

# Roll Book

Many teachers have a roll book that contains their students’ names and contact information. Teachers often use their roll books to also keep track of students’ attendance in class. How might you be able to use a computer to create a classroom roll book and attendance record?



## Plan It

Create a spreadsheet with a roll book worksheet and an attendance record worksheet. Look at the following examples:

	A	B	C	D	E	F	G	H
1	Roll Book							
2								
3	Last Name	First Name	Street Address	City	State	Postal Code	Telephone Number	Parents' Names
4	Brown	Danielle	1216 N. 1st Ave.	Lombard	KS	66002	555-7868	Mark and Donna
5	Gomez	Mauricio	822 W. State St.	Lombard	KS	66002	555-0034	Javier and Lupe
6	Jones	Michael	2344 E. Elm St.	Redwing	KS	66004	555-7094	Thomas and Nancy
7	Kim	Aisha	687 S. 8th Ave.	Dryden	KS	66005	555-1032	Donald and Marcy
8	Thomas	Zachary	1855 W. Oak Path Dr.	Redwing	KS	66004	555-4464	David and Susan

Roll Book Worksheet Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Attendance Record																							
2																								
3			Sept. 5-9				Sept 12-16				Sept 19-23				Sept. 26-30				A=absent T=tardy					
4	Last Name	First Name	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
5	Brown	Danielle		T																				
6	Gomez	Mauricio								A														
7	Jones	Michael			A																	T		
8	Kim	Aisha						T																
9	Thomas	Zachary																A	A					

Attendance Record Worksheet Example

## Applying Spreadsheets

Think about the following questions, and if working with a partner, discuss your ideas. Writing your ideas on a sheet of paper and drawing a table that shows how you might put the information in order might be helpful.

- What important contact information should you have for each of your students? Will you need to know their address, telephone number, and their parents' or guardians' names?
- What type of attendance information do you record? Will you keep track of the days when they are absent or late to class?
- How might you organize the students' contact and attendance information on separate worksheets?

For help on how to do certain tasks, look at the following groups in the *Help Guide*:

- **Spreadsheet Group 2:** Selecting Cells, Rows, and Columns
- **Spreadsheet Group 3:** Using Worksheets
- **Spreadsheet Group 4:** Adding and Working with Information
- **Spreadsheet Group 5:** Changing the Look of Information and Worksheets



## Do It

1. Start the spreadsheet software, and open the grade book spreadsheet that you previously completed.
2. Copy the worksheet to a new book. (For help, see Spreadsheet Skill 3.6: To make a copy of a worksheet.) Notice that the completed grade book worksheet is now in a new spreadsheet document. Close the original grade book spreadsheet.
3. Change the worksheet's title and the name on the tab to "Roll Book".
4. Keep the Last Name and First Name column headings in cells A3 and B3. Then, type the new column headings "Street Address" in cell C3, "City" in cell D3, "State" in cell E3, "Postal Code" in cell F3, "Telephone Number" in cell G3, and "Parents' Names" in cell H3. Delete any other column headings remaining in row 3.
5. Leave the students' last and first names in the cells below the headings in columns A and B. Then, complete the worksheet by typing the missing information in columns C through H. Delete any other grade scores from the original worksheet.

**Step 4:** If desired, you may type your own column labels based on the contact information you feel is most useful.

**Step 5:** Since you probably do not know the actual contact information for your students, you can use made-up information in your spreadsheet. Later, you can add the real information. At that time, you can also include other students' names and contact information.

Applying Spreadsheets

- 6. Change the text and the width of the columns as needed. You might also want to change the text wrapping and the alignment of the information in the cells.
- 7. Duplicate the worksheet. Change the worksheet’s title and the name on the tab to “Attendance Record”.
- 8. Delete the contents in columns C through H. Then, insert a new row above row 3.
- 9. In cells C4 through G4, type abbreviations for the days of the school week. Change the width of columns C through G to automatically fit the information.

**Challenge:** Select cells C3 through G3 and merge them into a single cell so you can type the date information in Step 10. (See the Challenge Example at the end of this section.) (For help, see Spreadsheet Skill 5.10: To combine or merge cells.)

- 10. In a cell above the abbreviated days of the week, type information about the range of dates covered.
- 11. Repeat Steps 9 and 10 to create three more weeks of attendance columns (for a total of four).
- 12. Add borders and cell shading to separate the columns for the four weeks.
- 13. Type letters or symbols that could be used to show the days when students are absent or late. Then in an empty area on the worksheet, type information that explains what these letters or symbols mean.

**Challenge:** Insert comments or notes that provide additional information about a student’s absence or lateness. (See the Challenge Example at the end of this section.) (For help, see Spreadsheet Skill 4.11: To type a comment in a worksheet cell.)

- 14. Save your work as directed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Attendance Record																							
2																								
3			Sept. 5-9				Sept 12-16				Sept 19-23				Sept. 26-30				A=absent L=late					
4	Last Name	First Name	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
5	Brown	Danielle		L																				
6	Gomez	Mauricio									A													
7	Jones	Michael			A																			
8	Kim	Aisha																						
9	Thomas	Zachary																						
10																								
11																								
12																								
13																								

Aisha said she had a doctor's appointment. She will bring a note.

Zachary was at the state science fair on these two days.

Roll Back Attendance Record

Attendance Record Worksheet Challenge Example



## Review It

Look over your completed spreadsheet. Make sure it has the following elements:

- A roll book worksheet with the contact information for students listed in the grade book worksheet that you previously completed
- An attendance record worksheet containing information about the days when students were absent or late
- Cell borders and shading that makes the information easier to see and understand

If any elements are missing, add them to the spreadsheet now. You should also make other desired changes. Remember to save your work when you are finished.



## Share It

Be prepared to discuss your answers to the following questions during sharing time:

- How might the roll book and attendance record worksheets make your job as a teacher easier?
- What other information might you want to add to the worksheets? Why?
- How is this activity different from the first spreadsheet activity that you completed?