

## Pre-Collegiate Programs

### Instructions for Grade Sheet Form

To use the Grade Sheet Form:

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 Amy Tompkins [amy.tompkins@sonoma.edu](mailto:amy.tompkins@sonoma.edu).

#### **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**. Instructors can list up to three comments using commas between each comment. **EXAMPLE: 2, 5, 8**