

University Support & Preparation Services

Instructions for Grade Sheet Form

To use the Grade Sheet Form:

Option 1: Use the “Save As” feature and save the form to the desired location on your computer. Fill in the fields as outlined below and e-mail the completed form as an attachment to Gerald Jones jonesg@sonoma.edu.

Option 2: Print the form and complete manually. When completed, send or hand deliver to Gerald Jones.

Directions:

- 1) Fill in students’ names.
- 2) Fill in daily points/scores. These fields are optional. Each field is limited to three characters.
- 3) Fill in Pre-Test scores. These fields are **required**. Each field is limited to three characters.
- 4) Fill in Post-Test scores. These fields are **required**. Each field is limited to three characters.
- 5) Fill in Final Grades using a letter grade, “CR” (Credit), **or** “NC” (No Credit). These fields are **required**. Each field is limited to three characters.
- 6) Fill in “Comments” fields using the legend at the bottom of the Grade Sheet. These fields are **required**. Each field is limited to five characters. Instructors can list up to three comments using colons between each comment. **EXAMPLE: 2:5:8**