

Spread Sheet Deliverable

Duration: 10 hours

The intent of this course is to allow participants to populate their spreadsheet with actual data taken from classroom or site based student performance results in order to practice simple methods of recording and displaying that data in a way that promotes effective teacher analysis of student achievement.

Participants will perform various operations in order to produce a spreadsheet that contains common student performance data by engaging the following skills:

Participants must create a spreadsheet and resulting graph that contains performance data for an entire class of students. Individual activities required to complete this deliverable/product are listed below.

- Spreadsheet must have data columns recording results for at least 3 student assessments (pre-assessment, mid-assessment, final-assessment)
- Spreadsheet must have the results of those assessments additionally rendered as overall percentages
- Spreadsheet must have class averages formulated for both the direct assessment results and the assessment percentages
- Spreadsheet must visually separate data columns through the use of colored cells and bold text for column titles
- Spreadsheet data must be rendered as a simple line graph that minimally displays percentage comparison of individual student performance on the pre-assessment and final-assessment
- Graph must have grid lines present to easily identify any one student's performance on both assessments
- Graph must use color to visually render different data lines
- Graph must be appropriately titled and labeled to allow simple analysis of comparative results
- Graph must be exported to word processing program where participant produces a written description of how the data is used to monitor student performance and teacher instruction on the assessed skills.

Success with the creation of this product and all required elements can be gauged by looking at the sample product that is embedded on the beginning page of online course content for this course. Participants must develop spreadsheet and accompanying word document with visual graph and explanation of results and submit both to their course/program mentor via email or using CTAP Online's document sharing tool.

CTC Standards Alignment

Participants successfully submitting the deliverable for this course will cover the standards below.

Skill key:

A — denotes active demonstration of skill

P — denotes passive demonstration of skill

N — denotes standards that are non-demonstrable or covered in Level II professional proficiency activity

Each subcategory has three levels of proficiency:

Intro — Introductory

Inter — Intermediate

Prof — Proficient

| Subcategory — General Knowledge and Skills | |
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| Intro | P — Defines spreadsheet terms (e.g. cells, alignment, formula, etc.) A — Creates, opens and saves spreadsheets P — Navigates using the mouse and tabs P — Undo unwanted changes P — Locates cells based on column/row addresses A — Selects, moves, copies, deletes, clears and inserts cells A — Selects entire column or row A — Resizes cells and rows A — Changes typeface, font size and other cell attributes |
| Inter | A — Sorts cells A — Changes text cell alignment and justification A — Replicates a formula or range of cells (e.g. fill) A — Creates simple bar or pie charts A — Adds shading and borders A — Selects charts for appropriate data representation |
| Prof | A — Saves in a variety of formats A — Imports/exports charts and data (e.g. spreadsheet to word processing, etc.) A — Aligns and rotates text and numbers A — Creates a variety of charts A — Labels graphs appropriately |
| Subcategory — Manage Records | |
| Intro | A — Enters text and data into specific cells |
| Inter | A — Creates formula cells (e.g. sum, average, etc.) A — Formats cells for appropriate content such as text, decimal alignment, currency |
| Prof | P — Utilizes grade book templates A — Maintains student records |
| Subcategory — Communication through Printed Media | |

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| Intro | A — Adjusts layout and margins A — Uses print preview and print document with title A — Creates and edits headers, footers and page numbers A — Sets up print options for grid lines, zoom, etc. |
| Inter | N — Prints a specific range of cells, pages and sheets P — Searches for and replaces text A — Changes size, placement and title of charts P — Changes page margins |
| Prof | A — Imports/exports charts into word processing application |
| Subcategory — Integration, Student Learning, and Classroom Management | |
| Intro | N — Describes the educational uses of spreadsheets |
| Inter | N - Creates new spreadsheets related to content area |
| Prof | N - Designs curricular lessons requiring use of spreadsheet N - Creates appropriate charts for a content lesson |