE TO 4 CLASSES, THIS IS HOW YOU WILL DIFFERENTIATE BETWEEN THE 4.
 - THE GRADEBOOK SUPPORTS 1 CLASS. YOU WILL NEED TO MAKE COPIES FOR EACH CLASS YOU TEACH.

3.) CHOOSE THE SYLLABUS CATEGORIES THAT YOUR STUDENTS WILL HAVE ASSIGNMENTS IN. YOU CAN CHOOSE UP TO 10.

4.) SET YOUR % WEIGHT FOR EACH CATEGORY



1.) SET YOUR STUDENT ROSTER

- THE TABLE IS PRE-SET FOR UP TO 40 STUDENTS

2.) THE DASHBOARD COMES WITH 5 STUDENT TABS. YOU WILL NEED TO CREATE MORE FOR HOWEVER MANY STUDENTS YOU NEED.

- YOU CAN DO THIS AT ANY TIME.
- THERE ARE DIRECTIONS LATER IN THIS GUIDE THAT EXPLAIN HOW TO DO SO.

STUDENT ROSTER

TAB NAME	STUDENT NAME	CLASS GRADE	LETTER GRADE	CATEGORY
Student1	Mary S	3.24	B	3.35
Student2	Johnathan Williams	3.24	B	3.35
Student3	Student3	3.24	B	3.35
Student4	Student4	Add New StudentTab		Add New StudentTab
Student5	Student5	Add New StudentTab		Add New StudentTab
Student6	Student6	Add New StudentTab		Add New StudentTab
Student7	Student7	Add New StudentTab		Add New StudentTab
Student8	Student8	Add New StudentTab		Add New StudentTab
Student9	Student9	Add New StudentTab		Add New StudentTab
Student10	Student10	Add New StudentTab		Add New StudentTab
Student11	Student11	Add New StudentTab		Add New StudentTab
Student12	Student12	Add New StudentTab		Add New StudentTab
Student13	Student13	Add New StudentTab		Add New StudentTab
Student14	Student14	Add New StudentTab		Add New StudentTab
Student15	Student15	Add New StudentTab		Add New StudentTab
Student16	Student16	Add New StudentTab		Add New StudentTab
Student17	Student17	Add New StudentTab		Add New StudentTab
Student18	Student18	Add New StudentTab		Add New StudentTab
Student19	Student19	Add New StudentTab		Add New StudentTab
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Student21	Student21	Add New StudentTab		Add New StudentTab
Student22	Student22	Add New StudentTab		Add New StudentTab
Student23	Student23	Add New StudentTab		Add New StudentTab
Student24	Student24	Add New StudentTab		Add New StudentTab
Student25	Student25	Add New StudentTab		Add New StudentTab
Student26	Student26	Add New StudentTab		Add New StudentTab
Student27	Student27	Add New StudentTab		Add New StudentTab
Student28	Student28	Add New StudentTab		Add New StudentTab
Student29	Student29	Add New StudentTab		Add New StudentTab
Student30	Student30	Add New StudentTab		Add New StudentTab
Student31	Student31	Add New StudentTab		Add New StudentTab
Student32	Student32	Add New StudentTab		Add New StudentTab
Student33	Student33	Add New StudentTab		Add New StudentTab
Student34	Student34	Add New StudentTab		Add New StudentTab
Student35	Student35	Add New StudentTab		Add New StudentTab
Student36	Student36	Add New StudentTab		Add New StudentTab
Student37	Student37	Add New StudentTab		Add New StudentTab
Student38	Student38	Add New StudentTab		Add New StudentTab
Student39	Student39	Add New StudentTab		Add New StudentTab
Student40	Student40	Add New StudentTab		Add New StudentTab
		3.24		3.35

CURRICULUM CATEGORIES

Category	Grade % Weight
CLASS EXERCISES	10.0%
HOMEWORK	10.0%
MIDTERM	25.0%
PROJECTS	20.0%
FINAL EXAM	35.0%
CATEGORY 6	0.0%
CATEGORY 7	0.0%
CATEGORY 8	0.0%
CATEGORY 9	0.0%
CATEGORY 10	0.0%
	100.0%

YOUR SYLLABUS CATEGORIES & WEIGHTING WILL BE AUTO SET FROM YOUR DASHBOARD INPUTS.

- THE CLASS CODE AND BLOCK CODE WILL BE AUTO SET FROM YOUR DASHBOARD INPUTS
- STUDENT FOR EACH TAB IS SET AUTOMATICALLY BASED ON THE STUDENT ROSTER SETUP
- ALL INPUTS WILL GIVE YOU A NICE HEADER, GREAT FOR PROGRESS REPORTS LATER!

Student	Mary S
Class Code	Freshman English
Semester / Block Code	1.0
Student Tab Name	Student1

DESKTOP - STUDENT TAB NAME WILL POPULATE AUTOMATICALLY

MOBILE - UPDATE THE STUDENT TAB NAME MANUALLY

Mary S- Freshman English - 1 Grade: A-



THE TABLE ALLOWS FOR LOGGING EACH ASSIGNMENT / TEST & GRADE.

- CATEGORY AND ASSIGNMENT ARE AUTOMATIC BASED ON THE ASSIGNMENT LOG

HAVE A STUDENT CUTTING IT CLOSE?

- THERE IS AN ACTUAL / HYPOTHETICAL GRADE SELECTION COLUMN TO SHARE REPORTS WITH STUDENTS / PARENTS ABOUT WHAT GRADES ARE NEEDED FOR THE STUDENT TO PASS THE CLASS.

ALL ASSIGNMENTS ARE ACCOUNTED FOR AUTOMATICALLY, AND PULLED TOGETHER TO PROVIDE A PROPERLY WEIGHTED GRADE FOR EACH STUDENT.

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG				
	Assignment Name	Max Points	Actual / Hypothetical	Actual Points Earned
SES	Class Exercise 1	4.0	Actual	4.0
SES	Class Exercise 2	4.0	Actual	3.0
SES	Class Exercise 3	4.0	Actual	1.0
SES	Class Exercise 4	4.0	Actual	1.0
	Homework 1	4.0	Actual	2.0
	Homework 2	4.0	Actual	3.0
	Homework 3	4.0	Actual	3.0
	Homework 4	4.0	Actual	3.0
	Homework 5	4.0	Actual	3.0
		4.0	Hypothetical	3.0
		4.0	Hypothetical	3.0
	1st Essay	4.0	Actual	3.0
		4.0		
		4.0		
		4.0		

OVERALL SCORING			
Category	Count	Category Grade %	Category Weighted
CLASS EXERCISES	4	3.35	0.34
HOMEWORK	5	3.20	0.32
MIDTERM			
PROJECTS	1	3.20	0.64
FINAL EXAM			
CATEGORY 6			
CATEGORY 7			
CATEGORY 8			
CATEGORY 9			
CATEGORY 10			
	10		3.24

ONCE YOU HAVE THE STUDENT TAB SET UP, TURN ON THE LINK SO THE DATA PULLS INTO THE STUDENT ROSTER TABLE AND YOUR DASHBOARD

Mary S - Freshman English - 1

Grade: 3.24 - B

TOTALS	
Class Grade	3.24
	B

Student	Mary S
Class Code	Freshman English
Semester / Block Code	1.0
Student Tab Name	Student1 <input type="text"/>

LINK TO DASHBOARD

Yes

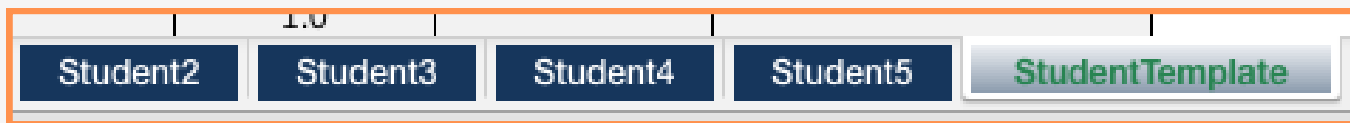
CURRICULUM CATEGORIES	
Category	Grade % Weight
EXERCISES	10.0%
HOMEWORK	10.0%
MIDTERM	25.0%
PROJECTS	20.0%
FINAL EXAM	35.0%
CATEGORY 6	0.0%
CATEGORY 7	0.0%
CATEGORY 8	0.0%
CATEGORY 9	0.0%
CATEGORY 10	0.0%
	100.0%

OVERALL SCORING			
Category	Count	Category Grade %	Category Weighted
CLASS EXERCISES	4	3.35	0.34
HOMEWORK	5	3.20	0.32
MIDTERM			
PROJECTS	1	3.20	0.64
FINAL EXAM			
CATEGORY 6			
CATEGORY 7			
CATEGORY 8			
CATEGORY 9			
CATEGORY 10			
	10		3.24
			Grade

WHY A LINK FEATURE?

- THIS ALLOWS YOU TO EASILY ADD OR REMOVE STUDENTS FROM EACH CLASS IN THE EVENT THAT OCCURS.
- ADDS FLEXIBILITY AS YOU MOVE THROUGH EACH SEMESTER.

ADDING STUDENT TABS

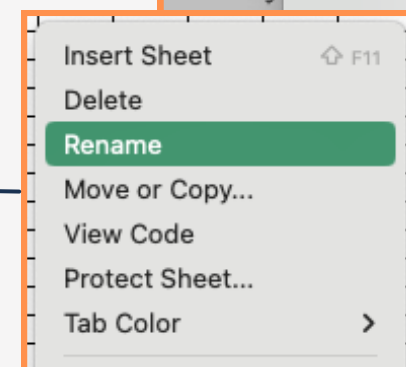
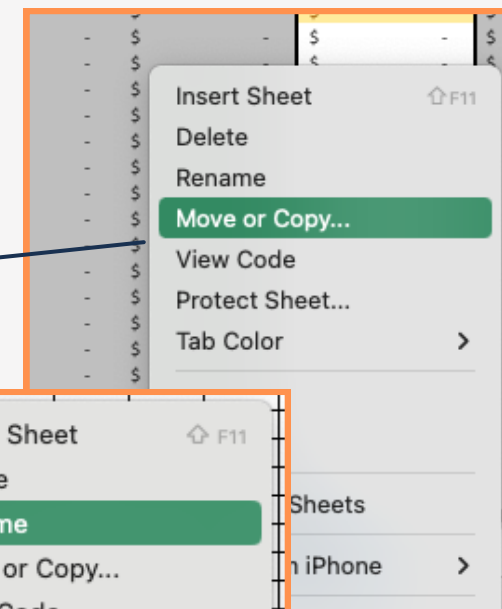


1.) RIGHT CLICK ON THE TEMPLATE & MAKE A COPY, OR HOWEVER MANY COPIES YOU NEED.

2.) RIGHT CLICK ON THE NEW TAB TO CHANGE THE NAME OF THE TAB.

3.) SET THE TAB NAME TO MATCH THE NEXT SEQUENTIAL STUDENT TAB NUMBER FROM THE STUDENT ROSTER EXACTLY.

- ONCE THE TAB IS ADDED AND RENAMED, IT WILL AUTO-LINK TO YOUR DASHBOARD AND STUDENT ROSTER



TAB NAME	STUDENT NAME
Student1	Mary S
Student2	John W
Student3	Student3
Student4	Student4
Student5	Student5
Student6	Student6
Student7	Student7
Student8	Student8
Student9	Student9
Student10	Student10
Student11	Student11
Student12	Student12

ASSIGNMENT LOG

USE THE ASSIGNMENT LOG TO INPUT EACH ASSIGNMENT AS YOU GO THROUGH THE CLASS

- THESE INPUTS AUTO-PULL INTO EACH STUDENT TAB SO ALL YOU HAVE TO DO IS LOG THE GRADE.
- YOU CAN EVEN PRE-POPULATE THE ASSIGNMENT PLAN FOR THE CLASS. IT WILL NOT AFFECT THE STUDENT GRADES UNTIL EACH GRADE HAS BEEN ADDED IN THE STUDENT TABS.

- 1.) SELECT THE CATEGORY USING THE DROP DOWN MENU
- 2.) NOTATE DETAILS OF THE ASSIGNMENT INCLUDING THE DATE
- 3.) SET THE CURVE VALUE
- 4.) DONE!

ASSIGNMENT & CURVE LOG

#	CATEGORY & ASSIGNMENT		Assignment Date			POINTS	CURVE
	Category	Assignment Name	Assignment Date	Date Shift	Actual Assignment Date	Max Points	Assignment Curve
1	CLASS EXERCISES	Class Exercise 1	8/10/25	0	8/10/25	4.00	1.00
2	CLASS EXERCISES	Class Exercise 2	8/11/25	0	8/11/25	4.00	1.00
3	CLASS EXERCISES	Class Exercise 3	8/12/25	0	8/12/25	4.00	1.00
4	CLASS EXERCISES	Class Exercise 4	8/13/25	0	8/13/25	4.00	1.00
5	HOMEWORK	Homework 1	8/10/25	0	8/10/25	4.00	1.00
6	HOMEWORK	Homework 2	8/11/25	0	8/11/25	4.00	1.00
7	HOMEWORK	Homework 3	8/12/25	0	8/12/25	4.00	1.00
8	HOMEWORK	Homework 4	8/13/25	0	8/13/25	4.00	1.00
9	HOMEWORK	Homework 5	8/14/25	0	8/14/25	4.00	1.00
10				0		4.00	1.00
11				0		4.00	1.00
12	PROJECTS	1st Essay	9/15/25	0	9/15/25	4.00	1.00
13				0		4.00	1.00
14				0		4.00	1.00
15				0		4.00	1.00
16				0		4.00	1.00

FOR EACH ASSIGNMENT, NOTE THE DATE. THIS ALLOWS EACH ASSIGNMENT TO AUTO-POPULATE IN THE CALENDAR

UNPLANNED SCHOOL SHUTDOWN DAYS? USE THE DATE SHIFT FEATURE TO QUICKLY ADJUST EACH ASSIGNMENT DATE.

ASSIGNMENT & CURVE LOG

Assignment Date		
Assignment Date	Date Shift	Actual Assignment Date
8/10/25	0	8/10/25
8/11/25	0	8/11/25
8/12/25	0	8/12/25
8/13/25	0	8/13/25
8/10/25	0	8/10/25
8/11/25	0	8/11/25
8/12/25	0	8/12/25
8/13/25	0	8/13/25
8/14/25	0	8/14/25
8/15/25	0	8/15/25
8/16/25	0	8/16/25
8/17/25	0	8/17/25
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8/30/25	0	8/30/25
8/31/25	0	8/31/25
9/1/25	0	9/1/25
9/2/25	0	9/2/25
9/3/25	0	9/3/25
9/4/25	0	9/4/25
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12/25/25	0	12/25/25
12/26/25	0	12/26/25
12/27/25	0	12/27/25
12/28/25	0	12/28/25
12/29/25	0	12/29/25
12/30/25	0	12/30/25
12/31/25	0	12/31/25

ASSIGNMENT CALENDAR		AUGUST 2025							
CALENDAR YEAR		CALENDAR MONTH							
2025		AUGUST							
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
	-	-	-	-	-	01	02		
1									
2									
3									
4									
	03	04	05	06	07	08	09		
1									
2									
3									
4									
	10	11	12	13	14	15	16		
1	Class Exercise 1	Class Exercise 2	Class Exercise 3	Class Exercise 4	Homework 5				
2	Homework 1	Homework 2	Homework 3	Homework 4					
3									
4									
	17	18	19	20	21	22	23		
1									
2									
3									

ASSIGNMENT CALENDAR

SELECT THE CALENDAR MONTH AND YEAR, THEN PRINT FOR ON THE GO TRACKING!

EVERYTHING IN THE CALENDAR IS AUTOMATIC.

ASSIGNMENT CALENDAR				AUGUST 2025			
CALENDAR YEAR		CALENDAR MONTH					
2025		AUGUST					
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	-	-	-	-	-	01	02
1							
2							
3							
4							
	03	04	05	06	07	08	09
1							
2							
3							
4							
	10	11	12	13	14	15	16
1	Class Exercise 1	Class Exercise 2	Class Exercise 3	Class Exercise 4	Homework 5		
2	Homework 1	Homework 2	Homework 3	Homework 4			
3							
4							
	17	18	19	20	21	22	23
1							
2							
3							

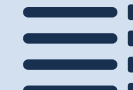
LINKS



LEARN



GUIDE



DSK

EACH STUDENT TAB HAS AN ASSIGNMENT CURVE COLUMN.

THAT CURVE COLUMN CAN BE HIDDEN ANYTIME USING THE SELECTION BOX LOCATED IN YOUR DASHBOARD.

- THIS DOES NOT TURN THE CURVE OFF.
- THIS ONLY HIDES THE COLUMN IN THE EVENT YOU WOULD LIKE TO USE EACH STUDENT TAB FOR A PROGRESS REPORT, AND DON'T WANT TO SHARE THE CURVE INFORMATION.

HIDE CURVES IN STUDENT REPORTS

No

Category	Assignment Name	Max Points	Actual / Hypothetical	Actual Points Earned	Actual Grade	CURVE DETAILS	
						Assignment Curve	Adjusted Grade
EXERCISES	Class Exercise 1	4.0	Actual	4.0	4.00	1.0	4.00
EXERCISES	Class Exercise 2	4.0	Actual	3.0	3.00	1.0	3.00
EXERCISES	Class Exercise 3	4.0	Actual	1.0	1.00	1.0	1.00
EXERCISES	Class Exercise 4	4.0	Actual	1.0	1.00	1.0	1.00
WORK	Homework 1	4.0	Actual	2.0	2.00	1.0	2.00
WORK	Homework 2	4.0	Actual	3.0	3.00	1.0	3.00
WORK	Homework 3	4.0	Actual	3.0	3.00	1.0	3.00
WORK	Homework 4	4.0	Actual	3.0	3.00	1.0	3.00
WORK	Homework 5	4.0	Actual	3.0	3.00	1.0	3.00
		4.0	Hypothetical	3.0	3.00	1.0	3.00
		4.0	Hypothetical	3.0	3.00	1.0	3.00
TESTS	1st Essay	4.0	Actual	3.0	3.00	1.0	3.00
		4.0				1.0	
		4.0				1.0	
		4.0				1.0	

ASSIGNMENT CURVE - IMPORTANT

IMPORTANT!!

THE OVERALL SCORING IS BASED ON THE ADJUSTED GRADE COLUMN, NOT THE ACTUAL GRADE COLUMN. MAKE SURE THE ASSIGNMENT CURVE VALUES ARE SET PROPERLY (**1.0 = NO CURVE**)

OVERALL SCORING			
Category	Count	Category Grade %	Category Weighted
CLASS EXERCISES	4	3.35	0.34
HOMEWORK	5	3.20	0.32
MIDTERM			
PROJECTS	1	3.20	0.64
FINAL EXAM			
CATEGORY 6			
CATEGORY 7			
CATEGORY 8			
CATEGORY 9			
CATEGORY 10			
	10		3.24

CATEGORY 10		0.0%	CATEGORY 10		10	2.76	Grade
		100.0%					
ACTUAL ASSIGNMENT / CATEGORY SCORE LOG							
Category	Assignment Name	Max Points	Actual / Hypothetical	Actual Points Earned	Actual Grade	Assignment Curve	Adjusted Grade
CLASS EXERCISES	Class Exercise 1	4.0	Actual	4.0	4.00	1.0	4.00
CLASS EXERCISES	Class Exercise 2	4.0	Actual	3.0	3.00	1.0	3.00
CLASS EXERCISES	Class Exercise 3	4.0	Actual	1.0	1.00	1.0	1.00
CLASS EXERCISES	Class Exercise 4	4.0	Actual	1.0	1.00	1.0	1.00
HOMEWORK	Homework 1	4.0	Actual	2.0	2.00	1.0	2.00
HOMEWORK	Homework 2	4.0	Actual	3.0	3.00	1.0	3.00
HOMEWORK	Homework 3	4.0	Actual	3.0	3.00	1.0	3.00
HOMEWORK	Homework 4	4.0	Actual	3.0	3.00	1.0	3.00
HOMEWORK	Homework 5	4.0	Actual	3.0	3.00	1.0	3.00
		4.0	Hypothetical	3.0	3.00	1.0	3.00
		4.0	Hypothetical	3.0	3.00	1.0	3.00
PROJECTS	1st Essay	4.0	Actual	3.0	3.00	1.0	3.00
		4.0				1.0	
		4.0				1.0	
		4.0				1.0	



THIS SIMPLE TABLE ALLOWS YOU TO SET THE LETTER GRADE SCALE, WHICH IS WHAT EACH STUDENT LETTER GRADE IS BASED ON

THE GRADES DETERMINED TO BE AN F WILL BE NOTED IN RED THROUGHOUT THE WORKBOOK

Grade: 0.44 - F

SGB SCALE	
Grade	Min
	4.00
4.00	
	3.67
	3.33
3.00	
	2.67
	2.33
2.00	
	1.67
	1.33
1.00	
	0.67
	0.00

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