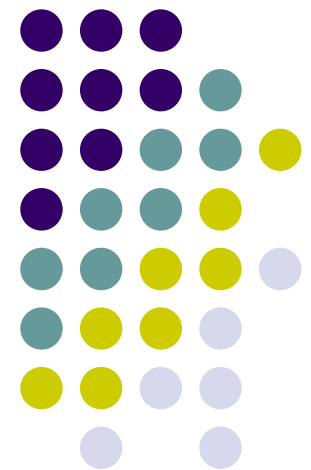


Excel Grade Book

Lite Version



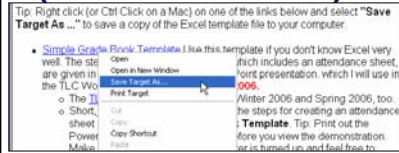
<http://faculty.seattlecolleges.com/jkent/workshops/ibc/>

Simple Grade Books using Excel & IBC

Workshop Agenda

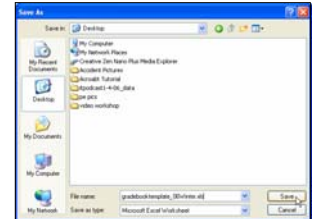
- Saving the Excel template file
- Accessing Instructor Briefcase and copying roster
- Pasting roster into Excel
- Cleaning up roster
- Making attendance sheet
- Adding assignments, quizzes, etc. to grade book
- Calculating grade in percentage

Saving Excel Template (Windows Version)

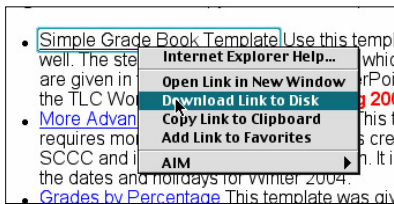


Right click on link then select **Save Target As...**

Save to the Desktop or a folder you can easily locate on your computer.



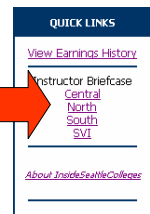
Saving Excel Template (Mac Version)



Ctrl click on link then select **Download Link to Disk**, then save to the Desktop or a folder you can easily locate on your computer.

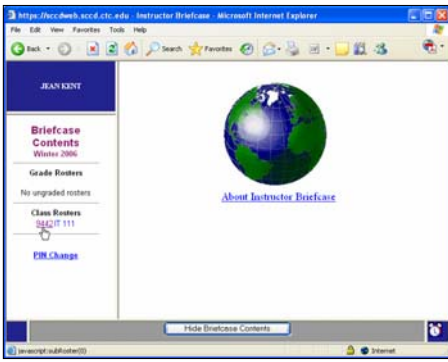
Access IBC

- Must use Internet Explorer for this step
 - Netscape, Firefox, Safari, AOL **WON'T WORK!**
- Go to the SCCD Intranet <http://InsideSeattleColleges.com>
- Open North Briefcase from **Quick Links**
- Open desired class roster
- See next slide

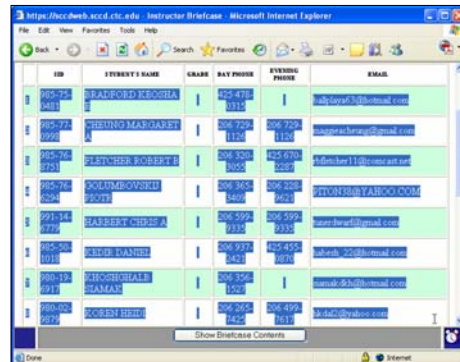


Simple Grade Books using Excel & IBC

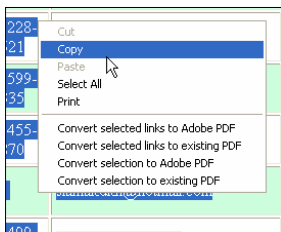
Click to Open Roster



Select All Columns with Mouse



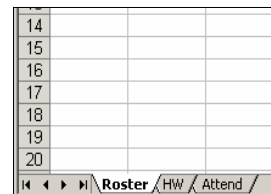
Copy Roster



- After selecting all columns, copy to "clipboard"
- 3 ways to copy
 - **Right** click and select **Copy** from pop-up menu as shown to the left
 - **Ctrl + C** (Cmd + C for Macs)
 - **Edit** → **Copy**

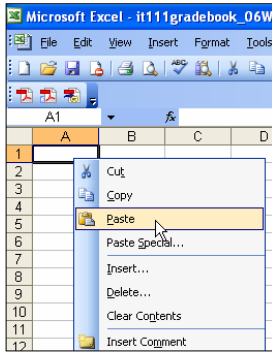
Pasting into Excel

- Open Excel
- Open file named [gradebooktemplate_06 winter.xls](#)
 - Before pasting, select **File** → **Save As...** and give it a meaningful name (e.g., Course XXX quarter yr)
 - Click on "sheet tab" named **Roster**



Simple Grade Books using Excel & IBC

Paste Roster



- Click mouse in cell **A1** – upper left corner as shown to the left
- Then paste roster info using
 - **Edit** → **Paste** or
 - **Ctrl + V** (**Cmd + V** for **Macs**)
 - Right click and select **Paste**

Clean-up Roster

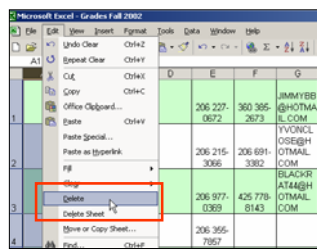
- Remove columns you don't want
 - Save SID? Or email address ? Or phone #?
- To remove a column
 - Place mouse on top of column and click
 - Entire column will be highlighted
 - Select **Edit** → **Delete**
- See next slide for example

Deleting Columns

1st column selected

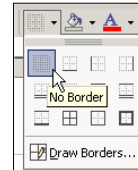
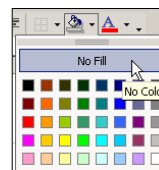


Then click **Edit** → **Delete**



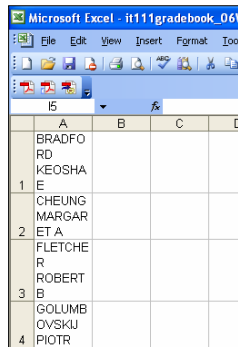
More Clean-up

- Remove colors and border lines
 - Select all the columns (or rows)
 - On menu bar, select
 - No Fill
 - No Border



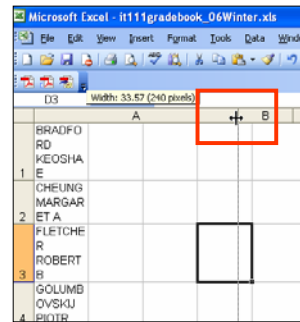
Simple Grade Books using Excel & IBC

View of Cleaned-up Roster



	A	B	C	D
	BRADFOR D			
1	KEOSHA E			
2	CHEUNG MARGAR ET A			
3	FLETCHER R			
4	ROBERT B			
	GOLUMB OVSKJ PIOTR			

Adjust Column with Names

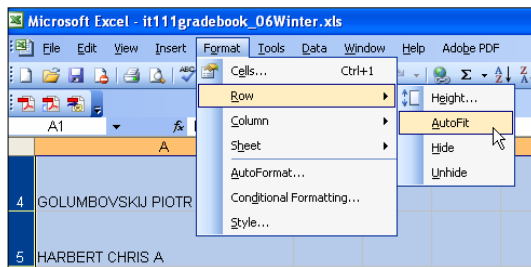


	A	B
	BRADFOR D	
1	KEOSHA E	
2	CHEUNG MARGAR ET A	
3	FLETCHER R	
4	ROBERT B	
	GOLUMB OVSKJ PIOTR	

- Place mouse on divider line between column A and B
- Mouse becomes double headed arrow
- Next, drag to right to expand column
- Names should appear on one line

Adjust Rows

- Drag mouse through row numbers to select rows
- Select **Format** → **Rows** → **AutoFit**



	A	B
4	GOLUMBOVSKJ PIOTR	
5	HARBERT CHRIS A	

To Make Attendance Sheet

- Select all student names
 - Drag mouse from cell with first student name to cell with last student name
 - Ctrl + C (Cmd + C for Macs) or **Edit** → **Copy** to copy to clipboard
- Click on “sheet tab” named **“Attend”**
- Click in cell **A3** and paste student names in
- See next slide for example

Simple Grade Books using Excel & IBC

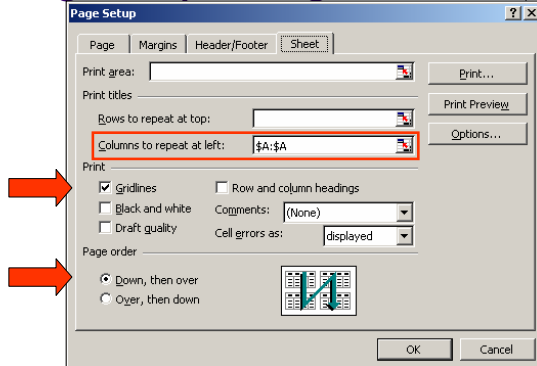
Attendance Sheet with Names

	A	AG	AH	AI	AJ	AK	AL	AM	AN	AO
1	Fall 2002	T	W	Th	F	M	T	W	Th	F
2	LAST	11/5	11/6	11/7	11/8	11/11	11/12	11/13	11/14	11/15
3	BEEBE JAMES J									
4	CLOSE YVONNE									
5	ELIASON WILLIAM									
6	FEYSSA BEHALU S									
7	FOREST ZAPIA Y									
8	GLICKMAN AMY N									
9	HAMILTON JEFF C									
10	HARDEN JOSEPH C									
11	KAN ERIC Y									
12	MAEDA AYAKO									
13	MALAKI AMY									
14	NGO DIEM KELLY N									
15	STROBLE PORTER G									
16	WANG AUSTIN S									
17	WANG DI									
18	YOON DEOK S									

Print Attendance Sheet

- Save your file!
- Then click **File** → **Page Setup**
 - On Page setup make sure **Landscape** is selected
 - On Sheet setup
 - Enter **\$A:\$A** for “Repeat column with names on each page” option
 - Check “**Gridlines**” box
 - Check “**Page order is Down, then over**”
 - See next slide for these settings

Page Setup Settings



Print Preview

To preview before printing, select **File** → **Print Preview**

Fall 2002	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M
LAST	11/5	11/6	11/7	11/8	11/11	11/12	11/13	11/14	11/15	11/18	11/19	11/20	11/21	11/22	11/23	11/24
BEEBE JAMES J																
CLOSE YVONNE																
ELIASON WILLIAM																
FEYSSA BEHALU S																
FOREST ZAPIA Y																
GLICKMAN AMY N																
HAMILTON JEFF C																
HARDEN JOSEPH C																
KAN ERIC Y																
MAEDA AYAKO																
MALAKI AMY																
NGO DIEM KELLY N																
STROBLE PORTER G																
WANG AUSTIN S																
WANG DI																
YOON DEOK S																

Simple Grade Books using Excel & IBC

Adding Homework, etc

- First, copy student names to **Grades** sheet tab
 - from Roster or Attend sheet, select cells with names
 - copy to clipboard using **Ctrl C** (**Cmd C** for Macs) or **Edit** → **Copy**
- Click on the **“Grades”** sheet tab
- click in cell **A4** and paste student names
 - **Ctrl V** (**Cmd V** for Macs) or **Edit** → **Paste**

Homework Sheet

	A	B	C	D	E	F	G	H	I
1									
2									
3	Name	HW1	HW2	HW3	HW4	HW5	HW6	Total pts	omework %
4	HAMILTON JEFF C	10						60	100%
5	HARDEN JOSEPH C							0	0.0%
6	KAN ERIC Y							0	0.0%
7	MAEDA AYAKO							0	0.0%
8	MALAKI AMY							0	0.0%
9	NGO DIEM KELLY N							0	0.0%
10	STROBLE PORTER G							0	0.0%
11	WANG AUSTIN S							0	0.0%
12	WANG DI							0	0.0%
13	YOON DEOK S							0	0.0%
14								0	0.0%
15								0	0.0%
16								0	0.0%
17								0	0.0%

Add Assignments, etc.

- template has 6 homework columns and 4 test columns but you can add more
- label columns according to your needs
- add point values below label
- see next slide for inserting columns

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2	Name	HW1	HW2	HW3	HW4	HW5	HW6	HW Total	Test 1	Test 2	Test 3	Test 4	Test Total	Total Pts.	Total %
3		10	10	10	10	10	10	60	100	100	100	200	500	560	100%
4								0	0	0	0	0	0	0	0.0%
5								0	0	0	0	0	0	0	0.0%
6								0	0	0	0	0	0	0	0.0%
7								0	0	0	0	0	0	0	0.0%
8								0	0	0	0	0	0	0	0.0%
9								0	0	0	0	0	0	0	0.0%

Inserting a Column

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4	HAMILTON JEFF C								
5	HARDEN JOSEPH C								
6	KAN ERIC Y								
7	MAEDA AYAKO								
8	MALAKI AMY								
9	NGO DIEM KELLY N								
10	STROBLE PORTER G								
11	WANG AUSTIN S								
12	WANG DI								
13	YOON DEOK S								
14									
15									
16									

- click mouse at top of column
- select **Insert** → **Columns**
- new column appears on **left side** of selected column

Simple Grade Books using Excel & IBC

Four Grade Book Templates



- two from Frank Enfinger
 - “[gradebookbypercentage.xls](#)”
 - “[gradebookbypoints.xls](#)”
 - must have knowledge of Excel
 - follow instructions provided in workbook
- download all from <http://faculty.seattlecolleges.com/jkent/workshops/ibc/>