# Using the Grade 3 Science Skills Tracking Excel File

I am hoping the Excel file will be helpful in your assessment, both formative and summative, of science outcomes. So this works for you as efficiently as possible, please refer to this user guide. The use of this Excel file is not a requirement (like the tracking in math in K-3), use it as you please. As always, email me, peter.macdonald3@nbed.nb.ca, with any questions or feedback.

 ➢ Important: Each tab (see below) is set to print for letter sized paper should you want blank copies to use about the classroom. It is highly recommended to backup these, and similar files, regularly to more than one location.

Tabs: The tracking file is broken down into tabs for each outcome. There is also a tab to summarize a student's overall progress (Student Summary) and a tab that contains all the assessment rubrics for reporting purposes (Rubric Summaries; they are straight from the skills documents).

| Student Summary | **PP1** | PP2 | PP3 | PP4 | PP5 | AE1 | AE2 | AE3 | AE4 | Rubric Summaries |
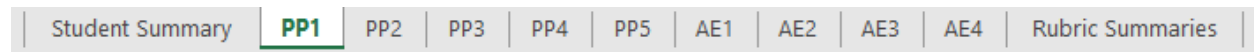
To start, refer to the PP1 tab.

Student Names: Each skills outcome tab looks like this. The "Student01, etc." are place holders for your students. Enter your student names over these. There are a total of 29 students possible.

 ➢ Important: Every other tab will populate the student list from what you type here.
 ➢ Important: The auto-population of Excel tabs is problematic if you make changes to the student roster on PP1 after you have entered scores in any tab. Refer to the two options below.

o If you input data and have kept the auto-population feature, do not sort students by name if there are roster changes. Add new students to PP1 and keep that order. Delete the information in the cells of students no longer in your class (do not delete rows or cells).

o Enter your class roster in PP1 and then copy and paste that in to every other tab, this will remove the auto-population feature. Delete or add students as necessary (do not delete rows or cells) but you need to do this carefully to every tab, however, the roster and data within each tab can now be individually sorted alphabetically.

School, Year   **Formative Assessment of Science Skills**   **Teacher**
Grade 3

PP1: Propose scientific questions

4 = Excelling	3 = Got It	2 = Almost	1 = Need Help
Testable question that includes what is measured/observed as well as tested	Scientific question that includes the variable to test	Question has a yes/no answer; does not indicate what should be tested	Any other answer

Student Name	Scores					Final	Observation Dates			
Student01						#N/A				
Student02						#N/A				
Student03						#N/A				
Student04						#N/A				
Student05						#N/A				
Student06						#N/A				
Student07						#N/A				
Student08						#N/A				
Student09						#N/A				
Student10						#N/A				

Scores: Using the rubric as a guide, score your student on the skills, from left to right, as the year progresses. You many only enter a score of 1, 2, 3, 3+, 4, or 4+ (each cell is a dropdown list of those numbers if you find that easier).

➢ Important: The rubric models that of report card assessments, but if you wanted to change that you would need to change the data validation of the cells (found under the Data tab on the top of the excel file).

Final: This column contains a formula to display the last number in the row. This assumes a progression of learning the skill, but that certainly is not always the case. If you don't agree with the value that displays in the "Final" column simply make the last entry in the "Score" cell the value you want or type the value in the "Final" cell and overwrite the formula. Do not worry if/when you see "#N/A", the formula in the cell is looking for a numerical value and can't find one. That will change once you've entered a score (even if you don't, it will not effect the workings of the Excel file).

Observation Dates: A space for your own use should you want to keep a record of formative assessment or activity dates. Excel will likely auto format the cell to represent the dates you enter.

Student Summary Tab: In this tab you can select a specific student and view their overall progress. I'm hoping this would be helpful for reporting periods or conferences with parents, teachers, principals, etc.

School, Year			Grade 3 Science Skills Assessment Summary				Teacher
Student01			4 = Excelling, 3 = Meeting Exp., 2 = Approaching Exp., 1 = Working Below, 0 = No Data				
Summary of All Science Skill Outcomes							
Skill			**Scores**			**Final**	**Skill Assessment Strands**
PP1	0.0	0.0	0.0	0.0	0.0	#N/A	**Plan & Perform (PP)** - Ask questions, make predictions about
PP2	0.0	0.0	0.0	0.0	0.0	#N/A	objects and events and develop fair tests to investigate those
PP3	0.0	0.0	0.0	0.0	0.0	#N/A	questions. Observe and investigate their environment and
PP4	0.0	0.0	0.0	0.0	0.0	#N/A	record the results
PP5	0.0	0.0	0.0	0.0	0.0	#N/A	
AE1	0.0	0.0	0.0	0.0	0.0	#N/A	**Analyze & Explain (AE)** - Interpret findings from investigations
AE2	0.0	0.0	0.0	0.0	0.0	#N/A	using appropriate methods. Work collaboratively to carry out
AE3	0.0	0.0	0.0	0.0	0.0	#N/A	science-related activities, and communicate ideas, procedures
AE4	0.0	0.0	0.0	0.0	0.0	#N/A	and results.

Where it says "Student01" above is a dropdown list of all the students you placed in the PP1 tab. The formula in each cell searches each skills outcome tab for information pertaining to that specific student. For your reference, this tab also displays (not shown above, but it is in the Excel file) a description of each skill outcome.

➢ Important: If a score of "0" appears, that just means the reference cell contains no data, it is not an actual score of zero. The cells in the "Final" column may show and error message and "#N/A", that is because it is searching for a number and there has been nothing entered yet. This will not effect how the Excel sheet works.