

Using Technology to Support Reading Best Practices

The Electronic Reading Log



Excel Lesson Plan

Grade Levels: 3-8

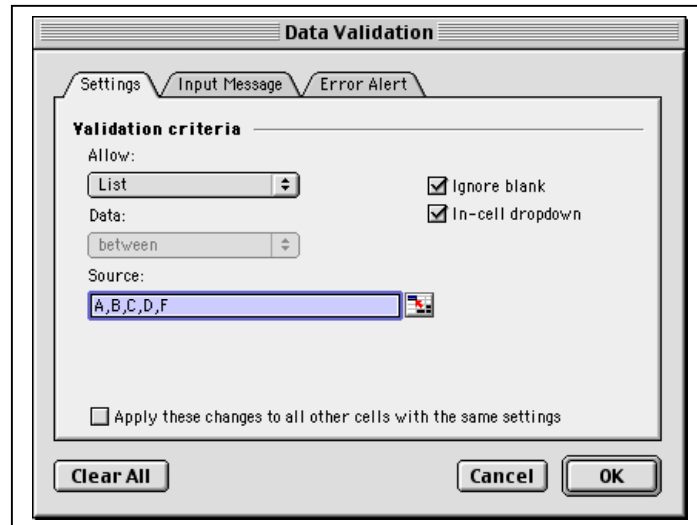
	B	C	D	E	F	G
1	Last Name	Book Title	Author	Date	Rating	Genre
2	Compratt	A Wrinkle in Time	Madeline L'Engle	9/14/01	A	Science Fiction
3	Compratt	Harry Potter and the Sorcerer's Secret	J.K. Rowling	9/29/01	A	Science Fiction
4	Compratt	The Pigman	Paul Zindel	11/12/01	C	Realistic Fiction
5	Jones	Romeo and Juliet	William Shakespeare	10/1/01	B	Play
6	Patel	Julie of the Wolves	Jean Craighead George	9/23/01	B	Historical Fiction
7	Patel	Maniac Magee	Jerry Spinelli	10/10/01	A	Realistic Fiction
8	Patel	The Phantom Toolbooth	Norton Juster	10/10/01	A	Science Fiction
9	Patel	Johnny Tremain	Esther Forbes	10/23/01	D	Historical Fiction
10	Yackley	The Light in the Forest		9/22/01	C	Realistic Fiction
11	Yackley	A Tree Grows in Brooklyn	Betty Smith	11/2/01	A	Realistic Fiction

Throw away the scraps of paper tracking independent reading for each student! Keep an Excel spreadsheet of the books students read during the year and use the spreadsheet for students to recommend books to each other and to help students and their parents assess progress in independent reading.

Creating the Spreadsheet

1. Launch Excel.
2. Enter the column headings.
 - a. Place the cursor in cell A1. Enter First Name and press Tab.
 - b. In cell B1, enter Last Name and press Tab.
 - c. In cell C1, enter Book Title and press Tab.
 - d. In cell D1, enter Author and press Tab.
 - e. In cell E1, enter Date and press Tab.
 - f. In cell F1, enter Rating and press Tab.
 - g. In cell G1, enter Genre and press Tab.
3. Adjust the width of the columns.
 - a. Highlight column A by clicking at the top of the column. Go to the Format menu and choose Column and then Width...
 - b. Change the column width to 30.
 - c. Repeat the above steps to adjust the width in columns B, C, and D.
4. Format the date cells.
 - a. Highlight column E by clicking at the top of the column. Go to the Format menu and choose Cells...
 - b. On the Number tab, choose the category Date.
 - c. Click on the date type you prefer. This will format the date regardless of how the user enters the information.

5. Create a list of possible ratings.
 - a. Highlight column F by clicking at the top of the column. From the Data menu choose Validation...
 - b. In the Allow: drop down box, choose List.
 - c. In the Source: drop down box, enter the ratings students will assign to books read: A,B,C,D,F (separate each entry with a comma and do not add spaces after commas).
 - d. Click OK.



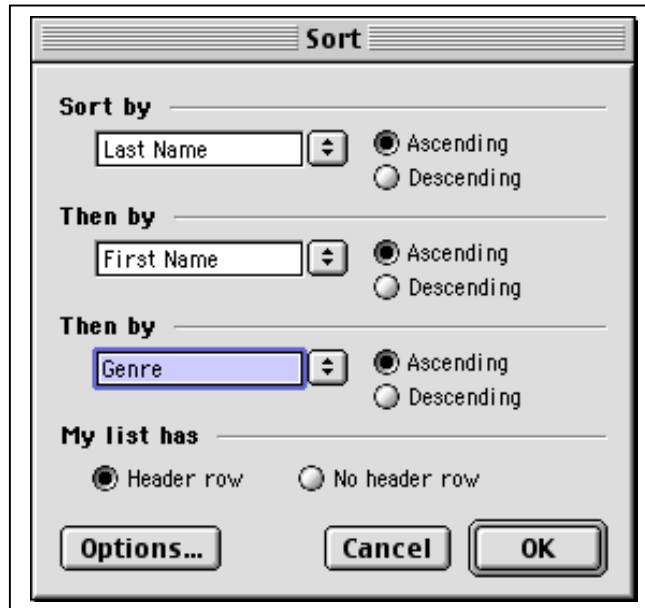
6. Create a list of possible genres.
 - a. Highlight column G by clicking at the top of the column. From the Data menu choose Validation...
 - b. In the Allow: drop down box, choose List.
 - c. In the Source: drop down box, enter the various genre's you wish students to assign to books read. Separate each entry with a comma. Do not add spaces after each comma.
 - d. Click OK when finished.

Entering Reading Log Data

1. Click in cell A2. Enter the student's first name. Then press Tab.
2. Enter the student's last name in cell B2. Then press Tab.
3. Enter the book title in cell C2. Then press Tab.
4. Enter the book's author in cell D2. Then press Tab.
5. In cell F2, click on the pull down box to choose the appropriate rating. Then press Tab.
6. In cell G2, click on the pull down box to choose the correct genre.
7. Continue adding data into new rows.

Sorting Reading Log Data

1. Click in cell A1.
2. From the Data menu choose Sort...
3. Check that the radio button is selected for Hheader row under MMy list has.
4. Choose the categories by which you wish to sort. Click in the drop down box to choose. You may choose to sort by three separate categories.
5. Click OK.



Computer SuperStation Strategies

- ❑ Make the reading log available at the beginning of the day when students are unpacking backpacks, handing in homework, and getting supplies together.
- ❑ Enforce a rule that no more than two students may be at the computer at any time.
- ❑ Have students keep track of the books they read in their Assignment Notebook so that they may easily enter their books into the spreadsheet.
- ❑ Make the reading log available to students to browse titles other students have read as a book recommendation station.