

# STUDENT GRADEBOOK GUIDE

4.5 - 2/14/2024

*Spreadsheets Reimagined*



SpreadWiseCo<sup>TM</sup>

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# 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.

ALONG WITH THE GUIDE, YOU CAN ALSO FOLLOW THE YOUTUBE LINK BELOW FOR AVAILABLE VIDEO TUTORIALS



# 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!

## USER INPUTS

INPUT BOX

DROP DOWN MENU

## REVISION INFORMATION

Latest Student Gradebook  
Revision: 4.4

## PASSWORD

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

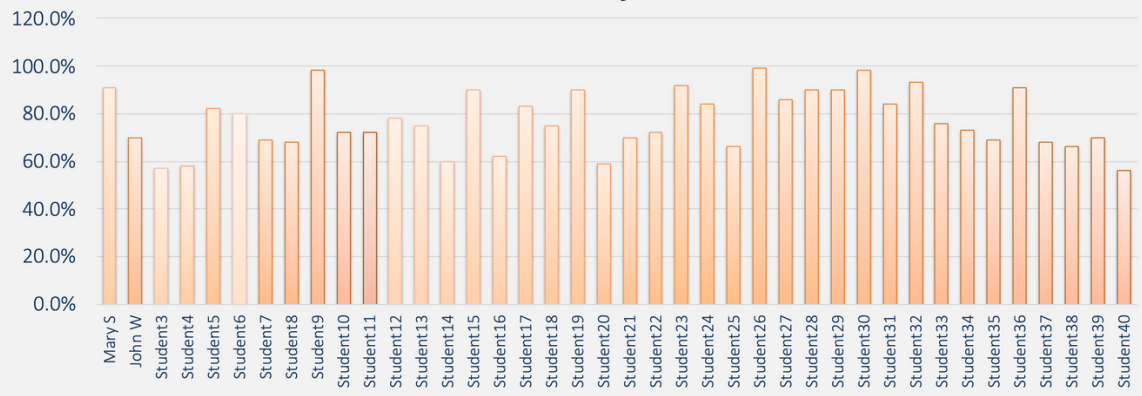
# 1 - GETTING STARTED



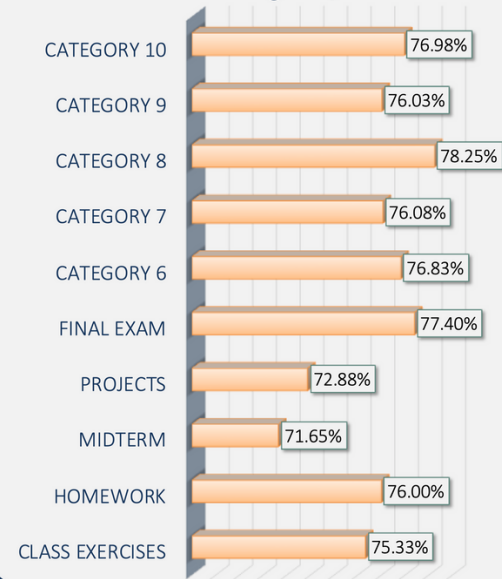
THIS JOURNEY BEGINS BY SETTING UP THE DASHBOARD FOR YOUR PARTICULAR CLASS

## ULTIMATE STUDENT GRADEBOOK & DASHBOARD

*Overall Grade By Student*



*Grades By Syllabus Category*



<i>Gradebook Inputs</i>	SET CLASS CODE	SET SEMESTER / BLOCK				HIDE CURVES IN STUDENT REPORTS					
	<b>Freshman English</b>	<b>1.0</b>				<b>No</b>					
	CATEGORIES	CLASS EXERCISES	HOMEWORK	MIDTERM	PROJECTS	FINAL EXAM	CATEGORY 6	CATEGORY 7	CATEGORY 8	CATEGORY 9	CATEGORY 10
	% WEIGHT	10.00%	10.00%	25.00%	20.00%	35.00%	0.00%	0.00%	0.00%	0.00%	0.00%

<i>Gradebook Outputs</i>	CATEGORY GRADE	75.3%	76.0%	71.7%	72.9%	77.4%	76.8%	76.1%	78.3%	76.0%	77.0%
	OVERALL CLASS GRADE	<b>77.05%</b>									

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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

## ULTIMATE STUDENT GRADE

### Overall Grade By Student

<i>Gradebook Inputs</i>	SET CLASS CODE		SET SEMESTER / BLOCK			HIDE CURVES
	Freshman English		1.0			REPO
	CATEGORIES	CLASS EXERCISES	HOMEWORK	MIDTERM	PROJECTS	FINAL EXAM
	% WEIGHT	10.00%	10.00%	25.00%	20.00%	35.00%

<i>Gradebook Outputs</i>	CATEGORY GRADE	75.3%	76.0%	71.7%	72.9%	77.4%
	OVERALL CLASS GRADE	<b>77.05%</b>				

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# 3 - STUDENT ROSTER



SET YOUR STUDENT ROSTER

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

TAB NAME	STUDENT NAME	CLASS GRADE	CATEGORY1
Student1	Mary S	90.0%	90.0%
Student2	John W	90.0%	90.0%
Student3	Student3	Add New StudentTab	Add New StudentTa
Student4	Student4	Add New StudentTab	Add New StudentTa
Student5	Student5	Add New StudentTab	Add New StudentTa
Student6	Student6	Add New StudentTab	Add New StudentTa
Student7	Student7	Add New StudentTab	Add New StudentTa
Student8	Student8	Add New StudentTab	Add New StudentTa
Student9	Student9	Add New StudentTab	Add New StudentTa
Student10	Student10	Add New StudentTab	Add New StudentTa
Student11	Student11	Add New StudentTab	Add New StudentTa
Student12	Student12	Add New StudentTab	Add New StudentTa
Student13	Student13	Add New StudentTab	Add New StudentTa
Student14	Student14	Add New StudentTab	Add New StudentTa
Student15	Student15	Add New StudentTab	Add New StudentTa
Student16	Student16	Add New StudentTab	Add New StudentTa
Student17	Student17	Add New StudentTab	Add New StudentTa
Student18	Student18	Add New StudentTab	Add New StudentTa
Student19	Student19	Add New StudentTab	Add New StudentTa
Student20	Student20	Add New StudentTab	Add New StudentTa
Student21	Student21	Add New StudentTab	Add New StudentTa
Student22	Student22	Add New StudentTab	Add New StudentTa
Student23	Student23	Add New StudentTab	Add New StudentTa
Student24	Student24	Add New StudentTab	Add New StudentTa
Student25	Student25	Add New StudentTab	Add New StudentTa
Student26	Student26	Add New StudentTab	Add New StudentTa
Student27	Student27	Add New StudentTab	Add New StudentTa
Student28	Student28	Add New StudentTab	Add New StudentTa
Student29	Student29	Add New StudentTab	Add New StudentTa
Student30	Student30	Add New StudentTab	Add New StudentTa
Student31	Student31	Add New StudentTab	Add New StudentTa
Student32	Student32	Add New StudentTab	Add New StudentTa
Student33	Student33	Add New StudentTab	Add New StudentTa
Student34	Student34	Add New StudentTab	Add New StudentTa
Student35	Student35	Add New StudentTab	Add New StudentTa
Student36	Student36	Add New StudentTab	Add New StudentTa
Student37	Student37	Add New StudentTab	Add New StudentTa
Student38	Student38	Add New StudentTab	Add New StudentTa
Student39	Student39	Add New StudentTab	Add New StudentTa
Student40	Student40	Add New StudentTab	Add New StudentTa
		<b>90.0%</b>	<b>90.0%</b>



# 4 - STUDENT TABS

CURRICULUM CATEGORIES	
Category	Grade % Weight
CLASS EXERCISES	10.0%
HOMEWORK	10.0%
MIDTERM	25.0%
PROJECTS	20.0%
FINAL EXAM	35.0%
CATEGORY 6	0.0%
CATEGORY 7	0.0%
CATEGORY 8	0.0%
CATEGORY 9	0.0%
CATEGORY 10	0.0%
	<b>100.0%</b>

YOUR SYLLABUS CATEGORIES & WEIGHTING WILL BE AUTO SET FROM YOUR DASHBOARD INPUTS.

<b>Student</b>	Mary S
<b>Class Code</b>	Freshman English
<b>Semester / Block Code</b>	1.0
<b>Student Tab</b>	Student1

- THE CLASS CODE AND BLOCK CODE WILL BE AUTO SET FROM YOUR DASHBOARD INPUTS
- STUDENT FOR EACH TAB IS SET AUTOMATICALLY BASED ON THE STUDENT ROSTER SETUP
- ALL INPUTS WILL GIVE YOU A NICE HEADER, GREAT FOR PROGRESS REPORTS LATER!

Mary S- Freshman English - 1      Grade: A-



# 5 - STUDENT PROGRESS TRACKING



THE TABLE ALLOWS FOR LOGGING EACH ASSIGNMENT / TEST & GRADE.

- CATEGORY AND ASSIGNMENT ARE AUTOMATIC BASED ON THE ASSIGNMENT LOG

HAVE A STUDENT CUTTING IT CLOSE?

- THERE IS AN ACTUAL / HYPOTHETICAL GRADE SELECTION COLUMN TO SHARE REPORTS WITH STUDENTS / PARENTS ABOUT WHAT GRADES ARE NEEDED FOR THE STUDENT TO PASS THE CLASS.

ALL ASSIGNMENTS ARE ACCOUNTED FOR AUTOMATICALLY, AND PULLED TOGETHER TO PROVIDE A PROPERLY WEIGHTED GRADE FOR EACH STUDENT.

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG			
Category	Comments	Actual / Hypothetical	Actual Grade
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%
		Hypothetical	75.0%
		Hypothetical	88.0%
PROJECTS	1st Essay	Actual	90.0%

OVERALL SCORING			
Category	Count	Category Grade %	Category Weighted %
<b>CLASS EXERCISES</b>	4	90.0%	9.0%
<b>HOMEWORK</b>	5	90.0%	9.0%
<b>MIDTERM</b>			
<b>PROJECTS</b>	1	90.0%	18.0%
<b>FINAL EXAM</b>			
<b>CATEGORY 6</b>			
<b>CATEGORY 7</b>			
<b>CATEGORY 8</b>			
<b>CATEGORY 9</b>			
<b>CATEGORY 10</b>			
	<b>10</b>		<b>90.0%</b>





# 6 - STUDENT TAB LINK



ONCE YOU HAVE THE STUDENT TAB SET UP, TURN ON THE LINK SO THE DATA PULLS INTO THE STUDENT ROSTER TABLE AND YOUR DASHBOARD

## Mary S- Freshman English - 1      Grade: A-

TOTALS	
Calculated Class Grade	90.0% A-

Student	Mary S
Class Code	Freshman English
Semester / Block Code	1.0
Student Tab	Student1

LINK TO DASHBOARD
Yes

CURRICULUM CATEGORIES	
Category	Grade % Weight
CLASS EXERCISES	10.0%
HOMEWORK	10.0%
MIDTERM	25.0%
PROJECTS	20.0%
FINAL EXAM	35.0%
CATEGORY 6	0.0%
CATEGORY 7	0.0%
CATEGORY 8	0.0%
CATEGORY 9	0.0%
CATEGORY 10	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%
MIDTERM			
PROJECTS	1	90.0%	18.0%
FINAL EXAM			
CATEGORY 6			
CATEGORY 7			
CATEGORY 8			
CATEGORY 9			
CATEGORY 10			
	10	90.0%	Grade

WHY A LINK FEATURE?

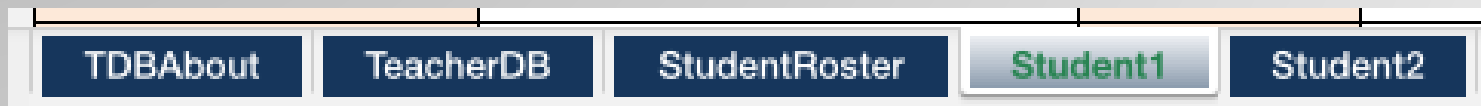
- THIS ALLOWS YOU TO EASILY ADD OR REMOVE STUDENTS FROM EACH CLASS IN THE EVENT THAT OCCURS.
- ADDS FLEXIBILITY AS YOU MOVE THROUGH EACH SEMESTER.

- Built With **Microsoft Excel**
- NOT Optimized For Use With **Google Sheets**

# 7 - ADDING TABS FOR EACH STUDENT

THIS IS REALLY EASY!

- ONCE YOU HAVE SET UP ONE STUDENT TAB THE WAY YOU WANT IT:
  - RIGHT CLICK ON THE TAB AND MAKE A COPY
  - RENAME THE TAB FOR THE NEXT TAB NUMBER BASED ON THE ROSTER
  - REPEAT FOR THE REMAINDER OF YOUR ROSTER.



# 8 - ASSIGNMENT CURVE FEATURE

EACH STUDENT TAB HAS AN ASSIGNMENT CURVE COLUMN, WHICH WE'LL GET TO.

THAT CURVE COLUMN CAN BE HIDDEN ANYTIME USING THE SELECTION BOX LOCATED IN THE DASHBOARD.

- THIS DOES NOT TURN THE CURVE OFF.
- THIS ONLY HIDES THE COLUMN IN THE EVENT YOU WOULD LIKE TO USE EACH STUDENT TAB FOR A PROGRESS REPORT, AND DON'T WANT TO SHARE THE CURVE INFORMATION.

HIDE CURVES IN STUDENT REPORTS

**No**



# 9 - ASSIGNMENT CURVE FEATURE



A CURVE VALUE CAN BE ADDED TO ANY GIVE ASSIGNMENT / TEST/ ETC.

- GREAT FOR SITUATIONS WHERE AN ASSIGNMENT ENDED UP BEING A LITTLE MORE CHALLENGING THAN ANTICIPATED.
- BEST PART IS, YOU DON'T HAVE TO SHARE THOSE ADJUSTMENT DETAILS IF YOU CHOOSE NOT TO.
- THE CURVE FOR EACH ASSIGNMENT IS SET WITHIN THE ASSIGNMENT LOG, & PULLED IN AUTOMATICALLY

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG			
Category	Comments	Actual / Hypothetical	Actual Grade
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%
		Hypothetical	75.0%
		Hypothetical	88.0%
PROJECTS	1st Essay	Actual	90.0%

CURVE DETAILS	
Assignment Curve	Adjusted Grade
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	75.0%
1.0	88.0%
1.0	90.0%
1.0	
1.0	



# 10 - ASSIGNMENT CURVE FEATURE



## IMPORTANT!!

THE OVERALL SCORING IS BASED ON THE ADJUSTED GRADE COLUMN, NOT THE ACTUAL GRADE COLUMN. MAKE SURE THE ASSIGNMENT CURVE VALUES ARE SET PROPERLY (**1.0 = NO CURVE**)

OVERALL SCORING			
Category	Count	Category Grade %	Category Weighted %
CLASS EXERCISES	4	90.0%	9.0%
HOMEWORK	5	90.0%	9.0%
MIDTERM			
PROJECTS	1	90.0%	18.0%
FINAL EXAM			
CATEGORY 6			
CATEGORY 7			
CATEGORY 8			
CATEGORY 9			
CATEGORY 10			
	10		90.0%

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG			
Category	Comments	Actual / Hypothetical	Actual Grade
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%
		Hypothetical	75.0%
		Hypothetical	88.0%
PROJECTS	1st Essay	Actual	90.0%

CURVE DETAILS	
Assignment Curve	Adjusted Grade
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	90.0%
1.0	75.0%
1.0	88.0%
1.0	90.0%
1.0	
1.0	

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# 11 - ASSIGNMENT LOG

USE THE ASSIGNMENT LOG TO INPUT EACH ASSIGNMENT AS YOU GO THROUGH THE CLASS

- SELECT THE CATEGORY USING THE DROP DOWN MENU
- NOTATE DETAILS OF THE ASSIGNMENT
- SET THE CURVE VALUE
- DONE!

THESE INPUTS AUTO-PULL INTO EACH STUDENT TAB SO ALL YOU HAVE TO DO IS LOG THE GRADE!

### ASSIGNMENT & CURVE LOG

CATEGORY & ASSIGNMENT			CURVE
#	Category	Comments	Assignment Curve
1	CLASS EXERCISES	Class Exercise 1	1.00
2	CLASS EXERCISES	Class Exercise 2	1.00
3	CLASS EXERCISES	Class Exercise 3	1.00
4	CLASS EXERCISES	Class Exercise 4	1.00
5	HOMEWORK	Homework 1	1.00
6	HOMEWORK	Homework 2	1.00
7	HOMEWORK	Homework 3	1.00
8	HOMEWORK	Homework 4	1.00
9	HOMEWORK	Homework 5	1.00
10			1.00
11			1.00
12	PROJECTS	1st Essay	1.00
13			1.00
14			1.00
15			1.00
16			1.00
17			1.00
18			1.00
19			1.00
20			1.00
21			1.00
22			1.00
23			1.00
24			1.00
25			1.00
26			1.00



# 12 - GRADING SCALE



THIS SIMPLE TABLE ALLOWS YOU TO SET THE LETTER GRADE SCALE, WHICH IS WHAT EACH STUDENT LETTER GRADE IS BASED ON

4.0 GRADE SCALE		
Grade	Grade Min	Grade Max
A+	97.0%	100.0%
A	93.0%	97.0%
A-	90.0%	93.0%
B+	87.0%	90.0%
B	83.0%	87.0%
B-	80.0%	83.0%
C+	77.0%	80.0%
C	73.0%	77.0%
C-	70.0%	73.0%
D+	67.0%	70.0%
D	63.0%	67.0%
D-	60.0%	63.0%
F	0.0%	60.0%



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