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| 1. | After you receive your grade sheet, you need to separate the different categories by putting all your Reflections on the Reflection sheet, all your Formative on the Formative sheet, and all your Proficiency data on the Proficiency sheet. When you are finished entering the data, we can begin doing the assignment!!! Start entering the data in Cell A2 and so on. |  |
| 2. | Click on Reflections sheet. You should have 6 assignments. Adjust the Column A to 25 width. Adjust Column B to 10 width. Adjust Column C to 8 width. |  |
| 3. | Click on Formative sheet. You should have 15 assignments. Adjust the Column A to 20 width. Adjust Column B to 10 width. Adjust Column C to 8 width. |  |
| 4. | Click on Proficiency sheet. You should have 5 assignments. Adjust the Column A to 20 width. Adjust Column B to 10 width. Adjust Column C to 8 width. |  |
| 5. | Click on Reflections sheet. Select cell B8 and create a formula that adds up your points for the range (B2:B7). Select cell C8 and create a formula that adds up your points for the range (C2:C7). |  |
| 6. | Click on Reflections sheet. Select cells (A7:C7). Insert a thick bottom border around those cells. |  |
| 7. | Click on Reflections sheet. Make cell A10 your active cell. Type in “Reflections Grade”. In cell B10, create a formula that calculates “score / points. This will give you a decimal point number. Multiply that number by 100. Example formula bar (=C8/B8\*100) |  |
| 8. | Click on Reflections sheet. Make cell A12 your active cell. Type in “Reflection %”. Make B12 your active cell. Create a formula that calculates “B10 \* .10”. |  |
| 9. | Click on Formative sheet. Select cell B17 and create a formula that adds up your points for the range (B2:B16). Select cell C17 and create a formula that adds up your points for the range (C2:C16). |  |
| 10. | Click on Formative sheet. Select cells (A16:C16). Insert a thick bottom border around those cells. |  |
| 11. | Click on Formative sheet. Make cell A19 your active cell. Type in “Formative Grade”. In cell B19, create a formula that calculates “score / points. This will give you a decimal point number. Multiply that number by 100. Example formula bar (=C17/B17\*100) |  |
| 12. | Click on Formative sheet. Make cell A21 your active cell. Type in “Formative %”. Make B21 your active cell. Create a formula that calculates “B19 \* .30”. |  |
| 13. | Click on Proficiency sheet. Select cell B4 and create a formula that adds up your points for the range (B2:B6). Select cell C7 and create a formula that adds up your points for the range (C2:C6). |  |
| 14. | Click on Proficiency sheet. Select cells (A6:C6). Insert a thick bottom border around those cells. |  |
| 15. | Click on Proficiency sheet. Make cell A9 your active cell. Type in “Proficiency Grade”. In cell B9, create a formula that calculates “score / points. This will give you a decimal point number. Multiply that number by 100. Example formula bar (=C7/B7\*100) |  |
| 16. | Click on Proficiency sheet. Make cell A11 your active cell. Type in “Proficiency %”. Make B11 your active cell. Create a formula that calculates “B9 \* .60”. |  |
| 17. | Click on Checkpoints sheet. Click on Column B. Insert 2 columns to the left. |  |
| 18.  | Click on Checkpoints sheet. Make cell B1 your active cell. Type in “Last Name”. Make cell C1 your active cell. Type in “First Name”. |  |
| 19. | Click on Checkpoints sheet. In Column B, create a flash fill for the last names. In Column C, create a flash fill for first names.  |  |
| 20. | Click on Checkpoints sheet. Automatically stretch columns (A:C) out to display all the data that was entered. (We should be able to see your names without being cut off.) |  |
| 21. | Click on Checkpoints sheet. Select Cells (D1:J1), change the orientation to Rotate text up. |  |
| 22. | Click on Checkpoints sheet. Make cell J2 the active cell. Create a formula that calculates average for BROWN, DYLAN using the range (D2:I2) which is his MOS lesson grades). (The answer should display 59) |  |
| 23.  | Click on Checkpoints sheet. Use the fill handle to fill the data in for the range (J3:J23) Decrease the decimal point so the results show a whole number, (in other words, no numbers past the decimal point.) |  |
| 24. | Click on Checkpoints sheet. Select cells (J2:J23) and apply Conditional Formatting. Highlight Cell Rules Between 0 and 59.4 with red fill color. |  |
| 25. | Click on Checkpoints sheet. Select cells (J2:J23) and apply Conditional Formatting. Highlight Cell Rules Between 59.5 and 69.4 with orange fill color. |  |
| 26. | Click on Checkpoints sheet. Select cells (J2:J23) and apply Conditional Formatting. Highlight Cell Rules Between 69.5 and 79.4 with yellow fill color. |  |
| 27. | Click on Checkpoints sheet. Select cells (J2:J23) and apply Conditional Formatting. Highlight Cell Rules Between 79.5 and 89.4 with blue fill color. |  |
| 28. | Click on Checkpoints sheet. Select cells (J2:J23) and apply Conditional Formatting. Highlight Cell Rules Greater than 89.4 with green fill color. |  |
| 29. | Click on Checkpoint sheet. Select Cell A1. Create a Custom sort by Average (largest to smallest), then by Last Name (A to Z) |  |
| 30.  | Click on Checkpoint sheet. Create a formula in Cells B25:B29) that will count how many Greens, Blues, Yellows, Orange, and Reds we have in the class. |  |
| 31. | Click on Percentage Grade sheet. Make cell B3 your active cell. Insert a formula that will reference data from your Reflection sheet. The data you want to reference is your Reflection % points. |  |
| 32. | Click on Percentage Grade sheet. Make cell B4 your active cell. Insert a formula that will reference data from your Formative sheet. The data you want to reference is your Formative % points. |  |
| 33. | Click on Percentage Grade sheet. Make cell B5 your active cell. Insert a formula that will reference data from your Proficiency sheet. The data you want to reference is your Proficiency % points. |  |
| 34. | Click on Percentage Grade sheet. Make cell B7 your active cell. Create a formula that will add up Your Reflections, Formative, and Proficiency scores. |  |
| 35. | Click on Checkpoints Grade sheet. Copy Cell J2. Click on Percentage Grade Sheet, and paste in B7 using the formatting option. (You will notice that you copied the Conditional formatting rules you used previously to this cell.) |  |
|  | Save this as “MY GRADES PROJECT”. The teacher will tell you how they will grade it! (Either Drop box or Walk around individually.) |  |