

## Grade book Templates

### Introduction to Excel

#### Mini assignments making/downloading Excel templates

These activities will allow you to explore Excel by on using existing templates that connect standards with the curriculum your teachers will cover in their classroom. While this could be done for any grade level (including post secondary) and any state, region or discipline that has created "standards", we will use the MSDE standards and curriculum to practice.

**Neither of these mini assignments take much time to create.**

#### Mini Assignment 1:

Go to the [Developing a Monitoring Plan](#) website (this is a section of the [Monitoring Student Process](#) which is part of the [Analyzing and Using Data](#) tutorial located on the mdk12.org <http://mdk12.org/data/index.html> site---just for reference on how we got there). Click on the

[Identify data to be used in monitoring.](#)

<http://mdk12.org/data/progress/developing/m4w2/pr1/index.html>

Click on [View the Maryland Content Standards Monitoring templates](#)

[http://mdk12.org/data/progress/developing/m4w2/pr1/planning\\_templates.html](http://mdk12.org/data/progress/developing/m4w2/pr1/planning_templates.html)

Read the overview. Towards the end, there are two planning templates that have been created as a stimulus for discussing how best to monitor individual student progress on MD indicators by helping teachers plan an ongoing collection of classroom data as part of the regular instructional program. Take a peak at the *View the Maryland Learner Outcomes templates*.

Then go back and click on *View the Maryland Content Standards Monitoring templates*. Choose either Voluntary State Curriculum Objectives or Core Learning Goals Indicators and choose a grade level. **Download the file to Excel (link is at the top of the page). Save the file. Remember to include your name in the file extension.**

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#### Mini Assignment 2:

Go back to [Developing a Monitoring Plan](#). (<http://mdk12.org/data/progress/developing.html>) This time click on [Create Data Collection Templates](#). (<http://mdk12.org/data/progress/developing/m4w2/pr2/index.html>) Choose one of the template levels of interest. Randomly click on some of the objectives. **Generate a worksheet and then convert/download to Excel. Save the file. Remember to include your name in the file extension.**