



[www.scottosplace.com](http://www.scottosplace.com)

## **Scott's Homeschool Record Keeping Utilities**

*Student Grades Spreadsheet  
(a preview)*

by  
**Scott Weberg**

Find more homeschool resources at [www.scottosplace.com](http://www.scottosplace.com)

© 2009 Scott Weberg. All rights reserved.

# Using the Student Grades Spreadsheet

The Student Grades Spreadsheet allows you to track a single year of grades for a single student. You will enter daily scores for each subject that your student is studying. At the end of the year you will be able to print a nice looking report card for your student's records.

The spreadsheet provides the following features:

- Easy entry of your school and student information
- Record grades for up to 10 subjects per year
- Automatic calculation of percentage grades, letter grades, credits and GPA
- Allows full year and semester courses
- Adjust the grading scale as desired
- Calculate grades using straight points, or define weights for daily scores and test scores
- Printable report card is automatically created for you

The resulting report card will resemble the one pictured below.

<b>Little Village Christian Academy</b> 1234 Mystreet Dr., Louisville, KY 40031		<b>School Year: 2009-2010</b>	
<b>Annual Report Card</b>			
<b>Student Name:</b> <u>Scotto Weberg</u>		<b>Year:</b> <u>Senior</u>	
<b>Course Title</b>	<b>Credits</b>	<b>Grade</b>	<b>GP</b>
Calculus	1.0	B	3.0
English IV	1.0	A	4.0
Physics	1.0	A	4.0
United States Government	1.0	A	4.0
Spanish 2	1.0	B	3.0
Computer Skills	0.5	A	2.0
Physical Education	0.5	A	2.0
<b>Total Credits / Final GPA:</b>		<b>6.0</b>	<b>3.67</b>

The following pages will show how the Student Grades Spreadsheet works.

When you open the spreadsheet, the first page is where you enter your school and student information:

**Callout 1:** Enter school and student information in this section.

**Callout 2:** Enter subjects and credits in this table.

**Callout 3:** Instructions at the bottom of the sheet.

**Form Content:**

**Scott's Place** *Homeschool Record Keeping*  
Student Grades  
 www.scottosplace.com

**School Name:** \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 School Year: \_\_\_\_\_  
 Student Name: \_\_\_\_\_  
 Student Year: \_\_\_\_\_

**Choose a grading scale:**  
 Simple  
 Detailed

Subjects	Credits
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

%	Letter	GPA
0	F	0.0
65	D	1.0
74	C	2.0
83	B	3.0
92	A	4.0

%	Letter	GPA
0	F	0.0
65	D-	0.7
67	D	1.0
72	D+	1.3
74	C-	1.7
76	C	2.0
81	C+	2.3
83	B	2.7

**Instructions:**  
 1) Select **Save As...** from the **File** menu, and save a copy of this spreadsheet for each student. Give it an appropriate name, such as **2009Grades\_Nathan**.  
 2) Enter the school and student information at the top.  
 3) Enter up to 10 subjects above. If the student is not

Here you can see that I am entering information in the sheet...

**Form Content:**

**Scott's Place** *Homeschool Record Keeping*  
Student Grades  
 www.scottosplace.com

**School Name:** **Little Village Christian Academy**  
 School Address: 1234 Mystreet Dr., Louisville, KY 40031  
 School Year: 2009-2010  
 Student Name: Scotto Weberg  
 Student Year: Senior

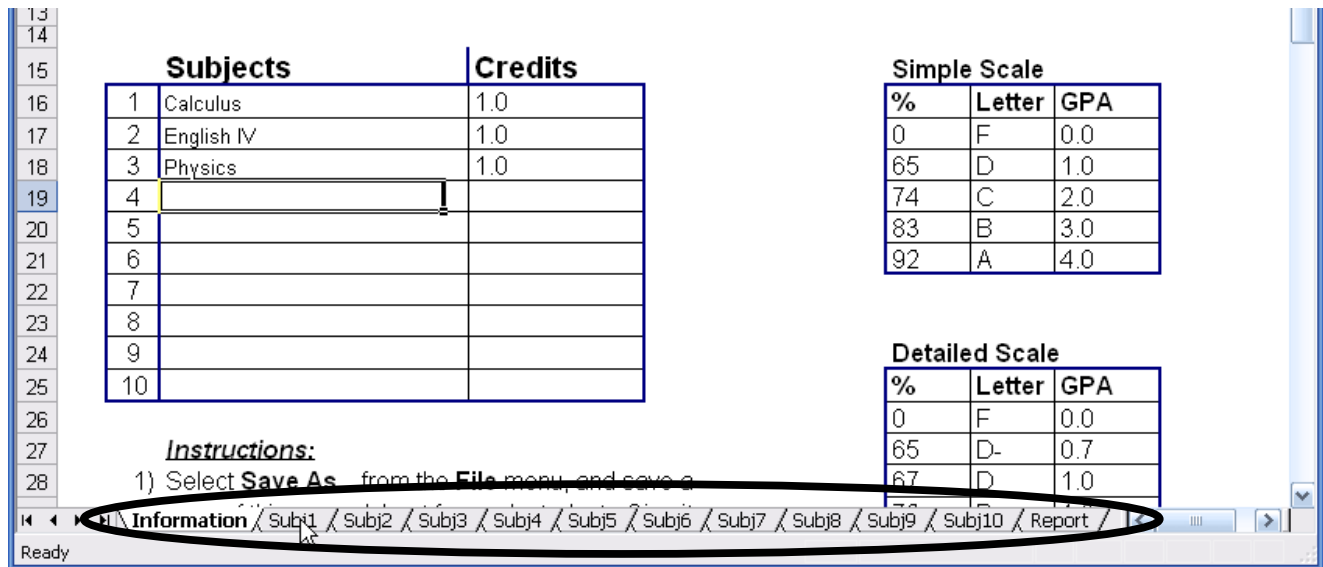
**Choose a grading scale:**  
 Simple  
 Detailed

Subjects	Credits
1	
2	
3	

%	Letter	GPA
0	F	0.0
65	D	1.0

student's year from the list.

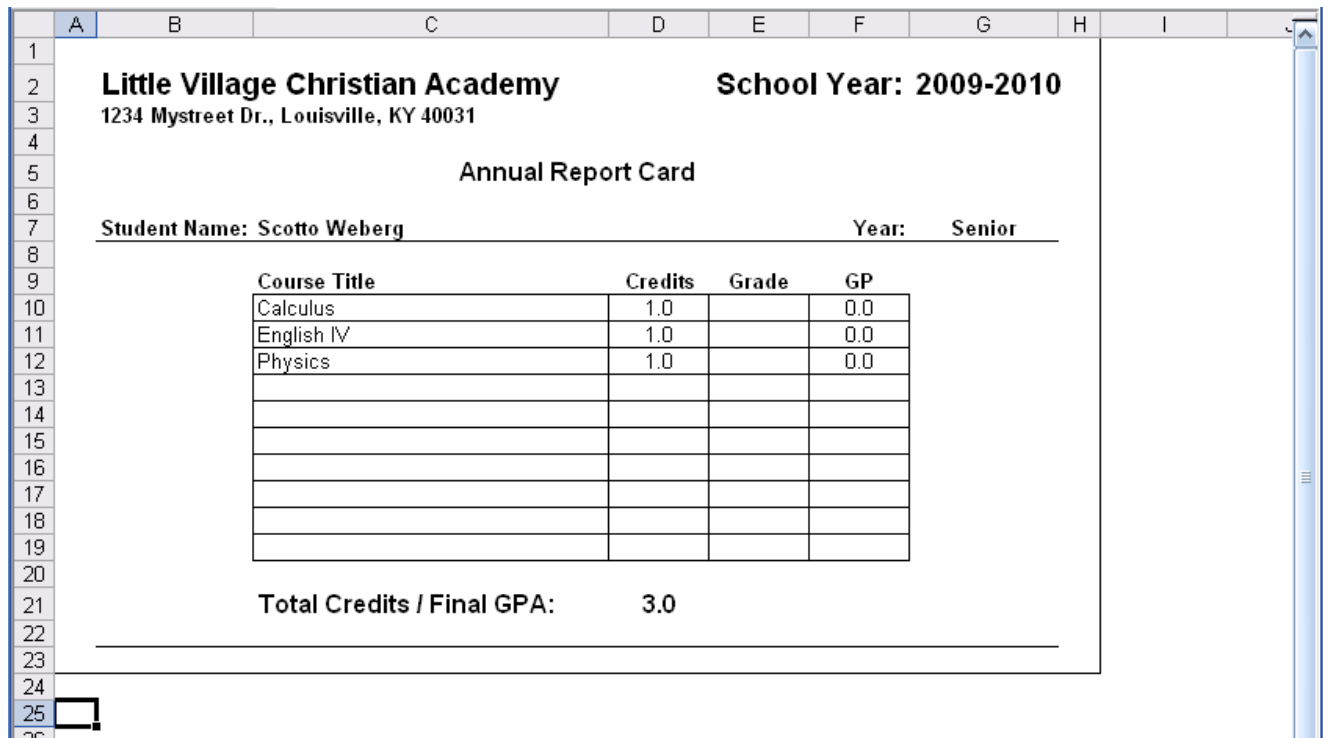
Notice the tabs at the bottom of the spreadsheet, circled in this picture...



The sheet we have been entering information on is the **Information** sheet ... imagine that!

There is a sheet for each of the 10 subjects: **Subj1**, **Subj2**, **Subj3**, etc. The very last tab on the right is called **Report**, and it contains the student Report Card.

If we click on the **Report** tab after entering our information it will look like this:



Notice that there are no grades yet for any of our subjects, and we can see the Total Credits, but there is no GPA yet. This is because we have not recorded any grades yet!

Click on one of the subject tabs and you will see a sheet like the one shown on the next page. (Pictures are smaller than actual size.)

Subject: Calculus																	
1 <sup>st</sup> Semester										Weight % (must equal 100):				0	0	0	0
Weeks	Daily work grades										Tests		Unit Tests		Final Test		
	Mon		Tue		Wed		Thu		Fri		pts.	max	pts.	max	pts.	max	
Week 1	8	10	19	20	20	20	18	20			47	50					
Week 2																	
Week 3																	
Week 4																	
Week 5																	
Week 6																	
Week 7																	
Week 8																	
Week 9																	
Week 10																	
Week 11																	
Week 12																	
Week 13																	
Week 14																	
Week 15																	
Week 16																	
Week 17																	
Week 18																	
Week 19																	
Week 20																	

**1<sup>st</sup> Semester Average:** 93.3%

2 <sup>nd</sup> Semester														Calculus			
Weeks	Daily work grades										Tests		Unit Tests		Final Test		
	Mon		Tue		Wed		Thu		Fri		pts.	max	pts.	max	pts.	max	
Week 1																	
Week 2																	
Week 3																	
Week 4																	
Week 5																	
Week 6																	

Here we have an area to enter scores for the 1<sup>st</sup> and 2<sup>nd</sup> semesters. You can enter a single score for each day of the week – the daily work assignments. And for each week you can also enter a “Test”, a “Unit Test” and/or a “Final Test”. This allows you the flexibility to enter different kinds of tests and quizzes to match a particular curriculum. For each score, you must enter the number of points *earned* and the number of points *possible*. In the picture above, I have entered scores for Week 1. The student received 8 out of 10 points on Monday, 19 out of 20 on Tuesday, etc. On Friday the student scored 47 out of 50 points on a test. You can see that the spreadsheet automatically calculates the percentage for the semester as we enter scores. The grade after the first week of scores is 93.3%.

At the bottom of the sheet you will see the 2<sup>nd</sup> Semester Average, and the final percentage and letter grade for the class...

53	Week 18	9	10	10	10	17	20			45	50				
54	Week 19											94	100		
55	Week 20														
56															
57	<b>2<sup>nd</sup> Semester Average:</b>		92.1%												
58															
59															
60	<b>FINAL GRADE</b>	92.6%		<b>Letter:</b>		A									

Once you have entered grades for a subject, the letter grade will automatically appear on the report card sheet. While you are viewing the report card sheet, you can select to print it to get a copy of the report card.

A nice feature of the Student Grades Spreadsheet is the ability to apply **weighted scoring**.

Note in the picture below that you can enter 4 different weighting percentages, and by default they are all set to zero. This tells the spreadsheet to calculate grades based on straight points, with no weighting. Note that if your tests have 100 possible points and your daily scores have only 10 points, then the straight points method will result in your test being worth 10 daily grades.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
1																						
2		<b>Subject: Calculus</b>																				
3																						
4		<b>1<sup>st</sup> Semester</b>	<b>Weight % (must equal 100):</b>										0	0	0	0						
5		<b>Weeks</b>	<b>Daily work grades</b>										<b>Tests</b>		<b>Unit Tests</b>		<b>Final Test</b>					
6			Mon	Tue	Wed	Thu	Fri															
7			pts.	max	pts.	max	pts.	max	pts.	max	pts.	max	pts.	max	pts.	max	pts.	max	pts.	max	we	
8		Week 1	8	10	19	20	20	20	18	20				47	50							
9		Week 2																				

If you enter weights, they must add up to 100. If a class will only have daily work and a final exam, and you want your final exam to be worth half of the final grade, enter 50 for the daily work weight, and 50 for the final test weight, as shown here...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
1																						
2		<b>Subject: Calculus</b>																				
3																						
4		<b>1<sup>st</sup> Semester</b>	<b>Weight % (must equal 100):</b>										50	0	0	50						
5		<b>Weeks</b>	<b>Daily work grades</b>										<b>Tests</b>		<b>Unit Tests</b>		<b>Final Test</b>					
6			Mon	Tue	Wed	Thu	Fri															
7			pts.	max	pts.	max	pts.	max	pts.	max	pts.	max	pts.	max	pts.	max	pts.	max	pts.	max		

Now the Final Test score(s) will count for 50% of the final grade, no matter how many points the test is worth. The **Tests** and **Unit Tests** scores will not be counted at all toward the final grade since their weight is zero.

Some other example weights might be

- 25, 25, 25, 25 (Daily, Tests, Unit Tests, Final Test all weighted equally regardless of how many individual points they are worth)
- 25, 25, 50, 0 (This might be useful if a class has daily work, some quizzes, and some tests, but no Final Exam. This would weight the Daily scores and quizzes the same, and weight the tests twice as much.)
- 20, 25, 25, 30 (This weights Daily work a little less than tests, and the final exam a little more.)

Note that weighted scoring applies to *both semesters* for a course.

Another nice feature is the ability to choose your **grading scale**.

On the Information tab of the spreadsheet, simply place an 'x' next to the option for either a Simple grading scale, or a detailed scale which uses plus/minus letter grades.

You can also change the percentage required to earn each letter grade, and the number of GPA points given for each letter. This gives you complete control over your grading scale!

Note that you can make changes to the grading scale even after you have entered scores, and all the letter grades will simply adjust to the new scale.

**Choose a grading scale:**

: Simple  
 : Detailed

**Simple Scale**

%	Letter	GPA
0	F	0.0
65	D	1.0
74	C	2.0
83	B	3.0
92	A	4.0

**Detailed Scale**

%	Letter	GPA
0	F	0.0
65	D-	0.7
67	D	1.0
72	D+	1.3
74	C-	1.7
76	C	2.0
81	C+	2.3

Here are four final suggestions for using this grading spreadsheet.

Make sure you always **save** your spreadsheet after entering any scores. Save each student's spreadsheet with a unique name, such as **NathanGrades2009.xls**.

For younger students, you do not need to enter the credits for each course, and your report card will then only display the letter grades.

If your student is taking 2 semester courses during the year, please enter them as separate courses and record them on separate tabs (instead of using the 1<sup>st</sup> and 2<sup>nd</sup> semester areas on the same tab). This will ensure that your report card will show each grade separately. It is OK to leave either semester blank on a tab – the final grade will then be equal to the single semester grade. Note that a semester course should usually be worth half the credits of a full-year course.

If your student is taking a course outside of the home – such as taking a college course for credit – you can enter the course on the Information tab, and then simply enter the final grade as a percentage in the Final Test column. For example, let's suppose that your Senior-year student takes U.S. History at a local college, and receives a final grade of an A with 96%. You can enter **U.S. History (College Course)** and 1.0 credits on the Information tab. Then you can enter 96 points out of 100 possible points in the Final Test column for that course. Now your student's grade (an 'A') will show up on the Report Card.