GPA DASHBOARD GUIDE

4.4 - 4/4/24

SpreadWiseCo™

Spreadsheets Reimagined

BUILT WITH MICROSOFT EXCEL

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

SK — YOU CAN SKIP AND COME BACK

DSK — DON'T SKIP!

USER INPUTS

INPUT BOX

DROP DOWN MENU

REVISION INFORMATION

Latest GPA Dashboard
Revision: 4.4

PASSWORD

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

DASHBOARD FEATURES

FEATURES

- SpreadWiseCo Signature Linking Feature
  - Seamlessly add or remove courses from your GPA Dashboard
- GPA by year
- Overall GPA
- Courses
  - Managed individually
  - Pre-set with 2 examples, and two course templates
    - Percentage based
    - points based
  - Dashboard Pre-set to Link up to 40 courses
  - Add as many courses as you'd like following this Guide

CHARTS

- GPA BY Year
- Overal GPA
- Grades By Course

DASHBOARD FEATURES - COURSE LINK

DSK

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%	
Mid Term	1	75.0%	18.8%	
Projects	1	90.0%	18.0%	
Final Exam	1	88.0%	30.8%	
	12		85.6%	Grade

- IS TREATED INDIVIDUALLY.
- HAS IT'S OWN LINK FEATURE.
  - THIS ALLOWS YOU TO EASILY ADD OR REMOVE COURSES FROM YOUR GPA DASHBOARD.
  - ADDS FLEXIBILITY AS YOU MOVE THROUGH YOUR DEGREE.

FEATURES - COURSE LINK

SK

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.

1 - GETTING STARTED

DSK

THIS JOURNEY BEGINS WITH FILLING OUT THE COURSE TABS

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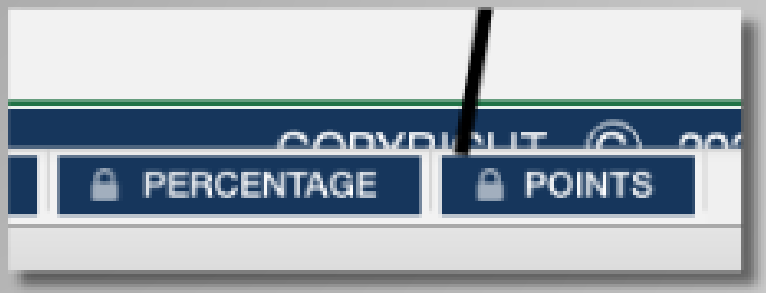
	12		85.6%	Grade

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG

Category	Comments	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%

2 - COURSES



CURRICULUM CATEGORIES	
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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%

- 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

Class Code	ENG101
Class Credits	3.0
College Year	1

- 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

3 - COURSES

DSK

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG			
Category	**Comments**	**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.

4 - COURSES

DSK

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%

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

- 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:

5 - ADDING MORE COURSES

MORE COURSE TABS NEEDED?
ADD SOME.
FIRST, ADD THE COURSE NAME TO THE COURSE NAME COLUMN IN THE DATA TABLE TAB

COURSE NAME
ENG101
CALC101

GPA & COURSE DATA

COURSE NAME	COLLEGE YEAR	CLASS CREDITS	CLASS GRADE	CLASS WEIGHTED CREDITS	ASSIGNMENT COUNT
ENG101	1	12.0	85.6%	9.00	12
CALC101	2	16.0	90.0%	14.68	12
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Total		28.0	87.8%	23.68	24.00

Year 1
Year 2
Year 3
Year 4
Year 5
Year 6
Year 7
Year 8

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- Built With **Microsoft Excel**
- Features NOT Compatible With **Google Sheets**

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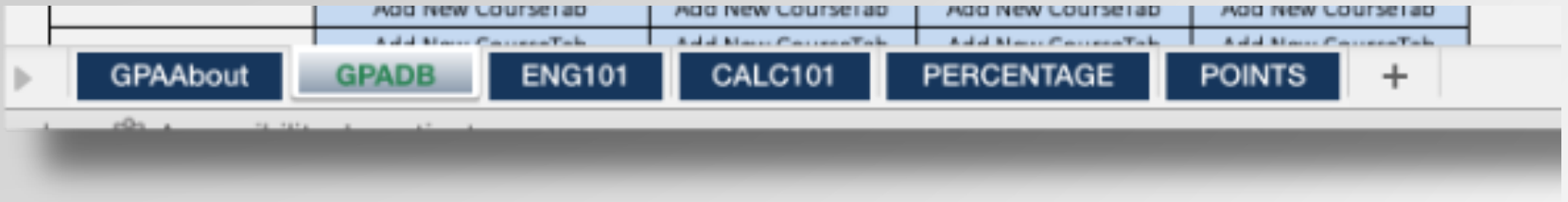
6 - ADDING MORE COURSES

RIGHT CLICK ON THE COURSE TAB TYPE YOU NEED AND MAKE AS MANY COPIES AS YOU NEED.

ONCE YOU'VE MADE COPIES, RIGHT CLICK ON THE TABS AGAIN, AND RENAME THEM TO MATCH THE NAMES USED IN THE PREVIOUS STEP.

COURSE NAME
ENG101
CALC101



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7 - ADDING MORE COURSES

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

GPA & COURSE

COURSE NAME	COLLEGE YEAR	CLASS CREDITS	CLASS GRADE	CLASS WEIGHTED CREDITS	AS
ENG101	1	12.0	85.6%	9.00	
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8 - COURSE LINKS

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
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	0.0%
	0.0%
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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%

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6 - GPA SCALE

DSK

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

7 - DASHBOARD

DSK

AT THIS POINT, YOU SHOULD BE ALL SET.

REVIEW YOUR GRAPHS, AND CONTINUE TO USE YOUR DASHBOARD FOR ALL NEW COURSES, AND BEST OF LUCK WITH YOUR COLLEGE DEGREE!

IMPORTANT

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