ADVANCES IN TECHNOLOGY: USING EXCEL FOR GRADE CALCULATION

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On campus Resources

- Wireless Campus
- HU-net (Banner System)
  - Up to date class list in Real-time
  - Grade Submission
- Course Management System – "BlackBoard"
- MS Office – Word, Excel and PowerPoint

Overview of Today's Presentation

- Using Excel for Grade Calculation
- Grade Calculator for students
- Running Grade Calculator
- BlackBoard and Excel
  - Downloading and uploading grades

Excel in Grade Calculation

- Three types of "Plus"
  - Regular Plus
  - Cross hair Plus – lower right corner (fill in handle – hold the mouse button and drag)
  - Plus with arrows – on the boundary of a cell (move the content of a cell)
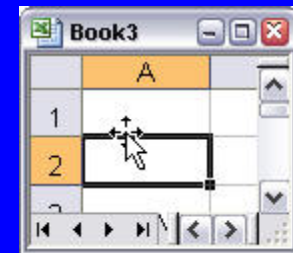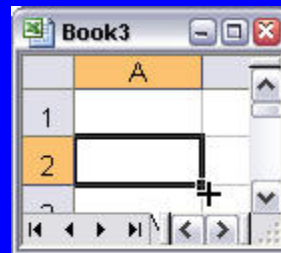
Formula

- Cell content beginning with "="
- Defining a formula and applying to the data set using "fill in handle"
- SUM(from Cell ID: To Cell ID)
- Dropping the **<u>lowest</u>** grade using "MIN"
- Dropping more than one grade using "SMALL" or "LARGE"

Formula ... continued

- Assigning a letter grade using "VLOOKUP" following a table
- Counting number of each letter grade using "COUNTIF"
- Graph the Class Performance
- Insert "Comments" using right click

From BlackBoard to Excel

◆ Downloading grades using "Download " of BlackBoard

◆ http://hamptonu.blackboard.com

◆ Log in – Select a course – control panel – gradebook – download grades– select comma delimited - right click on download - save in CSV (Comma-Separated Values) format

◆ Make changes – save and close the modified file in CSV format

BlackBoard to Excel... continued

- In "gradebook" click on upload grades – browse – select - submit – make appropriate selections in couple of subsequent screens – submit

- Caution: Students name heading and the names – must be the same

Questions & Comments

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