

Instructions for using the spreadsheets for ITAL1001, ITAL1002, ITAL1003, ITAL2001, and ITAL2002

The spreadsheets are set up according to the percentage weight of the assignments as established in the syllabi for each course. If there are changes in the syllabi, assignments, percentages, etc., these spreadsheets will have to be changed as well.

All grades – tests (T), online exercises (OLEx), group presentation (GP), composition (COMP), participation (Part), (Pinocchio only for 2001), and final exam (FE) – have to be in a scale out of 100 points. If you grade the group presentations out of a 50 points scale, you will have to convert that value into a 100 points scale and use that value in the spreadsheet.

There are cells – cells, columns, or lines – that are blocked (password protected) and this means that you cannot write in them, nor change them: this was done to protect formulas.

PROTECTED COLUMNS and their FORMULAS

The average of the tests (AV T) automatically drops the lowest test grade for 1001, 1002, 1003, and 2002: for 2001 dropping the lowest grade is not an option according to the syllabus.

The average of the online exercises (AV OLEx) makes the average of all the chapters assigned for 1001, 1002, 2001, and 2002. For 1003, the lowest grade in the OLEx is dropped automatically.

For 1003, there are two compositions. The average of the compositions AV Comp is calculated by a formula.

The final grade (FG) is calculated according to the assignment weights according to the syllabus of each course.

For the letter grade (LG), there is a scrollable drop down menu from which you can choose the letter grade that corresponds to the numeric final grade. As soon as you put the cursor on one of the cells in the LG column you'll see a drop down menu button next to it. Click on the button and a drop down scrollable menu will appear.

The drop down menu includes all grades, WP, WF, and I (for Incomplete).

At the bottom of each column, there is a cell that in the blank version of the spreadsheet displays "#DIV/0!". In these cells, the average of the class in that assignment will be displayed as soon as grades are introduced.

If that "#DIV/0!" still appears at the end of the column after you have introduced grades, it means there is a problem.

On the right hand side of the FE (final grade) column, there is a column in which zeros are displayed: this is a verification formula. In that column, only "0" should appear: if something else than "0" is displayed, it means there is something wrong with the formulas in the spreadsheet and therefore grades are calculated not according to the syllabus. In case this happens, contact me.

The cell on the right of the one that says COURSE is blocked: be sure you use the right spreadsheet according to the courses you are teaching.

You don't need to type in all your students' names: you can download the list of name of your students as an excel spreadsheet from the Registrar's website and copy paste them into these spreadsheets.

If you have any questions, comments, or problems, feel free to contact me (lmioni@uga.edu or linomioni@gmail.com) and I will be more than happy to help.