



SpreadWiseCoTM

Spreadsheets Reimagined

COLLEGE GPA & ASSIGNMENT TRACKER

5.1 - 10/24/2025

INTERACTIVE PDF
GUIDE



BUILT WITH MICROSOFT EXCEL

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PRODUCT FEATURES

40 COURSES PER WORKBOOK.



- ✓ **COMPREHENSIVE GPA & ASSIGNMENT** MANAGEMENT SYSTEM
- ✓ **DETAILED GPA & ACADEMIC ANALYTICS**
- ✓ **STRATEGIC STUDY PLANNING** WITH HYPOTHETICAL GRADE ANALYSIS
- ✓ **FULLY AUTOMATED GPA & GRADING** CALCULATIONS
- ✓ **AUTOMATED ASSIGNMENT CALENDAR** & PLANNING
- ✓ **COMPREHENSIVE GPA & ACADEMIC METRIC DASHBOARD**
- ✓ **BUILT-IN PROGRESS REPORTS** AND COURSE TRACKING
- ✓ **AUTOMATED ASSIGNMENT SUMMARY** & OVERVIEW
- ✓ **SIGNATURE COURSE LINK / UNLINK** FEATURE



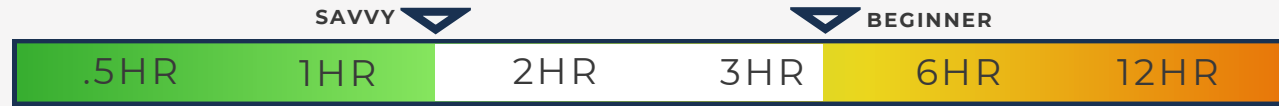
- ✓ **BUILT IN GUIDANCE NOTES**



LEARNING CURVE & GUARANTEE

LEARNING CURVE

THIS DASHBOARD'S
ESTIMATED LEARNING
CURVE & SETUP TIME



TOOLS TO HELP



INTERACTIVE PDF
INSTRUCTION GUIDE



DETAILED PRODUCT
TUTORIALS



SpreadWiseCo **LEARN**

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



MS EXCEL
WORKBOOK



PRODUCT PDF GUIDE

WORKBOOK TABS



GPA SCALE



GPA DASHBOARD



COURSE PERFORMANCE &
DATE TABLE



ASSIGNMENT SUMMARY



COURSE TABS (*X5)



AUTOMATED ASSIGNMENT
CALENDAR

***There are two types of course templates: % Based, & Point Based, for the different syllabus types.*

***Includes (2) Course 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

SK

YOU CAN SKIP
AND COME BACK

DSK

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

THIS JOURNEY BEGINS WITH FILLING OUT THE COURSE TABS

ENG101: B

SET THE TAB NAME TO THE COURSE CODE

TOTALS	
GPA Scale Points Earned	3.00
GPA Scale Grade	B
Weighted GPA Points	9.00

CURRICULUM CATEGORIES	
Category	Grade % Weight
Class Exercises	10.0%
Homework	10.0%
Mid Term	25.0%
Projects	20.0%
Final Exam	35.0%
	0.0%
	0.0%
	0.0%
	0.0%
	0.0%
	100.0%

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG			
Category	Assignment & Details	Actual / Hypothetical	Grade Received
Class Exercises	Class Exercise 1	Actual	90.0%
Class Exercises	Class Exercise 2	Actual	90.0%
Class Exercises	Class Exercise 3	Actual	90.0%
Class Exercises	Class Exercise 4	Actual	90.0%
Homework	Homework 1	Actual	90.0%
Homework	Homework 2	Actual	90.0%
Homework	Homework 3	Actual	90.0%
Homework	Homework 4	Actual	90.0%
Homework	Homework 5	Actual	90.0%
Mid Term		Hypothetical	75.0%
Final Exam		Hypothetical	88.0%
Projects	1st Essay	Actual	90.0%

Class Code	ENG101
Class Credits	3.0
College Year	1

OVERALL SCORING			
Category	Count	Category Grade %	Category Weighted %
Class Exercises	4	90.0%	9.0%
Homework	5	90.0%	9.0%
Mid Term	1	75.0%	18.8%
Projects	1	90.0%	18.0%
Final Exam	1	88.0%	30.8%
	12		85.6%

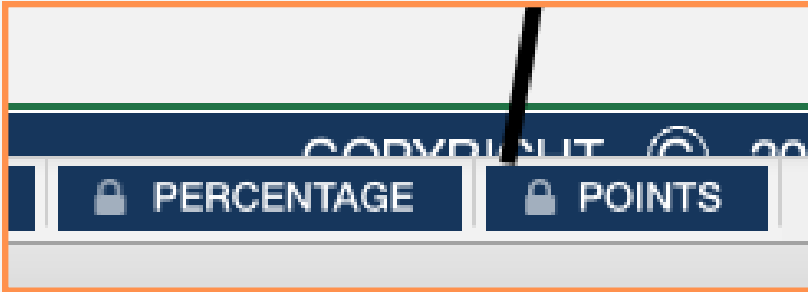
Grade	
-------	--

LINK TO GPA DB

Yes

In the event you withdraw, change classes, etc, you can unlink the class from your overall GPA, while maintaining the history.





CURRICULUM CATEGORIES	
Category	Grade % Weight
Class Exercises	10.0%
Homework	10.0%
Mid Term	25.0%
Projects	20.0%
Final Exam	35.0%
	0.0%
	0.0%
	0.0%
	0.0%
	0.0%
	100.0%

Class Code	ENG101
Class Credits	3.0
College Year	1

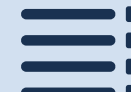
- REVIEW YOUR SYLLABUS.
- SELECT THE RIGHT COURSE TAB TYPE AND MAKE A COPY. (SEE STEP 6 FOR MORE DETAILS)
 - IF YOUR SYLLABUS IS % BASED, USE THE % TAB.
 - IF IT'S POINT BASED, USE THE POINTS TAB
- FILL OUT THE CURRICULUM CATEGORIES BASED ON YOUR SYLLABUS

- RENAME THE TAB TO THE COURSE NAME.
 - EXAMPLE: TAB NAME = ENG101
 - THIS WILL SET THE CLASS CODE, AND UPDATE THE TAB HEADER
- SET THE CLASS CREDIT AMOUNT
- SELECT THE CLASS YEAR USING THE DROP DOWN MENU



ACTUAL ASSIGNMENT / CATEGORY SCORE LOG			
Category	Assignment & Details	Actual / Hypothetical	Grade Received
Class Exercises	Class Exercise 1	Actual	90.0%
Class Exercises	Class Exercise 2	Actual	90.0%
Class Exercises	Class Exercise 3	Actual	90.0%
Class Exercises	Class Exercise 4	Actual	90.0%
Homework	Homework 1	Actual	90.0%
Homework	Homework 2	Actual	90.0%
Homework	Homework 3	Actual	90.0%
Homework	Homework 4	Actual	90.0%
Homework	Homework 5	Actual	90.0%
Mid Term		Hypothetical	75.0%
Final Exam		Hypothetical	88.0%
Projects	1st Essay	Actual	90.0%

- POPULATE ALL OF YOUR ASSIGNMENTS, EXAMS, ETC
- COMMENTS COLUMN CAN BE USED FOR SPECIFIC DETAILS, AS MANY CATEGORIES IN THE SYLLABUS WILL HAVE MULTIPLE ITEMS.
- POPULATE YOUR GRADES FOR THE ASSIGNMENTS, EXAMS, ETC.
 - YOU CAN DO THIS AS YOU GO, OR FILL OUT EVERYTHING IN ADVANCE WITH HYPOTHETICAL VALUES, AND REPLACE THEM WITH REAL VALUES AS YOU RECEIVE YOUR REAL SCORES.



OVERALL SCORING

TOTALS

- THE TABLES AUTOMATICALLY ACCOUNT FOR THE NUMBER OF SCORES IN EACH CATEGORY, AND PROVIDE A PROPER WEIGHTED %.

- BASED ON THE GPA SCALE (WE'LL COVER SOON), AND YOUR GRADE:



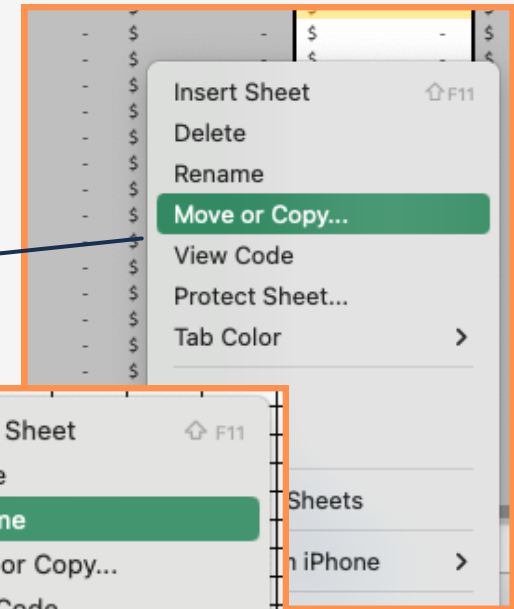
FIRST, ADD THE COURSE NAME TO THE COURSE NAME COLUMN IN THE DATA TABLE TAB

[illegible]

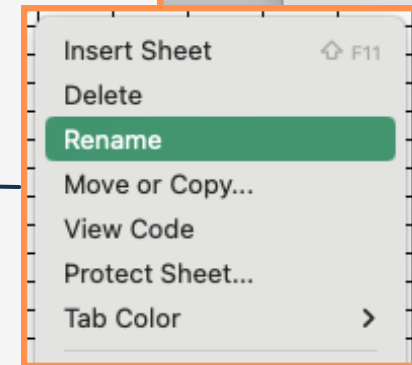
ADDING COURSE TABS



1.) RIGHT CLICK ON THE TEMPLATE YOU WANT & 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 COURSE NAME YOU ADDED TO THE TABLE IN STEP 5.

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

COURSE NAME	COLLEGE YEAR	
ENG101	1	
CALC101	2	
	Add New CourseTab	A
	Add New CourseTab	A
	Add New CourseTab	A
	Add New CourseTab	A
	Add New CourseTab	A
	Add New CourseTab	A
	Add New CourseTab	A
	Add New CourseTab	A
	Add New CourseTab	A

WHEN YOU'VE ADDED THEM
CORRECTLY, THE DASHBOARD TABLE
WILL GO FROM "ADD NEW COURSE
TAB" TO "LINK COURSE TAB"

COURSE NAME	COLLEGE YEAR	CLASS CREDITS	CLASS GRADE	CLAS
ENG101	1	12.0	85.6%	
CALC101	2	16.0	90.0%	
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ado



A GPA GRADE AND POINTS ARE PROVIDED BASED ON THE BELOW 4.0 SCALE. THE SCALE BELOW WILL APPLY TO ALL COURSES IN YOUR DASHBOARD.

SCHOOL USING A DIFFERENT SCALE? EDIT THIS ONE!

GPA 4.0 GRADE SCALE			
Grade	Grade Min	Grade Max	Points Earned
A+	97.0%	100.0%	4.00
A	93.0%	97.0%	4.00
A-	90.0%	93.0%	3.67
B+	87.0%	90.0%	3.33
B	83.0%	87.0%	3.00
B-	80.0%	83.0%	2.67
C+	77.0%	80.0%	2.33
C	73.0%	77.0%	2.00
C-	70.0%	73.0%	1.67
D+	67.0%	70.0%	1.33
D	63.0%	67.0%	1.00
D-	60.0%	63.0%	0.67
F	0.0%	60.0%	0.00



TURN ON YOUR COURSE LINKS FOR THE CLASSES THAT ARE POPULATED AND READY.

ENG101: B

SET THE TAB NAME TO THE COURSE CODE

TOTALS	
GPA Scale Points Earned	3.00
GPA Scale Grade	B
Weighted GPA Points	9.00

Class Code	ENG101
Class Credits	3.0
College Year	1

LINK TO GPA DB
☒ Yes

In the event you withdraw, change classes, etc, you can unlink the class from your overall GPA, while maintaining the history.

CURRICULUM CATEGORIES	
Category	Grade % Weight
Class Exercises	10.0%
Homework	10.0%
Mid Term	25.0%
Projects	20.0%
Final Exam	35.0%
	0.0%
	0.0%
	0.0%
	0.0%
	0.0%
	100.0%

OVERALL SCORING			
Category	Count	Category Grade %	Category Weighted %
Class Exercises	4	90.0%	9.0%
Homework	5	90.0%	9.0%
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Projects	1	90.0%	18.0%
Final Exam	1	88.0%	30.8%
	12		85.6%
			Grade

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG			
Category	Assignment & Details	Actual / Hypothetical	Grade Received
Class Exercises	Class Exercise 1	Actual	90.0%
Class Exercises	Class Exercise 2	Actual	90.0%
Class Exercises	Class Exercise 3	Actual	90.0%
Class Exercises	Class Exercise 4	Actual	90.0%
Homework	Homework 1	Actual	90.0%
Homework	Homework 2	Actual	90.0%
Homework	Homework 3	Actual	90.0%
Homework	Homework 4	Actual	90.0%
Homework	Homework 5	Actual	90.0%
Mid Term		Hypothetical	75.0%
Final Exam		Hypothetical	88.0%
Projects	1st Essay	Actual	90.0%



ENG101: B

SET THE TAB NAME TO THE COURSE CODE

TOTALS	
GPA Scale Points Earned	3.00
GPA Scale Grade	B
Weighted GPA Points	9.00

Class Code	ENG101
Class Credits	3.0
College Year	1

LINK TO GPA DB	Yes
----------------	-----

In the event you withdraw, change classes, etc, you can unlink the class from your overall GPA, while maintaining the history.

[illegible][illegible]

THIS ALLOWS YOU TO EASILY ADD OR REMOVE COURSES FROM YOUR GPA DASHBOARD.

ADDS FLEXIBILITY AS YOU MOVE THROUGH YOUR DEGREE.

WHAT MAKES OUR LINKING FEATURE SO VALUABLE?

ADAPT TO
SEMESTER
CHANGES

KEEP ALL
COURSE
HISTORY

PLUG IN FUTURE
COURSES AND SEE
GPA IMPACTS FROM
HYPOTHETICAL
SCORES

WITH OUR DASHBOARD, YOU CAN BE MORE STRATEGIC WITH YOUR DEGREE.

- KNOW WHAT COURSES NEED THE MOST FOCUS AT MID TERMS AND FINAL EXAMS
- SEE HOW FUTURE COURSES CAN HELP/HURT YOUR OVERALL GPA
- WITHDRAW FROM A CLASS? EASILY UNLINK THE COURSE, AND KEEP THE HISTORY.

OUR DASHBOARD IS SIMPLE, INTUITIVE, & CAN HELP YOU STAY ORGANIZED AND MAKE THE MOST OUT OF CRUNCH TIME.



ASSIGNMENT SUMMARY

YOU CAN CHOOSE UP TO 6 COURSES WITHIN YOUR ASSIGNMENT SUMMARY. THIS WILL ALLOW YOU TO VIEW YOUR ASSIGNMENTS AND DUE DATES SIDE BY SIDE.

SIMPLY SELECT THE COURSE FROM THE DROP DOWN MENU.

COURSE ASSIGNMEN

CALENDAR SELECTION							
ENG101		ENG101		CALC101			
ASSIGNMENT 1	DUE DATE 1	ASSIGNMENT 2	DUE DATE 2	ASSIGNMENT 3	DUE DATE 3	ASSIGNMENT 4	DUE DATE 4
Class Exercise 1	10/5/24	Class Exercise 1	10/5/24	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Class Exercise 2	10/7/24	Class Exercise 2	10/7/24	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Class Exercise 3	10/9/24	Class Exercise 3	10/9/24	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Class Exercise 4	10/14/24	Class Exercise 4	10/14/24	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Homework 1	10/11/24	Homework 1	10/11/24	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Homework 2	10/12/24	Homework 2	10/12/24	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Homework 3	10/13/24	Homework 3	10/13/24	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Homework 4	10/14/24	Homework 4	10/14/24	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Homework 5	10/15/24	Homework 5	10/15/24	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
1st Essay	11/10/24	1st Essay	11/10/24	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab
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Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Update Course Tab	Add New CourseTab	Add New CourseTab



ASSIGNMENT CALENDAR

SIMILAR TO YOUR ASSIGNMENT SUMMARY, SIMPLY SELECT AN ACTIVE COURSE YOU ARE IN, AND A MONTH, AND THE CALENDAR WILL POPULATE WITH ALL ASSIGNMENTS DUE FOR THAT COURSE IN THAT MONTH.

THE CALENDAR IS READY TO PRINT!

ASSIGNMENT CALENDAR

OCTOBER 2024

CALENDAR YEAR

2024

CALENDAR MONTH

OCTOBER

COURSE

ENG101

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			01	02	03	04	05
1							Class Exercise 1
2							
3							
	06	07	08	09	10	11	12
1		Class Exercise 2		Class Exercise 3		Homework 1	
2							
3							
	13	14	15	16	17	18	19
1		Class Exercise 4					
2							
3							
	20	21	22	23	24	25	26
1							
2							
3							
	27	28	29	30	31		
1							
2							
3							

	ENG101		
#	Date	Assignment	Day
1	10/5/24	Class Exercise 1	5
2	10/7/24	Class Exercise 2	7
3	10/9/24	Class Exercise 3	9
4	10/14/24	Class Exercise 4	14
5	10/11/24	Homework 1	11
10			
11			
12	11/10/24	1st Essay	
13			
18			
19			
20			
21			
26			
27			
28			
29			
34			
35			
36			
37			



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