CLASS GRADEBOOK GUIDE

4.0 - 1/10/2024

Spreadsheets Reimagined

SpreadWiseCo

These tools are designed to be easy to use, with minimal inputs from you, and many outputs from us. Follow each tool guide closely. There are normally only a few true steps within the guide, but the rest is information to help you along the way.

GUIDE LEGEND

GUIDE POINTERS

NEED TO KNOW

NICE TO KNOW

FOR THOSE READY TO JUMP IN QUICKLY

SK YOU CAN SKIP AND COME BACK

DSK DON'T SKIP!

USER INPUTS

INPUT BOX

DROP DOWN MENU

REVISION INFORMATION

Latest Class Gradebook Revision: 4.0

PASSWORD

- Tabs are locked to prevent accidental formula errors. Password: "swc"
- Use with discretion. Formulas and setups are extremely complex.

DSK

THIS JOURNEY BEGINS BY SETTING UP YOUR CLASS TABS

CLASSROOM TRACKER - Intro to Algebra - 1

		CATEGORIES	CLASS EXERCISES	HOMEWORK	MIDTERM	PROJECTS	FINAL EXAM	CATEGORY 6	CATEGORY 7	CATEGORY 8	CATEGORY 9	CATEGORY 10
SET CLASS CODE	Intro to Algebra	% WEIGHT	10.00%	10.00%	25.00%	20.00%	35.00%	0.00%	0.00%	0.00%	0.00%	0.00%
SET SEMESTER / BLOCK	1.0	SYLLABUS CATEGORY ASSIGNMENT COUNT	0	2	0	1	0	0	0	0	0	0

YOU CAN PREFILL THE ASSIGNMENTS, BUT DON'T SELECT THE CATEGORY UNTIL YOU'RE READY FOR THE GRADES TO BE INCLUDED IN THE CALCULATION

GRADE SCALE: A 100% 93% | B 93% 86% | C 86% 79% | D 79% 72% | F 72% 0%

Class Grade

Class Grade		Mary S	John W	Student3	Student4	Student5	Student6	Student7	Student8	Student9	Student10	Student11	Student12	Student13	Student14	Student15	Student16	Student17	Student18	Student19	Student20	Student21	Student22	Student23	Student24	Student25	Student26	Student27	Student28	Student29	Student30	Student31	Student32	Student33	Student34	Student35	Student36	Student37	Student38	Student39	Student40
80%	% GRADE	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
C	LETTER GRADE	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C

Category	Assignment	Curve	Gradebook																																					
HOMEWORK	Homework 1	1.00	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%
PROJECTS	Project 1	1.00	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%
HOMEWORK	Homework 2	1.00	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%

(Subsequent rows: Curve 1.00)

DSK

CLASSROOM TRACKER - Intro to Algebra - 1

SET THE CLASS THAT YOU ARE TEACHING

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.

- CHOOSE THE SYLLABUS CATEGORIES THAT YOUR STUDENTS WILL HAVE ASSIGNMENTS IN. YOU CAN CHOOSE UP TO 10.
- SET YOUR % WEIGHT FOR EACH CATEGORY

SET YOUR GRADING SCALE

| SET CLASS CODE | Intro to Algebra |
| SET SEMESTER / BLOCK | 1.0 |

CATEGORIES	CLASS EXERCISES
% WEIGHT	10.00%
SYLLABUS CATEGORY ASSIGNMENT COUNT	0
GRADE SCALE	A	100%	93%

YOU CAN PREFIL THE ASSIGNMENTS, BUT DON'T SELECT THE CATEGORY UNTIL YOU'RE READY FOR THE GRADES TO BE INCLUDED IN THE CALCULATION

Class Grade

Class Grade		Mary S	John W	Student3	Student4	Student5	Student6	Student7	Student8	Student9	Student10	Student11	Student12	
80%	% GRADE	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	8
C	LETTER GRADE	c	c	c	c	c	c	c	c	c	c	c	c	

Category	Assignment	Curve	Gradebook													
HOMEWORK	Homework 1	1.00	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	
PROJECTS	Project 1	1.00	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82
HOMEWORK	Homework 2	1.00	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81
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SET YOUR STUDENT ROSTER
- THE TABLE IS PRE-SET FOR UP TO 40 STUDENTS

CLASSROOM TRACKER - Intro to Algebra - 1

SET CLASS CODE	Intro to Algebra		CATEGORIES	CLASS EXERCISES
SET SEMESTER / BLOCK	1.0		% WEIGHT	10.00%

SYLLABUS CATEGORY ASSIGNMENT COUNT	0

	GRADE SCALE	A	100%	93

YOU CAN PREFIL THE ASSIGNMENTS, BUT DON'T SELECT THE CATEGORY UNTIL YOU'RE READY FOR THE GRADES TO BE INCLUDED IN THE CALCULATION

Class Grade

		Mary S	John W	Student3	Student4	Student5	Student6	Student7	Student8	Student9	Student10	Student11	Student12
80%	% GRADE	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
C	LETTER GRADE	C	C	C	C	C	C	C	C	C	C	C	C

Category	Assignment	Curve	Gradebook											
HOMEWORK	Homework 1	1.00	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.
PROJECTS	Project 1	1.00	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.
HOMEWORK	Homework 2	1.00	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.
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1. SELECT YOUR ASSIGNMENT
2. LOG YOUR GRADES BY STUDENT
3. SELECT YOUR CATEGORY
4. ADJUST THE CURVE VALUE IF NEEDED

** THE CATEGORY SELECTION IS THE TRIGGER FOR THE ASSIGNMENT AND GRADE TO BE INCLUDED IN THE GRADE CALCULATIONS.

WHAT THIS MEANS?
- YOU CAN PRE-FILL YOUR ASSIGNMENTS
- YOU CAN LOG GRADES AND INCLUDE/NOT INCLUDE THEM IN THE TOTAL BY NOT SELECTING THE CATEGORY
- **DO NOT PRE-FILL THE CATEGORY!!**

YOU'RE READY FOR THE GRADES TO BE INCLUDED IN THE CALCULATION

Class Grade			Mary S	John W	Student3	Student4	Student5	Student6	Student7	Student8	Student9	Student10	Student11	Student12	Student13
80%	% GRADE		80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
C	LETTER GRADE		C	C	C	C	C	C	C	C	C	C	C	C	

Category	Assignment	Curve	Gradebook												
HOMEWORK	Homework 1	1.00	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.
PROJECTS	Project 1	1.00	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.
HOMEWORK	Homework 2	1.00	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.
		1.00													
		1.00													

CLASS GRADE & CLASS LETTER GRADE

GRADE BY STUDENT

LETTER GRADE BY STUDENT BASED ON GRADING SCALE

YOU'RE READY FOR THE GRADES TO BE INCLUDED IN THE CALCULATION

Class Grade

		Mary S	John W	Student3	Student4	Student5	Student6	Student7	Student8	Student9	Student10	Student11	Student12	Student13
80%	**% GRADE**	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80
C	**LETTER GRADE**	C	C	C	C	C	C	C	C	C	C	C	C	

Category	Assignment	Curve	Gradebook												
HOMEWORK	Homework 1	1.00	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.
PROJECTS	Project 1	1.00	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.
HOMEWORK	Homework 2	1.00	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.
		1.00													
		1.00													

THIS IS REALLY EASY!
- RIGHT CLICK ON THE TAB AND MAKE A COPY
- RENAME THE TAB FOR THE NEXT SEQUENTIAL TAB #
  - CLASS1, CLASS2, CLASS3, CLASS4, ETC
    - **THESE TAB NAMES MATCH UP WITH THE TAB NAME COLUMN IN THE 'CLASSDATA' TAB. THE NAMES NEED TO MATCH IN ORDER FOR THE DATA TO PULL INTO YOUR DASHBOARD GRAPH**

ALL CURVE VALUES ARE PRE-SET TO A 1.00
- A 1.00 = NO CURVE
- < 1.00 WILL LOWER ALL CLASS GRADES FOR THAT ASSIGNMENT
- >1.00 WILL RAISE ALL CLASS GRADES FOR THAT ASSIGNMENT

YOU'RE READY FOR THE GRADES TO BE INCLUDED IN THE CALCULATION

Class Grade

80%			Mary S	John W	Student3	Student4	Student5	Student6	Student7	Student8	Student9	Student10	Student11	Student12	Student13	
80%	% GRADE		80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
C	LETTER GRADE		C	C	C	C	C	C	C	C	C	C	C	C	C	C

Category	Assignment	Curve	Gradebook													
HOMEWORK	Homework 1	1.00	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.
PROJECTS	Project 1	1.00	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.0%	82.
HOMEWORK	Homework 2	1.00	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.0%	81.
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IMPORTANT

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