

Grade & GPA Planner

Log each graded item once. The planner applies your syllabus rules and tells you your grade now, the lowest and highest grade you can still finish with, the average you need on the rest for your target letter, and your term and cumulative GPA.

Summary

Everything here calculates from the Courses, Categories and Items sheets.

Today	Nov 2, 2026	Due in the next 7 days	8
Credits counted in GPA	16	Items past due with no score yet	3
Quality points (credits × grade points)	51.2	Items not counted (see Items, Status)	0
Term GPA (final letters, else projected)	3.20	Courses that need attention	0
Cumulative GPA	3.34		
Term GPA needed for your cumulative target	3.65		
Target check	Needed this term		

Course	Current %	Letter now	Lowest possible	Highest possible	Target	Needed on the rest	Verdict	Projected %	Projected letter	Letter for GPA	Grade points	Due soon
BIO 110 General Biology	83.7%	B	36.0%	93.5%	87.0%	88.7%	Reachable	84.1%	B		3.00	3
MATH 151 Calculus I	87.2%	B+	39.4%	94.8%	90.0%	91.3%	Reachable	89.3%	B+		3.30	2
ENGL 101 Composition	90.0%	A-	42.4%	95.3%	93.0%	95.7%	Reachable	90.0%	A-		3.70	0
PSY 100 Intro to Psychology	78.6%	C+	39.8%	89.3%	83.0%	87.3%	Reachable	78.7%	C+		2.30	2
ART 120 Drawing (half-term)					93.0%				A		4.00	0
FYS 101 First-Year Seminar	90.0%	A-	36.0%	96.0%	70.0%	56.7%	Reachable	90.0%	A-			1

Lowest / highest possible: your course grade with 0% / 100% on everything still to come. Needed on the rest: one average score on all remaining items that reaches the target.

Grade now vs target

Course	Current %	Target
BIO 110 General Biology	83.7%	88.7%
MATH 151 Calculus I	87.2%	91.3%
ENGL 101 Composition	90.0%	95.7%
PSY 100 Intro to Psychology	78.6%	87.3%
ART 120 Drawing (half-term)		93.0%
FYS 101 First-Year Seminar	90.0%	56.7%

What's in the file

Sheet	What you do there
Start Here	Short instructions, how the numbers work, limits and license.
Summary	Read only. GPA block (term, cumulative, GPA needed for your cumulative target), counts of items due soon, past due and not counted, one row per course, and a chart of grade now vs target.
Courses	One row per course: credits, grading method, target letter (or a target %), an optional "assume this average on the rest", the final letter once it's posted, and whether it counts in GPA.
Categories	One row per course category: weight and how many lowest scores are dropped. Shows each category's % and its share of the course grade.
Items	Every assignment, quiz and exam, including future ones. Points earned (blank until graded), points possible, due date, excused. Status, score % and days left calculate.
Settings	Today's date (blank = today), optional rounding, credits and GPA from earlier terms, target cumulative GPA, the "due soon" window, and your grade scale.

Yellow cells are for typing. Grey cells calculate. Sheets are protected with no password, only so formulas aren't overwritten by accident.

Set up a term (about 15 minutes with your syllabi)

1. **Settings.** Check the grade scale against your school's: letter, minimum % and grade points. The rows can be in any order. A letter with blank grade points (P for pass, for example) shows as a letter but isn't counted in GPA. If your school rounds before giving a letter (89.5% → 90%), type the number of decimals to round to (0 for whole percents).
2. **Earlier terms.** Type the credits you've already completed and your cumulative GPA so far, plus a target cumulative GPA if you have one.
3. **Courses.** One row per course. Pick the grading method that matches the syllabus:
 - **Weighted: total points per category.** Inside each category, points earned ÷ points possible; then the category weights. This is how most online gradebooks work.
 - **Weighted: each item counts equally.** Inside each category, the average of the item percentages (a 10-point quiz counts as much as a 50-point one); then the weights.
 - **Total points (no weights).** All points earned ÷ all points possible. Categories are optional and only used for drop rules.
4. **Categories.** Type each category's weight from the syllabus. Weights are scaled to their total, so 20/30/50 and 20%/30%/50% both work, and a syllabus whose weights don't add to 100 still works. Add how many lowest scores are dropped (for example 1 for "lowest quiz dropped").
5. **Items.** List every item for the term, including the ones still to come, with points possible. Leave Points earned blank until it's graded. That's how the planner knows what's left.

Each time a grade comes back: type the points earned. That's it. Summary and Courses update straight away.

How each number is worked out

Number	Meaning
Grade now	Graded work only. Categories with nothing graded yet are left out and the remaining weights are scaled up, so it reads like your gradebook's current grade.
Lowest possible	Your course grade if you scored 0% on every item still to come.
Highest possible	Your course grade with 100% on every item still to come (extra credit already earned can push it above 100%).
Needed on the rest	The one average score on all remaining items that lands exactly on your target. Verdicts: Reachable; Secured, even with 0% on the rest; Needs over 100% (extra credit); or, when nothing is left, Secured / Out of reach.
Projected %	Your grade if you average the "assume" % on the rest, or your grade now if you leave that blank.
Letter for GPA	The final letter once you type it, otherwise the projected letter. Courses marked "No" for GPA aren't counted.
Term / cumulative GPA	Credits × grade points ÷ credits. Cumulative adds your earlier credits and GPA. "Term GPA needed" is what this term has to average to reach your cumulative target.

A category with a weight but no items listed yet counts as work still to come, so add your final exam as an item (or leave the category empty and the planner assumes it's all ahead of you).

Drop the lowest

The lowest percentage scores in that category are dropped. Ties drop the earlier row first. The last graded score is never dropped, so "drop 2" with two scores drops one. The needed and projected figures keep today's drops. When later scores come in the drops are chosen again, so the real result can be slightly different. Some learning platforms drop whichever score helps your total most, which can differ when items have different point values.

Worked example (from the example file)

BIO 110 uses "Weighted: total points per category": Labs 20% (drop 1), Quizzes 15% (drop 1), Midterm exams 35%, Final exam 30%. Today is Nov 2, 2026.

- **Labs:** six labs graded (9, 8.5, 10, 6, 9.5, 9 out of 10). The 6 is dropped, leaving $46/50 = 92.0\%$. Two labs (20 points) are still to come.
- **Quizzes:** 5/10 is dropped and Quiz 7 is excused, leaving $43/50 = 86.0\%$. Two quizzes are still to come.
- **Midterm exams:** $78/100 = 78.0\%$, with Midterm 2 (100 points) still to come. **Final exam:** nothing graded, 150 points to come.
- **Grade now** = $(20 \times 92\% + 15 \times 86\% + 35 \times 78\%) \div 70 = 58.6 \div 70 = 83.7\%$ (**B**). The final's 30% is left out until it's graded.
- **Lowest possible** = $20 \times 46/70 + 15 \times 43/70 + 35 \times 78/200 + 30 \times 0 = 36.0\%$. **Highest possible** = $20 \times 66/70 + 15 \times 63/70 + 35 \times 178/200 + 30 \times 100\% = 93.5\%$.
- **Needed for a B+ (87%)** = $(87.0 - 36.0) \div (93.5 - 36.0) = 88.7\%$ on everything still to come. Verdict: Reachable.

GPA: with the example's projected and final letters, 16 credits count this term (FYS 101 is set to "No"), giving a term GPA of **3.20** and a cumulative GPA of **3.34** on top of 30 earlier credits at 3.42. Reaching a 3.50 cumulative would need a **3.65** term GPA.

Status words on Items

Status	Meaning
Graded	Counted.
Dropped (lowest)	Graded, but removed by the category's drop rule.
Upcoming / Past due, no score yet	No score yet; counted as work still to come. "Past due" just means the due date has passed (maybe it's waiting to be graded).
Excused	Left out completely.
Not counted: ...	Something needs fixing: the course isn't on Courses, the category isn't set up with a weight for a weighted course, points possible is missing, or the score isn't a number or is negative.

Limits and honest notes

- 10 courses, 80 categories and 500 items per file. One term per file: start a fresh blank copy each term and carry your cumulative credits and GPA over on Settings.
- Names are matched without regard to capitals ("Bio 110" and "BIO 110" are the same course). Avoid starting names with < > = and avoid * ? ~ (they act as wildcards in lookups).
- Extra credit: enter more points earned than possible. Bonus points that aren't tied to an item aren't supported.
- Tested in LibreOffice Calc (free). It's a standard .xlsx with no macros, but it hasn't been tested in Microsoft Excel, Google Sheets or Apple Numbers yet.
- Your school's official grade is what counts. This is a planning tool.

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