

GPA DASHBOARD GUIDE

4.4 - 8/17/24

Spreadsheets Reimagined



SpreadWiseCoTM

BUILT WITH
MICROSOFT
EXCEL

ABOUT THIS GUIDE

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 😊



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.

THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.

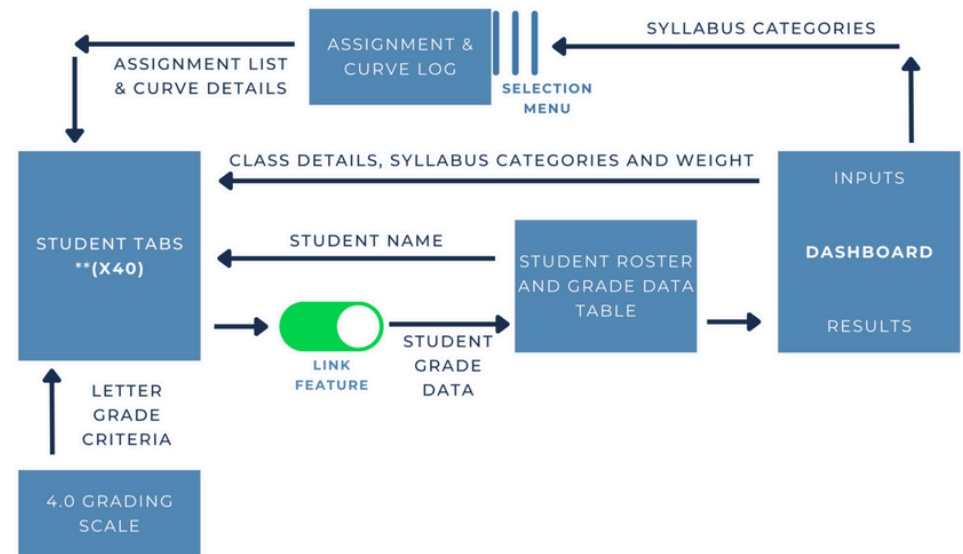
WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

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



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

BUILT WITH



Microsoft
Excel 365

COMPATABILITY



Desktop Excel
Versions Only

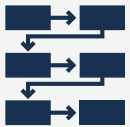


Not Compatible
with Google
Sheets

PRODUCT GUIDES



Detailed PDF
Guide



Detailed Tool
Flow Chart

VIDEO TUTORIALS



Not Yet Available

CURRENCY



Not Applicable
To This Product

TABS

- About & Tool Flow Chart
- Course Performance
Data Table
- GPA Scale
- Course Templates (2)
- Dashboard
- Course Tabs **** (x40)**

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

SETUP/LEARNING CURVE

15MIN

30MIN

45MIN

1HR

2HR

1 - GETTING STARTED



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

Class Code	ENG101
Class Credits	3.0
College Year	1

LINK TO GPA DB
Yes

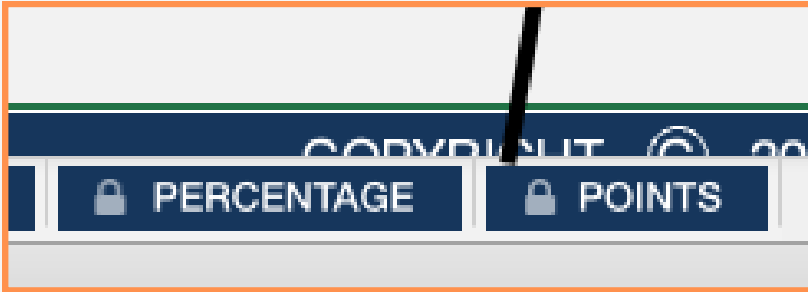
In the event you withdraw, change classes, etc, you can unlink the class from your overall GPA, while maintaining the history.

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

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	
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

3 - COURSES

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.

6 - ADDING COURSE TABS

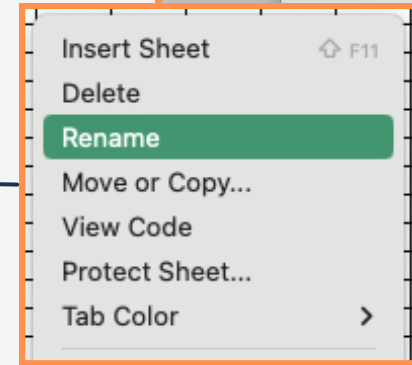
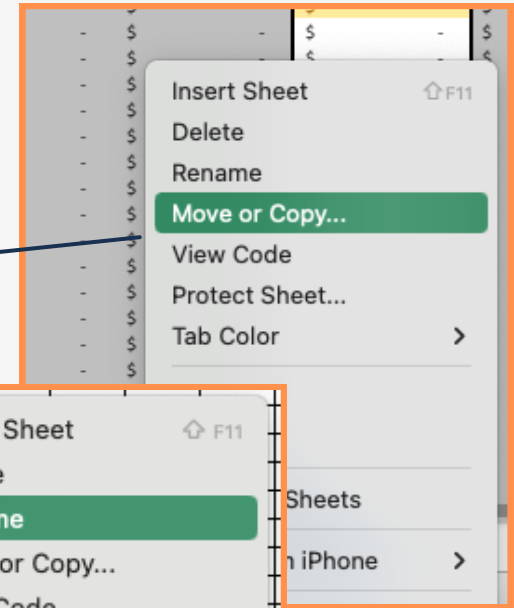


1.) RIGHT CLICK ON THE TEMPLATE YOU WANT & MAKE A COPY, OR HOWEVER MANY COPIES YOU NEED.

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
	Add New CourseTab
	Add New CourseTab
	Add New CourseTab
	Add New CourseTab
	Add New CourseTab
	Add New CourseTab
	Add New CourseTab
	Add New CourseTab

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	A
ENG101	1	12.0	85.6%	9.00	
CALC101	2	16.0	90.0%	14.68	
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
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	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad
	Add New CourseTab	Add New CourseTab	Add New CourseTab	Add New CourseTab	Ad

8 - GPA SCALE

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

9 - 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	
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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.

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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%
	0.0%
	100.0%

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Category	Count	Category Grade %	Category Weighted %
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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%
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Spreadsheets Reimagined

EXPERIENCE THE SPREADWISECO DIFFERENCE

ENG101: B

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TOTALS	
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Weighted GPA Points	9.00

Class Code	ENG101
Class Credits	3.0
College Year	1

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Final Exam	35.0%
	0.0%
	0.0%
	0.0%
	0.0%
	0.0%
	100.0%

OVERALL SCORING			
Category	Count	Category Grade %	Category Weighted %
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Projects	1	90.0%	18.0%
Final Exam	1	88.0%	30.8%
	12		85.6%
			Grade

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

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.

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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