

Department of Social Science Instructions for Using Grade Spreadsheets

As of May 1, 2023, a new set of Excel Grade Spreadsheets are available on the [Department of Social Science website](#) and are to be used for recording and submitting grades in all SOSC courses.

There are two versions of the spreadsheet, one for seminars (which includes spaces for up to 35 students) and one for lectures (which includes spaces for up to 500 students). Both spreadsheets include the following formulas: (1) the sum of the values for each graded component for each student (i.e. the final grade out of 100); (2) class averages for each graded component, for the raw final grade, and for the 'adjusted' final grade (this column allows for adjustments such as bumping a student who received a borderline numerical grade to a higher letter grade); and (3) in the grades distribution table in the bottom left hand corner of each spreadsheet, a calculation of the number of students who received each letter grade (these values can be directly inputted into the grade anomaly form). The grades distribution table also provides information on the conversion of percentage grades into letter grades.

To customize the spreadsheet for a specific course: (1) download the class list as an Excel spreadsheet using the [Class List](#) function in SIS (this requires your Passport York user name and password); (2) cut and paste the student numbers and first and last names of students into the grades spreadsheet; (3) delete any excess rows; (4) enter the labels for each graded component of the course (e.g. delete 'Assignment #1' and add 'Research Proposal'); (5) enter the values for each graded component (these should add up to 100); and (6) delete any excess columns. The lecture version of the spreadsheet also comes with a Tutorial tab. This may be customized as above and then copied to create as many individual tutorials as needed. The TAs can then use these spreadsheets to record their grades for each tutorial.

These spreadsheets should be completed and forwarded to your program UPA (and cc Alda) no later than two weeks after the sessional deadline for submitting final grades. If you have any questions or concerns about the Department of Social Science grades policy, or using these spreadsheets, please email Alda (alone@yorku.ca) or the UPD (updsosc@yorku.ca).