Distance Learning Spreadsheet Record of Grades Instructions

The Distance Learning Spreadsheet Record of Grades is a powerful, customizable grading form designed to help facilitators determine their student's grade for a BJU Press Distance Learning course.

Please read the following instructions:

- Download the form to your computer.

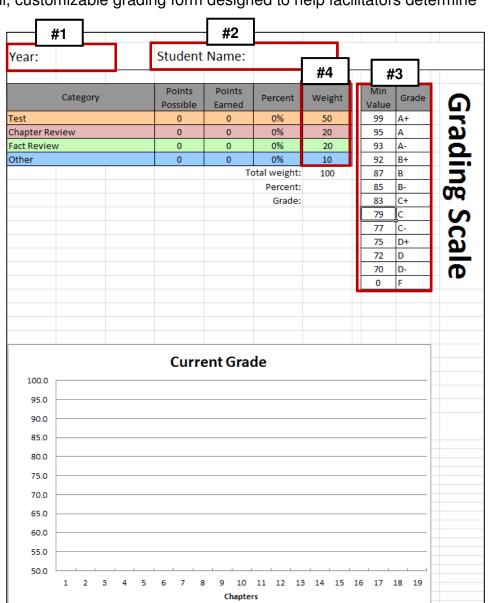- Give an appropriate name using the "Save As" command.

- Open the form in Microsoft Excel (best if used with 2010 or later).

- Edit the form and enter information as needed. The cells outlined in red indicate editable cells.

    1. **Year**: Enter the school year.

    2. **Name**: Enter the student's name.

    3. **Grading Scale**: If desired, edit the Grading Scale. Grading scales often differ, depending upon educational philosophy and practices. The default scale for BJU Press Distance Learning is already set. This is the same scale used by The Academy of Home Education.

    4. **Weight**: If desired, edit the category weights. The form displays grades by categories and weights the final percent grade accordingly. Adjustable weights allow facilitators to weight categories according to their own grading philosophy and practice. Suggested weights are given.

#1

Year:

#2

Student Name:

#4 **#3**

Grading Scale

Category	Points Possible	Points Earned	Percent	Weight	Min Value	Grade
Test	0	0	0%	50	99	A+
Chapter Review	0	0	0%	20	95	A
Fact Review	0	0	0%	20	93	A-
Other	0	0	0%	10	92	B+
			Total weight:	100	87	B
			Percent:		85	B-
			Grade:		83	C+
					79	C
					77	C-
					75	D+
					72	D
					70	D-
					0	F

Current Grade

100.0
95.0
90.0
85.0
80.0
75.0
70.0
65.0
60.0
55.0
50.0

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Chapters

Note: The total weight should equal 100. If you decrease the weight of one category, you will need to increase the weight for another category. If you do not want to enter grades for a particular category, then enter 0 (zero) for that category and redistribute the weights so that the total weight equals 100.

The spreadsheet calculates the overall cumulative grade based on all grade categories in which at least one assignment has a value entered in the Points Possible column. Until all weighted grade categories have at least one assignment for which a value is entered in the Points Possible column, the spreadsheet will calculate the overall cumulative grade based only on the applicable grade categories, with the weight of each applicable grade category scaled up proportionally so that the total weights equal 100%.

5. **Points Possible**: Enter Points Possible as you record the grade for each assignment or assessment. Suggested Points indicates the total points a particular assignment or assessment is worth according to normal grading procedure. You will usually enter the same number of points in the Points Possible column. However, there may be times when it would be helpful to adjust this total up or down.

6. **Points Earned**: Enter Points Earned. Points Earned indicates the total points earned out of the total points possible on an assignment or assessment.

Lesson Number	Suggested Points	Points Possible	Points Earned	Assignments and Assessments	Category
Chapter 1					
1	23	23	23	WT p. 4	Other
2	30	30	25	WT p. 6	Other
3	19.5	19.5	18	WT p. 8	Other
4	30.5	**#5**	**#6**	WT p. 10	Other
5	21.5	21.5	21.5	WT p. 12	Other
6	29	29	29	WT p. 14	Other
7	45	45	45	Chapter Review WT pp. 15–16	CR
	10	10	8	Fact Review 4a (Give ½ point for each fact .)	FR
8	44	44	40	Chapter 1 Test	Test
Chapter 2					
9	34.5	34.5	34.5	WT p. 22	Other
10	15	15	10	WT p. 24	Other
11	25	25	25	WT p. 26	Other
12	20	20	20	WT p. 28	Other
13	14.5	14.5	13	WT p. 30	Other
14	27	27	25	WT p. 32	Other
	10	10	9	Fact Review 7b (Give ½ point for each fact.)	FR
15	42	42	40	Chapter Review WT pp. 33–34	CR
16	49	49	49	Chapter 2 Test	Test
Chapter 3					
17	22	22	18	WT p. 40	Other
18	19.5	19.5	15	WT p. 42	Other
19	20.5	20	19	WT p. 44	Other
20	16.5	20	18	WT p. 46	Other
21	19	20	19	WT p. 48	Other
22	22	20	17	WT p. 50	Other

The form to the right has been partially completed.

The form will automatically do the following:

- Add points

- Calculate the percent grade

- Display the letter grade

- Chart the student's progress

Please submit a Help Ticket or email DLInfo@bju.edu if you have any questions or suggestions.

Year: 2014-2015 **Student Name:** Jane Doe

Category	Points Possible	Points Earned	Percent	Weight	Min Value	Grade
Test	162	149	92%	50	99	A+
Chapter Review	161	150	93%	20	95	A
Fact Review	70	61	87%	20	93	A-
Other	776.5	691	89%	10	92	B+
			Total weight:	100	87	B
			Percent:	90.95	85	B-
			Grade:	B	83	C+
					79	C
					77	C-
					75	D+
					72	D
					70	D-
					0	F

Grading Scale

Current Grade

Chapters

Sheet1 Sheet2 Sheet3