

Excel 2003

Use Excel to turn the SOLAR Class Roster Download into an Electronic Grade Book and Attendance Roster

Make the Most of a Class Roster Download

Getting Started with Microsoft Excel 2003

Save yourself some time, energy and keystrokes. Learn how to use MS Excel to make the most of the class roster download available in SOLAR Faculty Services. Turn your download into an electronic grade book and attendance sheet.

This guide will help you learn some of the basic functions of Microsoft Excel by understanding the basics of spreadsheet functions, capabilities, and the tools necessary.

Utilize the class roster downloaded from the SOLAR system as a great place to start in creating an electronic grade book and attendance roster.

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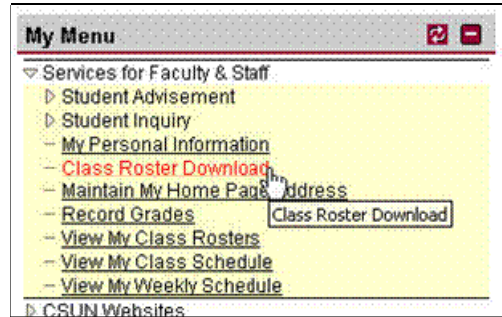
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Download the Class Roster From SOLAR

How to Download the Class Roster from SOLAR

1. From the Web Portal Page click on the **Services for Faculty & Staff** link under the **My Menu Options**.

- Click on the Class Roster Download link.

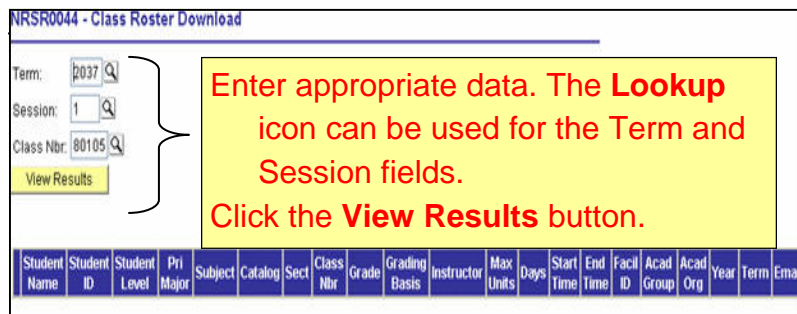


The **Schedule of Classes Download** page displays. (See figure below)

- Click the **Run** button.



The **Class Roster Download** page displays.



- Term Field** - Use the **Lookup** button and select the appropriate term, or enter the four-digit term code in the **Term** field.
- Session Field** - Use the **Lookup** button and select the appropriate session number. (1 = Regular Session - Fall and Spring is most commonly used number.)
- Class Number Field** - Enter the five-digit **Class Section** number (ticket number).
- Click the **View Results** button.

The class roster displays.

NRSR0044 - Class Roster Download

Term: 0053
 Session: 1
 Class Nbr: 16129
 View Results

Download results in: [Excel97 Spreadsheet](#) [CSV Text File](#) (133 kb)
[Excel2K Spreadsheet](#)

View All

Student Name	Student ID	Student Level	Acad Prog	Primary Major	Secondary Major	Subject	Catalog	Sect	Class Nbr	Grade	Grading Basis	Instructor	Max Units	Days	St. Time
1 Abi-Habb, Richard Antoine	000142643	SENIOR	UGCR	Management		FIN	303	01	16129	Graded	Phillips, Michael	3.00	MWF	151	
2 Atidi, Gabina	000320709	SENIOR	UGCR	Human Resource Management	Finance	FIN	303	01	16129	Graded	Phillips, Michael	3.00	MWF	151	

8. Select the appropriate **Excel Spreadsheet** link for your computer.

If using a PC:

- A window will pop up asking if you want to “Open” or “Save As”.
- Select **Save As** and then identify where you want the document to be stored on your computer.

If using a Macintosh:

- The download manager will automatically download the document to the preference identified folder.

Open the class roster in Excel.

Sample of a class roster download.

Student Name	Student ID	Student Level	Pri Major	Subject	Catalog	Sect	Class Nbr	Grade	Grading Basis	Instructor	Max Units
3 Alvarez, Celeste	000260184	SOPHOMCRE	MARKETI	BIOL	100	01	89105	Graded	Cardenas-		
5 Aparicio,	000262742	FRESHMAN	UNDECID	BIOL	100	01	89105	Graded	Cardenas-		
6 Bakhtiani, Samaz	000248068	SOPHOMCRE	COMS	BIOL	100	01	89105	Graded	Cardenas-		
7 Bardales,	000366898	FRESHMAN	BUS	BIOL	100	01	89105	Graded	Cardenas-		
8 Barria, Dsanna	000360482	FRESHMAN	INT BUS	BIOL	100	01	89105	Graded	Cardenas-		
9 Bertelsen,	000248762	FRESHMAN	PSYCHOL	BIOL	100	01	89105	Graded	Cardenas-		
10 Canales, Nette	000222818	FRESHMAN	PRE-	BIOL	100	01	89105	Graded	Cardenas-		
11 Cappello, Chiara	000247666	SOPHOMCRE	PRE-	BIOL	100	01	89105	Graded	Cardenas-		
12 Chapman,	000144102	SOPHOMCRE	COMS	BIOL	100	01	89105	Graded	Cardenas-		

The file downloads a workbook which contains all of the information from the class roster. Each piece of information is in its own column. By utilizing the download you can pick and choose which information you wish to keep for your record keeping.

Getting Started

Launching Your Excel Application

1. To launch your application:
 - **PC Users** - Click the **Start** icon button on the Taskbar at the bottom left corner of your screen.
 - Point to **Programs**.
 - Click the **Microsoft Office** selection from the submenu, and then select **Microsoft Excel**.

The application will launch and open.

- **Mac Users** - Click the Excel icon from you taskbar

The application will launch and open.

Workbook Basics

Excel is a spreadsheet program. Spreadsheet programs have the ability to perform an assortment of functions. These programs use worksheets and workbooks.

Understanding the Excel Environment

What is a Workbook?

A workbook is a file that contains worksheets. A single workbook can contain many, many worksheets. It is the normal document or file type in Excel. It is the electronic equivalent of a three ring binder.

What is a Worksheet?

Think of a worksheet as a page within a binder. A worksheet is divided into a grid of columns and rows in which you input your data, as seen on the class roster download example.

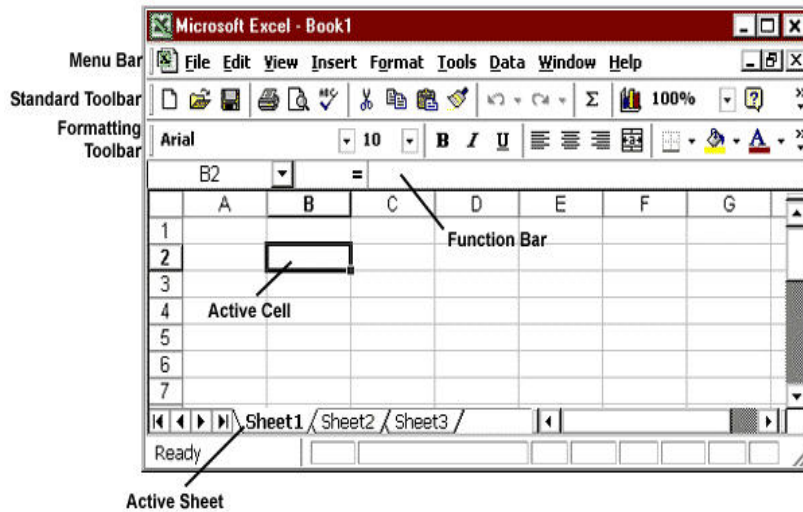
The Workbook Window

An Excel workbook window is shown in Figure 1.

The Worksheet Window

The worksheet window displays the Excel worksheet. It is comprised of rows and columns. The columns are labeled with the letters of the alphabet, i.e., A, B, C, etc. The rows are numbered down the left side. Rows and columns intersect to form cells. Each cell can be referenced via its column name followed by its row number. For example, the intersection of row 2 and column B is cell B2 (as shown in Figure 1).

Figure 1 - The Excel Workbook Window



- **Menu Bar.** The Menu Bar at the top of the screen gives you access to different commands that are used for such tasks as opening and closing files, printing documents, formatting data, and other operations.
- **Toolbars.** On the sample window in Figure 1 (above), immediately below the Menu Bar is a row of icon buttons called the toolbars. There are two toolbars that provides quick access to a number of the most commonly used Excel features. The first bar is the **Standard Toolbar**; the second is the **Formatting Toolbar**. By positioning the mouse pointer on a toolbar icon (without clicking), a yellow box will appear next to the icon with a brief description of that icons purpose.
- **Formula (or Function) Bar.** The Formula Bar displays the contents of the active cell or the active block. It includes text, numbers, formulas, and functions.
- **A Row** - runs horizontal on the worksheet. Each row heading begins with a number i.e. 1, 2, 3, which is found in the far left hand side of the worksheet.
- **A Column** - Columns run from top to bottom on the worksheet. A column heading is identified by the letters A, B, C, etc.
- **A Cell** - is the intersection of a row and a column and has a unique address or reference.
- **Active Cell** - The active cell is the currently selected cell. A thick border block, called the **Cell Pointer**, surrounds the active cell. Data is entered in the active cell.

- **Active Sheet** - Often a file consists of more than one worksheet. Each sheet contains a tab you click to move from one sheet to another. You can rename sheets to make it easier to remember what each one contains. You may do so by double-clicking the sheet name, e.g., Sheet1, typing a new name, and tapping the ENTER key.

Turning the Class Roster Download into a Grade Book

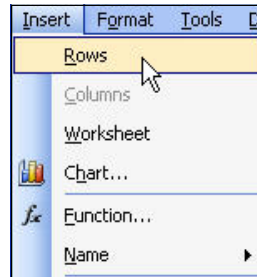
Turning your download into an electronic Grade Book

Inserting a blank row

Insert a blank row just **above** the student name title. Usually around row 2.

1. Click anywhere in the row **below the location** of the row you want to insert.
 - i.e. select cell A2 to Insert a blank Row at Row 2
2. Click **Insert** on the Menu Bar, and then click **Rows** on the sub menu. A blank row will be inserted above the selected cell or row.

Figure 2 – Menu Bar Option



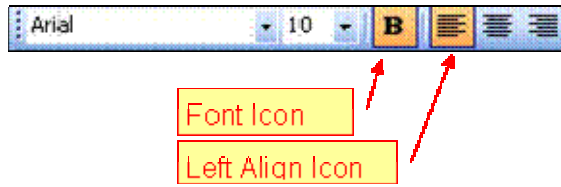
Note: Inserting a blank column uses the same steps as inserting a blank row with the exception of selecting the column where you want to insert and selecting Columns from the Insert menu.

3. In the newly inserted row, the first cell in column A type in :
 - The name of your Course, its meeting day and time
4. In the cell directly below it type in:
 - The Course class number

Adjusting the format of a cell

5. Select the cell where you typed the course name.
6. Adjust the format in this cell by:
 - **Changing the alignment of the cell** to a left align by clicking on the **Left Align icon** on the formatting toolbar. (See Figure Below)

Figure 3



- Next, **change the font size to 10** by selecting the **Font Size icon** on the formatting toolbar (see Figure Above).

Making a copy or duplicate of a worksheet

Next, **make a copy of the worksheet**. By making a copy of the worksheet, you retain the original information and sheet incase you must return to it. To do this, follow the steps below.

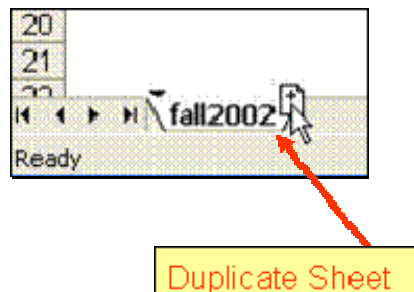
1. **Single click on the active sheet tab** at the bottom left of the workbook.

Figure 4 – Active Worksheet Tab



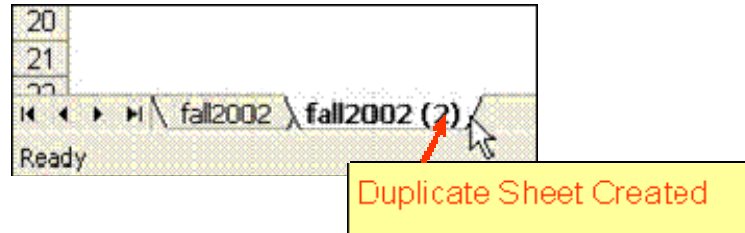
2. **For PC Users** - While holding the **left mouse button** down also hold the **Ctrl** key down.
 - Behind your mouse pointer arrow a piece of paper will appear with a plus (+) sign in it. See below.

Figure 5 – Making a copy of a worksheet



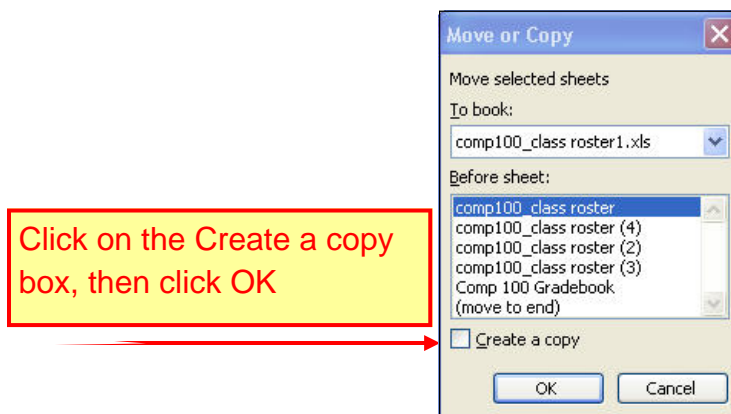
3. While **holding down the mouse button and the Ctrl key**, drag the mouse to the right. The small black arrow will move to the right of the active tab.
4. **Release the mouse button and the Ctrl key**. Excel creates an exact duplicate of the active worksheet for you. The new sheet is named the same as the one copied, however a number in parenthesis has been added to the end.

Figure 6 – Excel created a duplicate worksheet



- **For Mac Users** - From the **Edit menu**, select **Move or Copy Sheet**
- The Move or Copy dialog box will appear (see figure 7)
- Click on the Create a copy box.
- Click on OK.

Figure 7



- Excel creates an exact duplicate of the active worksheet for you and renames the new sheet. The new sheet is named the same as the one copied, however a number in parenthesis has been added to the end.

Change the Title

Next, **change the title** - Class Roster Download to Class Grade Book

1. Do this by double-clicking in cell A1, where the original downloaded title appears, and typing over the existing text.

Delete unwanted information from a range of cells

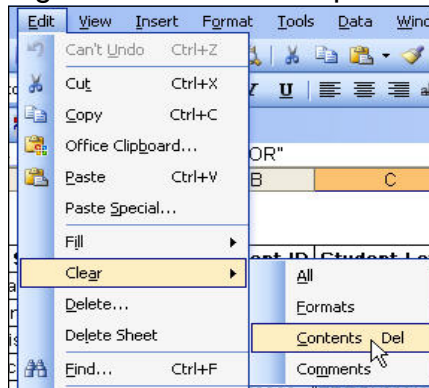
1. Select the range of cells in which you wish to delete the information.
 - I.e. select Cells D5 – through the end of table information

Figure 8 – Selecting a range of cells

	Name Box	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Class Roster Download													
2														
3														
4		Student Name	Student ID	Grading Basis	Instructor	Max Units	Days	Start Time	End Time	Facil ID	Acad Group	Acad Org	Year	Term
5		Basalone, Chad A	009829222	Graded	Zoornands n, Saeed	3	T	1900	2145	EA1107	52	189	2002	FALL
6		Erwin, Michael P	006660222	Graded	Zoornands n, Saeed	3	T	1900	2145	EA1107	52	189	2002	FALL
7		Harris, Joshua P	009947222	Graded	Zoornands n, Saeed	3	T	1900	2145	EA1107	52	189	2002	FALL
8		Khachatryan, Narine	000246222	Graded	Zoornands n, Saeed	3	T	1900	2145	EA1107	52	189	2002	FALL
9		Kwon, Sung Chul	000262222	Graded	Zoornands n, Saeed	3	T	1900	2145	EA1107	52	189	2002	FALL
10		Melendrez, Benjamin	000122277	Graded	Zoornands n, Saeed	3	T	1900	2145	EA1107	52	189	2002	FALL
11		Moss, Ryan J	000242221	Graded	Zoornands n, Saeed	3	T	1900	2145	EA1107	52	189	2002	FALL
12		Motahamia, Gina F	008920222	Graded	Zoornands n, Saeed	3	T	1900	2145	EA1107	52	189	2002	FALL
13		Murphy, Colleen A	000142222	Graded	Zoornands n, Saeed	3	T	1900	2145	EA1107	52	189	2002	FALL
14		Odums, Wynette L	000249222	Graded	Zoornands n, Saeed	3	T	1900	2145	EA1107	52	189	2002	FALL

2. Select **Edit** from the menu bar, then **Clear** > **Contents** from the submenus. (See figure 9 below)

Figure 9 – Menu Bar Option



You now have a basic spreadsheet to work with and can customize to your class course requirements.

Entering Data in a Cell

Next, enter your class assignments across the row that currently contains the class roster download category headings. In Figure 8, it would be row 4. Most faculty will begin in Column C, making sure to keep the student name and ID information.

1. **Click on the cell** you wish to edit. In the Figure 8, it would be cell D4.

2. **Type the class assignment** within that cell. When completed, you may use the mouse to point and click on the next cell or simply hit your enter key.

In Cell Editing

To edit a cell's content follow the steps below.

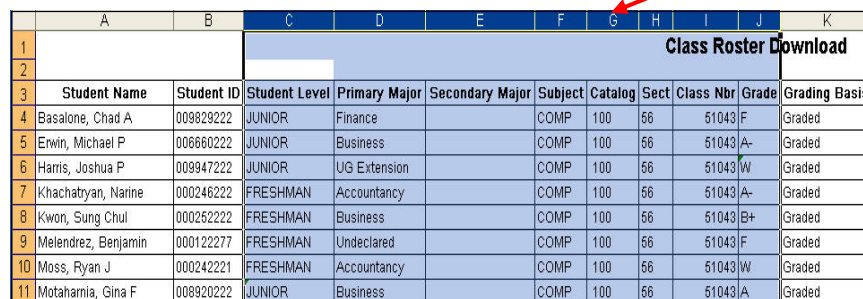
1. **Double-click the cell** you wish to edit. The flashing line pointer appears within the cell.
2. **Make corrections** or edits to the text within that cell. You may use the mouse pointer or the arrows to position the flashing pointer where you want. You may also use the Backspace or Delete keys to erase unwanted characters.
3. Press the **Enter** key to accept the edit, or press **Esc** to cancel the edits.

Deleting or inserting a column

If there are unused columns remaining in your worksheet, or if you do not have enough columns, **delete the unwanted columns or insert new columns** in the spreadsheet by following the steps below.

1. In the column headings, click and highlight the range of columns to delete or insert. Remember that the column headings begin with A, B, C, etc.
 - i.e. Highlight columns C - J to delete

Figure 10 – Selecting a column range



	A	B	C	D	E	F	G	H	I	J	K
1	Class Roster Download										
2											
3	Student Name	Student ID	Student Level	Primary Major	Secondary Major	Subject	Catalog	Sect	Class Nbr	Grade	Grading Basis
4	Basalone, Chad A	009829222	JUNIOR	Finance		COMP	100	56	51043	F	Graded
5	Erwin, Michael P	006660222	JUNIOR	Business		COMP	100	56	51043	A-	Graded
6	Harris, Joshua P	009347222	JUNIOR	UG Extension		COMP	100	56	51043	W	Graded
7	Khachatryan, Narine	000246222	FRESHMAN	Accountancy		COMP	100	56	51043	A-	Graded
8	Kwon, Sung Chul	000262222	FRESHMAN	Business		COMP	100	56	51043	B+	Graded
9	Melendrez, Benjamin	000122277	FRESHMAN	Undeclared		COMP	100	56	51043	F	Graded
10	Moss, Ryan J	000242221	FRESHMAN	Accountancy		COMP	100	56	51043	W	Graded
11	Motaharnia, Gina F	008920222	JUNIOR	Business		COMP	100	56	51043	A	Graded

TO Delete:

2. Select **Edit** from the menu bar and **Delete** from the submenu to delete the unwanted columns. The columns that were selected will be deleted.

Figure 11 – Menu Bar Option

**TO Insert:**

3. Select **Insert** from the menu bar and **Rows** from the submenu.

Changing Column Widths & Row Heights

Sometimes, you may need to manually adjust a column or rows width or height.

Changing Column Widths

There are several ways to change the width of a column or columns. Excel allows you to select a single column or multiple columns at a time. To select multiple columns: select the range of columns to affect by clicking on the first column and while holding the left mouse button down, drag along the column header to highlight the range of columns to affect.

Within the highlighted range of columns, Drag the right-column border with the mouse until the column is the desired width. When the mouse pointer is directly over the column border, the pointer will turn to a black plus sign with arrows on the right and left. See figure below.

OR

Double-click the right border of the column header to set the column width automatically to the widest entry in the column.

Figure 12 – Selecting a range of columns

	A	B	C
1			
2			
3	Student Name	Student ID	Student Level
4	Basalone, Chad A	009829222	JUNIOR
5	Erwin, Michael P	006660222	JUNIOR
6	Harris, Joshua P	009947222	JUNIOR

Changing Row Heights

Excel adjusts row heights automatically to accommodate the tallest font in the row. However, you can set the row height manually by using several techniques. As with columns, you can select multiple rows.

1. **Drag the lower row border** with the mouse until the row is the desired height.
- OR**
2. **Double-click the bottom border** of the row to set the row height automatically to the tallest entry in the row.

To **select multiple rows**, either **click and drag in the row header** or press **Ctrl** while you individually select the rows.

Stack Your Type by Inserting a Hard Return in a cell

There are occasions when you will want to stack or insert a hard return in a cell. To do this:

1. **Double-click the cell** you wish to edit. The flashing line pointer appears within the cell
2. Place flashing pointer at the point where you want to insert the hard return.
3. Select the **Alt** then **Enter** key in sequence.

Excel inserts a hard return between the text and stacks your text.

Changing the name of a Worksheet

Excel uses a default naming convention such as Sheet1, Sheet2, and so on. These are not very descriptive, that's why providing more meaningful names for your worksheets is usually a good idea.

To change a sheet's name:

1. **Double-click** the **sheet tab**

Excel highlights the name on the sheet tab so that you can edit or replace the name. See figure below.

Figure 13 – Selecting and Renaming a sheet tab



2. Type the new name

Sheet names can be up to 31 characters, and spaces are allowed. Excel will not allow you to use special characters in the name such as / ? *) etc.

Selecting Non-Adjacent Cells

To make the new worksheet flow easier for your eyes, select every-other row beginning with the first student row, and change the background color of that row. This will create a nice horizontal flow for your eyes to flow freely across the sheet. To select Non-Adjacent Cells follow these steps:

1. **Select the first student row** by moving your mouse pointer over the row number and left clicking once. If the mouse pointer is in the proper location it will turn to a black arrow pointing down the row. (See figure below)
2. Next, hold the **Ctrl key** down and click on every-other row of your worksheet. Your sheet will look like Figure below.

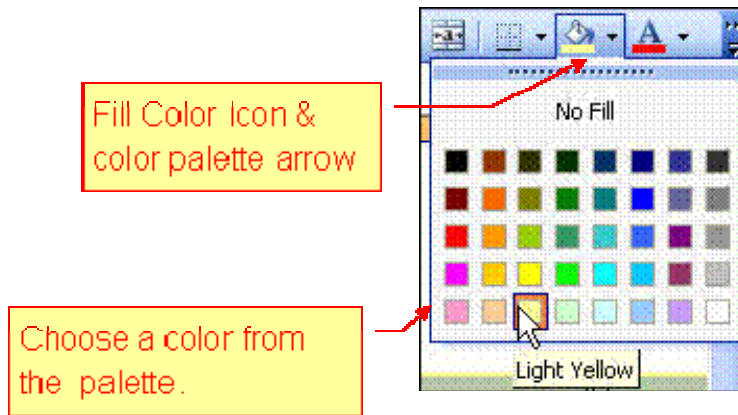
Figure 14 – Selecting Non-Adjacent Cells

Class Grade Book																
Student Name	Student ID	Student Level	Acad Prog	Grading Basis	Quiz 1 50	Quiz 2 50	Oral Present 100	Term Paper 100	Quiz 4 50	Mid Term 100	Quiz 5 25	Paper 200	Final 100	Total Points 775	Final Grade	
5 Akopian, Amish	00016000	SENIOR	UGCR	Graded	45	40	75	80	45	95	20	95	92	640	B	
6 Baza, Amanda C	00014333	JUNIOR	UGCR	Graded										770	A	
7 Boldis, Kristian Imre	01985555	GRADUATE	MASTR	Graded										685	B+	
8 Boldis, Viktoria H	00014686	SENIOR	UGCR	Graded										490	C	
9 Casillas, Meli Ideth	00024444	FRESHMAN	UGCR	Graded											F	
10 Castillo, Alicia Christine	00025555	SENIOR	UGCR	Graded											615	B
11 Davidson, James Christian	00025444	JUNIOR	UGCR	Graded											620	B
12 Delovich, Victoria Marina	00033333	FRESHMAN	UGCR	Graded											670	B
13 Garcia, Ruben	00989898	SENIOR	UGCR	Graded											630	A
14 Gonzalez, Carlos A	00989896	SENIOR	UGCR	Graded											638	A
15 Gonzalez, Javier	00035555	FRESHMAN	UGCR	Graded											775	A+
16 MacMartin, Justin Robert	00010777	SOPHOMORE	UGCR	Graded												
17 Perez, Enrique	00025333	FRESHMAN	UGCR													
18 Perez, Mario Alberto	00034343	FRESHMAN	UGCR													
19 Short, Callista Ann	00005666	SENIOR	UGCR													
20 Ummanna, Rosal Y	00030096	SOPHOMORE	UGCR													
Zacheta, Jorge A	00014949	JUNIOR	UGCR													

Pointer changes to black arrow pointing down row.

- Now, select the **Fill Color** icon on your formatting toolbar. Click on the small black arrow next to the icon in order to display the color palette. (See Figure below).

Figure 15



- Choose a color from the color palate by clicking on it.
- Click away from your spreadsheet selection by selecting another cell.

Your Excel worksheet should look similar to Figure 16 below.

Figure 16 –Colorizing Non Adjacent Rows/Cells

Class Grade Book															
comp 100, Sat, 9:00 am 14730															
Student Name	Student ID	Student Level	Acad Prog	Grading Basis	Quiz 1 50	Quiz 2 50	Oral Present 100	Term Paper 100	Quiz 4 50	Mid Term 100	Quiz 5 25	Paper 200	Final 100	Total Points 775	Final Grade
Alkopian, Anush	00090000	SENIOR	UGCR	Graded	45	40	75	80	46	95	20	95	92	645	B
Basu, Amanda C	00043233	JUNIOR	UGCR	Graded										770	A
Bolds, Kriszta Ince	00895955	GRADUATE	MASTR	Graded										685	B-
Bolds, Viktoria H	00048866	SENIOR	UGCR	Graded										490	C
Castillo, Meli Ideth	00044444	FRESHMAN	UGCR	Graded										F	590 C-
Castillo, Alicia Christine	00029595	SENIOR	UGCR	Graded											615 B-
Davidson, James Christian	00025444	JUNIOR	UGCR	Graded											620 B
Dekovich, Victoria Marina	00033333	FRESHMAN	UGCR	Graded											670 B-
Garcia, Pablen	00898989	SENIOR	UGCR	Graded											690 A-
Gonzalez, Carlos A	00898989	SENIOR	UGCR	Graded											698 A
Gonzalez, Javier	00039595	FRESHMAN	UGCR	Graded											775 A-
MacMartin, Justin Robert	00011777	SOPHOMORE	UGCR	Graded											
Perez, Enrique	00035252	FRESHMAN	UGCR	Graded											
Perez, Mario Alberto	00043434	FRESHMAN	UGCR	Graded											
Scott, Callista Ann	00005555	SENIOR	UGCR	Graded											
Ummarino, Rachael Y	00030046	SOPHOMORE	UGCR	Graded											
Zabara, Jorge A	00048484	JUNIOR	UGCR	DiffNo Cid											

Page Setup

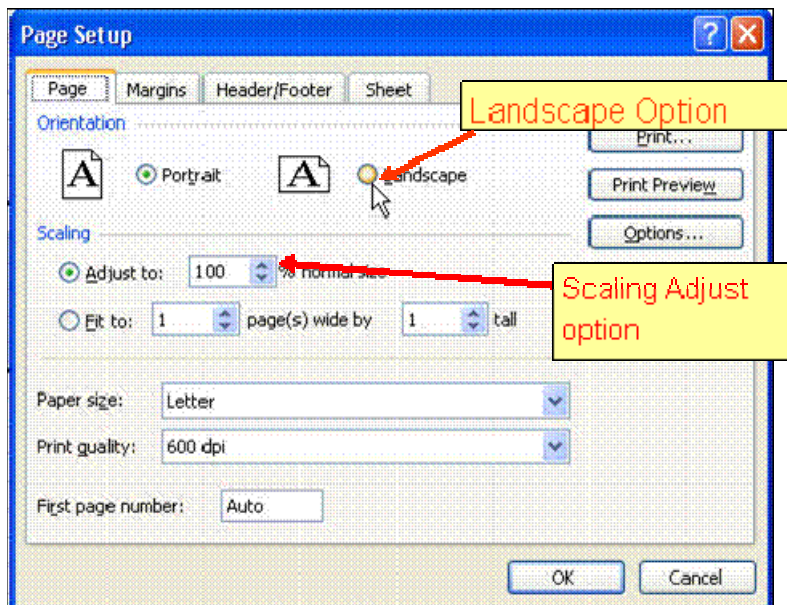
The page setup is very important to the layout and printing of your worksheet. You may wish to perform the Page Setup function first, prior to inputting data on your worksheet.

1. Select **File** from the menu bar and **Page Setup** from the submenu.

Excel will display the Page Setup window.
(See Figure 17 below)

2. Change the Page Orientation to **Landscape**.
3. Change the Scaling "Adjust to" option to 80%
4. Click **OK**.

Figure 17 – Page Setup Window



Using Functions in you Worksheet

This next section of the guide will take your knowledge one step further by showing you how to create an advanced excel formula so that excel will automatically calculate the final grade based on information you give it. This information was designed to help make the process of inputting and calculating grades for your classes a simpler and less time consuming effort.

Summing Values using the SUM function

The SUM function is the most widely used function in any spreadsheet program. It is also among the simplest. There are several ways to calculate the sum of a range or ranges of data.

Using AutoSum

Excel's AutoSum feature makes it very easy to quickly sum a group of values. Using the electronic grade book we created in the first section, we have rows of student data and the points that students earned on each assignment. See Figure below.

Figure 1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<i>Class Grade Book</i>														
2	<i>Comp 100 Saturday, 3:00 am</i>														
3	<i># 14730</i>														
	<i>Student Name</i>	<i>Student ID</i>	<i>Student Level</i>	<i>Acad Prog</i>	<i>Grading Basis</i>	<i>Quiz 1</i>	<i>Quiz 2</i>	<i>Oral Present.</i>	<i>Paper</i>	<i>Quiz 3</i>	<i>Mid Term</i>	<i>Quiz 4</i>	<i>Paper</i>	<i>Final</i>	<i>Total Points</i>
4															
5	Akopian, Anush	000150000	SENIOR	UGCR	Graded	65	60	60	100	86	187	80	225	195	
6	Basa, Amanda C	000043333	JUNIOR	UGCR	Graded	65	60	60	100	60	100	60	100	100	
7	Boldis, Krisztian Imre	009895955	GRADUATE	MASTR	Graded	65	60	60	100	34	13	40	187	5	
8	Boldis, Viktoria H	000046886	SENIOR	UGCR	Graded	65	60	60	100	60	150	75	200	185	
9	Castilas, Melvi Ideth	000344444	FRESHMAN	UGCR	Graded	65	60	60	100	89	167	0	-275	185	
10	Castillo, Alicia Christine	000255555	SENIOR	UGCR	Graded	65	60	60	100	65	190	85	220	185	
11	Davidson, James Christian	000255444	JUNIOR	UGCR	Graded	65	60	60	100	85	125	65	200	165	
12	Dekovich, Victoria Marina	000333333	FRESHMAN	UGCR	Graded	65	60	60	100	96	195	95	220	200	

Calculating Totals

1. In the total point's column of the spreadsheet, **select the first cell where you want a total calculation to appear.** i.e. Cell O5 in figure below.

Figure 2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<i>Class Grade Book</i>														
2	<i>Comp 100 Saturday, 3:00 am</i>														
3	<i># 14730</i>														
	<i>Student Name</i>	<i>Student ID</i>	<i>Student Level</i>	<i>Acad Prog</i>	<i>Grading Basis</i>	<i>Quiz 1</i>	<i>Quiz 2</i>	<i>Oral Present.</i>	<i>Paper</i>	<i>Quiz 3</i>	<i>Mid Term</i>	<i>Quiz 4</i>	<i>Paper</i>	<i>Final</i>	<i>Total Points</i>
4															
5	Akopian, Anush	000150000	SENIOR	UGCR	Graded	65	60	60	100	86	187	80	225	195	
6	Basa, Amanda C	000043333	JUNIOR	UGCR	Graded	65	60	60	100	60	100	60	100	100	
7	Boldis, Krisztian Imre	009895955	GRADUATE	MASTR	Graded	65	60	60	100	34	13	40	187	5	
8	Boldis, Viktoria H	000046886	SENIOR	UGCR	Graded	65	60	60	100	60	150	75	200	185	
9	Castilas, Melvi Ideth	000344444	FRESHMAN	UGCR	Graded	65	60	60	100	89	167	0	-275	185	
10	Castillo, Alicia Christine	000255555	SENIOR	UGCR	Graded	65	60	60	100	65	190	85	220	185	
11	Davidson, James Christian	000255444	JUNIOR	UGCR	Graded	65	60	60	100	85	125	65	200	165	
12	Dekovich, Victoria Marina	000333333	FRESHMAN	UGCR	Graded	65	60	60	100	96	195	95	220	200	

Cell O5 is selected as the active cell

2. On the standard toolbar, **select** (by clicking on the icon one time) the **AutoSum icon**.



A scrolling line appears around the cells that Excel is capturing in the formula. Excel will automatically develop the proper formula format.

Figure 3

	Student Name	Student ID	Student Level	Acad Prog	Grading Basis	Quiz 1	Quiz 2	Oral Present.	Paper	Quiz 3	Mid Term	Quiz 4	Paper	Final	Total Points
4															
5	Alkopian, Amush	000150000	SENIOR	UGCR	Graded	65	60	60	100	86	187	80	225	195	=SUM(F3:F15)
6	Basa, Amanda C	000043333	JUNIOR	UGCR	Graded	65	60	60	100	80	100	80	100	100	SUM(number1, [number2], ...)

Excel AutoSum formula calculation

Next, use the AutoFill function to copy the newly formed formula down the column so that you do not have to repeat the process of clicking on the AutoSum icon for each row. See below for instructions.

Using the AutoFill Function

Excel's AutoFill feature makes it easy to insert a series of values or text items in a range of cells. It uses the AutoFill handle (the small box at the lower left of the active cell). You can drag the AutoFill handle to copy the cell content or automatically complete a series.

1. Select the cell in which the AutoSum formula appears.
2. In the bottom right corner of the highlighted cell you can see a small square. This is the AutoFill handle. See Figure below.

Figure 4



AutoFill Handle

3. Select the AutoFill Handle. To do this, move the mouse pointer over the AutoFill Handle. The pointer will change to a small black plus (+) sign.

Figure 5



Mouse pointer turns to a plus (+) sign.

4. While holding the left mouse button down, **drag** the AutoFill Handle down the column to the last student row.

Excel will automatically continue the formula pattern and change the reference to the correct row.

Creating a Basic Lookup Formula

You can use Excel's basic lookup functions to search a column or row for a lookup value to return another value as a result.

Looking up a value in a column using VLOOKUP (Returning the Final Grade)

The VLOOKUP function looks up the value in the first column of the lookup table and returns the corresponding value in a specified column of the matching row. The values in the lookup table are arranged vertically. The syntax for a VLOOKUP function is:

```
=VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)
```

1. **Create a column** after the Total Points column on your spreadsheet named **Final Grade**. See figure 6 below.
2. In a **NEW column** to the right of the Final Grade column, **input the grading scale to be used**.
 - **** IMPORTANT **** Remember that each number and letter grade must be in its own cell. They cannot be combined in a cell.
 - Grade scale must be in ascending order only.

Final Grade Column

Figure 6

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	<i>Class Grade Book</i>																				
2	<i>Comp 100 Saturday, 9:00 am</i>																				
3	<i># 14730</i>																				
4	<i>Student Name</i>	<i>Student ID</i>	<i>Student Level</i>	<i>Acad Prog</i>	<i>Grading Basis</i>	<i>Quiz 1</i>	<i>Quiz 2</i>	<i>Quiz Progress</i>	<i>Paper</i>	<i>Quiz 3</i>	<i>Mid Term</i>	<i>Quiz 4</i>	<i>Paper</i>	<i>Final</i>	<i>Total Points</i>	<i>Final Grade</i>					
5	Akopian, Anush	000050000	SENIOR	UGCR	Graded	65	60	60	100	86	187	80	225	195	1058						0 F
6	Basa, Amanda C	000043333	JUNIOR	UGCR	Graded	65	60	60	100	60	100	60	100	100	705						600 D
7	Boldis, Krisztian Imre	008895555	GRADUATE	MASTR	Graded	65	60	60	100	34	13	40	187	5	564						700 C-
8	Boldis, Viktoria H	000046866	SENIOR	UGCR	Graded	65	60	60	100	80	150	75	200	185	975						750 C
9	Castilas, Melvi Ideth	000344444	FRESHMAN	UGCR	Graded	65	60	60	100	89	167	0	-275	185	451						850 C+
10	Castillo, Alicia Christine	000255555	SENIOR	UGCR	Graded	65	60	60	100	65	190	85	220	185	1030						950 B-
11	Davidson, James Christian	000254444	JUNIOR	UGCR	Graded	65	60	60	100	85	125	65	200	165	925						1000 B-
12	Dekovich, Victoria Marina	000333333	FRESHMAN	UGCR	Graded	65	60	60	100	96	195	95	220	200	1091						1200 B+
13	Garcia, Ruben	008899999	SENIOR	UGCR	Graded																1285 A-
14	<div style="border: 1px solid black; padding: 5px; color: red; text-align: center;"> New columns with Final Grading scale and grade in ascending order ONLY. Note - each grade and each score is in its own cell. </div>																				
15																					
16																					

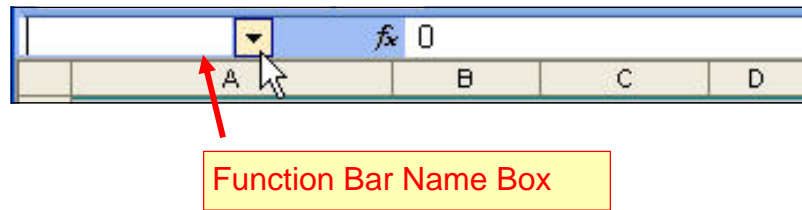
- Next, **Highlight the range of cells that contain the Grading Scale.** Figure 7. Using the example above that would be cells R5 through S15.

Figure 7

Highlight only those cells that contain the Grading Scale information

- While the selection is highlighted, select the **Name Box** from the function toolbar. See figure 8 below.

Figure 8



5. Name the table range by typing in the name **Grades**. Be sure to hit the Enter key when done typing in the name.
6. Now, in the new **Final Grade** column of the spreadsheet, **select the first cell where you want a grade to appear**. Using example Figure 6 that would be cell location P5.
7. Type in the VLOOKUP formula.
 - Begin with an = sign
 - Type **Vlookup**
 - Type open parenthesis (
 - Type the **cell location where the Total Points** appear for your first student and end it with a comma ,
 - Type the name of the grade scale i.e. Grades, be sure to put a comma after the name
 - Type the number 2. The number 2 refers to the second column in your grade scale table.
 - Type close parenthesis)

Using Figure 6, the vlookup formula would look like:

=VLOOKUP(O5,Grades,2)

See Figure below.

8. **Select the Enter** key to accept the formula.

Excel will automatically gather the score from the total points column and lookup the score in the table we named "Grades". It then returns the Grade indicated in the table for that score and puts it in the Final Grade column.

Figure 9

Class Grade Book															Total Points	Final Grade
Student Name	Student ID	Student Level	Acad Prog	Grading Basis	Quiz 1	Quiz 2	Oral Present	Paper	Quiz 3	Mid Term	Quiz 4	Paper	Final	Total Points	Final Grade	
Alopian, Anush	000150000	SENIOR	UGCR	Graded	65	60	60	100	86	187	80	225	195	1058	B-	0 F
Basa, Amanda C	000043333	JUNIOR	UGCR	Graded	65	60	60	100	60	100	60	100	100	705		600 D
Boldis, Krisztian Imre	009855555	GRADUATE	MASTR	Graded	65	60	60	100	34	13	40	187	5	564		700 C-
Boldis, Viktoria H	000046666	SENIOR	UGCR	Graded	65	60	60	100	80	150	75	200	185	975		750 C
Casillas, Melvil Ideth	000344444	FRESHMAN	UGCR	Graded	65	60	60	100	89	167	0	-275	185	451		850 C+
Castillo, Alicia Christine	000255555	SENIOR	UGCR	Graded	65	60	60	100	65	190	85	220	185	1030		950 B-
Davidson, James Christian	000254444	JUNIOR	UGCR	Graded	65	60	60	100	85	125	65	200	185	925		1000 B-
Dekovich, Victoria Marina	000333333	FRESHMAN	UGCR	Graded	65	60	60	100	96	195	95	220	200	1091		1200 B+
Garcia, Ruben	009989999	SENIOR	UGCR	Graded												1285 A-
Gonzalez, Carlos A	009989999	SENIOR	UGCR	Graded												1300 A
Gonzalez, Javier	000355555	FRESHMAN	UGCR	Graded												1550 A+

- Next, Copy the formula down the spreadsheet using the AutoFill technique.

You now have a complete electronic grade book. Congratulations!! I hope you find this lesson in Excel valuable.

Creating a Template

Creating a Worksheet Template

Creating a template will save you time and energy. You have just spent time creating a class grade roster, formatting the page to be the way you want it to look, creating formulas to follow, and assigning your class assignments so now let's not waste anymore time having to do it again. Create a template from the worksheet you just created by following these steps below:

- Make a copy of the worksheet** you have just completed.
- Rename the new sheet "**Class Grade Roster Template**".
- Now, in this new worksheet, **select all cells containing student pertinent information only**. For example, using figure 9 on the prior page, select cells A5 through N15. Be sure not to select those cells that we have inserted formulas. (The Totals Points column and the Final Grade column).

4. Clear the contents of this highlighted range of cells by choosing the **Edit menu**, then **Clear > Contents**.

You now have a blank grade roster to use for the other classes you teach.

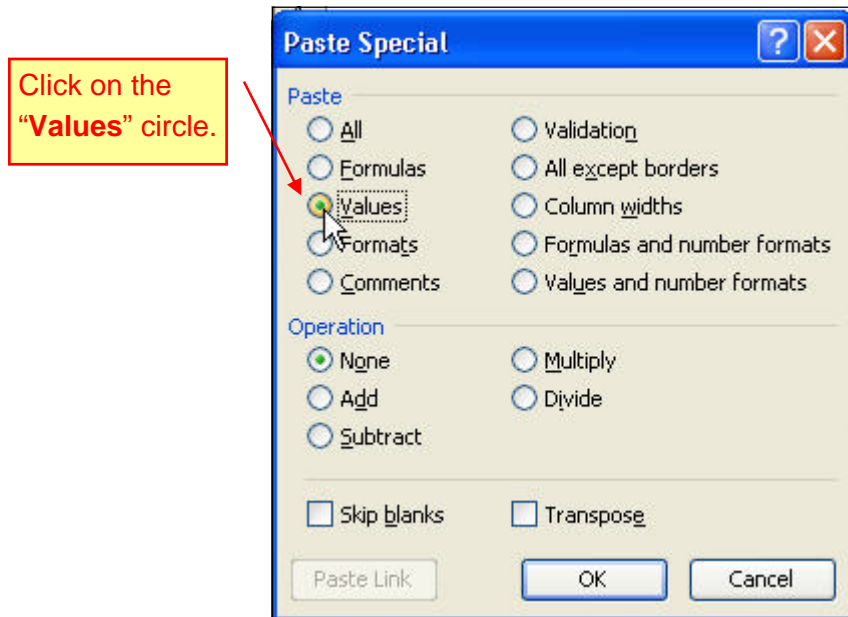
- Proceed through the class roster download process for each of the classes you teach.
- Utilize the class grade roster template to make a class Grade roster for each of your classes. To do this follow these steps:
 1. **Make a copy** of the Grade Roster Template
 2. **Rename the copy** for the class you will be utilizing it for. i.e. Comp 100, Sat. 9:00am
 3. **Open the Class roster download** worksheet.
 4. **Select the cells** that contain the student information you wish to copy to the Grade roster. i.e. Student Names and Student ID's. See figure 10 below.

Figure 10 –
Selecting Student Info

	A	B	C	D	E
1					
2					
3	Student Name	Student ID	Student Level	Acad Prog	Primary Major
4	Akopian, Anush	000150000	SENIOR	UGCR	Art
5	Basa, Amanda C	000043333	JUNIOR	UGCR	Economics
6	Boldis, Krisztian Imre	009855555	GRADUATE	MASTR	Mass Communication
7	Boldis, Viktoria H	000046666	SENIOR	UGCR	Art
8	Casillas, Melvi Ideth	000344444	FRESHMAN	UGCR	Psychology
9	Castillo, Alicia Christine	000255555	SENIOR	UGCR	Public Health Education
10	Davidson, James Christian	000255444	JUNIOR	UGCR	Finance
11	Dekovich, Victoria Marina	000333333	FRESHMAN	UGCR	Undecided
12	Garcia, Ruben	009999995	SENIOR	UGCR	Graphic Design
13	Gonzalez, Carlos A	009999996	SENIOR	UGCR	CTVA with Emphasis in Film
14	Gonzalez, Javier MacMartin,	000355555	FRESHMAN	UGCR	Marine Biology Business
15	Justin Robert	000111777	SOPHOMORE	UGCR	Administration
16	Perez, Enrique	000353535	FRESHMAN	UGCR	Undecided
	Perez, Mario				Biotechnology/M

5. From the **Edit menu**, select **Copy**.
6. Select the new worksheet.
7. Select the first cell in which the student information is to appear.
i.e. cell A4
8. From the **Edit menu**, select **Paste Special**. Excel displays the Paste Special dialog box as seen in the figure 11 below.
9. **Change the Paste** item from All to Values by clicking on the circle in front of Values.

Figure 11 – Paste Special Dialog Box



10. Click the **OK** button

Excel inserts the copied cells into the new worksheet but does not change the format of the cells.

Creating an Attendance Worksheet

You have learned how to edit the class roster and turn it into an electronic grade book, and duplicate a worksheet. Now we will work with the duplicate worksheet to turn it into an attendance sheet. Since we have already gone through a whole process to format the grade roster worksheet will use the work we have done to save us time in creating this Attendance Worksheet.

1. Create a copy of the Grade Roster class sheet.

2. Rename the sheet "Class Attendance Sheet".
3. **Clear the contents of the cells not to be utilized. Keep only the students name and ID number.** For example, begin with the first students' scores and select through the last student and the very last column with information in it in the worksheet. See Figure 1 below.

Figure 1

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Student Name	Student ID	Student Level	Acad Prog	Grading Basis	Quiz 1 50	Quiz 2 50	Oral Present 100	Final 100	Total Points 775	Final Grade		
4													
5	Akopian, Anush	000150000	SENIOR	UGCR	Graded	45	40	75	92	262	F		D F
6	Basa, Amanda C	000043333	JUNIOR	UGCR	Graded					770	A		465 D
7	Boldis, Krisztian Imre	009855555	GRADUATE	MASTR	Graded					685	B+		470 C-
8	Boldis, Viktoria H	000046666	SENIOR	UGCR	Graded					490	C-		543 C
9	Castillas, Melvi Ideth	000344444	FRESHMAN	UGCR	Graded						F		590 C+
10	Castillo, Alicia Christine	000255555	SENIOR	UGCR	Graded								615 B-
11	Davidson, James Christian	000255444	JUNIOR	UGCR	Graded								620 B
12	Dekovich, Victoria Marina	000333333	FRESHMAN	UGCR	Graded								670 B+
13	Garcia, Ruben	009999995	SENIOR	UGCR	Graded								690 A-
14	Gonzalez, Carlos A	009999996	SENIOR	UGCR	Graded								698 A
15	Gonzalez, Javier	000355555	FRESHMAN	UGCR	Graded								775 A+
16	MacMartin, Justin Robert	000117777	SOPHOMORE	UGCR	Graded								
17	Perez, Enrique	000363636	FRESHMAN	UGCR	Graded								
18	Perez, Mario Alberto	000343434	FRESHMAN	UGCR	Graded								
19	Scott, Callista Ann	000055555	SENIOR	UGCR	Graded								
20	Ummarino, Rachael Y	000300046	SOPHOMORE	UGCR	Graded								
21	Zazueta, Jorge A	000149149	JUNIOR	UGCR	Crd/No Crd								
22													

Now we can begin altering this worksheet and turning it into an attendance worksheet.

4. Begin by **typing in the column category headings** such as the class meeting dates.

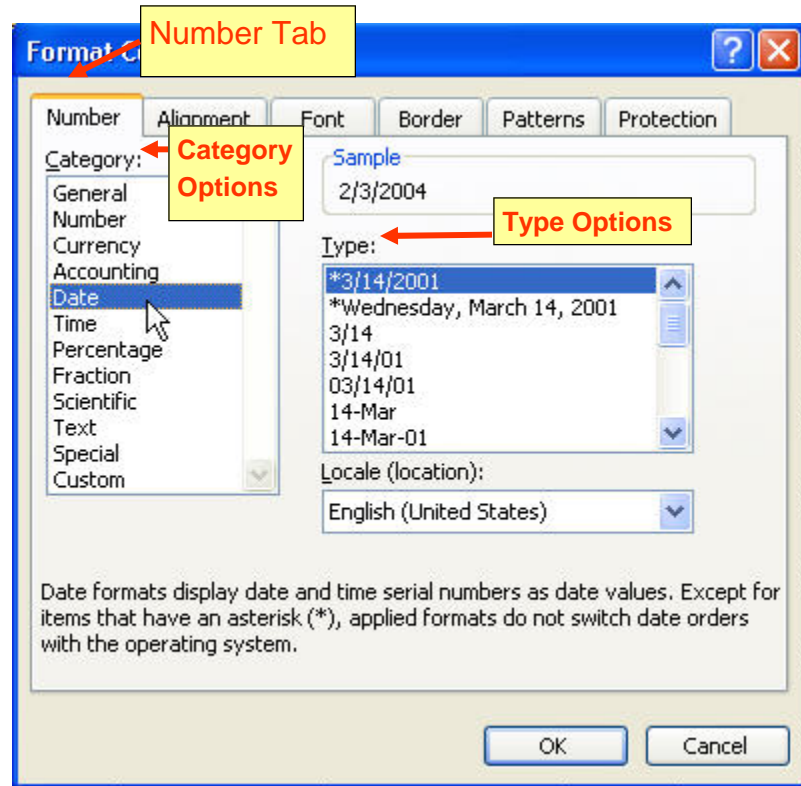
Figure 2

3	14730													
4	Student Name	Student ID	2/5	2/12	2/19	2/26	3/5	3/12	3/19	3/26	4/2	4/9	4/16	4/23
5	Akopian, Anush	000150000												

Type the month and day in each category heading.

5. Highlight the cells with the dates.
6. From the **Format** menu, select **Cells**.
7. **Select the Number tab** from the **Format Cells dialog box**. See figure 3 on next page.
8. Under **Category**, select **Date** option.
9. Under **Type Options**, select the date option you wish to appear.
10. Click the **OK** button.

Figure 3 –
Format Cells Dialog Box



Changing Column widths

See “Changing Column Widths and Row Heights” for detailed instructions on how to change Column widths.

1. **Highlight** the columns range that contains the class dates.
2. **Drag the right-column border** with the mouse until the column is the desired width.

Entering Data in a Cell

Change Worksheet Title in Cell A1

1. **Double-click the cell** you wish to edit. The flashing line pointer appears within the cell.
2. **Make corrections** or edits to the text within that cell. Suggested Title: Class Attendance Roster. You may use the mouse pointer or the arrows to position the flashing pointer where you want. You may also use the Backspace or Delete keys to erase unwanted characters.

3. Press the **Enter key** to accept the edit, or press **ESC** to cancel it.

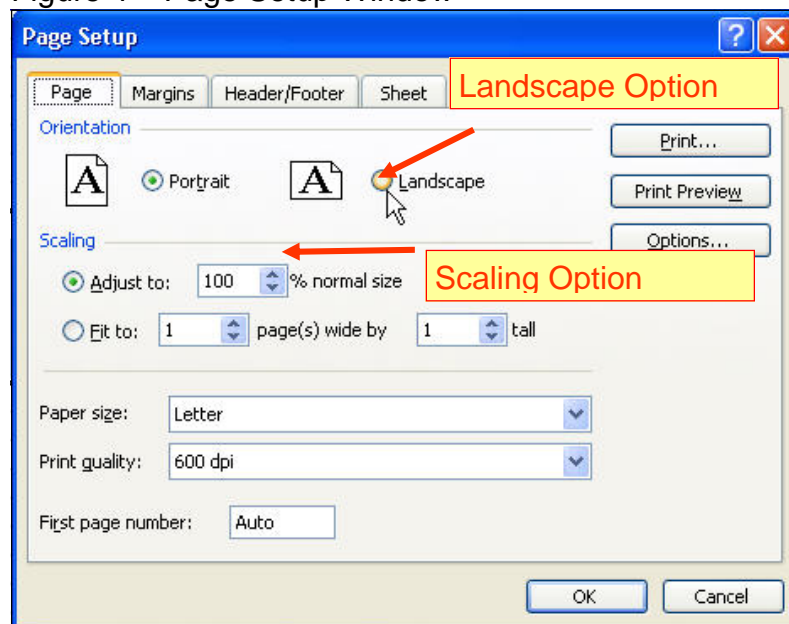
Page Setup

The page setup is very important to the layout and printing of your worksheet. You may wish to perform the Page Setup function first, prior to inputting data on your worksheet.

1. Select **File** from the menu bar and **Page Setup** from the submenu.

Excel will display the Page Setup window.

Figure 4 – Page Setup Window



2. Change the Page Orientation to **Landscape**.
3. Change the **Scaling** option to **90%**.
4. Click **OK**.

You now have an Attendance Roster for your class.

* NOTE * Utilize the same steps in “Creating a Template” to make a Class Attendance Roster Template to utilize for each of your classes.