# CLASS GRADEBOOK GUIDE

4.0 - 1/10/2024





SpreadWiseCo

# **GUIDE OVERVIEW**

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

YOU CAN SKIP
AND COME
BACK



# 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.

# 1 - GETTING STARTED



THIS JOURNEY BEGINS BY SETTING UP YOUR CLASS TABS

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# 2 - CLASS SETUP

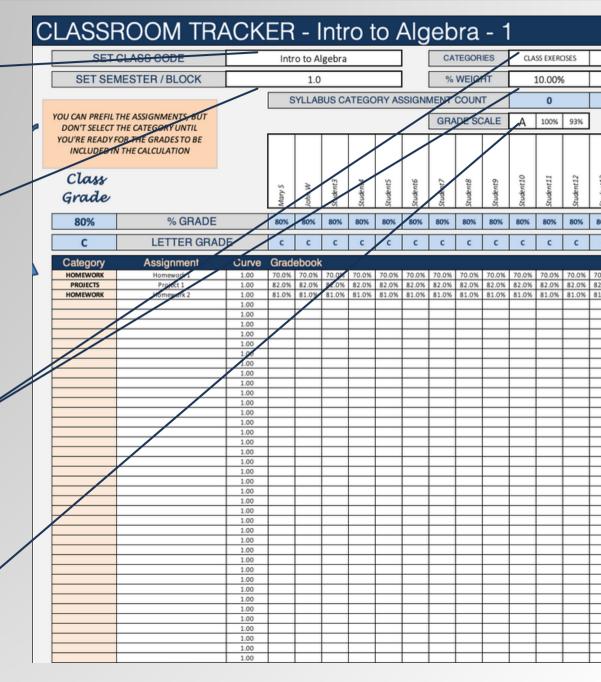


SET THE CLASS THAT YOU ARE TEACHING

#### 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

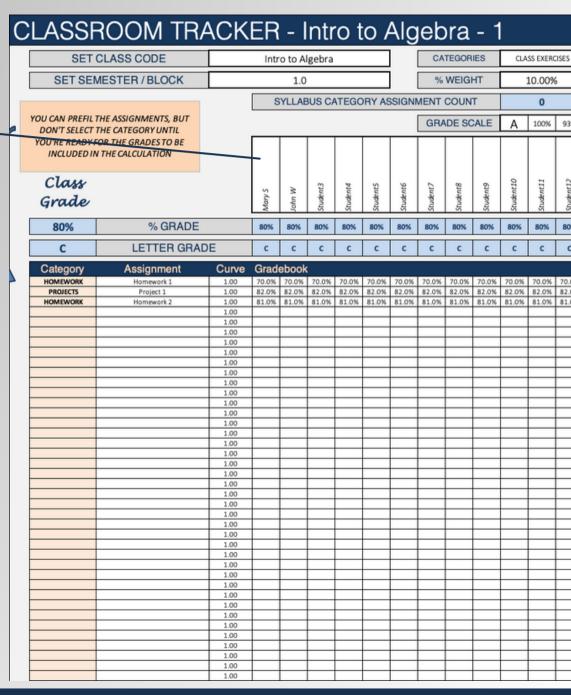


# 3 - STUDENT ROSTER



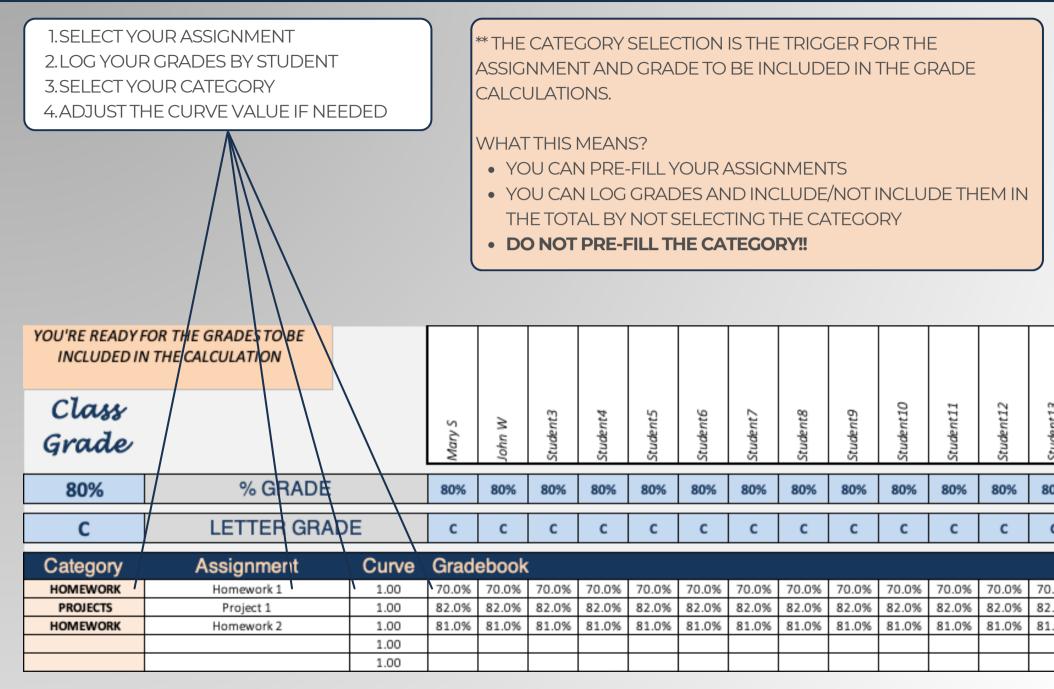
#### SET YOUR STUDENT ROSTER

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



## 4 - GRADE TRACKING

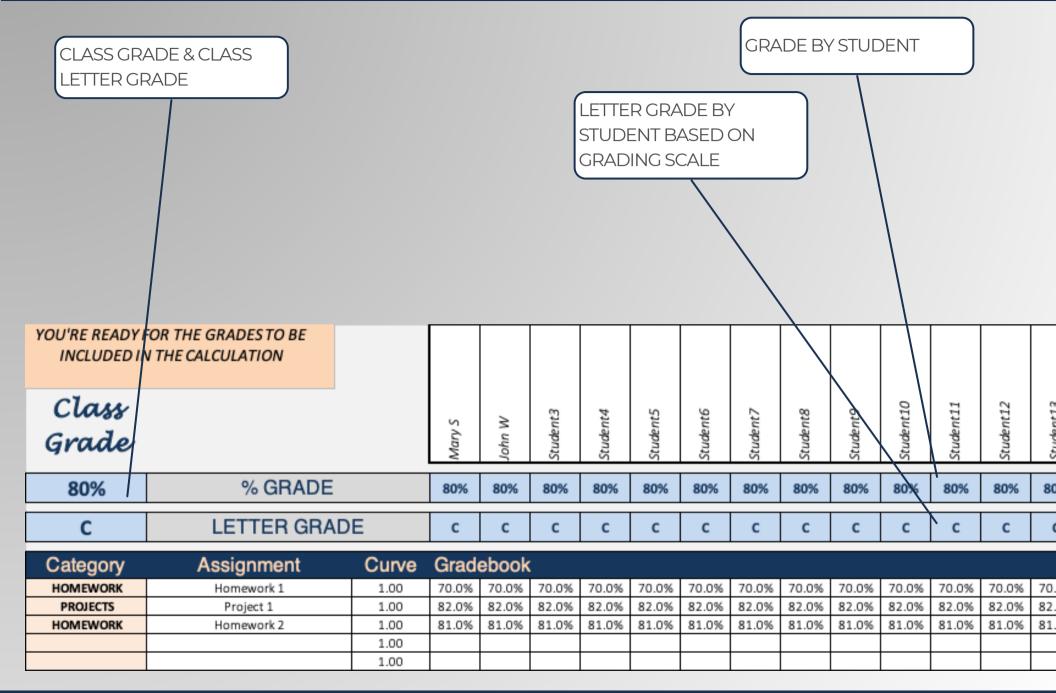






# 5 - GRADE RESULTS







# 7 - ADDING TABS FOR EACH CLASS



#### 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





# 8 - ASSIGNMENT CURVE FEATURE



#### 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

	OR THE GRADES TO BE THE CALCULATION															
Class Grade			Mary S	John W	Student3	Student4	Student5	Student6	Student7	Student8	Student9	Student10	Student11	Student12	Student13	Chudontl
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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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