

# Conditional Formatting

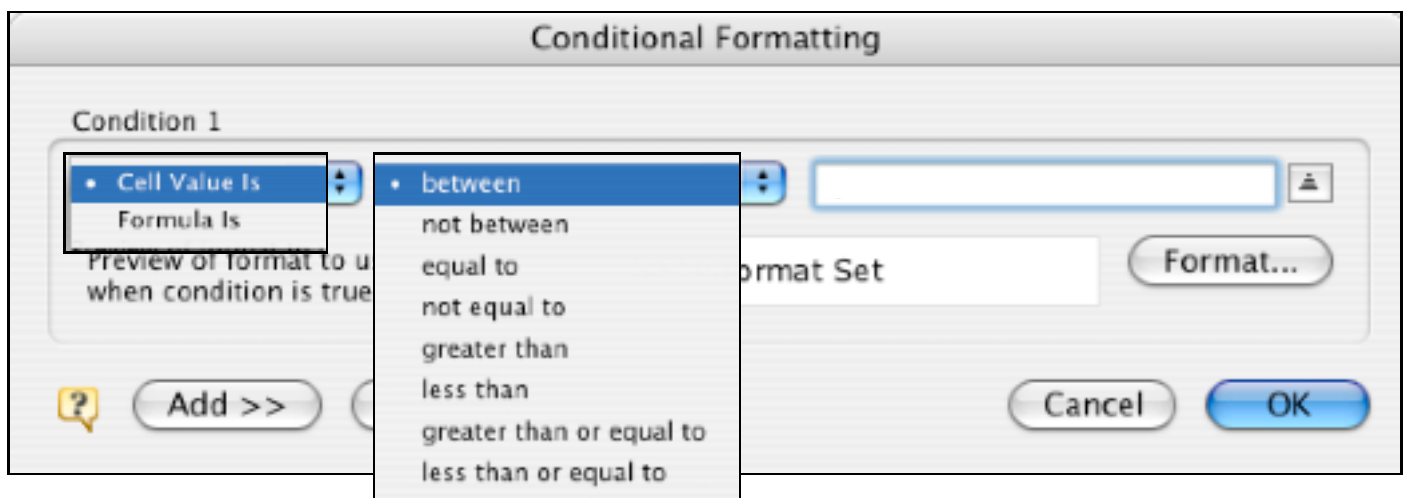
When using the computer for recordkeeping, it can help you to see a pattern of student performance, especially if the student is having difficulty, if conditional formatting is applied.

Conditional formatting allows you set to conditions for the value/grade placed in a cell. For example, if using a 4 point based rubric score, you may want scores below 3 to appear differently than scores 3 and above. The differences could be the style of the text, the text color, a border around the cell or shading within the cell.

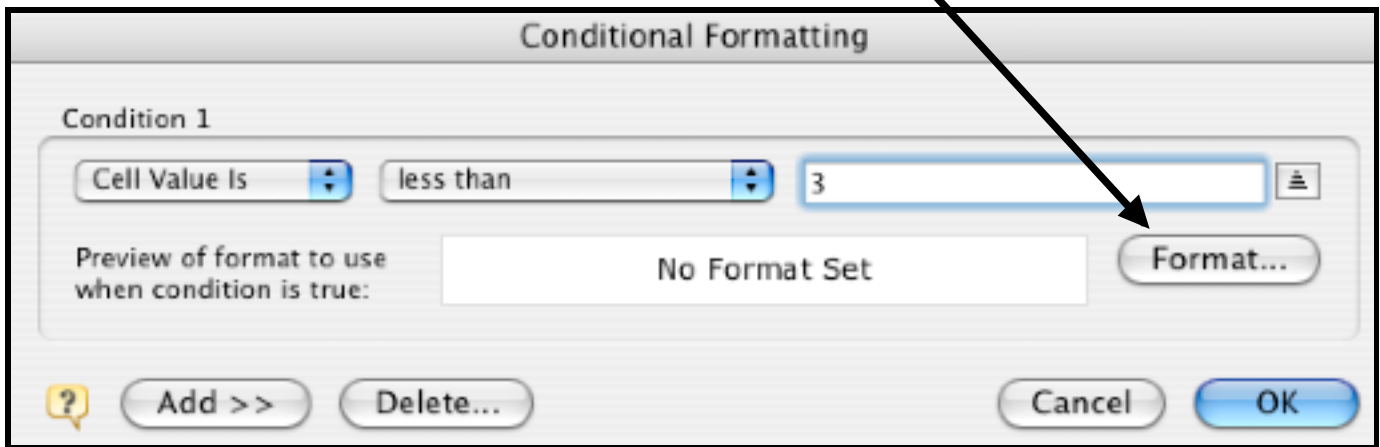
To set conditional formatting, select the cells to which the formatting will be applied.

Students	Student 1	Student 2	Student 3	Student 4	Student 5	Student 6
<b>1.1.1 Uses prewriting strategies to plan</b>						
Activity						
Activity						
Activity						
Activity						
Activity						
Activity						

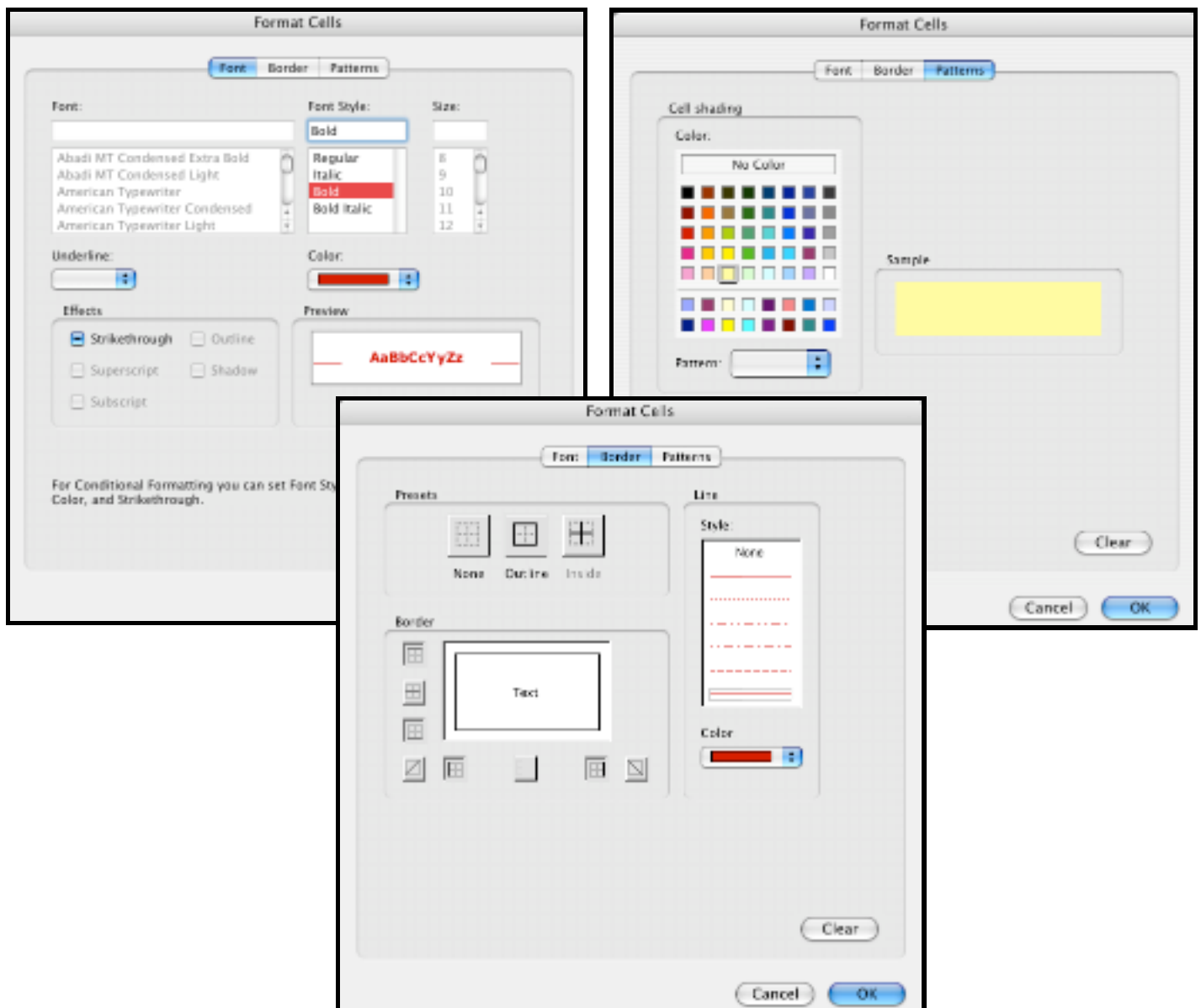
On the menu bar, go to **Format** and select **Conditional Formatting...** Below is the Conditional Formatting window with the two drop down menus to show you the options you have.



For example, set the following conditions. Click on **Format...**



There are a number of options to set including font, border and pattern.



Once you've set all the desired formatting for the cells you previously selected, click on **OK**. When you return to your worksheet and begin to enter numbers, you'll see the conditional formatting applied to those cells.

Students	Student 1	Student 2	Student 3	Student 4	Student 5	Student 6
<b>1.1.1 Uses prewriting strategies to p</b>						
Activity	4	<b>2</b>	3	4	3	<b>1</b>
Activity	4	<b>2</b>	<b>1</b>	4	<b>2</b>	<b>1</b>
Activity	<b>2</b>	<b>1</b>	<b>2</b>	3	<b>2</b>	<b>2</b>
Activity	3	<b>1</b>	<b>2</b>	3	3	3
Activity	4	<b>1</b>	3	4	3	3
Activity	4	<b>2</b>	3	3	3	3

In this example, any number less than 3 has been set to appear in a red, bold, italic font with a border around the cell and a faint yellow shading in the cell. While you need not set all of these formatting options, your personal preference will determine what is best for you to visually pick out the students who demonstrate a pattern of difficulty in achieving the benchmark.