Excel Essentials Tutorial

This Excel prep tool - “Excel Essentials Tutorial”- was developed by our own Dr. Kiymaz, Bank of America Professor of Finance, exclusively for our incoming Crummer students. The purpose of the tool is to help prepare you to be successful in your courses that will require Excel. You can access the tool by logging into your Blackboard account. (Detailed directions on locating your Blackboard account are given in the IT New Student Guide and Blackboard Tutorial.) To access Blackboard, use the same username and password as your Rollins email account. Once you are logged in, click on the “Courses” link in the upper right hand corner. The list of courses in which you are enrolled will appear. Click on ‘INTRO-TO-EXCEL: Excel Essentials’ to enter the course and begin the assessment:

https://blackboard.rollins.edu/

Within the tutorial is a Pre-assessment test, individual modules covering a variety of Excel topics, as well as, a “Final Exam”. Please review the tool in Blackboard for further instructions. You must achieve a score of 80% or higher on the Pre-assessment Test or you will be instructed to review the modules and complete the Final Exam. The Final Exam can be retaken as many times as needed with no penalty. Failure to successfully complete the assessment will require a meeting with the Associate Dean of Student Services.