Create a Grade Book in Excel

By Lorrie Jackson

WHY A TECHTORIAL?

What will I learn today?
You will learn how to record and average grades using an Excel spreadsheet.

What hardware and/or software does the techtorial apply to?
The techtorial applies to any PC or Mac with Microsoft Excel.

Which National Educational Technology Standards for Teachers does the techtorial address?
The techtorial will help teachers accomplish standard Vc in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to NETS for Teachers.

CREATE A GRADE BOOK IN EXCEL

Some schools provide software for recording student grades; others don't. Even if you are one of the grading software "have-nots," however, you can keep your grades organized and correctly averaged using Microsoft Excel. Just follow the four easy steps in this techtorial and within minutes you'll be recording grades like a tech wizard.

STEP ONE: SET UP YOUR GRADEBOOK

To set up your grade book:

- Open Microsoft Excel.

- In cell A1 (That's column A, row 1), type *Students* and hit Enter.

- In cell B1, type *Vocab Test 9/17* and hit Enter.

- In cell C1, type *Vocab Test 9/24* and hit Enter.

- In cell D1, type *Vocab Test 10/1* and hit Enter.
  (Note: Feel free to substitute the names of three tests, quizzes, or assignments from your own classroom.)

- In cell E1, type *Averages*.

  Notice that the words in some cells stretch into an adjoining cell. Just double-click the small line between the letters at the top of those columns to automatically resize the

columns.

- Starting in cell A2 and moving down Column A, type each student's name, one name to a row.

- To the right of the students' names, type grades for the three assignments listed. (If you don't have actual grades to enter, make up some grades). Your spreadsheet should look like this:
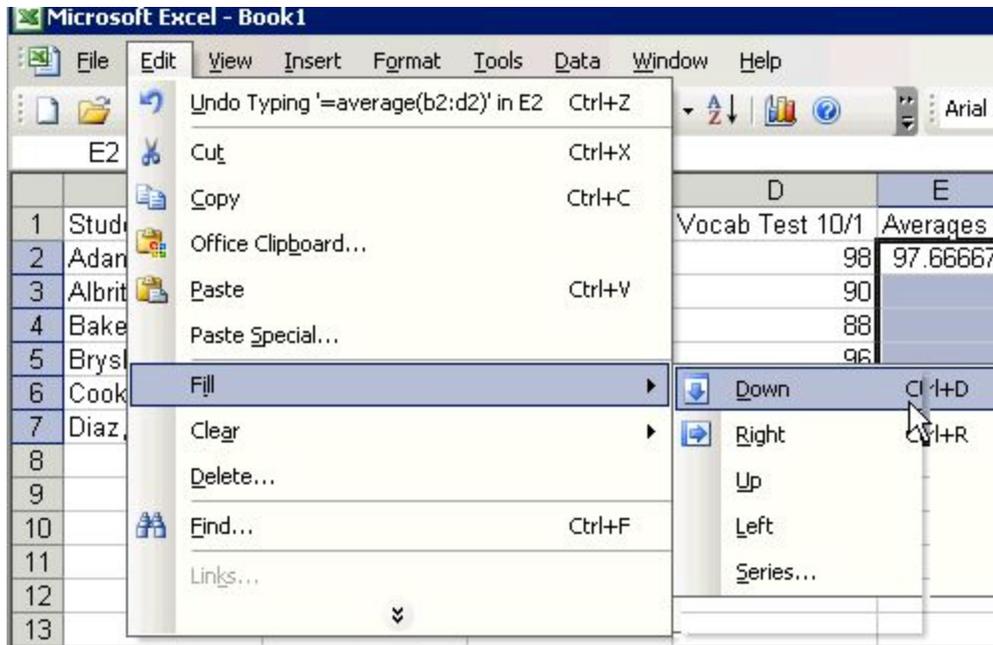
	A	B	C	D	E
1	Students	Vocab Test 9/17	Vocab Test 9/24	Vocab Test 10/1	Averages
2	Adams, Tamara	100	95	98	
3	Albritton, Maya	88	92	90	
4	Baker, Sam	83	84	88	
5	Brysko, Jason	96	95	96	
6	Cook, Braden	85	93	89	
7	Diaz, Luis	100	92	100	

- Save your work.

STEP TWO: AVERAGE THE GRADES

To find the average of the three grades:

- In cell E2, type the following: *=Average(B2:D2)*. That is the formula that tells Excel to average the three grades for your first student and display the averaged grade.

- Hit Enter. You now should see a grade average, and not the formula, in cell E2. (Don't worry about the decimal point right now. We'll fix that later.)

- Click cell E2 and drag the mouse down column E until that column is highlighted next to each student's grades.

- Click Edit Fill Down. (See below.)

- Tada! Now, all students' grades are averaged.

- Save your work.

STEP THREE: FORMAT AND PRINT THE GRADE BOOK

To format the grade book:

- Click the letter A to highlight column A.

- Click the "B" in the "B, I, U" icon in the formatting toolbar to bold everything in column A. (Don't see these letters? Click View Toolbars Formatting.)

- Click cell B1 and drag the mouse across the row to highlight the name of each assignment. Click the "B" in the formatting toolbar to bold those words as well.

- The grey lines you see in the Excel window do not actually print. To make the grades easier to read when printed, click cell A1 and drag the mouse across and down to highlight every cell with text in it. Then right-click, select Format Cells, click the Borders tab, click the Outline and Inside icons and click OK.

- What about all the decimal places behind the averages? To standardize the grade format, click cell B2 and drag the mouse across and down to highlight all cells with grades in them. Right-click, select Format Cells, choose the Number tab, click the word "Number" in the Category field, and choose 2 decimal places. Click OK.

Excel sometimes prints lots of extra pages, so you have to be careful to choose exactly what you want printed. To do that:

- Click cell A1 and drag the mouse across and down to highlight every cell with

information in it.

- Click File Print Area Set Print Area.

- Click File Print Preview to see what your page will look like.

- The spreadsheet should look something like this:

	Students	Vocab Test 9/17	Vocab Test 9/24	Vocab Test 10/1	Averages
1					
2	Adams, Tamara	100.00	95.00	98.00	97.67
3	Albritton, Maya	88.00	92.00	90.00	90.00
4	Baker, Sam	83.00	84.00	88.00	85.00
5	Brysko, Jason	96.00	95.00	96.00	95.67
6	Cook, Braden	85.00	93.00	89.00	89.00
7	Diaz, Luis	100.00	92.00	100.00	97.33

STEP FOUR: TIPS AND TRICKS

As you begin adding lots of assignments, the page will scroll to the right, and you won't be able to see the students' names anymore. Make sure they're always visible! Click cell B2, and then click Window Freeze Panes.

You'll also want to make sure, when you have lots of assignments, that students' names also print on every page. To do that, click File Page Setup and choose the Sheet tab. Next to the words Columns to repeat at left, click the small white, blue, and red icon. A new small window will appear. Click the A at the top of column A, then click the white, blue, and red icon again. Click OK.

TELL ME MORE!

Where can I find more information?
For more advanced help, or other ways to create grade books in Excel, see tutorials at Microsoft or Internet4Classrooms.