
EXCEL 2003

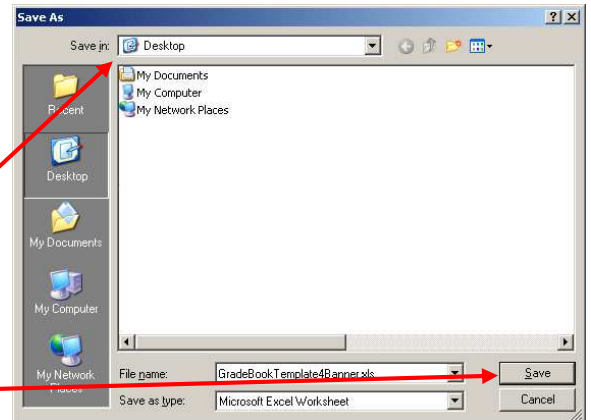
CREATING A GRADE BOOK IN EXCEL

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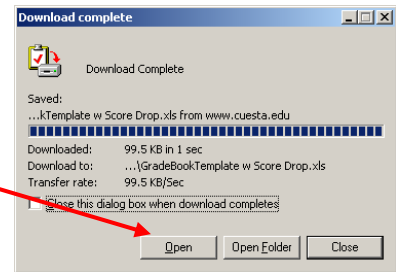
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Installing the Grade Book Template

1. Locate the “T3 – Tech Tips & Training” channel in myCuesta (usually on the Work Life tab).
2. Click **Tips & Training Links**.
An expanded list will appear.
3. Click **Training and How-to Materials**.
A Training Materials window will appear.
4. Click **Grade Book Template** under the category, Excel.
A dialog box will appear.
5. Click the “**Save**” button.
The Save As dialog will appear.
6. Select “**Desktop**” in the “Save in” field, then click the “**Save**” button.
The Download complete dialog may appear.

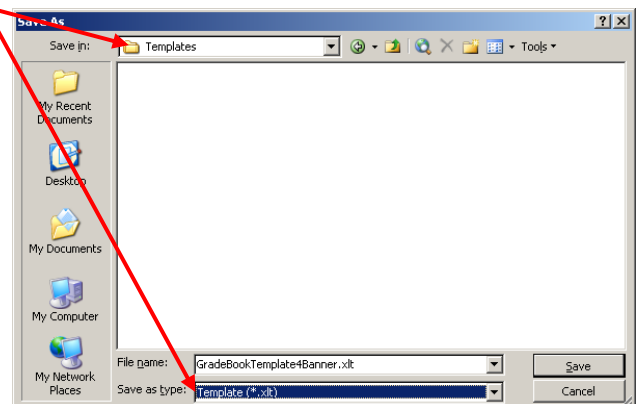


7. Click the “**Open**” button.
Excel will launch and the grade book template will open.
8. From Excel’s menu bar, select **File > Save As...**
The Save As dialog box will appear.
9. Change the **Save As Type** to “**Template (.xlt)**”.
*The **Save In** field should read “Templates”.*



IMPORTANT: If Save In (top of the dialog) does not read “Templates”, change the Save As Type (bottom of the dialog) to “Excel Workbook” and then change back to “Template”.

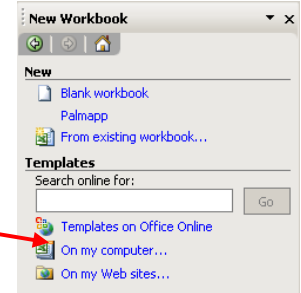
10. Click “**Save**”.
The file, “GradeBookTemplate4Banner.xlt”, will be saved in the Templates directory.
11. From the Excel menu bar, select **File > Close**.
The grade book template will close.



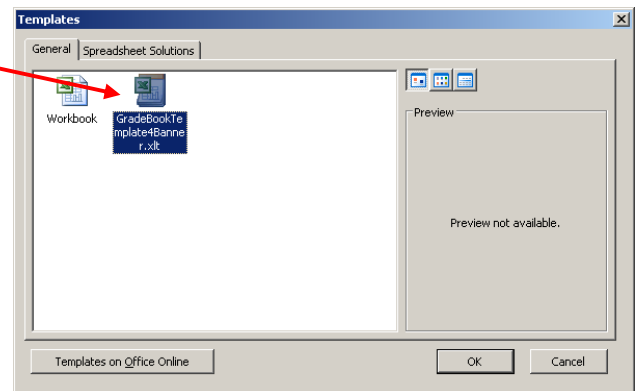
NOTE: Once you have saved the template in Excel, you may delete it from your Desktop.

Creating the Grade Book

- From the Excel menu bar, select **File > New**.
A "New Workbook" pane will appear in the Task Pane on the far right.
- Select "**On my computer...**" under the Templates heading in the New Workbook task pane.
The Templates dialog box will appear.



- Select the template, **GradeBookTemplate4Banner.xlt**.
- Click the **OK** button.
A new worksheet will open based on the selected template.
- Select **File > Save** from the menu bar.

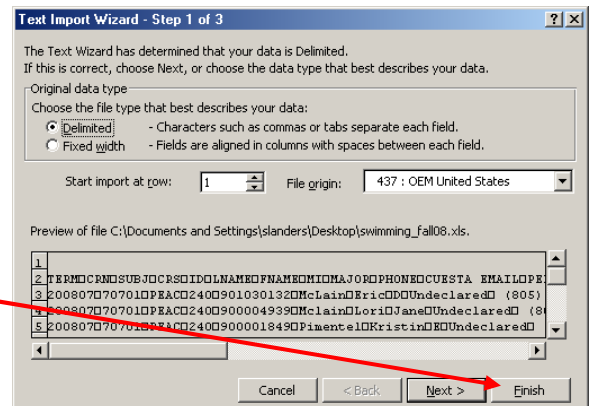


- Give the grade book a meaningful name (i.e. the name of the course+semester+year) and select where to save the grade book. Then click the **Save** button.

Pasting the Roster into the Grade Book

These instructions assume you have already downloaded your class roster to the Desktop.

- Open the downloaded roster:
 - Select **File > Open** from the Excel menu bar.
The Open dialog box will appear.
 - Click the drop down list button under "Look In", and select "**Desktop**".
The downloaded class roster will appear in the file list above.
 - Double-click** on the downloaded **class roster** (XLS) file to open it.
An Import Wizard screen may appear.
 - If an Import Wizard screen appears, click the **Finish** button.
The class roster will open as a new workbook in Excel.



2. Copy the roster information:
 - a. Click once on any cell in the roster containing information.
Do not click in a blank cell.
 - b. Press **[Ctrl]-[A]** to select all of the text, and then press **[Ctrl]-[C]** to copy that selected text.
The downloaded class roster will be copied.

3. Paste the copied roster in the grade book:
 - a. Select **Window** from the menu bar, and click your **grade book** listed at the bottom of the menu.
The Grade Book workbook will appear.
 - b. Select the **Student Info** worksheet by clicking on its tab at the bottom of the screen.
 - c. Position the cell pointer in cell **A1**.
 - d. Press **[Ctrl]-[V]** to paste the copied class roster.
The ID should be in column E, the Last Name should be in column F, and the First Name should be in column G. The titles should appear in row 1 and the first student record should appear on row 2. If necessary, press Undo (to undo the paste) and repeat steps 3e and 3f.
 - e. Select **File > Save** from the menu bar.

4. Close the roster:
 - a. Select **Window** from the menu bar and click the **class roster** listed at the bottom of the menu.
The class roster workbook will appear, still selected with the "marching ants" (the marquee) surrounding the selection.
 - b. Close the class roster workbook by selecting **File > Close** from the menu bar.

NOTE: If a message appears reading...

"There is a large amount of information on the Clipboard. Do you want to be able to paste this information into another program later?"

...click the **"No"** button.

Cleaning up the Student Info worksheet

1. Adjust and hide columns on the Student Info worksheet:
 - a. Select columns A-T on the Student Info tab of the grade book.
 - b. Double-click between any two of the selected column selectors.
The column widths will all automatically adjust.
 - c. Hide unnecessary columns (i.e. A-D, I, M, R-T).
See "Hiding Columns & Rows" on page 11.
2. Select the **"Computation Data"** worksheet and enter the minimum percentage score for the grades.
3. Save your grade book, by selecting **File > Save** from the menu bar.

Assigning Student ID Numbers

Since Cuesta College's policy prohibits using the Banner ID numbers for identification within your grade book, the ID field on the Grade Sheet worksheet displays only the last 5 digits of the student's Banner ID.

If you wish to assign a different ID, consider the following suggestions:

- A popular method of "generating" ID numbers is to allow the students to create their own. By doing so, it minimizes the chance that the student will forget their ID. It also permits the student to use the same ID for different classes.
- To assign your own ID numbers to students, see "Generating 'Random' Student ID Numbers" on page 14.

Entering Scores in the Grade Book

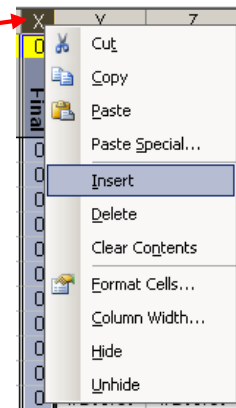
1. **Open** the grade book file.
2. Select the **Grade Sheet** worksheet by clicking on its tab at the bottom of the screen.
3. Decide in which column you wish to record a grade.
NOTE: If you need additional columns, see "Adding a Column...", below.
4. Select the cell in the first row (row 1) of the column and enter a Total Possible Points for that assignment/test.
5. Select the cell in the second row (row 2) of the column and type a title for that assignment. (i.e. "Quiz, Week 4", "Midterm Nov 3", "Oral Report #3", etc.)
6. In the subsequent rows for that column enter the students' scores.
The students' ongoing total scores and grade will appear to the right of the "Final" column.

Tips:

- Prior to data being entered in a worksheet, "**errors**" reading "#DIV/0!" may appear in some fields. This is normal.
- **Do not enter Total Possible Points prematurely!** Enter Total Possible Points (step 4) when you're ready to enter student scores for that assignment. Entering Total Possible Points without the associated student scores will skew grades.
- **Use simple weighting by increasing the value of an assignment / test.** If a test is worth twice the value of another assignment, double the value of that test. For example, if essays are worth 20 points and quizzes are worth 50% more, then score quizzes 30 points. ($20 + 50\% = 20 + 10$)
- The Grade Book Template has been set up for a **maximum of 150 students**. If you have fewer students than that you may just ignore unused rows. If you have a greater number of students than that, contact Computer Services for assistance in adding additional rows to your form.

Adding a Column to the Grade Book

1. **Right-mouse click** on the column selector above “Final”.
The entire Final column will be highlighted and a shortcut menu will appear.
2. Select **Insert** from the shortcut menu.
A new column will be inserted to the left of the Final column.



Dropping Low Scores in the Grade Book

The grade book permits manually dropping one or more low scores. When a low score is dropped, the Total Possible Points is not used in that student’s grade computation.

1. Double-click on the cell with the score you wish to drop.
Excel will be in edit mode, with the insertion point appearing in the selected cell.
2. Change the student’s score to a negative number by placing a minus sign (-) before the cell entry.
Example: If the student’s lowest score was “12”, change to “-12”.
3. Press the [Enter] key.

IMPORTANT: In order for the drop-lowest-score to work, the value being dropped **must be less than zero**. Therefore if the lowest score is “0”, it is recommended that the value be changed to “-1” and an explanatory comment be added to that cell. (See “Comments” below)

Adding Students to Grade Book

NOTE: Never remove students (even those who drop the class) from the grade book!

1. **Open** the grade book file, and select the **Student Info** worksheet by clicking on its tab at the bottom of the screen.
2. Append **at the bottom of the list** the student’s name and other information (as appropriate), entering the data in the proper columns.
NOTE: Unnecessary information (i.e. Term, CRN, etc.) can be left blank.

| Student Info Worksheet Column Identification | | | | | | | | | | | |
|---|------|-----|---------|----|-----------|------------|----|-------|-------|---------------|-----------------|
| Column | B | C | D | E | G | H | I | J | K | L | M |
| Contents | Term | CRN | Subject | ID | Last Name | First Name | MI | Major | Phone | Cuesta e-mail | Personal e-mail |

Sorting Grade Sheet

While sorting the *Student Info* worksheet should be avoided, sorting the *Grade Sheet* is encouraged. When sharing grades, the Grade Sheet should be sorted by ID number and student names hidden. When entering student scores, the student names should be “unhidden” and the Grade Sheet sorted by Last Name and then First Name.

REMEMBER: Do not sort the Student Info worksheet!

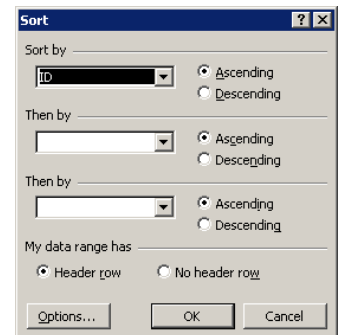
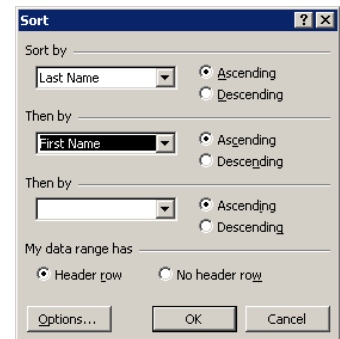
Important: Make sure the **Grade Sheet** worksheet is selected by clicking on its tab at the bottom of the screen.

1. Starting with **row 2** (the row with the column names), click and drag down the **row headings** (the row numbers on the far left), selecting all rows containing data.
2. From the menu bar, select **Data > Sort**.
The Sort dialog will appear.
3. Sort the student data as desired:

| | A | B | C | E |
|----|----------------|------------------------|-----|--------|
| 1 | | Total Possible Points: | 20 | |
| 2 | Last Name | First Name | ID | Task 1 |
| 40 | ALEXANDER | MARK | 470 | |
| 41 | JACKSON | MICHELLE | 477 | |
| 42 | DAKIN | MARY | 484 | |
| 43 | MUELLER | STEPHAN | 491 | |
| 44 | LOMBARD | ERIKA | 498 | |
| 45 | ELDRIDGE | DAWN | 505 | |
| 46 | CUNNINGHAM | DEBRA | 512 | |
| 47 | SADLER | SAN | 519 | |
| 48 | LARRISON | KATY | 526 | |
| 49 | SCHMIDT | BETHANY | 533 | |
| 50 | CRONIN-VESELAK | WENDY | 540 | |
| 51 | | | | |
| 52 | | | | |

- To sort by **Last Name and then First Name**:
 - a. Select “**Header row**” under “My data range has”.
 - b. In the “Sort by” field, select **Last Name** from the drop-down list, and the **Ascending** radio button.
 - c. In the “Then by” field, select **First Name** from the drop-down list, and the **Ascending** radio button.
 - d. Click **OK**.
The data will be sorted by last name and then first name.

- To sort by **ID number**:
 - a. Make sure “**Header row**” is selected under “My data range has”.
 - b. In the “Sort by” field, select **ID** from the drop-down list, and the **Ascending** radio button.
NOTE: All other sort fields should be blank.
 - c. Click **OK**.
 - d. If a Sort Warning appears, click **OK**.
The data will be sorted by ID.



Sorting Attendance

Periodically you may wish to sort the *Attendance* worksheet. This will assure that any students added to the Student Info worksheet will appear in correct (alphabetical) order on the Attendance worksheet.

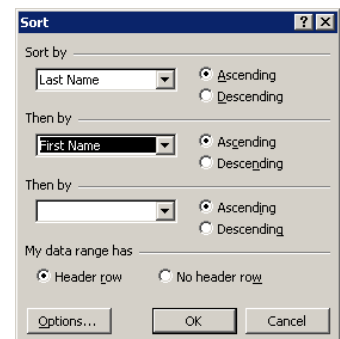
REMEMBER: Do not sort the Student Info worksheet!

Important: Make sure the **Attendance** worksheet is selected by clicking on its tab at the bottom of the screen.

1. Starting with **row 1** (the row with the column names), click and drag down the **row headings** (the row numbers on the far left), selecting all rows containing data.

| | A | B | C | D | E | F |
|----|-----------|------------|--------------|---------------|-------|-------|
| | | | Total Absent | Total Present | Day 1 | Day 2 |
| 1 | Last Name | First Name | | | | |
| 2 | Abernathy | Mylie | 0 | 0 | | |
| 3 | Amborn | Sandra | 0 | 0 | | |
| 4 | Andrews | Katchy | 0 | 0 | | |
| 5 | Ballew | Kristin | 0 | 0 | | |
| 6 | Blum | Katherine | 0 | 0 | | |
| 7 | Campos | Jennifer | 0 | 0 | | |
| 8 | Dewing | Jamie | 0 | 0 | | |
| 9 | Donnelly | Linda | 0 | 0 | | |
| 10 | Donovan | Megan | 0 | 0 | | |
| 11 | Gossard | Susan | 0 | 0 | | |
| 12 | House | Janice | 0 | 0 | | |
| 13 | Kerr | Bette | 0 | 0 | | |

2. From the menu bar, select **Data > Sort**.
The Sort dialog will appear.
3. Make sure "**Header row**" is selected under "My data range has".
4. In the "Sort by" field, select **Last Name** from the drop-down list, and the **Ascending** radio button.
5. In the "Then by" field, select **First Name** from the drop-down list, and the **Ascending** radio button.
6. Click **OK**.
The data will be sorted by last name and then first name.



Hiding Columns & Rows

You can hide columns or rows to conceal the entries in them. For example, you may wish to:

- Allow a student to see his/her grade information, while hiding the rows that contain other students' data
- Keep students' names private by hiding those columns
- Hide those columns of (future) scores which are currently empty

Hidden columns and rows do not appear in the worksheet and do not print. Any number in a hidden column or row is still calculated while the column or row is hidden.

1. Select the column(s) or row(s) you want to hide.
2. Right-click one of the selected column(s) or row(s).
3. Select the **Hide** command.

When you are dragging to select columns or rows you want to hide, make sure that the mouse pointer is a white cross and not a black, double-headed arrow. The double-headed arrow is used for adjusting column width and row height.

You can also hide a column or row by dragging the line to the right of a column heading or below a row heading until the column or row is sized to 0.00.

“Unhiding” Columns & Rows

You can redisplay hidden columns and rows. For example, after meeting with a student in which confidential information was hidden, you can unhide the rows to continue your normal worksheet process. Unhidden columns and rows are reset to the column width or row height prior to being hidden.

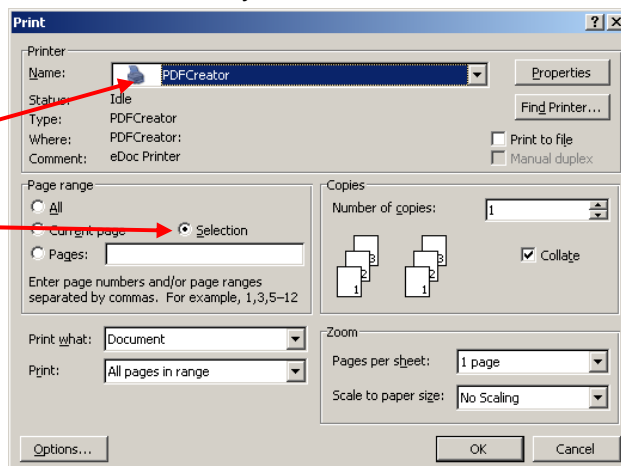
1. Select the columns or rows on *both* sides of the hidden columns or rows.
2. Right-click one of the selected columns or rows.
3. Select the **Unhide** command.

If you have hidden several non-adjacent ranges of rows or columns, you can use the Select All button to quickly select the total worksheet. You can then select the Unhide command from the row shortcut menu to display all rows or the column shortcut menu to display all columns.

Sharing Grades with Students (via PDF)

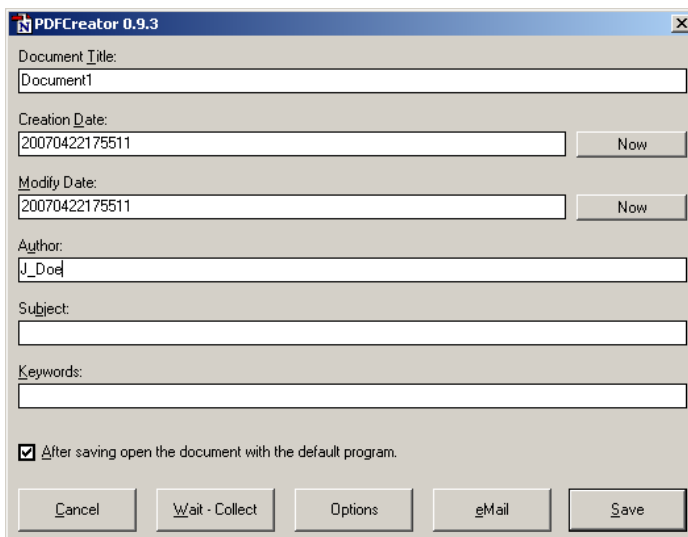
By hiding students names (see “*Hiding Columns and Rows*”, page 10) and sorting by ID number (see “*Sorting Grade Sheet*”, page 9), grades can be safely shared with students via Course Studio or a personal website.

1. **Hide** any columns or rows you don't wish displayed. (see “*Hiding Columns and Rows*”, above)
Example: Hide student names and empty (“un-scored”) columns.
2. **Select** the portion of the worksheet you wish to share with your students.
3. From the menu bar, select **File > Print**.
The Print dialog will appear.
4. Select “**PDFCreator**” from the Printer dropdown menu.
5. Click **Selection** in “Print Range”.
6. Click the **OK** (or Print) button.



After a few seconds the PDFCreator dialog will appear.

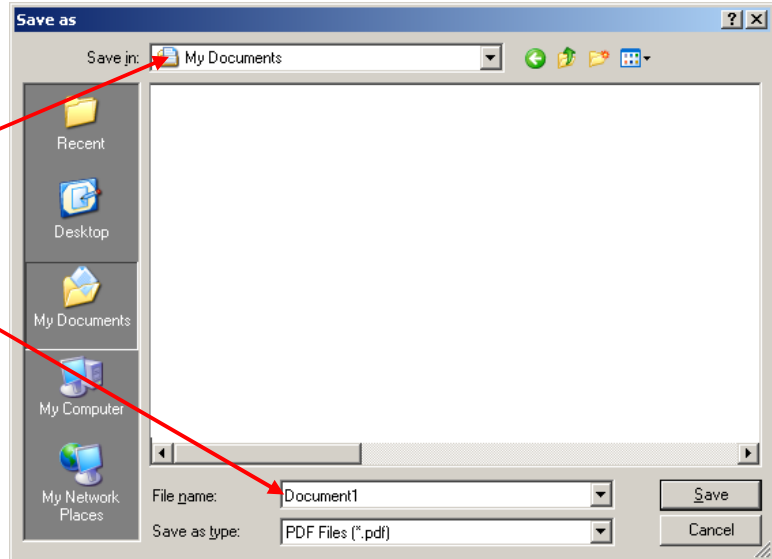
7. Click the **Save** button.



A Save As dialog will appear.

8. Select where you wish to save your PDF, using the "Save in" field at the top of the dialog.
9. If you wish to rename your PDF, type a new name in the "File name" field.

NOTE: Use *only letters and numbers* in the file name, avoiding special characters.



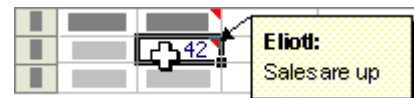
10. Click the **Save** button.
An animated graphic will appear, indicating the file is being created. After a few moments, Adobe Reader (or Adobe Acrobat, depending on which you have installed on your computer) will launch displaying the converted PDF.
11. Post the file in Course Studio or upload the file to your website.

Comments

Comments may be associated with a specific cell. For example, a comment might be added to a cell explaining why the score was dropped or changed. Cells with comments have a small red mark in the upper-right corner of the cell. Comments may be viewed by placing the mouse pointer over the cell.

Adding a Comment

1. Right-click on a cell.
A shortcut menu will appear.
2. Select **Insert Comment**.
A comment box will appear.
3. Type the comment.
4. When finished typing, click outside the comment box.



Deleting a Comment

1. Right-click on a cell.
A shortcut menu will appear.
2. Select **Delete Comment**.

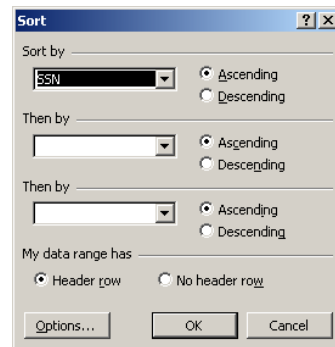
Generating “Random” Student ID Numbers


Cuesta College’s policy prohibits using the Banner ID numbers for identification within your grade book. For that reason, the ID field on the Grade Sheet worksheet displays only the last 5 digits of the student’s Banner ID.

Rather than using the partial Banner ID, some faculty prefer to allow the students to compose their own ID numbers (see “Assigning Student ID Numbers” page 6). Others may prefer to assign “randomly” generated numbers that the students can later use to identify their grades. The following are steps to do the latter.

1. **Open** the grade book file and select the **Student Info** worksheet by clicking on its tab at the bottom of the screen.
2. Sort the student info by ID (instead of last name) so ID numbers you assign won’t be obvious.

- a. Click anywhere in the student data.
- b. From the menu bar, select **Data > Sort**.
The student data will be highlighted and the Sort dialog will appear.
- c. In the “Sort by” field, select **ID** and click **OK**.
The data will be sorted by ID.



3. In cell **E2**, enter a starting number. (Example: 211)
4. In cell **E3**, enter another number slightly larger than the first. (Example: 218)
5. Select both cells **E2 and E3**.
6. Position the cell pointer over the Fill Handle (the black dot in the lower right corner of the selected range). 
The cell pointer will appear as a black cross.
7. **Drag the Fill Handle** straight down column E until all the Banner ID’s have been highlighted.
When you release the mouse button, the ID’s will be replaced with numbers that increment based on the two numbers selected.

8. Protect the Student Info worksheet to avoid accidental sorting in the future.
 - a. From the menu bar, select **Tools > Protection > Protect Sheet**.
The Protect Sheet dialog will appear.
 - b. Click **OK**.
The Student Info worksheet will be protected.

