

Amazing Electronic Teacher Gradebook

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Finally! an electronic teacher gradebook that can help teachers at all levels determine accurately the grades of their students. Yes! I said it! If you are like me, you have searched unsuccessfully for a way of calculating the grades of your students in an efficient and concise manner. You have probably searched the internet and found a program which did not satisfy your needs. So you may still be calculating your percentages manually, or with some type of electronic aid, but I am sure it takes you much time and energy to accomplish this. Besides this, some teachers are not mathematically inclined, and may be having some difficulty calculating the weighted percentages correctly. Drop all of that! Computers to the rescue! I have written a program (using Excel) which will calculate your students' grades accurately every step of the way. All you have to do is enter the students' names, the type of assessment (test, quiz, homework etc.), the mark the student received, how much it was marked out of, and the weight of that type of assessment. The rest will be done for you.

Now tell me if this has happened to you. For the term you have given 5 assignments, 3 tests, 2 quizzes, 1 exam, etc., and have decided that overall assignments are worth 15%, tests 25%, quizzes 10%, exams 35%, etc. Now I don't want to go into the technical aspects of calculating the overall percentage; suffice it to say that the program that I created will do that for you correctly! It does not matter how many tests, exams, quizzes, etc., that you do during the term, it will still give you the correct result. I have been using the program for the past two years and it is great. The students especially love to gather around to see when their grades are entered and to see their overall results right away.

Since this is a short article, I will cut to the chase and now explain how to use the program. First download the program by clicking on the link indicated on this website (see Resources – Documents – General). Open the program (using Excel). In the dark blue sections in column AA write the code name for the types of assessments that you will be having during that term (you can have up to 10 different types of assessments, and you can name them whatever you want). Right underneath each type of assessment you must write how much they are worth. For example: if I will be having tests during the term which are worth a total of 25%, in column AA row 4, I will write the keyword "test," in column AA row 5, I will write "25." Write the name of the students in column A anywhere from row 4 to 44. Beside the student name, in columns D to Z, write the mark that the student received on that particular assessment (remember that this mark does not have to be out of 100, it can be whatever you marked it out of). In row 3 column D, above where you wrote down the student's mark, you must write how much that particular assessment was marked out of. In row 2 column D to Z, write the code name for the type of assessment that the student received a mark for in that column.

*Note: the code name in row 2 must be spelled exactly the same way as it is in column AA. For example: suppose that Johnny received a mark of 20 out of 25 on his first test, and Linda received a mark of 24 on the same test. Here is what you should do: in column A row 4, write "Johnny," beside his name in column D row 4 write "20," in row 3 column D write "25," and in column D row 2 write "test." After doing this, you should

notice that Johnny's overall mark will be indicated in column C row 4. We can put Linda's name in column A row 5, put her mark "24," in column D row 5, and notice that her overall mark appears in column C row 5. I did not have enough space to explain everything, but I hope you find this useful. On the template I have included some examples for you, you must erase them and put in your own information. If you have any problems, then send me an e-mail at irie_vie@sympatico.ca and I will get back to you. I hope this program helps. Enjoy!