

Instructions for Importing Class List to Excel Grading Template

Using Internet Explorer, open URL: <http://office.microsoft.com/en-us/templates/default.aspx>

1. Scroll down until you see Education
2. Select For Teachers
3. Select Tests and Grades
4. Scroll down until you see Grade book (based on points)
5. Click the Download Now button
6. If file automatically opens, choose File, Save As, and save it to a location you can remember (i.e., Desktop).
7. If it does not open automatically, save it to a location you can remember and then open it.

Open Excel file Grade book – points

1. Insert column for e-mail at column “D” and create heading (E-Mail) at D12
2. Read large text box and delete
3. Right click worksheet tab and choose insert new worksheet into template
4. Leave file “open”

Using Internet Explorer, open URL: <http://www.fontbonne.edu>.

1. Select Student Information Management on the right upper corner
2. Select Faculty and enter your username/password
3. Select class list on the left side and enter the appropriate information
 - a. When class list appears right click on list (some blank area), choose “Select all”
 - b. Right click on list (some blank area), choose “Copy”
4. Return to Grade book template
5. Paste into blank sheet previously created in Step 2 at A1
6. If newly inserted data is not still selected, select A13:DXX, where XX is the end of the inserted items
7. While selected, click drop-down arrow on background “bucket” icon on formatting toolbar, and choose No Fill
8. While selected, click drop-down arrow next to “A” icon on formatting toolbar, and choose black
9. Select all rows and format row height to “15” by choosing Format, Row Height, and typing 15 in dialogue box
10. Select email column from bottom up (D27:B12)
11. Right click selection and choose “Format cells”
12. Choose “Alignment” tab
13. Under Text Control click the check box in front of Merge cells to make it blank and remove shading
14. Click OK

15. Select cell containing “Send email to Class”
16. Repeat steps 10-13
17. Select D27:B12, right click, and choose “Copy”
18. Paste to original template worksheet at B13
19. Select B29:D30
20. Double click painter icon (“paint brush” on formatting toolbar) and add same background to newly pasted section by highlighting it with paint brush
21. Click paint brush once to turn off
22. Click and hold the mouse on “Send email to Class” from CARS download (sheet1) to select it
23. Right click and choose Copy
24. Paste it into original template worksheet at D11
25. Double click “Your School Name” and change to Fontbonne University
26. Fill in blanks to match class information – C8, C9, C10
27. After deleting the text box with instructions, add graded items (attendance, assignments, tests, etc.) – G6, H6, I6, J6, etc.
28. Add maximum point value to the graded items – G7, H7, I7, J7, etc.
29. Change grade grid to Fontbonne’s grading scheme
30. Click and hold mouse in D13 and choose Window, Freeze Panes to allow easier insertion of information for each student
31. Unfreeze panes by choosing Windows, Unfreeze Panes