

Score	6%	60%	63%	67%	70%	73%	77%	80%	83%	87%	90%	93%	97%
Letter Grade	F	D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
GPA	0.00	0.67	1.00	1.33	1.67	2.00	2.33	2.67	3.00	3.33	3.67	4.00	4.00

Your School Name

Teacher Name

Class/Subject

Current Semester/Year

Assignments/Grades

Final Average/Overall GPA

Enter each assignment or test and its percentage of the total grade into this table. When you are finished using these instructions, double the total box by clicking on the button and pressing the CALCULATE key.

Student Name

Student ID

Score

Letter Grade

GPA

Use this spreadsheet to calculate grades where each assignment is worth a % of the final grade.

Instructions: Be sure to enter correct scores for your grades, join in class.

1. Fill in your school name, class info, student names, and student IDs (optional).

2. Adjust the Grade & GPA table below to match the typical scoring system you use.

3. Fill in the assignment or test names starting in cell B2, along with the percentage that each is worth (e.g. "Final" and "50%").

4. Fill in the scores for each student on each assignment or test. The "Score", "Letter Grade" and "GPA" columns are automatically calculated, but you can override them if you wish. The way the grades are computed, the average and final grade are incomplete until all scores adding up to 100% are in.

Note: Use the "Print Area" command on the File menu if you want to change what area prints.

When you are finished using these instructions, double the total box by clicking on the button and pressing the CALCULATE key.

Score, Letter Grade and GPA are not used until 100% of tests & assignments are complete. When you are finished using these instructions, double the total box by clicking on the button and pressing the CALCULATE key.