ASSURE Model Planning Document

Analyze Learners
This screencast has been created for 3rd grade and 2nd grade students to learn how to make a graph using Microsoft Excel. The majority, or possibly all, of these students have never used Microsoft Excel and need basic instructions beginning with identifying the Microsoft Excel icon. The students will learn best by watching a demonstration and then trying the steps on their own.

State Objectives
The objective is to supplement the student’s graphing unit in Math with a quick starter lesson to illustrate the use of technology in producing graphs. The students will create their own survey question, survey the classroom and then use the data to input into Excel. The students will be able to type their 4 categories, type in the associated data number and then use the graphing feature to create a graph that correctly presents the data. Students will also label their graphs with a title, x-axis label and y-axis label.

Utilize Media and Materials
I have created a basic template for the students to open in Excel. The students will be expected to use the computers in the classroom to create their graph. Prior to instructing the students, I will install the screencast as an icon on the desktop of each of the three computers. During class instruction, I will show the entire class how to access the screencast by viewing the teacher’s computer on the document camera. Students will be able to ask other students for help getting started or may ask the teacher for assistance. The screencast will instruct the students how to enter their data, create the graph and labels.

Require Learner Participation
This activity will be considered an enhancement to the curriculum and will not be formally assessed. This lesson is meant to provide an introduction to Microsoft Excel and allow students to experiment with technology. The students will be using hands-on skills to build their graph and will receive immediate feedback from Excel depending on whether their graph appears correctly or incorrectly. If the student is able to produce a finished graph with correct data and labels, the graph will be approved by the teacher and printed.

Evaluate and Revise
After the students use the screencast and attempt to create their graphs an assessment will be done to reflect on the process. Did the screencast help students learn and remember how to create a graph in Excel? Were the students able to create accurate graphs? Did the students demonstrate ease of use with Excel or were they confused? Were there any discrepancies between what you intended and what you attained?