

## Excel Portfolio Project Gradebook

**Problem:** Being familiar with Microsoft Office in general, and Excel in particular, your principal has asked you to track student grades for the 2006-2007 school year for one of your classes. This will be used to illustrate the power of Excel to other teachers in your school. Using Excel, design a grade book that has the following characteristics:

### Instructions:

1. Sheet 1: Include the school name, your name and contact information. Also include your teaching schedule (8:00-8:50—English Grade 12, etc). Use any format you like. The information should be easy to read and organized professionally. Remember that you can merge and center cells to easily center align text. Rename Sheet 1—Contact Information.
2. Sheet 2: Include the students' names, ID numbers, and assignments for the class which you decided to track. There should be a minimum of ten student names included. Put the first and last names in separate columns (For example: Columns A and B). Column C could be used to list the ID numbers. The assignments that make up this class include two (2) quizzes, two (2) tests, six (6) homework assignments, and two (2) exams. You can abbreviate the assignment names for the sake of this assignment—H 1, Q 2, E 1, etc. These assignment names could begin in Column D and continue until all are listed. Each assignment has the following point value or points possible: Quizzes-20 points; Tests-50 points; Homework-20 points; and Exams-100 points.
3. Rename Sheet 2—Student Grades.
4. Sort the students' names by last name in A to Z order.
5. For each student, record the grade he/she earned on each quiz, test, homework assignment, and exam.
6. Add three rows to your spreadsheet and name the rows Max, Min, and AVG. Using formulas or the icon on the Standard Toolbar, determine the **highest (Max)**, **lowest (Min)**, and **average (Avg)** score for each quiz, test, homework assignment and exam.
7. Add two columns to your spreadsheet, one for total points earned by each student and one for the final grade earned by each student. Name the column headings appropriately. Using a formula, determine the total points and percentage grade (%) earned by each student.
8. Sheet 3: Include a pie graph illustrating the point distribution of each student's final percentage grade. This graph will visually answer the question, "What part did each individual grade play in the overall score/grade I earned?" Make sure the chart title displays the student's name (first and last) and the percentage earned by each quiz, test, homework assignment, and exam is displayed. You will create one pie graph for each of your ten students. Place the graphs one beneath the other, all on sheet 3 (You can place three or four graphs on each

page. Watch for the page breaks so a graph won't split between two pages).

**INSTRUCTOR'S NOTE: This is not something you would normally/regularly do for your students. I am trying to teach you how to make a graph. You can use what you learn from this exercise to graph other information.**

9. Rename Sheet 3—Individual Student Grade Graphs.

TIP: Select the student's first and last name. Hold down the CTRL key and select the assignment headings (for example, E 1, Q 1, T 2, H 3), **and** select the points that student earned on each of the assignments. In addition, don't forget to include labels on the graph (each piece of the pie will display the percentage that slice represents of the whole pie).

10. Sheet 4: Using what you have learned, graph the grades for Exam 2. The graph should visually display individual student grades on this one exam. Which graph best displays the information? Include an appropriate title for this graph.

11. Rename Sheet 4—Exam 2 Graph.

12. Shade cells or cell ranges as needed to make the spreadsheet easier to use.

13. Key your first and last name on each sheet.

14. Save the entire workbook as **First Name Last Name Excel Gradebook** in your private folder or on your storage device (floppy disk, CD RW, Thumb Drive, Flash Drive, etc.). Print the information from each sheet.

15. In addition, Sheet 2 should be printed **a second time**—this time with all the formulas displayed or visible. Place this page behind the page it represents.

16. Staple all of the print jobs together, label the packet correctly, and place the packet in the "Submit Basket" for grading.

TIP: To print a worksheet with formulas displayed:

- 1) On the **Tools** menu, point to **Formula Auditing**, and then click **Formula Auditing Mode**. A second option would be to hold down the CTRL key while you click on the ~ (tilde key). Repeat the process to turn off formula auditing mode.
- 2) On the **File** menu, click **Print**.
- 3) Under **Print what**, select the active sheet(s).

# Excel Portfolio Project Rubric

## Gradebook

Description	Point Value	Points Earned
Sheet 1 includes <ul style="list-style-type: none"> <li>School name</li> <li>Teacher's name and contact information</li> <li>Teacher's schedule</li> <li>Information is easy to read and professionally organized</li> </ul>	20 (5 points each)	
Sheet 2 includes <ul style="list-style-type: none"> <li>The names of ten students and their ID numbers in alphabetical order by last name (A to Z)</li> <li>Grades for two quizzes, two tests, six homework assignments, and two exams</li> <li>The correct point value or points possible for each assignment, test, quiz, and exam</li> </ul>	100 (40 points 40 points 10 points)	
Sheet 2 also includes <ul style="list-style-type: none"> <li>Row for the points possible on each assignment</li> <li>Row for maximum score on each assignment</li> <li>Row for minimum score on each assignment</li> <li>Row for average score on each assignment</li> <li>Column for each student's points earned</li> <li>Column for each student's grade in % format</li> </ul>	60 (10 points each)	
Sheet 2 also includes <ul style="list-style-type: none"> <li>Correct formula for maximum scores</li> <li>Correct formula for minimum scores</li> <li>Correct formula for average scores</li> <li>Correct formula for each student's points earned</li> <li>Correct formula for each student's grade in % format</li> <li>Correct formula for total points possible on all assignments or tests</li> </ul>	120 (20 points each)	

Sheet 3 includes <ul style="list-style-type: none"> <li>• Ten student pie graphs</li> <li>• Chart title displays the student's first and last name</li> <li>• Each section of the pie chart displays the percentage</li> <li>• Each chart is placed one beneath the other on Sheet 3 (Do not split a chart between two pages.)</li> </ul>	130 (60 points 20 points 40 points 10 points)	
Sheet 4 includes <ul style="list-style-type: none"> <li>• A graph that visually displays the students' exam 2 grades</li> <li>• An appropriate title for the graph</li> </ul>	15 (10 points 5 points)	
All sheet tabs were renamed correctly	5	
Sheet 2 was printed correctly (displaying formulas)	45	
Cells and/or cell ranges are shaded as needed to make the spreadsheet easier to use	5	
Correct grammar, spelling, punctuation, and capitalization	-5 points for each error	
Total Points Possible-- 500	Total Points Earned	