TRADITIONAL GRADEBOOK GUIDE

4.0 - 8/17/2024

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!

TOOL USER INPUTS

INPUT BOX

DROP DOWN MENU

**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.

DSK

THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.
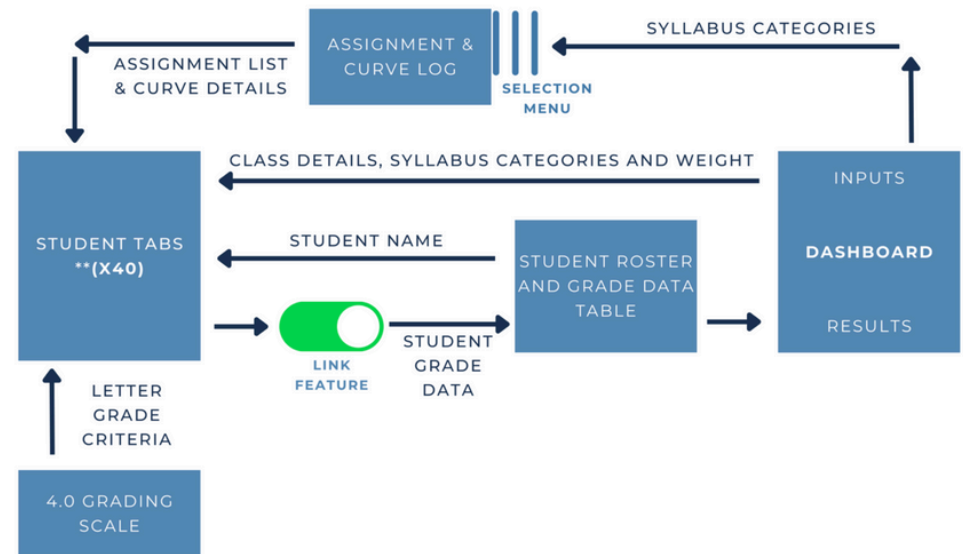
WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

STUDENT GRADEBOOK AND ASSIGNMENT DASHBOARD — REVISION: 4.5

1	Password	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**
4	PDF Guide	**Use the downloaded guides to help you through the tool. You can Also visit our website anytime to view & download the
5	Site Link	https://spreadwiseco.com/
6	Google Sheets	This Dashboard is Not optimized for use with Google Sheets.
7	Support	**For support, message us on Etsy directly from your order, or send an email to Sales@SpreadWiseCo.com. Pictures are
8	Review	LOVE IT? CLICK & LEAVE US A REVIEW!

TOOL FLOW CHART

SYLLABUS CATEGORIES

ASSIGNMENT & CURVE LOG

SELECTION MENU

ASSIGNMENT LIST & CURVE DETAILS

CLASS DETAILS, SYLLABUS CATEGORIES AND WEIGHT

INPUTS

DASHBOARD

RESULTS

STUDENT TABS **(X40)

STUDENT NAME

STUDENT ROSTER AND GRADE DATA TABLE

LINK FEATURE

STUDENT GRADE DATA

LETTER GRADE CRITERIA

4.0 GRADING SCALE

**DASHBOARD IS PRESET WITH (5) STUDENT TABS. BY SIMPLY MAKING A COPY OF THE TAB, YOU CAN QUICKLY LINK UP TO (40)

PRODUCT SPECIFICATIONS

DSK

BUILT WITH

Microsoft Excel 365

COMPATABILITY

All Microsoft Excel Versions
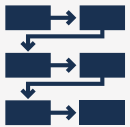
Not Compatible with Google Sheets

PRODUCT GUIDES

Detailed PDF Guide

Detailed Tool Flow Chart

VIDEO TUTORIALS

Not Yet Available

CURRENCY

$USD
€EUR
£GBP

Not Applicable To This Product

TABS

- About & Tool Flow Chart
- Class Data Table Summary
- Gradebook Dashboard
- Class Tabs **(x40)**

**Dashboard is preset with (2) class tabs. By simply making a copy of the tab, you can quickly link up to (40).

THIS JOURNEY BEGINS BY SETTING UP YOUR CLASS TABS

CLASSROOM TRACKER - Intro to Algebra - 1

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

| SYLLABUS CATEGORY ASSIGNMENT COUNT | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

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

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

Students: 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% (×40) |
| C | LETTER GRADE | c (×40) |

Category	Assignment	Curve	Gradebook
HOMEWORK	Homework 1	1.00	70.0% (×40)
PROJECTS	Project 1	1.00	82.0% (×40)
HOMEWORK	Homework 2	1.00	81.0% (×40)
		1.00	

DSK

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

CLASSROOM TRACKER - Intro to Algebra - 1

| 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

		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%	70.0%
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%
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%
		1.00												
		1.00												

DSK

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 PREFILL 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%	70.0%
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%
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%
		1.00												
		1.00												
		1.00												

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														

DSK

CLASS GRADE & CLASS LETTER GRADE

GRADE BY STUDENT

LETTER GRADE BY STUDENT BASED ON GRADING SCALE

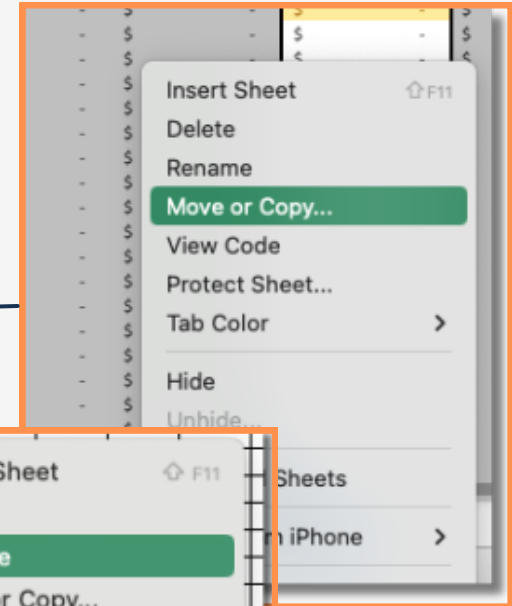**YOU'RE READY FOR THE GRADES TO BE INCLUDED IN THE CALCULATION**

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													

DSK

| TGBAbout | ClassGB | ClassData | Class1 | Class2 | ClassTemplate |

Context menu (right panel):
- Insert Sheet ⇧F11
- Delete
- Rename
- Move or Copy...
- View Code
- Protect Sheet...
- Tab Color ▸
- Hide
- Unhide...
- ...Sheets
- ...m iPhone ▸

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

Context menu (middle panel):
- Insert Sheet ⇧F11
- Delete
- Rename
- Move or Copy...
- View Code
- Protect Sheet...
- Tab Color ▸

2.) RIGHT CLICK ON THE NEW TAB TO CHANGE THE NAME OF THE TAB.
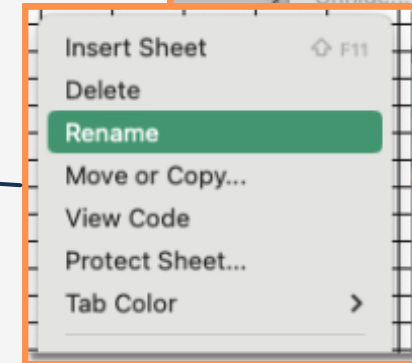
3.) RENAME THE TAB FOR THE NEXT SEQUENTIAL TAB #
- CLASS1, CLASS2, CLASS3, CLASS4, ETC
  - **THESE TAB NAMES MATCH UP WITH THE TAB NAME COLUMN IN THE 'CLASSDATA' TAB. THE NAMES NEED TO MATCH IN ORDER FOR THE DATA TO PULL INTO YOUR DASHBOARD GRAPH**

TAB NAME
Class1
Class2
Class3
Class4
Class5
Class6
Class7
Class8
Class9
Class10
Class11
Class12

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			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%	8
C	LETTER GRADE		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
		1.00														
		1.00														

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