

## LOOKUP and what it means

- **To convert from a number grade to a letter grade**
  - You must have a set of grades **and the average or final grade that you would like converted already done**

| Name                                | Test-SI | #1Quiz | #2 Quiz | Quiz #3 | HW AVE | Unit Test | Investigation | Notebook | Notebook | Investigation | Unit Test | HW  | Quizzes | GRADE% |
|-------------------------------------|---------|--------|---------|---------|--------|-----------|---------------|----------|----------|---------------|-----------|-----|---------|--------|
| Adams, M.                           | 0%      | 60%    | 55%     | 65%     | 0%     | 50%       | 55%           | 63%      | 63%      | 55%           | 25%       | 0%  | 60%     | 43%    |
| Banks, S.                           | 50%     | 75%    | 85%     | 68%     | 74%    | 90%       | 80%           | 85%      | 85%      | 80%           | 70%       | 74% | 76%     | 78%    |
| Baxter, A.                          | 50%     | 75%    | 70%     | 80%     | 76%    | 0%        | 50%           | 50%      | 50%      | 50%           | 25%       | 76% | 75%     | 53%    |
| Campbell, C.<br>Charity,<br>Marlynn | 80%     | 45%    | 100%    | 100%    | 90%    | 98%       | 98%           | 98%      | 98%      | 98%           | 89%       | 90% | 82%     | 93%    |
| Dowdell, W.                         | 90%     | 80%    | 60%     | 70%     | 85%    | 86%       | 50%           | 85%      | 85%      | 50%           | 88%       | 85% | 70%     | 73%    |
| Foston, J.                          | 100%    | 100%   | 100%    | 100%    | 95%    | 75%       | 100%          | 98%      | 98%      | 100%          | 88%       | 95% | 100%    | 96%    |
| Head, D.                            | 0%      | 82%    | 70%     | 82%     | 68%    | 50%       | 80%           | 78%      | 78%      | 80%           | 25%       | 68% | 78%     | 67%    |
| Holt, S.                            | 70%     | 0%     | 0%      | 60%     | 45%    | 0%        | 0%            | 50%      | 50%      | 0%            | 35%       | 45% | 20%     | 27%    |

### You can cut and paste this into Excel and increase the font if needed

- Once in the Excel spreadsheet
- Click in the cell next to the first final grade cell (e.g., Adams final grade = 43%) For most it will be the “Y” column (from the previous excel exercise)
- In the formula location (in the menu box location)—click on the **fx** (a pop up box will appear)
- Choose **Lookup & Reference** (you might need to navigate to this in the pull down window section). Lookup & Reference translated to look at the number I tell you (e.g., the average score) and convert it to a reference value I tell you (e.g., the letter grade)
- Choose **Lookup**---then **OK**
- Popup box appears—choose **LOOKUP(lookup\_value, lookup\_vector, result\_vector)** this translates to look at the average score—look at the grading scale range this falls into---assign a letter grade to that value)

Lookup For Grades

|   |     |
|---|-----|
| F | 0%  |
| D | 60% |
| C | 70% |
| B | 80% |
| A | 90% |

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- A new popup appears
  - In the Lookup\_value area-click on the AVE grade cell (i.e., cell X3—the students average grade they received)
  - Next line-lookup\_vector—highlight the grade ranges (the grade ranges you have decided upon)
    - Click on **F4** key to make this range absolute<sup>1</sup>
  - Result\_vector area-highlight the **grade range** (the letter grades you would like to convert to)
    - Click on **F4** key to make absolute values
  - **Enter**
- **Edit---copy**
- Highlight the rest of the cells----**Enter—paste**
- **The number grades are converted to letter grades**

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<sup>1</sup> Why F4? The LOOKUP table (where you tell the computer what the letter grade will be e.g., 40 and below = F, 41-50 =D etc... what ever you have decided) does not change—but the students and student grades that you want the computer to convert will. The F4 places a \$ sign in front of the values –this tells the computer to “set” or refer back to that LookUP table. If you didn’t apply this, the range would slowly start to change, the range of grades would slowly start to change.

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