

## Keeping Grades with Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Sample Grade Sheet												
2													
3	First	Last		Quiz	Quiz	Quiz	Quiz	Total-	Exam	Exam	Exam	Exam	Final
4	Name	Name	ID#	1	2	3	4	Lowest Oz	1	2	3	Total	Grade
5	Jay	Smith	1234	48	43	40	47	138	99	87	82	406	A
6	Mary	Jones	3214	50	50	50	49	150	97	93	100	440	A
7	Mike	Anderson	7654	40	37	45	48	133	86	92	89	400	B
8	Sue	Willis	9753	35	33	40	41	116	78	72	70	336	C
9													
10													
11		Possible Points		50	50	50	50	150	100	100	100	450	
12		Average Grade		43.3	40.8	43.8	46.3		90.0	86.0	85.3	395.5	
13		Maximum Grade		50	50	50	49		99	93	100	440	
14		Minimum Grade		35	33	40	41		78	72	70	336	
15													
16													
17		Percent	Points										
18		90%	405										
19		80%	360										
20		70%	315										
21		60%	270										

To drop the lowest quiz from the quiz totals for the first student, total the quizzes and subtract the lowest quiz (H5) =SUM(D5:G5)-MIN(D5:G5)

Total quiz and exam points for first student (L5) =SUM(H5:K5)

Average for Quiz 1 (D12) =AVERAGE(D5:D8)

Maximum for Quiz 1 (D13) =MAX(D5:D8)

Minimum for Quiz 1 (D14) =MIN(D5:D8)

Total Possible points times 90% (C18) =\$L\$11\*0.9

Final letter grade for first student based on percentage of total grade (M5) =IF(L5>=\$C\$18,"A",IF(L5>=\$C\$19,"B",IF(L5>=\$C\$20,"C",IF(L5>=\$C\$21,"D","F"))))