



## Instructions for EducatorWorksheets.com Gradebook

- 1 Locate the Vlookup tab and *change the grade and status* (column b) to match your schools grading system.
- 2 *Enter Teacher Name and Grade Level* in cell A1 of Grammar tab. Teacher Name/Grade will auto-populate for the rest of the subjects.
- 3 *Enter Student Names* (column b and c) on Grammar tab. Names will auto-populate for the rest of the subjects.
- 4 *Enter the test/quiz description* in row 1 of the corresponding subject.
- 5 *Enter the value of the test/quiz* in row 2 of the corresponding subject.
- 6 *Enter student grades* (rows 3-27).
  - \* If a student misses a test/quiz, leave the cell blank and it will not be averaged. If student actually receives a score of 0, enter 0.
- 7 Excel will calculate the points earned, average, letter grade etc.
- 8 The summary tab will auto populate as student grades are filled in.

\*Other tab(s) were created for subject areas that were not included. Feel free to add informaion in these tabs, or just leave blank.

\*Cells that contain formulas have been lock to prevent formula editing.