1. Access Spreadsheet with grades
2. Number the column to get the total number of grades
3. Highlight grades to determine the number failed (just easier to calculate)
   1. Select Conditional formatting | Select Highlight cell rules | Select Less than | Enter 70 | Click Ok
4. Tally total pass rate for each assignment, etc.
   1. Place the cursor in the last cell below last grade
   2. Type the Equal Sign (=) | Type Pass number Divided by sign (/) total number and press enter (For Example =30/33)
   3. Change the bottom numbers to percentages by highlighting the row and then clicking on the % sign on the ribbon at top

Go to blank sheet to create master sheet for charts

1. Record