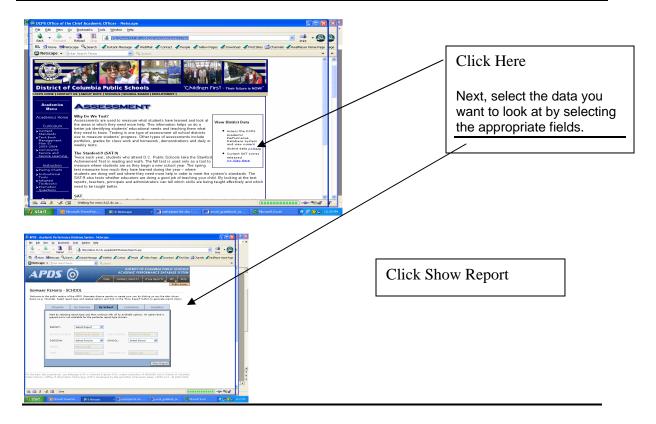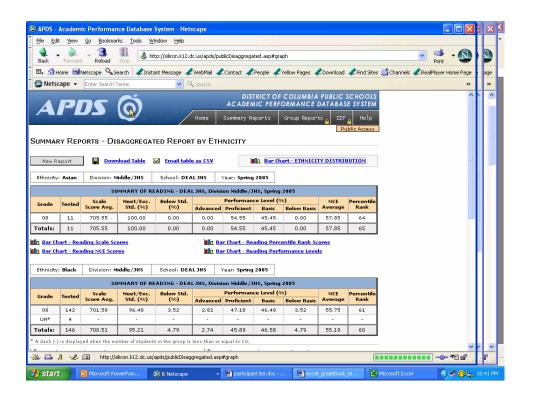**Grade Book Templates**

Introduction to Excel
Mini assignments making/downloading Excel templates
These activities will allow you to explore Excel by on using existing templates/populated data, as well as designing your own grade book that will connect standards with the curriculum you/your teachers will cover in their classroom. While this could be done for any grade level (including post secondary) and any state, region or discipline that has created "standards", we will use the DCPS standards and curriculum to practice.

Mini Assignment 1:

Go to the http://www.k12.dc.us/dcps/curriculum/assess1.html On the right side (in a box) click on the View District Data.

Click Here

Next, select the data you want to look at by selecting the appropriate fields.

Click Show Report

APDS - Academic Performance Database System - Netscape

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop http://silicon.k12.dc.us/apds/publicDisaggregated.asp#graph Print

Home Netscape Search Instant Message WebMail Contact People Yellow Pages Download Find Sites Channels RealPlayer Home Page

Netscape Enter Search Terms Search

APDS

DISTRICT OF COLUMBIA PUBLIC SCHOOLS
ACADEMIC PERFORMANCE DATABASE SYSTEM

Home Summary Reports Group Reports IIP Help

Public Access

SUMMARY REPORTS – DISAGGREGATED REPORT BY ETHNICITY

New Report | Download Table | Email table as CSV | Bar Chart - ETHNICITY DISTRIBUTION

Ethnicity: **Asian**   Division: **Middle/JHS**   School: **DEAL JHS**   Year: **Spring 2005**

SUMMARY OF READING - DEAL JHS, Division Middle/JHS, Spring 2005

Grade	Tested	Scale Score Avg.	Meet/Exc. Std. (%)	Below Std. (%)	Performance Level (%)				NCE Average	Percentile Rank
					Advanced	Proficient	Basic	Below Basic		
08	11	705.55	100.00	0.00	0.00	54.55	45.45	0.00	57.85	64
Totals:	**11**	705.55	100.00	0.00	0.00	54.55	45.45	0.00	57.85	65

Bar Chart - Reading Scale Scores   Bar Chart - Reading Percentile Rank Scores
Bar Chart - Reading NCE Scores   Bar Chart - Reading Performance Levels

Ethnicity: **Black**   Division: **Middle/JHS**   School: **DEAL JHS**   Year: **Spring 2005**

SUMMARY OF READING - DEAL JHS, Division Middle/JHS, Spring 2005

Grade	Tested	Scale Score Avg.	Meet/Exc. Std. (%)	Below Std. (%)	Performance Level (%)				NCE Average	Percentile Rank
					Advanced	Proficient	Basic	Below Basic		
08	142	701.58	96.48	3.52	2.82	47.18	46.48	3.52	55.75	61
UN*	4	-	-	-	-	-	-	-	-	-
Totals:	**146**	700.51	95.21	4.79	2.74	45.89	46.58	4.79	55.19	60

* A dash (-) is displayed when the number of students in the group is less than or equal to 10.

http://silicon.k12.dc.us/apds/publicDisaggregated.asp#graph

start | Microsoft PowerPoin... | 6 Netscape | participant list.doc - ... | excel_gradebook_te... | Microsoft Excel | 10:41 PM

Click on the Download Table—this will convert to an Excel file. Save the file. **Remember to include your name in the file extension.**

Mini Assignment 2:

Set up a typical grade book (at min. 6 students), including first and last name of student and student ID. Add a field for each of the following: gender, race, Learning style, IEP, Title I (if you know). Next include several assignments just like you would in your typical grade book—and randomly assign grades (include a variety of assessments).Next, through tool bar -> Insert -> Comments reference or tag each of your assessments with the proper standard each assessment was aligned to.

Save the file. **Remember to include your name in the file extension.**