1) Record each grade in the correct column:	
Standard	Honors

2) Count the # of ***Standard*** A's and place this number in the cell. Repeat for B's, C's, D's & F's.

3) Count the # of ***Honors*** A's and place this number in the cell. Repeat for B's, C's, D's & F's.

Place a 0 zero if you do not have anything…

4) Correctly transfer this information to the front.

Standard	Honors
A's=	A's=
B's=	B's=
C's=	C's=
D's=	D's=
F's=	F's=