

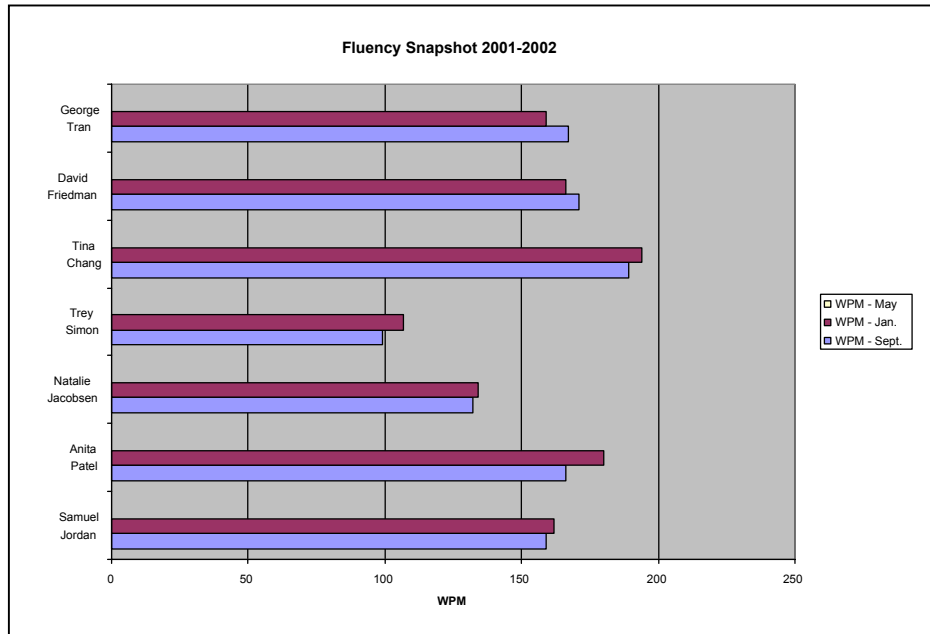
Using Technology to Support Reading Best Practices

The Fluency Snapshot



Excel Lesson Plan

Grade Levels: 2-8



A Fluency Snapshot is an assessment tool. Throughout the year, a teacher asks each student to read an unfamiliar, grade level passage out loud. The number of words read in one minute is charted. Helping students improve fluency is one strategy in successful reading.

Use Excel to maintain assessment data and generate professional graphs to help you make instructional decisions.

Setting Up the Worksheet

1. Launch Excel.
2. Type labels for each column you will enter data.
 - a. In A1, type "Last Name." Press TAB.
 - b. In B1, type "First Name." Press TAB.
 - c. In C1, type "WPM – Sept." Press TAB.
 - d. In E1, type "WPM – Jan." Press TAB.
 - e. In G1, type "WPM – May." Press RETURN.

Entering Student Data

1. Position the cursor in cell A2. Begin entering student data.
 - ❑ Press TAB to move to the field to the right.
 - ❑ Press Shift-TAB to move to the field to the left.
 - ❑ Press RETURN to move to the beginning of the next row.
 - ❑ Use arrow keys to move to cells up, down, left, or right.
2. Save work frequently.
 - ❑ Go to File and choose Save As...
 - ❑ Navigate to the folder you wish to save. Name the file and then click Save.
 - ❑ Go to File and choose Save to update saved files.

Entering Comments

You can enter anecdotal notes for any student. The notes do not interfere with the WPM data.

1. Click on a cell you wish to enter a comment.
2. Go to the Insert menu and choose Comment.
3. Type the comment for the student.
4. Click on cells with existing comments and go to the Insert menu and choose Edit Comment to make changes.

Viewing Comments

1. Go to the Tools menu and choose Preferences.
2. Click the View tab.
3. Click the radio button next to Comment indicator only.
4. Click OK.
5. Move the cursor over a cell to view the comment. You can identify cells with a comment with the small red triangle.

Calculating the Average

	A	B	C	D	E
1	Last Name	First Name	WPM - Sept.	WPM - Jan.	WPM - May
2	Jordan	Samuel	159	162	
3	Patel	Anita	166	180	
4	Jacobsen	Natalie	132	134	
5	Simon	Trey	99	107	
6	Chang	Tina	189	194	
7	Friedman	David	171	166	
8	Tran	George	167	159	
9					
10					
11					
12					

To calculate the average in this example:

1. Position the cursor in cell B10 and type the label Average.
2. Position the cursor in cell C10 and type the formula =AVERAGE(C2:C8). Press Return.
3. Position the cursor in cell D10 and type the formula =AVERAGE(D2:D8). Press Return.

Charting Data on a Graph

1. While working in the worksheet, click on the Chart Wizard button on the Excel toolbar (looks like a bar graph).
2. In the “Chart type:” window, choose Bar. Then click Next.
3. Click Next.
4. Enter a title of your graph in the “Chart title:” text box.
5. Enter WPM for the “Value (Y) axis” text box.
6. Click Next.
7. Step 4 asks where you want the chart placed. Choose the radio button for “As new sheet.” Then click Finish.
8. To return to the spreadsheet, click on the “Sheet1” tab near the bottom of the Excel window.