

Using Excel in Your Classroom

Road Map

This is the “**Yellow Brick Road**” to follow for successful completion of this course. It is an overview of what is coming each week. Scroll down to view the map in order to see what you are expected to do each week.

Week 1: The Beginning Of The Road: Let's Look At the Grid

(7/6/11-7/12/11)

Objective	Activity	Resources/Readings	Assessment	Time
Participants understand Syllabus and course requirements	Read the Syllabus	Syllabus Folder	Post response in Forum 1: I Have Read It!	0.0 hours
Participants in the course will learn something about each other as an “Ice Breaker” for discussion	Answer the “Ice Breaker” assignment questions [A1]	Your imagination	Post response in Forum 2: Let Me Introduce Myself	0.5 hours
Participants will learn about spreadsheets from reading 3 articles	Read three (3) articles on Spreadsheets [A2]	Readings: 1. Using Spreadsheets o Explore Real-World Data: http://homepage.mac.com/charlenechasis/spreadsheets.html 2. A Brief history Of Spreadsheets: http://www.dssresources.com/history/sshistory.html 3. An article on spreadsheets that you find	Post comments in Forum 3: I Read Three Articles	0.5 hours
Participants will learn the basics of how a spreadsheet works	Using a blank worksheet learn the basic operation of a spreadsheet, how to navigate, and to enter data [A3]	Excel spreadsheet Assignment attachments	Post answers in Forum 4: My First Look at the Grid	1.0 hours

Week 2: Making Excel Work for Me

(7/13/11-7/19/11)

Objective	Activity	Resources/Readings	Assessment	Time
Participants will learn about spreadsheets from reading 3 more articles	Read three (3) articles on Spreadsheets [A4]	Readings: 1. A Spreadsheet Tutorial: http://www.usd.edu/trio/tut/excel/index.html 2. Spreadsheet Activities For Grades 3 To 5: http://www.fi.edu/fellows/fellow4/may99/spreadsheet.html 3. School Spreadsheet Safari: http://library.thinkquest.org/J0110054/	Post comments in Forum 5: I Read Three More Articles	0.5 hours
Participants will learn how to create mathematical formulas to solve problems	Verbal problems to solve using spreadsheet calculations [A5]	Excel spreadsheet Assignment attachments	Post comments in Forum 6: Creating Formulas	1.5 hours
Participants will learn how to collect data to be used in a spreadsheet	Create and instrument and collect data to create a spreadsheet [A6]	Instrument for collecting data	Post a note in Forum 7: Here's My Data 1	0.5 hours

Week 3: What Excel Knows How to Do

(7/20/11-7/26/11)

Objective	Activity	Resources/Readings	Assessment	Time
Participants will learn about built-in functions from reading an article	Read one (1) article on spreadsheet functions [A7]	Reading: 1. A Spreadsheet Tutorial (continued): http://www.usd.edu/trio/tut/excel/index.html	Post comments in Forum 8: I Read About Functions	0.5 hours
Participants will learn how to create formulas using functions to solve problems	Verbal problems to solve using formulas created with functions [A8]	Excel spreadsheet Assignment attachments	Post spreadsheet in Forum 9: Creating Formulas With Functions	1.0 hours
Participants will create a spreadsheet using the data collected during week 2	Create a spreadsheet and do statistical calculations about the data [A9]	Excel spreadsheet Collected data	Post spreadsheet in Forum 10: Doing Statistics With My Data	1.0 hours
Participants will find a lesson plan that incorporates the use of spreadsheets	Using the Thinkfinity search engine to find a lesson plan that uses spreadsheets [A10]	URL: www.thinkfinity.org URL: www.google.com	Post comments about the lesson in Forum 11: I Found A Lesson	0.5 hours
Participants will collect another set of data	Collect data to create graphs [A11]	Instrument for collecting data	Post a note in Forum 12: Here's My Data 2	0.5 hours

Week 4: What Happens if the Data Changes?

(7/27/11-8/2/11)

Objective	Activity	Resources/Readings	Assessment	Time
Participants will learn how to create a graph using the data collected during week 3	Create a spreadsheet and make a graph from the data collected [A12]	Excel spreadsheet Collected data	Post graphs in Forum 13: Here Is My Graph	1.0 hours
Participants will determine a topic for their final project – a lesson plan	Research possible topics to create a lesson plan that will incorporate the use of a spreadsheet [A13]	Internet	Post a note in Forum 14: Here Is the Topic For My Lesson	1.0 hours
Participants will collect grade book data	Collect data to create a grade book [A14]	Your Grade Book	Post a note in Forum 15: Here's My Data 3	0.5 hours

Week 5: Classroom Management: Record Keeping

(8/3/11-8/9/11)

Objective	Activity	Resources/Readings	Assessment	Time
Participants will use data collected during week 4 to create a Grade Book appropriate for their grade level	Create a spreadsheet that can be used as a grade book and data base for conferencing [A15]	Appropriate grades (numeric or alpha)	Post the grade book spreadsheet in Forum 16: Student Records	2.0 hours

Week 6: The End of The Road (for now)!

Putting it All Together

(8/10/11-8/16/11)

Objective	Activity	Resources/Readings	Assessment	Time
Participants will create a lesson plan that incorporates the use of spreadsheets as Part 1 of their Final Project	Create a complete lesson plan that incorporates the use of spreadsheets [A16]		Post the completed lesson plan in Forum 17: Here It Is, My Lesson Plan	2.0 hours
Participants will complete the Grade Book spreadsheet as Part 2 of their Final Project	Revise/Complete the Grade Book spreadsheet [A17]		Post the completed spreadsheet in Forum 18: Here It Is, My Grade Book	0.5 hours
Participant evaluation of the course	Submit course evaluation	Use the link found in the assignments	Post a note in Forum 19: I Completed The Evaluation	0.0 hours

This is it... Congratulations

If ALL your work has been submitted properly then you have successfully completed the course.
Thank you for participating in Using Excel in Your Classroom