



SpreadWiseCoTM

Spreadsheets Reimagined

HOMESCHOOL GRADEBOOK GUIDE

5.1 - 4/29/2025

BUILT WITH
MICROSOFT
EXCEL



ABOUT THIS GUIDE

GUIDE POINTERS

NEED TO
KNOW

NICE TO
KNOW

FOR THOSE READY TO JUMP IN QUICKLY



YOU CAN SKIP
AND COME BACK



DON'T SKIP!

**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.

YOUTUBE TUTORIALS

IF THERE ARE YOUTUBE TUTORIALS AVAILABLE FOR THIS PRODUCT, YOU CAN ACCESS THEM BY CLICKING ON THE YOUTUBE LOGO.



DOWNLOAD THIS GUIDE ANYTIME AT [HTTPS://SPREADWISE.COM](https://spreadwise.com)

IN YOUR PRODUCT 'ABOUT' TAB

DSK

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

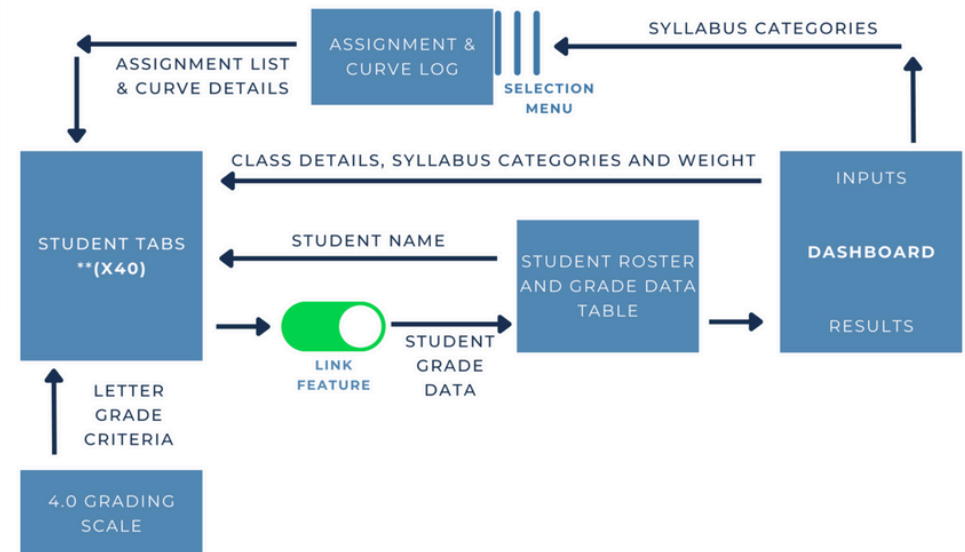
WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

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



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

PRODUCT FEATURES & LEARNING TIME

PRODUCT FEATURES

- ✓ 1 STUDENT, **40** COURSES
- ✓ DETAILED, PRINTABLE COURSE **PROGRESS REPORTS**
- ✓ **250** ASSIGNMENTS, TESTS, ETC
- ✓ BUILT IN **ASSIGNMENT CURVE** FEATURE
- ✓ **10** SYLLABUS CATEGORIES
- ✓ **INSIGHT** INTO STUDENT COURSE AND SYLLABUS **STRUGGLE** POINTS
- ✓ **AUTOMATIC GRADES** BASED ON A CUSTOMIZABLE **4.0 GRADE** SCALE
- ✓ BUILT IN **GUIDE NOTES**

***MAKE COPIES AS YOU NEED FOR EACH STUDENT YOU HAVE.*



LEARNING & SETUP TIME

THIS IS OUR BEST ESTIMATE OF HOW MUCH TIME IT WILL TAKE THE AVERAGE PERSON TO LEARN AND COMPLETE THE INITIAL SETUP OF THEIR DASHBOARD

15MIN

30MIN

45MIN

1HR

1.5HR

2HR

PRODUCT COMPATIBILITY

SOFTWARE APPLICATION

MICROSOFT EXCEL



GOOGLE SHEETS



APPLE NUMBERS



OPERATING
SYSTEMS



MICROSOFT
WINDOWS



MAC OS

*PRODUCT WAS BUILT WITH
MS EXCEL 365 FOR MAC*

MOBILE USE
OF MS EXCEL



MICROSOFT 365
SHAREPOINT / ONE DRIVE



PHONE OR TABLET
WITH EXCEL APP

****PRODUCT WILL FUNCTION IN MOBILE APPLICATION USES, BUT BE AWARE OF THE FOLLOWING**

- *SOME FONTS MAY SHOW UP DIFFERENTLY*
- *BUILT IN GUIDE NOTES*
 - *LOSE SOME OF THEIR FORMATTING THAT HELPS EMPHASIZE KEY POINTS*
 - *NOTE BOXES MAY LOOK SMALL, AND HARD TO READ WITHOUT ZOOMING IN*
- *SOME CELL TEXT MAY APPEAR TO NOT FIT THE CELL WIDTH*

TABS & GUIDES

TABS & GUIDES



GRADEBOOK SCALE



COURSE LIST &
PERFORMANCE DATA TABLE



PDF GUIDE



COURSE
TABS

(*X5)



PERFORMANCE
DASHBOARD



TOOL FLOW CHART

***Includes (5) Course tabs. By simply making a copy of the tab, you can add up to (25).*

LEARN MORE



ETSY LIMITS PRODUCT PHOTOS. LEARN MORE ABOUT THESE
ITEMS & FEATURES @ [HTTPS://SPREADWISECO.COM](https://spreadwise.co)

*Enjoy Your
Dashboard!*

1 - GETTING STARTED

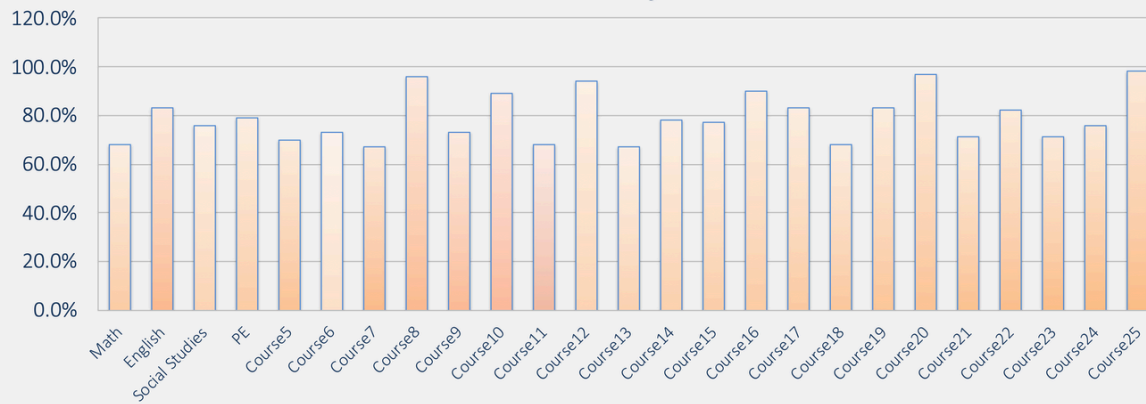
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THIS JOURNEY BEGINS BY SETTING UP THE DASHBOARD FOR YOUR PARTICULAR STUDENT

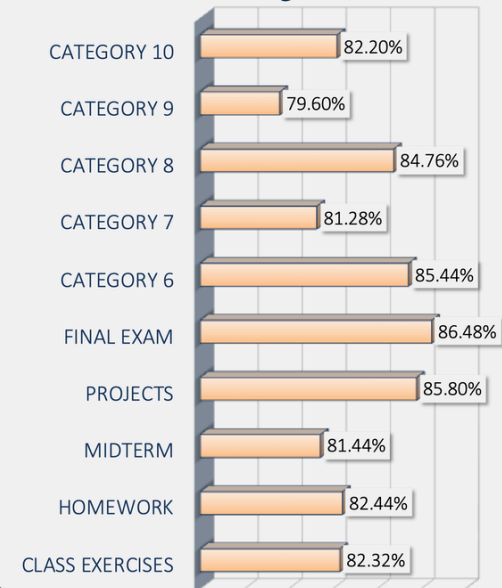
HOMESCHOOL GRADEBOOK FOR

Johny Williams

Overall Grade By Course



Avg Grade By Syllabus Category



Gradebook Inputs

SET STUDENT NAME	GRADE LEVEL (OPTIONAL)	HIDE CURVES IN COURSE REPORTS								
Johny Williams	4th / 5th	No								
CATEGORIES	CLASS EXERCISES	HOMEWORK	MIDTERM	PROJECTS	FINAL EXAM	CATEGORY 6	CATEGORY 7	CATEGORY 8	CATEGORY 9	CATEGORY 10

Gradebook Outputs

CATEGORY GRADE	82.3%	82.4%	81.4%	85.8%	86.5%	85.4%	81.3%	84.8%	79.6%	82.2%
STUDENT'S AVG GRADE	79.08%									

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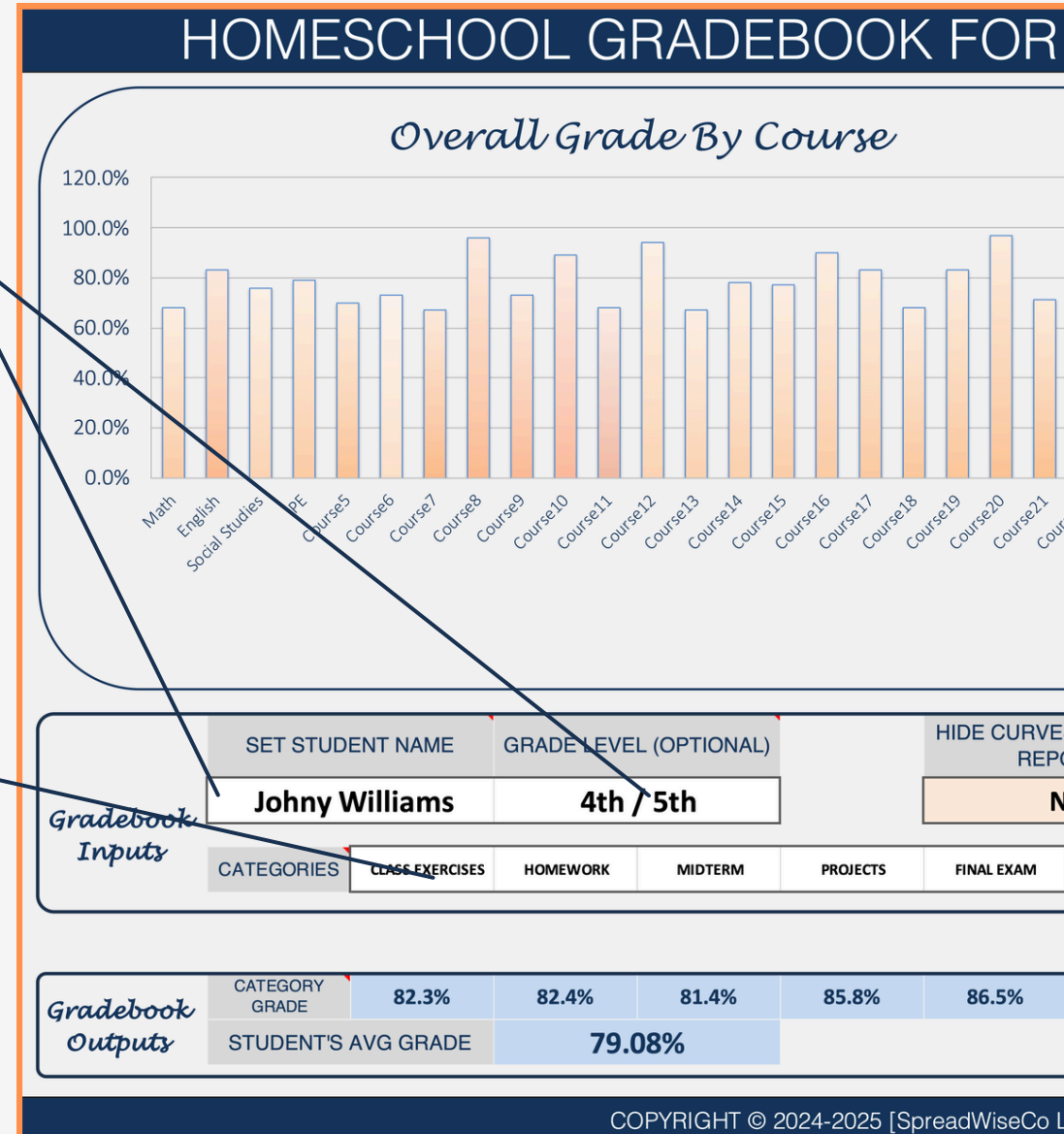
2 - STUDENT SETUP

DSK

SET THE STUDENT THAT YOU ARE TEACHING

SET THE GRADE LEVEL. THIS IS OPTIONAL

- CHOOSE THE SYLLABUS CATEGORIES THAT YOUR STUDENT WILL HAVE ASSIGNMENTS IN. YOU CAN CHOOSE UP TO 10.
- YOU'LL BE ABLE TO SET YOUR % WEIGHT FOR EACH CATEGORY WITHIN EACH COURSE TAB



3 - COURSE LIST

DSK

SET YOUR COURSE LIST

- THE TABLE IS PRE-SET FOR UP TO 25 COURSES

COURSE LIST			
TAB NAME	COURSE NAME	COURSE GRADE	CATEGORY
Course1	Math	90.0%	90.0%
Course2	English	90.0%	90.0%
Course3	Social Studies	90.0%	90.0%
Course4	PE	90.0%	90.0%
Course5	Course5	90.0%	90.0%
Course6	Course6	Add New CourseTab	Add New CourseT
Course7	Course7	Add New CourseTab	Add New CourseT
Course8	Course8	Add New CourseTab	Add New CourseT
Course9	Course9	Add New CourseTab	Add New CourseT
Course10	Course10	Add New CourseTab	Add New CourseT
Course11	Course11	Add New CourseTab	Add New CourseT
Course12	Course12	Add New CourseTab	Add New CourseT
Course13	Course13	Add New CourseTab	Add New CourseT
Course14	Course14	Add New CourseTab	Add New CourseT
Course15	Course15	Add New CourseTab	Add New CourseT
Course16	Course16	Add New CourseTab	Add New CourseT
Course17	Course17	Add New CourseTab	Add New CourseT
Course18	Course18	Add New CourseTab	Add New CourseT
Course19	Course19	Add New CourseTab	Add New CourseT
Course20	Course20	Add New CourseTab	Add New CourseT
Course21	Course21	Add New CourseTab	Add New CourseT
Course22	Course22	Add New CourseTab	Add New CourseT
Course23	Course23	Add New CourseTab	Add New CourseT
Course24	Course24	Add New CourseTab	Add New CourseT
Course25	Course25	Add New CourseTab	Add New CourseT
		90.0%	90.0%

4 - COURSE TABS

DSK

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 WILL BE AUTO SET FROM YOUR DASHBOARD INPUTS.

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

Course	Math	
Student	Johny Williams	
Grade Level	4th / 5th	
Course Tab Name	Course1	Course1

DESKTOP - COURSE TAB NAME WILL POPULATE AUTOMATICALLY

MOBILE - UPDATE THE COURSE TAB NAME MANUALLY

Mary S- Freshman English - 1 Grade: A-

5 - COURSE PROGRESS TRACKING

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

- CATEGORY AND ASSIGNMENT ARE A DROP DOWN MENU BASED ON YOUR DASHBOARD SETUP

HAVE A COURSE NOT GOING SO WELL?

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

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

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG			
Category	Assignment Name	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%

6 - COURSE TAB LINK

DSK

ONCE YOU HAVE THE COURSE TAB SET UP, TURN ON THE LINK SO THE DATA PULLS INTO THE COURSE LIST TABLE AND STUDENT'S DASHBOARD

Math - Johnny Williams - 4th / 5th Grade: A-

TOTALS		Course	Math	LINK TO DASHBOARD
Student Course Grade	90.0%	Student	Johnny Williams	
	A-	Grade Level	4th / 5th	
		Course Tab Name	Course1	
				Yes

CURRICULUM CATEGORIES		OVERALL SCORING			
Category	Grade % Weight	Category	Count	Category Grade %	Category Weighted %
CLASS EXERCISES	10.0%	CLASS EXERCISES	4	90.0%	9.0%
HOMEWORK	10.0%	HOMEWORK	5	90.0%	9.0%
MIDTERM	25.0%	MIDTERM			
PROJECTS	20.0%	PROJECTS	1	90.0%	18.0%
FINAL EXAM	35.0%	FINAL EXAM			
CATEGORY 6	0.0%	CATEGORY 6			
CATEGORY 7	0.0%	CATEGORY 7			
CATEGORY 8	0.0%	CATEGORY 8			
CATEGORY 9	0.0%	CATEGORY 9			
CATEGORY 10	0.0%	CATEGORY 10			
	100.0%		10	90.0%	Grade

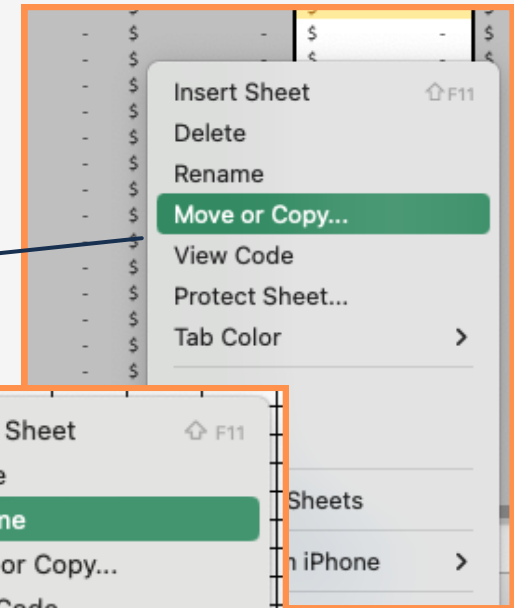
WHY A LINK FEATURE?

- THIS ALLOWS YOU TO EASILY ADD OR REMOVE COURSES FROM THE STUDENT'S WORKBOOK AS NEEDED
- ADDS FLEXIBILITY AS YOU MOVE THROUGH TEACHING MULTIPLE CURRICULUMS.

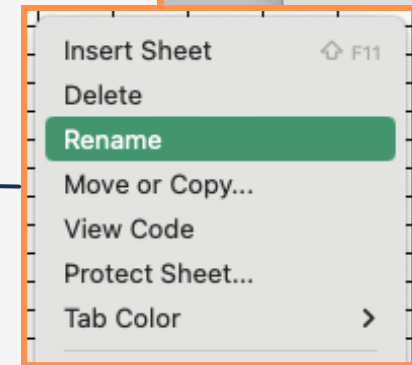
7 - ADDING COURSE TABS



1.) RIGHT CLICK ON THE TEMPLATE & 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 NEXT SEQUENTIAL COURSE TAB NUMBER FROM THE COURSE LIST EXACTLY.

- ONCE THE TAB IS ADDED AND RENAMED, IT WILL AUTO-LINK TO THE COURSE LIST AND STUDENT'S DASHBOARD

TAB NAME	COURSE NAME	CO
Course1	Math	
Course2	English	
Course3	Social Studies	
Course4	PE	
Course5	Course5	
Course6	Course6	Ac
Course7	Course7	Ac
Course8	Course8	Ac
Course9	Course9	Ac
Course10	Course10	Ac
Course11	Course11	Ac
Course12	Course12	Ac

8 - ASSIGNMENT CURVE FEATURE

DSK

EACH COURSE 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 COURSE 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.

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG				CURVE DETAILS	
Category	Assignment Name	Actual / Hypothetical	Actual Grade	Assignment Curve	Adjusted Grade
CLASS EXERCISES	Class Exercise 1	Actual	90.0%	1.00	90.0%
CLASS EXERCISES	Class Exercise 2	Actual	90.0%	1.00	90.0%
CLASS EXERCISES	Class Exercise 3	Actual	90.0%	1.00	90.0%
CLASS EXERCISES	Class Exercise 4	Actual	90.0%	1.00	90.0%
HOMEWORK	Homework 1	Actual	90.0%	1.00	90.0%
HOMEWORK	Homework 2	Actual	90.0%	1.00	90.0%
HOMEWORK	Homework 3	Actual	90.0%	1.00	90.0%
HOMEWORK	Homework 4	Actual	90.0%	1.00	90.0%
HOMEWORK	Homework 5	Actual	90.0%	1.00	90.0%
		Hypothetical	75.0%	1.00	75.0%
		Hypothetical	88.0%	1.00	88.0%
PROJECTS	1st Essay	Actual	90.0%	1.00	90.0%
				1.00	
				1.00	

10 - ASSIGNMENT CURVE FEATURE

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				CURVE DETAILS	
Category	Assignment Name	Actual / Hypothetical	Actual Grade	Assignment Curve	Adjusted Grade
CLASS EXERCISES	Class Exercise 1	Actual	90.0%	1.00	90.0%
CLASS EXERCISES	Class Exercise 2	Actual	90.0%	1.00	90.0%
CLASS EXERCISES	Class Exercise 3	Actual	90.0%	1.00	90.0%
CLASS EXERCISES	Class Exercise 4	Actual	90.0%	1.00	90.0%
HOMEWORK	Homework 1	Actual	90.0%	1.00	90.0%
HOMEWORK	Homework 2	Actual	90.0%	1.00	90.0%
HOMEWORK	Homework 3	Actual	90.0%	1.00	90.0%
HOMEWORK	Homework 4	Actual	90.0%	1.00	90.0%
HOMEWORK	Homework 5	Actual	90.0%	1.00	90.0%
		Hypothetical	75.0%	1.00	75.0%
		Hypothetical	88.0%	1.00	88.0%
PROJECTS	1st Essay	Actual	90.0%	1.00	90.0%
				1.00	
				1.00	

11 - ASSIGNMENT LOG

DSK

USE THE ASSIGNMENT LOG TO INPUT EACH ASSIGNMENT AS YOU GO THROUGH THE COURSE WITH YOUR STUDENT

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

ACTUAL ASSIGNMENT / CATEGORY SCORE LOG			
Category	Assignment Name	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%

12 - GRADING SCALE

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