

TL Module 2: Curriculum & Assessment

Unit 5: Classroom Records



Objectives:

Teachers should be able to use networked record keeping software to take attendance, submit grades, and maintain student records. (UNESCO ICT-CFT, TL.4.j)



Duration:

Total of 4 notional hours – 2 hour computer practical session, 2 hour self-study on a computer.



A] Computer Practical (2 Hours)

Notes to Facilitator

This session's aim is to introduce participants to the use of a spreadsheet for record-keeping purposes, namely a class mark book. There are two tutorials offered here, both aimed at achieving the creation of a mark book in Excel. The first is for new users (beginners) and will guide them through the steps required to develop a simple mark book. Skills that will be taught include basic formatting, creating totals and averages, and creating formulas. The second is for intermediate users that have already had some experience using Excel. The skills covered include Autofill, AutoFilters, Conditional Formatting, Customising Toolbars and the VLOOKUP function. The facilitator will need to support the student teachers on both sets of tutorials.

We begin this unit with a record keeping task. Please note that you should choose the task below based on your experience with spread sheets. Also note that this task is a recommended **Portfolio Task** and should be prepared for submission.



Portfolio Task

Task 1a: Creating a Class Mark Book in Excel [Beginners] (2 Hours)

Work through [this](#) MS Excel tutorial, which introduces new users to a spreadsheet program and helps them create a simple mark book to record and store student marks. It looks at basic formatting, calculating the sum and average of a set of numbers, and writing formulas to determine term marks. Make sure you use the names from one of your real classes.

Task 1b: Creating a Class Mark Book in Excel [Intermediate] (2 Hours)

Work through [this](#) MS Excel tutorial, which introduces intermediate users of MS Excel to some cool, advanced features to improve your mark book. It includes training in Autofill, AutoFilters, Conditional Formatting, Customising Toolbars and the VLOOKUP function. Make sure you use the names from one of your real classes.



B] Self-Study (Total 2 Hours)

You will first need to complete the task outlined in the Computer Practical above.

Assignment 1 (40 Minutes)

Watch the video entitled *Formating an Excel Markbook* and replicate the following formatting skills outlined in this TeacherTube video.

http://www.teachertube.com/viewVideo.php?video_id=80932&title=Formating_an_Excel_markbook

Assignment 2 (40 Minutes)

Watch the video entitled *01 Excel Spreadsheet Functions: Basic Gradebook* and replicate the following Percentage calculations outlined in this YouTube video.

<http://www.youtube.com/watch?v=WE2x79BGEW8&feature=related>

Assignment 3 (40 Minutes)

Complete the following online tutorial at Educator Learning Journeys.

Selecting ICT Resources to Support Curriculum Outcomes?

Unit 3: Evaluating ICT Assessment Resources – Part 3: **Optimising Assessment Tools**

“Information Communication Technology (ICT) offers many tools that can enhance the assessment approach and experience for both educators and learners. This topic identifies ICT tools that match assessment aims at various stages of assessment. It also shows how to analyse assessment data to provide meaningful information.”

Access at <https://eljmicrosoft.intuition.com>.



Resources Used in This Lesson Unit

Cahdsu. (2009). *01 Excel Spreadsheet Functions: Basic Gradebook*. Available on Youtube at <http://www.youtube.com/watch?v=WE2x79BGEW8&feature=related> Accessed 16/08/2011. (

Moore, A. (2011). *How to make a Class Mark Book in Excel 2010 – The ‘From Scratch’ Guide*. [CC: BY]

Russell, R. (2004). *Excel MarkBook*. Available online at <http://www.rupert.id.au/tutorials/markbook/markbook.pdf>. Accessed 09/08/11 [GNU Free Documentation License v1.2].

Warnantp. (2009). *Formating an Excel Markbook*. Available on TeacherTube http://www.teachertube.com/viewVideo.php?video_id=80932&title=Formating_an_Excel_markbook Accessed 16/08/2011.