Lesson Plan: Organize College Information in Google Sheets

Teacher's Note:

These videos refer to colleges, but the lessons can apply to any type of post-secondary education (2yr/4yr, military, certificates, or training).

Overview

In Organize College Information in Google Sheets, students use Google Sheets to compare and contrast colleges.

Lesson Objectives

By the end of this lesson, students should be able to:

- Achieve the following objective(s):
 - Build a spreadsheet to compare colleges by specifying important criteria, researching it, and documenting the results to make an informed decision about where to go to school.
- Answer the following essential question(s):
 - How can I ensure that I am making the best possible investment of my time and money when choosing a school to attend?
- Internalize the following enduring understanding(s):
 - Making an informed decision requires thoughtful consideration of many different factors.
 - Spreadsheets can help organize all the necessary information involved with making an informed decision.
 - o Comparing data points requires you to have specific and consistent measurements for each.

III Digital Skills

As they complete this lesson, students will learn and practice the following digital skills:

- Create a new spreadsheet in Google Sheets
- Add text to cells
- Cut, paste, and delete rows and columns
- Format text (as a date, wrapping, hyperlinking, splitting)
- Use Google Search to find information on the internet
- Add/remove data filters
- Sort spreadsheet data from A-Z
- Apply data validation
- Digitally share a file with others



Terms and Concepts

As they complete this lesson, students will learn and use the following terms and concepts:

- Criteria
- Row
- Header
- Text Wrapping
- Cut and Paste
- Freeze
- Hyperlink

○ Total Duration	🚅 Materials
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- 45 minutes (can be extended to 60-90 minutes with extension videos)
- Computer with internet access (per student)
- Headphones (per student)
- Applied Digital Skills website

	Lesson Outline: Main Videos Plus Extensions				
	Video	Duration	Description		
1	Lesson Introduction: Research and Organize Information about Colleges in Google Sheets	5 min	Students are introduced to the lesson, create a new spreadsheet, and give it a title.		
2	Build Your Spreadsheet	10 min	Students list at least three (3) colleges they're interested in researching, identify criteria to compare, and ways to measure them as headers.		
3	Research Your Colleges	25 min	Students search the internet to find information on their chosen colleges and add their findings to the spreadsheet.		
4	Organize College Information Google Sheets Wrap-Up	5 min	Students wrap up this lesson and discover how the skills they learned can apply to other tasks.		
*	Extension: Research and Sort Important College Deadlines	10 min	Students research deadlines, format text as dates, and sort it in A to Z order.		
*	Extension: Add a New Sheet for Application Requirements	15 min	Students add a new sheet, research requirements, and add their findings to the spreadsheet.		
*	Extension: Filter Colleges by Degree Type	5 min	Students apply a filter to find schools that offer a certain degree type.		



*	Extension: Clarify Information by Splitting Text to Columns	5 min	Students use the split and fill features to narrow down schools that meet their criteria.
*	Extension: Keep Track of College Applications with Data Validation	5 min	Students add data validation to their spreadsheet to track application progress.
*	Extension: Share Your College Spreadsheet with Others	5 min	Students share their spreadsheets with another person and learn about the permissions involved.

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Prep

Before introducing the lesson to students, you will need to:

- create an instructor account at g.co/applieddigitalskills and add a class
- distribute the class code to your students.

■ Procedure

- 1. Introduce the lesson: Prompt students to think about a topic they might create a presentation about, or assign them a topic (see <u>Appendix</u> for suggested prompts).
- 2. Check in with students during class: Meet 1:1 or in small groups as students watch videos (see Appendix for suggested prompts).
- 3. Wrap up the lesson: Give a short closing and facilitate brief discussion about what students learned and experienced during the lesson (see <u>Appendix</u> for suggested prompts).

Assessments

Applied Digital Skills offers two tools to help measure student learning -- the end-of-lesson quiz and the student project rubric.

- The end-of-lesson quiz contains multiple-choice and open response questions. Use the quiz to help measure students' ability to recall what was covered in the lesson and demonstrate their understanding of how to use digital skills in different scenarios.
 - Note that the answer key is only available here in the teacher lesson plan
- The student project rubric example includes example criteria to score and provide comments on student projects created for this lesson. The rubric is designed to measure students' understanding and their ability to apply the digital skills covered in the lesson. Add additional rubric criteria to meet your needs.

Check / Outcomes

Walk around class and monitor progress to ensure students:

• Create and title a new spreadsheet.



- Add at least three (3) colleges and five (5) criteria with measurements.
- Freeze and bold the header row.
- Hyperlink the college names.
- Use Google Search to find information about their schools and add their findings to their spreadsheet.



Resources

- Example project
- Student Project Rubric
- Appendix

Tip: This lesson is designed to be completed in a single class period. The lesson has multiple videos for students to watch, which vary in duration and guide students through building a main project around the central theme of this lesson. Also included are six optional "extension" videos, which are 5-10 minute activities you can add to the main lesson to extend instructional time and allow students to "add on" to their projects and reinforce or practice additional skills.

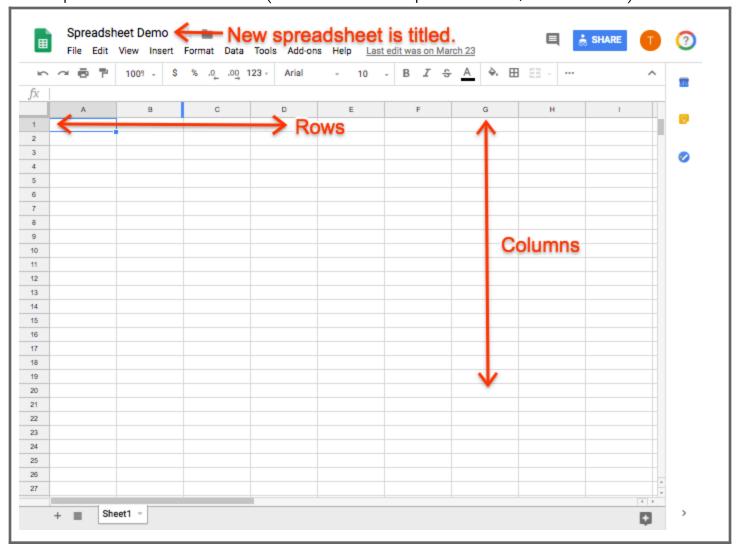
Tip: Assign groups. Some activities require students to work in pairs or groups. Save time by assigning students before the lesson begins.

Tip: Reserve 5 minutes at the beginning and end of each lesson. Start each class with a 5 minute introduction and end each class with a 5 minute closing.

Tip: Use the rubric to evaluate student work. Rubrics are linked in each lesson plan to evaluate student work. Share a copy of the rubric with students before they turn in their projects.

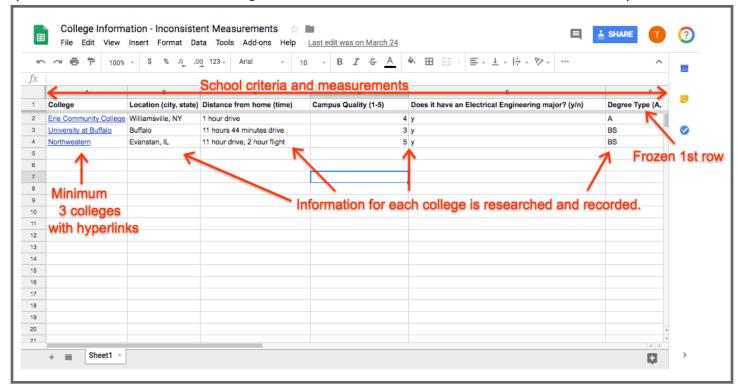


Example Student Outcome (Create a New Spreadsheet; Add a Title)



Example Student Outcome

(Add at Least Three Colleges and Five Criteria; Freeze Header Row)





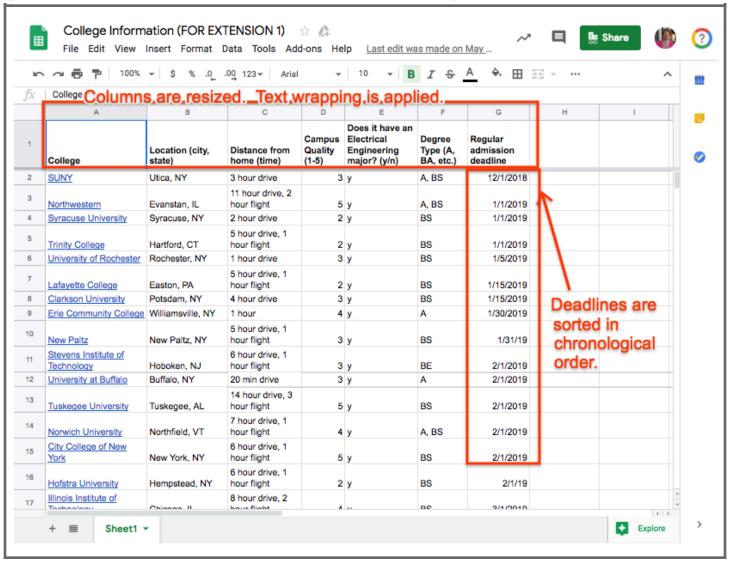
Extensions: Organize College Information in Google Sheets

Use these optional extensions to lengthen class duration to 60-90 minutes and allow students to add on to their projects and practice additional skills.

	Extensions			
Extension	Duration	Description		
Extension: Research and Sort Important College Deadlines	10 min	Students research deadlines, format text as dates, and sort text in A to Z order.		
Extension: Add a New Sheet for Application Requirements	15 min	Students add a new sheet, research application requirements, and add their findings to the spreadsheet.		
Extension: Filter Colleges by Degree Type	5 min	Students apply a filter to find schools that offer a certain degree type.		
Extension: Clarify Information by Splitting Text to Columns	5 min	Students use the split and fill features to narrow down schools that meet their criteria.		
Extension: Keep Track of College Applications with Data Validation	5 min	Students add data validation to their spreadsheet to track application progress.		
Extension: Share Your College Spreadsheet with Others	5 min	Students share their spreadsheets with another person and learn about the permissions involved.		

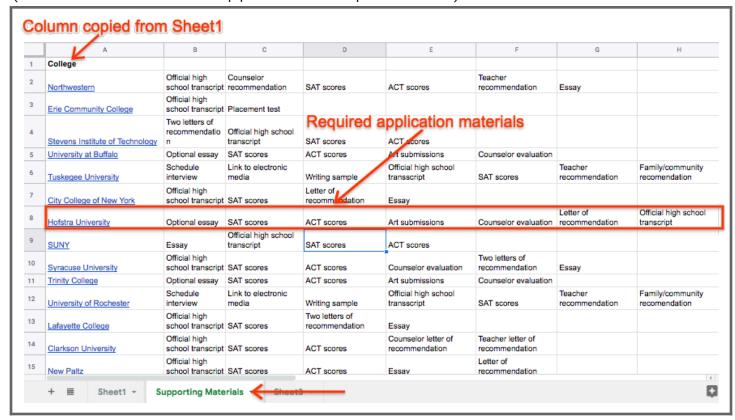


Example Student Outcome: Extension (Research and Sort Important College Deadlines)

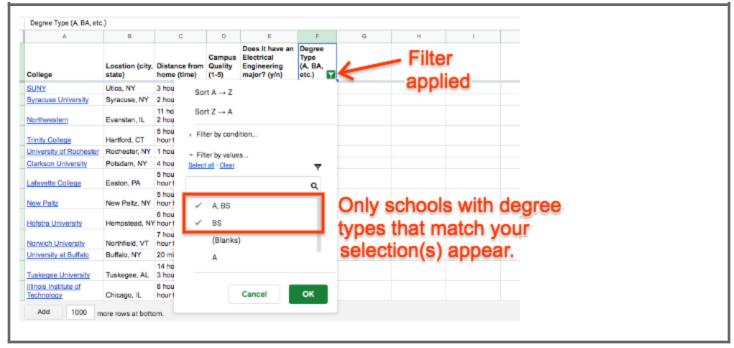




Example Student Outcome: Extension (Add a New Sheet for Application Requirements)

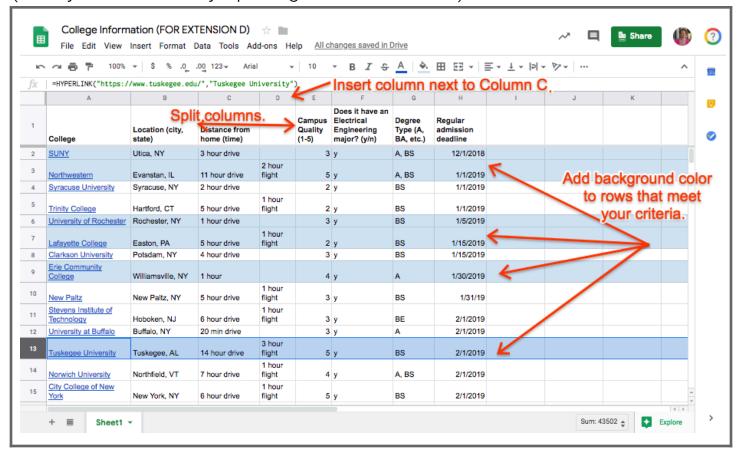


Example Student Outcome: Extension (Filter Colleges by Degree Type)



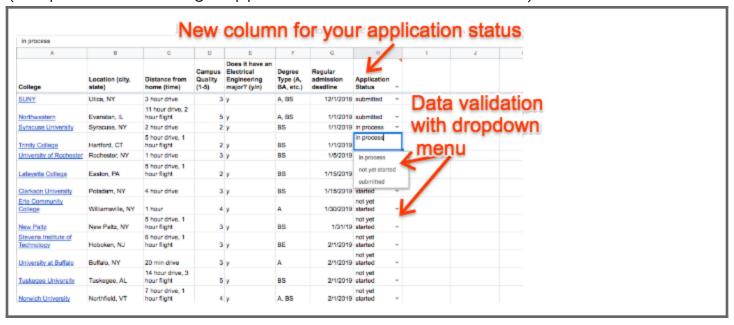


Example Student Outcome: Extension (Clarify Information by Splitting Text to Columns)

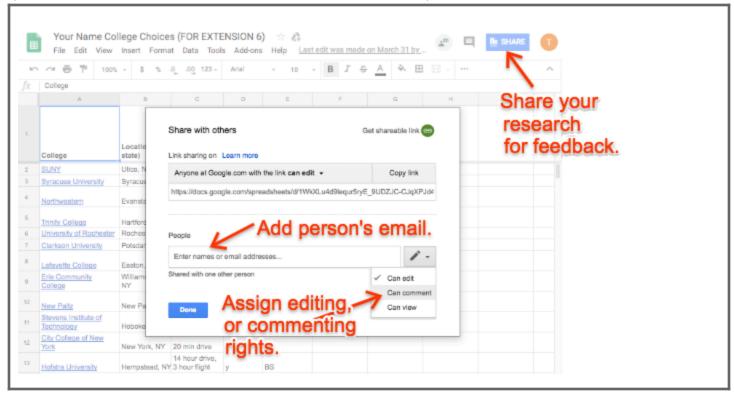




Example Student Outcome: Extension (Keep Track of College Applications with Data Validation)



Example Student Outcome Extension (Share Your College Spreadsheet with Others)





Appendix

Organize College Information in Google Sheets

Introduce the lesson and prompt students to think about colleges they'd like to attend, and what it is about them that makes them feel that way.

Say

To get started and join our class, go to <u>g.co/applieddigtialskills</u> and select "Sign In." Click on your Google account (or create one), choose "I am a student" and enter our class code. (*Teacher note: locate your class code on your dashboard.*) After you join our class, proceed to video 1 and begin watching.

Ask

- What are the most important factors for you to consider when choosing a college?
- How can a spreadsheet help you with organization?

Describe the lesson and its outcomes.

Say In this lesson, you will build a spreadsheet to compare and contrast college information.

Say

Go to <u>g.co/applieddigitalskills</u> and select "Sign In" to log into your profile. If you see "Wait," click it and move onto the next lesson. If you already see "Research and Organize Information about Colleges in Google Sheets" then you are ready to begin watching the first video. Watch the first video, and complete the steps described.

Teacher Note If students need help accessing the lesson, have them navigate the curriculum menu by clicking on **Curriculum** at the top of the page, then scrolling down and selecting the correct lesson.

Intro & Closing Questions

- Have you ever thought about everything you need to consider when choosing a college?
- Why do you think it is important to organize all of this information?

Engage

• What have you learned about your chosen schools so far?

Wrap up the lesson.

Wrap-Up

Summarize the lesson and celebrate that, as a result of the skills students learned, they created an exciting project.

Say

In this lesson, you built a spreadsheet in Google Sheets to organize information about colleges. You decided what criteria was most important to you, researched your schools, and recorded your findings to make an informed decision.

Ask

- What did you find that was surprising during this lesson?
- What else might you use a spreadsheet like this for?



Quiz Answer Key

- 1. C
- 2. D
- 3. A
- 4. C
- 5. B
- 6. C
- 7. A
- 8. A
- 9. B 10. D

Google