

Exercise 1: Creating Spreadsheet Productivity Tools

Step 1

Learn more about the four elective spreadsheet activities—Classroom Inventory, Seating Chart, Pictograph, and Roll Book.

Step 2

Determine which activity you want to do first. You can work alone to create a productivity tool that is uniquely meaningful and relevant for you in your classroom, or you may collaborate with a colleague who shares a similar interest or need.

Step 3

Plan, do, review, and share the activity or activities as directed.