Using Excel as a Grade Book

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Import class roster from myUCA into an Excel spreadsheet

- Open up a new (blank) workbook
- Go to Summary Class List
- Select all the students (hold down the left mouse button and scroll over the names all the way to the end)
- Copy (Crtl+C *or* Edit | Copy from the menu bar)
- Switch to Excel, and *right-click* in the cell you want to "start" in

• Choose **Paste Special...** from the pop-up menu

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Now we're ready to set up the gradebook

- You can set it up to have everything on one page
- You can set it up to divide things out onto separate worksheets any way you like (for example, lecture & lab, tests & quizzes, tests & quizzes & assignments, etc.)
- You can even create special pages, such as an attendance roster or to store information downloaded from *Blackboard*
- Now that you have some names in the spreadsheet, let's have some fun