

# Spreadsheet Record of Grades Instructions

The Spreadsheet Record of Grades is a powerful, customizable grading form designed to help facilitators determine their student's grade for a BJU Press Distance Learning course. This form has built-in calculations and can be completed on the computer.

Instructions:

- Download the form to your computer.
  - Give an appropriate name using the "Save As" command.
  - Open the form in Microsoft Excel (best if used with 2010 or later).
  - Edit the form and enter information as needed. The cells outlined in red can be edited.
1. **Year:** Enter the school year.
  2. **Name:** Enter the student's name.
  3. **Grading Scale:** If desired, edit the Grading Scale. Grading scales often differ, depending upon educational philosophy and practices. The default scale for BJU Press Distance Learning is already set. This is the same scale used by The Academy of Home Education.
  4. **Grading Periods:** If desired, type in Start and Finish dates for up to four grading periods for the school year. Type in the date on which your student completes each assignment or assessment in the corresponding "Date" box for each row. (See the following page).

#1      #2

Year:	Student Name:				
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#5      #3

Category	Points Possible	Points Earned	Percent	Weight		Min Value	Grade
Test	0	0	0%	50		98	A+
Chapter Review	0	0	0%	20		93	A
Fact Review	0	0	0%	20		90	A-
Other	0	0	0%	10		87	B+
Total weight:				100		83	B
Percent:						80	B-
Grade:						77	C+
Grade:						73	C
Grade:						70	C-
Grade:						67	D+
Grade:						63	D
Grade:						60	D-
Grade:						0	F

#4

	Start	Finish	Percent	Letter Grade	Cumulative Percent
Period 1					
Period 2					
Period 3					
Period 4					

**Current Grade**

Chapters	Grade
1	55.0
2	60.0
3	65.0
4	70.0
5	75.0
6	80.0
7	85.0
8	90.0
9	95.0
10	100.0
11	100.0
12	100.0
13	100.0
14	100.0
15	100.0
16	100.0
17	100.0
18	100.0

**Grading Scale**

5. **Weight:** If desired, edit the category weights. The form displays grades by categories and weights the final percent grade accordingly. Adjustable weights allow facilitators to weight categories according to their own grading philosophy and practice. Suggested weights are given.

*Note:* The total weight should equal 100. If you decrease the weight of one category, you will need to increase the weight for another category. If you do not want to enter grades for a particular category, then enter 0 (zero) for that category and redistribute the weights so that the total weight equals 100.

The spreadsheet calculates the overall cumulative grade based on all grade categories in which at least one assignment has a value entered in the Points Possible column. Until all weighted grade categories have at least one assignment for which a value is entered in the Points Possible column, the spreadsheet will calculate the overall cumulative grade based only on the applicable grade categories, with the weight of each applicable grade category scaled up proportionally so that the total weights equal 100%.

6. **Points Possible:** Enter Points Possible as you record the grade for each assignment or assessment. Suggested Points indicates the total points a particular assignment or assessment is worth according to normal grading procedure. You will usually enter the same number of points in the Points Possible column. However, there may be times when it would be helpful to adjust this total up or down.

7. **Points Earned:** Enter Points Earned. Points Earned indicates the total points earned out of the total points possible on an assignment or assessment.

8. **Additional Assignments and/or Assessments:** If desired, enter additional assignments and/or assessments. Click the Category cell to select the desired category from the drop-down menu. Enter Points Possible and Points Earned. *Tip:* To enter bonus points, set Points Possible less than Points Earned.

Suggested Points	Points Possible	Points Earned	Assignments and Assessments	Date	Category
<b>Chapter 1</b>					
23			WT p. 4		Other
30			WT p. 6		Other
19.5			WT p. 8		Other
30.5	#6	#7	WT p. 10		Other
21.5			WT p. 12		Other
29			WT p. 14		Other
45			Chapter 1 Review on WT pp. 15–16		CR
10			Fact Review 7 handout (½ point per fact)		FR
45			Chapter 1 Test		Test
					#8
<b>Chapter 2</b>					
34.5			WT p. 22		Other
15			WT p. 24		Other
25			WT p. 26		Other
20			WT p. 28		Other
14.5			WT p. 30		Other
27			WT p. 32		Other
10			Fact Review 14 handout (½ point per fact)		FR
42			Chapter 2 Review on WT pp. 33–34		CR
49			Chapter 2 Test		Test

The form to the right has been partially completed.

The form will automatically do the following:

- Transfer and add points in each category
- Calculate the percent grade
- Display the letter grade
- Update grades for each grading period
- Chart the student's progress

Year:	2014-2015		Student Name:	Jane Doe	
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Category	Points Possible	Points Earned	Percent	Weight	Min Value	Grade
Test	162	149	92%	50	98	A+
Chapter Review	161	150	93%	20	93	A
Fact Review	70	61	87%	20	90	A-
Other	776.5	691	89%	10	87	B+
				Total weight:	100	
				Percent:	90.95	
				Grade:	B	

  

Grading Periods					
	Start	Finish	Percent	Letter Grade	Cumulative Percent
Period 1					
Period 2					
Period 3					
Period 4					

  

Min Value	Grade
98	A+
93	A
90	A-
87	B+
83	B
80	B-
77	C+
73	C
70	C-
67	D+
63	D
60	D-
0	F

  

Grading Scale

  

### Current Grade

Chapter	Grade
1	90.0
2	93.0
3	92.0
4	89.0
5	91.0
6	91.0
7	91.0
8	91.0

Please submit a Help Ticket or email [DLInfo@bju.edu](mailto:DLInfo@bju.edu) if you have any questions or suggestions.