

# GradeKeeper 2.1 $\beta$

*GradeKeeper is an Excel spreadsheet developed for instructors to record and visualize student grades. Seven course components can be recorded, weighted, and statistically analyzed. Graphically, the distribution of percentages from exams, components, or cumulative grades are available, as is the cumulative letter grade distribution. Instructors can remove students who have dropped, generate an anonymized printout, and use **Adaptive Scoring**. Adaptive Scoring analyzes each student's grades and adjusts the weighting and final grade based on course requirements. For example, an instructor can make passing the laboratory component mandatory, drop the lowest quiz, or drop all the quizzes in lieu of the final. Adaptive Scoring makes these decisions instantly and for each student, and always in the best interest of the student.*

## NOTES

Press **TAB** to move between allowed cells. The mouse, arrow keys, and **ENTER** also move between cells.

Press **CTRL-PGUP** and **CTRL-PGDN** to move between sheets and charts.

Some proficiency in spreadsheet use is required. All worksheets are protected to prevent accidental deletion of formulas. Data entry can be done in protected mode. You can also hide/unhide unneeded columns and rows in the **Student Data** and **Student Printout** sheets. (A macro is in preparation.) The **Grade Distribution – multiexam** chart is unprotected to allow you to edit or add categories.

This worksheet is limited to 100 students. If you have more than 100 students, contact me and I can prepare a spreadsheet with the necessary number of students.

A blank cell gives the student an 'excused absence' for that quiz, exam, lab, etc. To give a student a zero, you must enter '0'.

A sample ASCII output sheet is provided. Sheets can be customized for specific programs such as WebCT and institutional student-records software. Contact me for details: [rjensen@consol.ca](mailto:rjensen@consol.ca)

## INSTRUCTIONS

1. Make a copy of this spreadsheet for each class.
2. Only the **Setup** and **Student Data** sheets require user input. The **Setup** sheet contains the grade calculation parameters and the **Student Data sheet** is where student information is recorded.
3. To paste in values and retain formatting, select **Edit:Paste Special:Values**.
4. To remove a student from calculation, check the **Drop** column.
5. A blank cell gives the student an 'excused absence' for that quiz, exam, lab, etc. To give a zero, you must enter '0'.
6. A **#DIV/0!** error is caused by not entering a value for the **Maximum Grade**.

*Please bring any errors or suggestions for improvement to my attention: [rjensen@consol.ca](mailto:rjensen@consol.ca)*

When submitting errors, attach a copy of the file to your email so that I can reproduce the error. For security, change the student names and numbers. In any case, your records will be kept confidential.

Updated versions are available from my website: <http://www.consol.ca/>

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