

Scoring Guidelines for Excel Spreadsheet

TOURNAMENT PREPARATION

1. Each teacher should divide his/her classroom into heterogeneous teams of 3 or 4 students.
2. Each team of students should come to consensus on a team name.
3. We would suggest one teacher, secretary, or volunteer be designated as the person to input all information in the spreadsheet. This will help to eliminate confusion. Have this person input all information into the scoring spreadsheet.

CLASSROOM LIST TAB

1. Before the tournament begins, input all student names and team names into the Classroom List folder on the spreadsheet
 - **COLUMN A** – Input classroom teacher's name.
 - **COLUMN B** – Do not input any data into this column. The spreadsheet will calculate each individual student's score from Rounds 2 through 8.
 - **COLUMN C** – Input student names by teams. Each bolded border section is for one team. If there are only three members on a team, type in "EXTRA" as the fourth person.
 - **COLUMN D** – Input team names.
2. During each round, enter scores into columns G-N.
 - **ROUND 1** – Enter the team score in column G. Each team will only receive one score. Do not enter anything into column F. This is a calculation box.
 - **ROUNDS 2-8** – Enter individual scores into columns H-N for each student. After entering ALL actual students' scores, please look at row 2. This row will have calculated an average for that round. Next, enter this average into all "EXTRA" students' score boxes. Please note: this average will likely change as the "EXTRA" scores are being entered. Continue entering the same number for all "EXTRA" students.
 - **ROUND 9** – Enter the team score in column O. Each team will only receive one score. Do not enter anything into column P. This is a calculation box.

TEAM SCORES TAB

1. Do NOT enter/input any data into this tab. Calculations are in place.
2. As scores are entered, this tab will calculate team scores and show you the team rankings "at a glance." View this tab to help you determine the leading team for each classroom each day.

INDIVIDUAL TOTAL SCORES AND RANKS TAB

1. Do NOT enter/input any data into this tab. Calculations are in place.
2. As scores are entered, this tab will calculate individual scores and show you the individual rankings "at a glance."
3. View this tab to help you determine the leading individuals for the grade level each day. To view an updated list of rankings, follow these directions:
 - a. Highlight the gray boxes A-C (This will highlight all three columns.)
 - b. Select *Data* (top tool bar)
 - c. Select *Sort* (first option)
 - d. Sort by *Score* (in first pull down menu), select *Descending*
 - e. Click *OK*

END OF TOURNAMENT- TIE BREAKERS

1. In the event of ties for the top 10 individual students/rankings, we have used a subtraction and an addition mad minute/timed quiz. We add the total number of correct facts completed to their total scores. (This scoring would not move students up in rankings, such as from fifth to first. However, it would only break the tie between students with the same ranking.)