

MiSTAR HELP SHEET: INPUT STUDENT SCORES BY SPREADSHEET

How to Record Student Scores Using the Spreadsheet View

Notice unlike edit by task, you cannot add new assignments in Spreadsheet view. You also cannot add special codes or comments.

1. Select the class. Then click "Spreadsheet"

2. Click on the box that you want to record a score for and type in the score.

The spreadsheet view resembles a traditional gradebook. It will display current grades and percentage scores next to each student

If you have set color codes for any of the scoring options, you will see the boxes with those codes outlined in the corresponding color.

You can quickly switch to "Edit by Student" mode by clicking on the icon in this column

Grade Book		Brighton High School - 12/13 Brighton High School										System Date 03/04/2							
Crs-Sect	Course Title	Term	Period	Teacher	Room	Max	Enrl												
65232-63	F Spanish 2 - Sem 2	S2H	6	Daig, Lynette	F09	35	31												
								Students Enrolled as of 03/04/2013 or All Students											
								Grades based on assignments due on 1/28/2013 through 3/4/2013											
#	Student (ID)	Grd	Pct	10 pts	30 pts	2 pts	5 pts	100 pts	8 pts	10 pts	2 pts	5 pts	8 pts	10 pts	2 pts				
1		D	62.6	7		2	5	78	8	5	2								
2		B-	81.0	10	24.5	2		75.5	6	10									
3		B	84.2	10	24.5	2	5	71.5	6	8	2								
4		C-	70.2	10	19	2		87	8	8	2								
5		A	93.9	10	21	2	5	94	8	10	2								
6		E	47.4	10	18	5	40	5	10	2	5	10	2	2					
7		C+	78.3	10	22	2	5	55.5	8	10	2								
8		C+	77.5	9	19.5	2		83	8	7	2								
9		E	38.0				15	8	10		5	10	2						
10		C+	77.0	10	21	2	5	62	8	8	2								
11		C+	78.8	9	16.5	2	5	69.5	6	10	2								
12		A-	91.6	10	22	2	5												
13		A	100.6	9	26	2	5	75	8										

After you have typed in all of the scores that you would like to record, click "Submit".

