Introduction: This lesson plan would be used as a professional development course to teach users more functions of Excel and how to use it to extrapolate attendance data.

INDIVIDUAL LESSON PLAN

Teacher: Mr. Sam Dowd

Title: Customizing Attendence Reports

Subject(s): Technology Integration

Grade(s): Secondary level teachers

Objectives: Show teachers how to manipulate a bland report generated by iPass. Expose them to possibilities including automatic totaling, charting trends, and other analysis tools available as needed.

Materials Needed: Computer lab, iPass, Microsoft Excel

Brief Description: This lesson will help teachers to understand how to create and manipulate attendance reports. Using these skills teachers will be able to use the data more effectively. They can observe trends, quickly see who the frequently absent students are, and maintain a visually stimulating record of the absences for their classes.

Lesson:

I. Begin with an exported excel document containing attendance information
II. Show the AUTOSUM feature
   o Explain how it can be used to easily total student's total number of absences
III. Explain how to use, and the features of conditional formatting
   o Basic uses
      ▪ Highlight the students with "2" or more absences in red
      ▪ Highlight students with 0 absences in green
   o More advanced
      ▪ Populate other fields with data to get more specific data for conditional formatting.
      ▪ Show how multiple rules can be used to acquire more specific data
      ▪ A student within a certain range, should be highlighted green if they have less than 4 absences, orange with between 4 and 6 absences, and red if they have more than 6 absences
IV. Use the chart wizard to show trends for one or more particular student.
   o A line graph can be used to show if absences increased over the course of the month
   o A bar graph can show the students' absences as they relate to each other.

Assessment: Evaluation of their completed Excel document with test scenarios.