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# STUDENT GRADEBOOK GUIDE

5.2 - 1/25/2025

BUILT WITH MICROSOFT EXCEL

## ABOUT THIS GUIDE



### FOR THOSE READY TO JUMP IN QUICKLY





### \*\*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.

### YOUTUBE TUTORIALS

IF THERE ARE YOUTUBE TUTORIALS AVAILABLE FOR THIS PRODUCT, YOU CAN ACCESS THEM BY CLICKING ON THE YOUTUBE LOGO.



DOWNLOAD THIS GUIDE ANYTIME AT HTTPS://SPREADWISECO.COM

THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.

WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

### STUDENT GRADEBOOK AND ASSIGNMENT DASHBOARD

Tabs are **locked** to prevent accidental errors to formulas: Password Key: "**swc**"

2 **Tool Inputs Your Inputs** are the White Boxes With A Border!

3 Tool Inputs Peach boxes are drop down menus

Password

4

5

6

8

Review

**PDF Guide** \*\*Use the downloaded guides to help you through the tool. You can Also visit our website anytime to view & download the

Site Link <u>https://spreadwiseco.com/</u>

Google	This Dashbaard is Not antimized for use with Coagle Shoots
Sheets	This Dashboard is Not optimized for use with Google Sheets.

support\*\*For support, message us on Etsy directly from your order, or<br/>send an email to Sales@SpreadWiseCo.com. Pictures are

LOVE IT? CLICK & LEAVE US A REVIEW!

#### **REVISION: 4.5** TOOL FLOW CHART SYLLABUS CATEGORIES ASSIGNMENT LIST & CURVE DETAILS SELECTION MENU CLASS DETAILS, SYLLABUS CATEGORIES AND WEIGHT STUDENT NAME STUDENT TABS DASHBOARD \*\*(X40) STUDENT LINK GRADE FEATURE LETTER DATA GRADE CRITERIA \*\*DASHBOARD IS PRESET WITH (5) STUDENT TABS. BY SIMPLY MAKING A COPY OF THE TAB, YOU CAN QUICKLY LINK UP TO (40)

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## PRODUCT FEATURES & LEARNING TIME

### PRODUCT FEATURES



1 CLASS, 40 STUDENTS



**250** ASSIGNMENTS, TESTS, ETC



\*\*MAKE COPIES AS YOU NEED FOR EACH CLASS YOU HAVE.

2HR



INSIGHT INTO CLASS AND STUDENT **STRUGGLE** POINTS

CURVE FEATURE



AUTOMATIC GRADES BASED ON A CUSTOMIZABLE 4.0 GRADE SCALE



BUILT IN GUIDE NOTES

BUILT IN ASSIGNMENT

LEARNING & THIS IS OUR BEST ESTIMATE OF HOW MUCH TIME IT WILL TAKE THE AVERAGE PERSON TO LEARN AND COMPLETE THE INITIAL SETUP OF THEIR DASHBOARD

15MIN 30MIN 45MIN 1HR 1.5HR



### COMPATIBILITY



- 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

### TABS & GUIDES

#### TABS & GUIDES



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## 1 - GETTING STARTED

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





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## 2 - CLASS SETUP



**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

### STUDENT GRADEBOOK & ASS



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## 3 - STUDENT ROSTER



### STUDENT ROST

IJ SETYOUR STUDENT RUSTER
• 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.

SEE STEP 7 FOR DIRECTIONS ON

HOW TO DO SO.

	SI JUENT NAIVIE	CLASS GRADE	CATEGORTI	C
Student1	Mary S	90.0%	90.0%	
Student2	John W	90.0%	90.0%	
Students	Student3	90.0%	90.0%	
Student4	Student4	90.0%	90.0%	
Student5	Student5	90.0%	90.0%	Upda
Student6	Student6	Add New StudentTab	Add New StudentTab	Add I
Student7	Student7	Add New StudentTab	Add New StudentTab	Add I
Student8	Student8	Add New StudentTab	Add New StudentTab	Add I
Student9	Student9	Add New StudentTab	Add New StudentTab	Add I
Student10	Student10	Add New StudentTab	Add New StudentTab	Add I
Student11	Student11	Add New StudentTab	Add New StudentTab	Add I
Student12	Student12	Add New StudentTab	Add New StudentTab	Add I
Student13	Student13	Add New StudentTab	Add New StudentTab	Add I
Student14	Student14	Add New StudentTab	Add New StudentTab	Add I
Student15	Student15	Add New StudentTab	Add New StudentTab	Add I
Student16	Student16	Add New StudentTab	Add New StudentTab	Add I
Student17	Student17	Add New StudentTab	Add New StudentTab	Add I
Student18	Student18	Add New StudentTab	Add New StudentTab	Add I
Student19	Student19	Add New StudentTab	Add New StudentTab	Add I
Student20	Student20	Add New StudentTab	Add New StudentTab	Add I
Student21	Student21	Add New StudentTab	Add New StudentTab	Add I
Student22	Student22	Add New StudentTab	Add New StudentTab	Add I
Student23	Student23	Add New StudentTab	Add New StudentTab	Add I
Student24	Student24	Add New StudentTab	Add New StudentTab	Add I
Student25	Student25	Add New StudentTab	Add New StudentTab	Add I
Student26	Student26	Add New StudentTab	Add New StudentTab	Add I
Student27	Student27	Add New StudentTab	Add New StudentTab	Add I
Student28	Student28	Add New StudentTab	Add New StudentTab	Add I
Student29	Student29	Add New StudentTab	Add New StudentTab	Add I
Student30	Student30	Add New StudentTab	Add New StudentTab	Add I
Student31	Student31	Add New StudentTab	Add New StudentTab	Add I
Student32	Student32	Add New StudentTab	Add New StudentTab	Add I
Student33	Student33	Add New StudentTab	Add New StudentTab	Add I
Student34	Student34	Add New StudentTab	Add New StudentTab	Add I
Student35	Student35	Add New StudentTab	Add New StudentTab	Add I
Student36	Student36	Add New StudentTab	Add New StudentTab	Add I
Student37	Student37	Add New StudentTab	Add New StudentTab	Add I
Student38	Student38	Add New StudentTab	Add New StudentTab	Add I
Student39	Student39	Add New StudentTab	Add New StudentTab	Add I
Student40	Student40	Add New StudentTab	Add New StudentTab	Add I
		90.0%	90.0%	

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## 4 - STUDENT TABS

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CURRICULU	M 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%
	/
Student	Mary S /
Class Code	Freshman English
nester / Block Code	1.0
tudent Tab Name	Student1

Mary S- Freshman English - 1 Grade: A-



## 5 - STUDENT PROGRESS TRACKING







## 6 - STUDENT TAB LINK

Mary S

Freshman English

1.0

Student1

Student1



LINK TO

DASHBOARD

Yes

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: A-

	TOTALS
Calculated Class Grade	90.0%
	A-

CURRICU	LUM CATEGORIES		OVERALL SCORI	NG	
Category	Grade % Weight	Category	Count	Category Grade %	Category Weighted %
CLASS EXERCISES	10.0%	CLASS EXERCISES	4	90.0%	9.0%
HOMEWORK	10.0%	HOMEWORK	5	90.0%	9.0%
MIDTERM	25.0%	MIDTERM			
PROJECTS	20.0%	PROJECTS	1	90.0%	18.0%
FINAL EXAM	35.0%	FINAL EXAM			
CATEGORY 6	0.0%	CATEGORY 6			
CATEGORY 7	0.0%	CATEGORY 7			
CATEGORY 8	0.0%	CATEGORY 8			
CATEGORY 9	0.0%	CATEGORY 9			
CATEGORY 10	0.0%	CATEGORY 10			
	100.0%		10		90.0%

#### 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.



## 7 - ADDING STUDENT TABS

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### 8 - ASSIGNMENT LOG

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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.

SELECT THE CATEGORY USING THE DROP DOWN MENU
 NOTATE DETAILS OF THE ASSIGNMENT
 SET THE CURVE VALUE
 DONE!

### ASSIGNMENT & CURVE LOG

	CATEGOR	Y & ASSIGNMENT	DATE	POINTS	CURVE
#	Category	Assignment Name	Assignment Date	Max Points	Assignment Curve
1	CLASS EXERCISES	Class Exercise 1		100.00	1.00
2	CLASS EXERCISES	Class Exercise 2		100.00	1.00
3	CLASS EXERCISES	Class Exercise 3		100.00	1.00
4	CLASS EXERCISES	Class Exercise 4		100.00	1.00
5	HOMEWORK	Homework 1		100.00	1.00
6	HOMEWORK	Homework 2		100.00	1.00
7	HOMEWORK	Homework 3		100.00	1.00
8	HOMEWORK	Homework 4		100.00	1.00
9	HOMEWORK	Homework 5		100.00	1.00
10				100.00	1.00
11				100.00	1.00
12	PROJECTS	1st Essay		100.00	1.00
13				100.00	1.00
14				100.00	1.00
15				100.00	1.00
16				100.00	1.00



## 9 - ASSIGNMENT CURVE FEATURE



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.





## 10 - ASSIGNMENT CURVE FEATURE

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A CURVE VALUE CAN GE ADDED TO ANY GIVE ASSIGNMENT / TEST/ ETC.

- GREAT FOR SITUATIONS WHERE AN ASSIGNMENT ENDED UP BEING A LITTLE MORE CHALLENGING THAN ANTICIPATED.
- BEST PART IS, YOU DON'T HAVE TO SHARE THOSE ADJUSTMENT DETAILS IF YOU CHOOSE NOT TO.
- THE CURVE FOR EACH ASSIGNMENT IS SET WITHIN THE ASSIGNMENT LOG, & PULLED IN AUTOMATICALLY

CATEGORY 10	100.0%		CATEGORY ID	10		80.9%	Grade
	ACTUAL	ASSIGNMENT / CA	TEGORY SCORE LCG			CURVE	DETAILS
Category	Assignment Name	Max Points	Actual / Hypothetical	Actual Points Earned	Actual Grade	Assignment Curve	Adjusted Grade
CLASS EXERCISES	Class Exercise 1	100.0	Actual	90.0	90.0%	1.0	90.0%
CLASS EXERCISES	Class Exercise 2	100.0	Actual	85.0	85.0%	1.0	85.0%
CLASS EXERCISES	Class Exercise 3	100.0	Actual	80.0	80.0%	1.0	80.0%
CLASS EXERCISES	Class Exercise 4	100.0	Actual	80.0	80.0%	1.0	80.0%
HOMEWORK	Homework 1	100.0	Actual	80.0	80.0%	1.0	80.0%
HOMEWORK	Homework 2	100.0	Actual	80.0	80.0%	1.0	80.0%
HOMEWORK	Homework 3	100.0	Actual	80.0	80.0%	1.0	80.0%
HOMEWORK	Homework 4	100.0	Actual	80.0	80.0%	1.0	80.0%
HOMEWORK	Homework 5	100.0	Actual	80.0	80.0%	1.0	80.0%
		100.0	Hypothetical	80.0	80.0%	1.0	80.0%
		100.0	Hypothetical	80.0	80.0%	1.0	80.0%
PROJECTS	1st Essay	100.0	Actual	80.0	80.0%	1.0	80.0%
		100.0				1.0	
		100.0				1.0	
		100.0				1.0	



## 11 - ASSIGNMENT CURVE FEATURE

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90.0%

Category
Weighted %
9.0%
9.0%
18.0%

CATEGORY 10 0.0% CATEGORY 10 100.0% 10 80.9% Grade **ACTUAL ASSIGNMENT / CATEGORY SCORE LOG CURVE DETAILS** Assignment cual Grule Category **Assignment Name Max Points** Actual / Hypothetical **Actual Points Earned Adjusted Grade** Curve CLASS EXERCISES 100.0 90.0 90.0% 90.0% **Class Exercise 1** Actual 1.0 CLASS EXERCISES Class Exercise 2 100.0 85.0% 1.0 85.0% Actual 85.0 CLASS EXERCISES Class Exercise 3 100.0 Actual 80.0 80.0% 1.0 80.0% CLASS EXERCISES Class Exercise 4 100.0 80.0 80.0% 1.0 80.0% Actual 100.0 80.0 1.0 80.0% HOMEWORK Homework 1 Actual 80.0% HOMEWORK Homework 2 100.0 Actual 80.0 80.0% 1.0 80.0% HOMEWORK Homework 3 100.0 Actual 80.0 80.0% 1.0 80.0% HOMEWORK Homework 4 100.0 Actual 80.0 80.0% 1.0 80.0% 1.0 HOMEWORK Homework 5 100.0 Actual 80.0 80.0% 80.0% 1.0 100.0 80.0 80.0% 80.0% Hypothetical 1.0 100.0 Hypothetical 80.0 80.0% 80.0% PROJECTS 1st Essay 100.0 Actual 80.0 80.0% 1.0 80.0% 100.0 1.0 100.0 1.0 100.0 1.0

#### EXPERIENCE THE SPREADWISECO DIFFERENCE

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## 12 - GRADING SCALE



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

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4.0 GRADE SCALE							
Grade	Grade Min	Grade Max					
A+	97.0%	100.0%					
А	93.0%	97.0%					
A-	90.0%	93.0%					
B+	87.0%	90.0%					
В	83.0%	87.0%					
B-	80.0%	83.0%					
C+	77.0%	80.0%					
С	73.0%	77.0%					
C-	70.0%	73.0%					
D+	67.0%	70.0%					
D	63.0%	67.0%					
D-	60.0%	63.0%					
F	0.0%	60.0%					

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