

# STEP BY STEP INSTRUCTIONS

FOR GRADE TRACKER EXCEL

1

READ YOUR  
SYLLABUS &  
WRITE DOWN  
ASSIGNMENTS  
IN COLUMN A.

WRITE THE  
WEIGHTED  
PERCENTAGE FOR  
EACH ASSIGNMENT  
IN COLUMN B,

2

3

THROUGHOUT THE  
SEMESTER WRITE THE  
GRADE EARNED FOR  
EACH ASSIGNMENT IN  
COLUMN C.

# 1

READ YOUR SYLLABUS & WRITE DOWN ASSIGNMENTS IN COLUMN A.

Assignments	Weighted Percentage	Grade Earned	Weighted Grade
Exam 1	10%	65	6.5
Exam 2	10%	88	8.8
Exam 3	10%		0
Exam 4	10%		0
Exam 5	10%		0
Homework 1	1%	100	1
Homework 2	1%	95	0.95
Homework 3	1%	93	0.93
Homework 4	1%	98	0.98
Homework 5	1%	96	0.96
Homework 6	1%		0
Homework 7	1%		0
Homework 8	1%		0
Homework 9	1%		0
Homework 10	1%		0
Quiz 1	1%	85	0.85
Quiz 2	1%	93	0.93
Quiz 3	1%	98	0.98
Quiz 4	1%	75	0.75
Quiz 5	1%	63	0.63
Quiz 6	1%		0

## NOTE

RIGHT-CLICK TO INSERT AND/OR DELETE COLUMNS AS NEEDED.

# 2

WRITE THE WEIGHTED PERCENTAGE FOR EACH ASSIGNMENT IN COLUMN B,

Assignments	Weighted Percentage	Grade Earned	Weighted Grade
Exam 1	10%	65	6.5
Exam 2	10%	88	8.8
Exam 3	10%		0
Exam 4	10%		0
Exam 5	10%		0
Homework 1	1%	100	1
Homework 2	1%	95	0.95
Homework 3	1%	93	0.93
Homework 4	1%	98	0.98
Homework 5	1%	96	0.96
Homework 6	1%		0
Homework 7	1%		0
Homework 8	1%		0
Homework 9	1%		0
Homework 10	1%		0
Quiz 1	1%	85	0.85
Quiz 2	1%	93	0.93
Quiz 3	1%	98	0.98
Quiz 4	1%	75	0.75
Quiz 5	1%	60	0.60

## NOTE

WRITE THE WEIGHTED PERCENTAGE AS A WHOLE NUMBER BETWEEN 0 AND 100.

# 3

THROUGHOUT THE SEMESTER WRITE THE GRADE EARNED FOR EACH ASSIGNMENT IN COLUMN C.

Assignments	Weighted Percentage	Grade Earned	Weighted Grade
Exam 1	10%	65	6.5
Exam 2	10%	88	8.8
Exam 3	10%		0
Exam 4	10%		0
Exam 5	10%		0
Homework 1	1%	100	1
Homework 2	1%	95	0.95
Homework 3	1%	93	0.93
Homework 4	1%	98	0.98
Homework 5	1%	96	0.96
Homework 6	1%		0
Homework 7	1%		0
Homework 8	1%		0
Homework 9	1%		0
Homework 10	1%		0
Quiz 1	1%	85	0.85
Quiz 2	1%	93	0.93
Quiz 3	1%	98	0.98

## NOTE

WRITE THE GRADE EARNED AS A PERCENT OUT OF ONE HUNDRED.  
(EX 98/112 = 87.5)



# NOTES

DO NOT EDIT COLUMN D

THE FINAL GRADE FOR THE  
COURSE WILL APPEAR IN THE  
BOTTOM RIGHT HAND CORNER  
ABOVE "TOTAL WEIGHTED GRADE"

THERE ARE 5 BLANK SHEETS  
AVAILABLE TO USE FOR UP TO 5  
CLASSES



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