Using the Grades and Attendance Workbook Template in Excel

Workbook

A spreadsheet program file that you create in Excel. A workbook contains worksheets of rows and columns in which you can enter and calculate data.

Worksheet

The primary document that you use in Excel to store and work with data. Also called a spreadsheet. A worksheet consists of cells that are organized into columns and rows; a worksheet is always stored in a workbook.

1. Open the Grades and Attendance template.
2. Enter *Teacher Name, Course, Year, and Semester.* Notice that this information is transferred to your Attendance sheet as well.
3. Modify the Grade area if necessary. You can enter additional grade ranges.

Average	0%	60%	70%	80%	90%
Ltr Grade	F	D	C	B	A
GPA	0.00	1.00	2.00	3.00	4.00

Assignment or Test Name	Assign1
Possible Points	

4. In the Assignment or Test Name section, enter in the appropriate information, and include Possible Points. Scroll to the bottom of the worksheet, a Class Summary is calculated with the Average, Highest, and Lowest scores.

5. Login to Blackboard and download your class roster, make sure you download *user names only*. Open the downloaded file and copy the Last Name, First Name, and Student ID, then paste them into the gradebook worksheet in Excel. Your student roster will also appear in the Attendance worksheet.
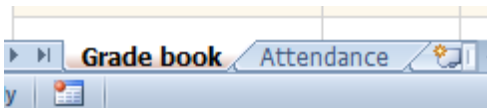
6. Select the Attendance tab, located at the bottom of your worksheet, click on the cell below *Start Date* (cell D8) and enter in the date of your first meeting. Use the *autofill* option to enter in the rest of the dates.

Autofill

Auto fill occurs when Excel automatically fills selected cells with data. Excel has several preset series (months of the year and days of the week) that are used with the fill handle.

7. You may remove or add extra columns. Notice that a dropdown box appears when you click on an attendance cell. *Note: you can customize the tabs at the bottom of your worksheet and you can add multiple classes to one workbook.*
8. Scroll to the end of the Attendance worksheet, totals are calculated based on the attendance entered in the worksheet. Save the workbook, if you should forget to save, Excel will prompt you to save before closing the file.