STUDENT GRADEBOOK GUIDE

4.5 - 8/17/2024

Spreadsheets Reimagined

SpreadWiseCo™

BUILT WITH MICROSOFT EXCEL

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

▶ YOUTUBE TUTORIALS

Download this Guide Anytime at https://spreadwiseco.com

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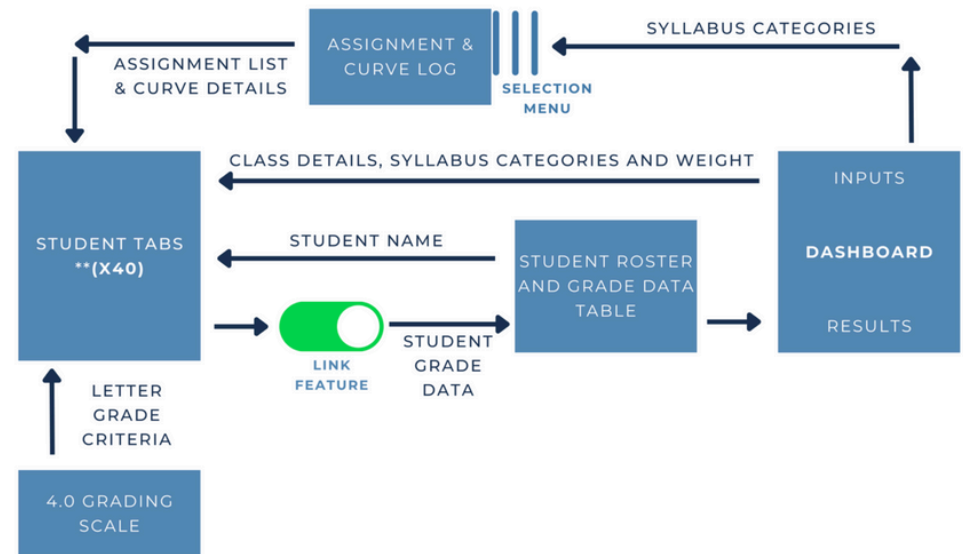
WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

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

STUDENT TABS **(X40)

STUDENT NAME

STUDENT ROSTER AND GRADE DATA TABLE

DASHBOARD

RESULTS

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
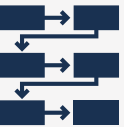
Desktop Excel Versions Only

Not Compatible with Google Sheets

PRODUCT GUIDES

Detailed PDF Guide

Detailed Tool Flow Chart

VIDEO TUTORIALS

Youtube Tutorial Available

CURRENCY

$USD
€EUR
£GBP

Not Applicable To This Product

TABS

- About & Tool Flow Chart
- Roster, Class Performance Data Table
- Gradebook Scale
- Assignment & Curve Log
- Dashboard
- Student Tabs **(x40)**

**Dashboard is preset with (5) student tabs. By simply making a copy of the tab, you can quickly link up to (40).
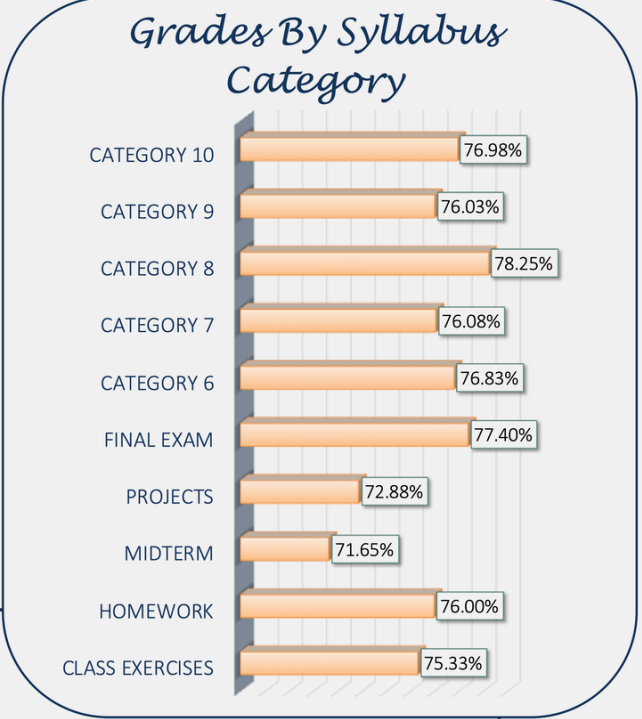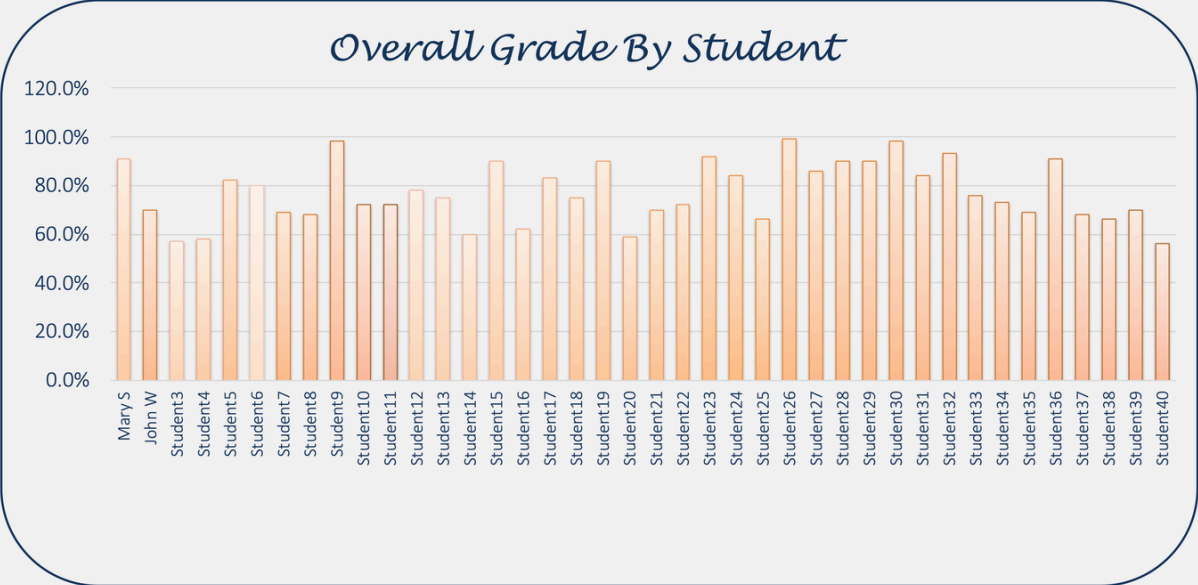
SETUP/LEARNING CURVE

| 15MIN | 30MIN | 45MIN | 1HR | 2HR |

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

ULTIMATE STUDENT GRADEBOOK & DASHBOARD

Overall Grade By Student

Grades By Syllabus Category

Category	Grade
CATEGORY 10	76.98%
CATEGORY 9	76.03%
CATEGORY 8	78.25%
CATEGORY 7	76.08%
CATEGORY 6	76.83%
FINAL EXAM	77.40%
PROJECTS	72.88%
MIDTERM	71.65%
HOMEWORK	76.00%
CLASS EXERCISES	75.33%

Gradebook Inputs

SET CLASS CODE	SET SEMESTER / BLOCK	HIDE CURVES IN STUDENT REPORTS
Freshman English	**1.0**	**No**

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%

Gradebook Outputs

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	**77.05%**									

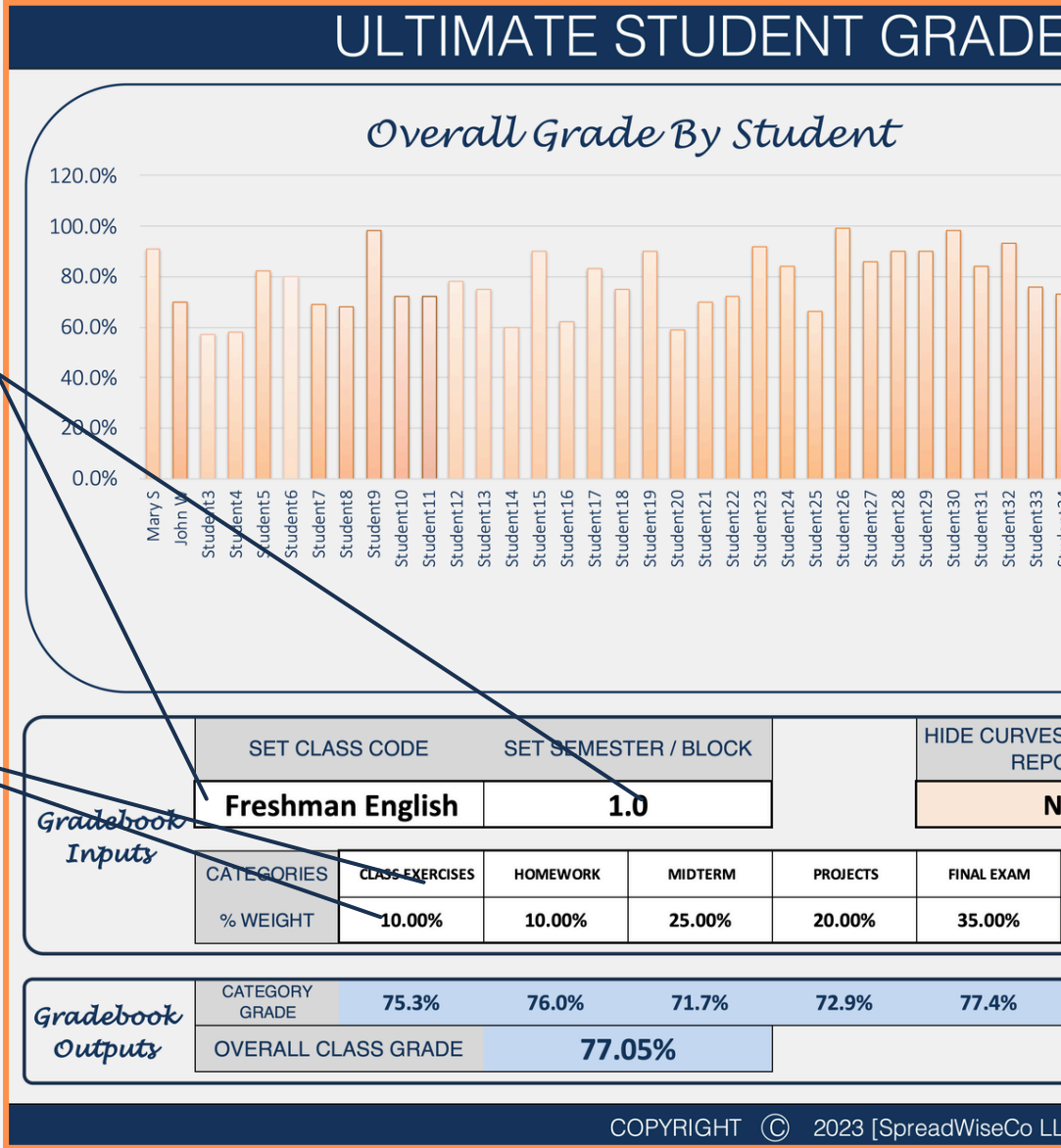*Spreadsheets Reimagined*   EXPERIENCE THE SPREADWISECO DIFFERENCE

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

Gradebook Inputs

	SET CLASS CODE	SET SEMESTER / BLOCK			HIDE CURVES REPO
	Freshman English	**1.0**			**N**
CATEGORIES	CLASS EXERCISES	HOMEWORK	MIDTERM	PROJECTS	FINAL EXAM
% WEIGHT	**10.00%**	**10.00%**	**25.00%**	**20.00%**	**35.00%**

Gradebook Outputs

	CATEGORY GRADE	75.3%	76.0%	71.7%	72.9%	77.4%
	OVERALL CLASS GRADE	**77.05%**				

DSK

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
		90.0%	90.0%

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%

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

- 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!

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

Mary S- Freshman English - 1   Grade: A-

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 %
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%

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.

	1.0			
Student2	Student3	Student4	Student5	**StudentTemplate**

Insert Sheet ⇧F11
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color ▸
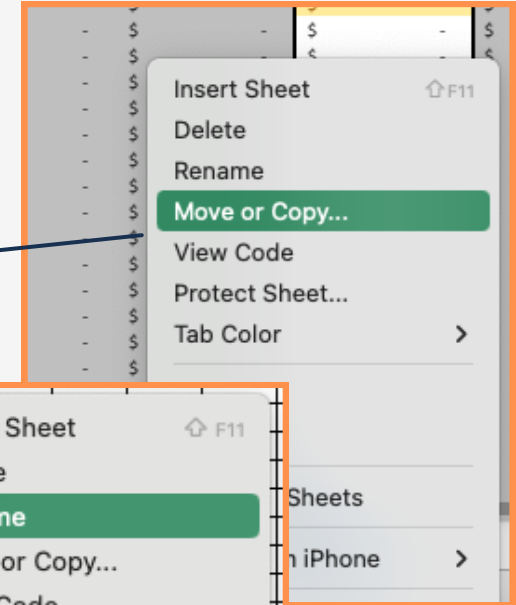
1.) RIGHT CLICK ON THE TEMPLATE & MAKE A COPY, OR HOWEVER MANY COPIES YOU NEED.

Insert Sheet ⇧ F11
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color ▸

Sheets
n iPhone ▸

2.) RIGHT CLICK ON THE NEW TAB TO CHANGE THE NAME OF THE TAB.

TAB NAME	STUDENT NAME
Student1	Mary S
Student2	John W
Student3	Student3
Student4	Student4
Student5	Student5
Student6	Student6
Student7	Student7
Student8	Student8
Student9	Student9
Student10	Student10
Student11	Student11
Student12	Student12
Student13	Student13
Student14	Student14

3.) SET THE TAB NAME TO MATCH THE NEXT SEQUENTIAL STUDENT TAB NUMBER FROM THE STUDENT ROSTER EXACTLY.
- ONCE THE TAB IS ADDED AND RENAMED, IT WILL AUTO-LINK TO YOUR DASHBOARD AND STUDENT ROSTER

DSK

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

A CURVE VALUE CAN GE 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					CURVE DETAILS	
Category	Comments	Actual / Hypothetical	Actual Grade		Assignment Curve	Adjusted Grade
CLASS EXERCISES	Class Exercise 1	Actual	90.0%		1.0	90.0%
CLASS EXERCISES	Class Exercise 2	Actual	90.0%		1.0	90.0%
CLASS EXERCISES	Class Exercise 3	Actual	90.0%		1.0	90.0%
CLASS EXERCISES	Class Exercise 4	Actual	90.0%		1.0	90.0%
HOMEWORK	Homework 1	Actual	90.0%		1.0	90.0%
HOMEWORK	Homework 2	Actual	90.0%		1.0	90.0%
HOMEWORK	Homework 3	Actual	90.0%		1.0	90.0%
HOMEWORK	Homework 4	Actual	90.0%		1.0	90.0%
HOMEWORK	Homework 5	Actual	90.0%		1.0	90.0%
		Hypothetical	75.0%		1.0	75.0%
		Hypothetical	88.0%		1.0	88.0%
PROJECTS	1st Essay	Actual	90.0%		1.0	90.0%
					1.0	
					1.0	

DSK

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	75.0%
1.0	88.0%
1.0	90.0%
1.0	
1.0	

✔

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	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

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%

IMPORTANT

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