

A	B	C	D	E
1	Row 1	<p>The title of the data you are reporting. Example: HHS Media Center Program Activity 2nd Quarter, 2005–2006</p> <p>Steps 2–15 describe each of the column headers which will be in Row 2</p>	<p>Set this title row off with a fill color or special font. Center or align across the selection of cells AFTER you have established all the column headings.</p> <p>Varying font colors will be helpful. Align the column header text, vertically or at an angle to maintain narrow columns and a spreadsheet that remains a manageable width. Vertical alignment is especially important for columns F–U.</p>	<p>Title the sheet tabs at the bottom of the screen. Continue using the same workbook to keep accumulated statistics in one Excel workbook. Use one sheet tab for each school year, quarter, or whatever time span you record data for.</p>
2	Cell A2	Week	<p>The beginning dates for each week go in Column A. Enter the first date in A3, the second date in A4, etc. Take advantage of Excel's AUTO FILL feature to enter a series of dates. Drag your mouse over A3 and A4. When the cursor becomes the fill handle, drag down through the remaining cells. (Example: A3, Nov. 7; A4, Nov. 14. Excel automatically fills in Nov. 21, Nov. 28 etc.) Format the column numbers as a date.</p>	<p>Enter all the dates so your spreadsheet is fully prepared. To include monthly totals, insert a blank row at the end of each month. Fill the monthly totals row with a different background color or pattern to set it off.</p>
3	Cell B2	<p>Enter a title appropriate to what you want to convey about program activity. Example: Major Curriculum Projects This Week</p>	<p>Choose the WRAP TEXT option in the alignment tab for all rows in columns B–E beginning with Row 3. Adjust the column width and row height accordingly as you work through the spreadsheet.</p>	<p>Busy media specialists may find it easier to keep a weekly log than a daily log. Keep the task manageable by emphasizing major activities.</p>
4	Cell C2	<p>Enter a title appropriate for your instructional role. Example: Media Specialist Co-Teaching & Technology/ Information Literacy Skills Taught</p>		<p>This is the spot to make note of instruction provided directly to students. Indicate standards benchmarks if appropriate. Keep it manageable to emphasize highlights.</p>
5	Cell D2	Collaborative Planning		<p>Note meetings with teachers to plan instructional activities for this week or future activities you planned this week. Indicate services or support provided to help instruction. You don't need to record everything you do. Emphasize what is important and unique.</p>
6	Cell E2	Special Events This Week		<p>Share the good news about visitors, special involvements. Note events that may have caused program activity to vary substantially. For example, were classes not in the media center due to special events such as a schoolwide speaker or standardized tests?</p>
7	Cells F2–J2	Days of the Week	<p>Note: Since you aligned the text vertically the columns can be formatted narrow. Enter a day in each of the 5 columns or use the label # of classes Monday, # of classes Tuesday, etc.</p>	
8	Cell K2	Total number of classes this week	<p>Suggestion: Use a different color for each column with numbers or alternate colors between colors. For example, use your school colors. Tips for entering formulas are in steps 18–21.</p>	
9	Cell L2	Average # of daily classes		

Figure 1

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10	Cell M2	Weekly total number of students in classes		Do not worry about variations; the totals are what make an impression!
11	Cell N2	Average total number of students per day		Do students use the media center before and after school? Include this.
12	Cells O2–S2	Daily Circulation Numbers	Enter a day in each of the 5 columns or use the labels Monday circulation total, Tuesday circulation total, etc.	
13	Cell T2	Weekly Circulation Total		
14	Cell U2	Average Daily Circulation		This information is very valuable for advocacy.
15	Row 3, Cells B–E	You've already entered the dates in Column A. Begin recording data in Columns B–E. This is qualitative data, descriptive information of program activity.	Columns B–E are formatted as text. If you haven't done this already, use the Wrap Text feature and abbreviate to get as much information as possible in a cell. Adjust the row height as necessary.	Toot your horn! Describe what you and your program contribute to student learning. Do this at the end of every day or at the end of every week. A minute each day saves hours later.
16	Row 3, Cells F3–J3	Enter the number of classes that use the media center each day.	Columns C–W are formatted as numbers. Continue in row 4, 5, 6, 7, etc.	Use the Cell Pattern feature to block out the days that school is not in session.
17	Cell K3	This cell contains the total number of classes that used the media center this week.	Use the auto sum feature or enter a formula manually. Cell Formula: =SUM(F3:J3).	
18	Cell L3	This cell contains the average number classes that used the media center each day that week.	Use the auto sum feature or enter a formula manually. Be sure to adjust the formula to account for shorter weeks. Cell Formula: =SUM(K3/5).	
19	Cell M3	This cell contains the total weekly number of students in classes that used the media center this week.	Enter a formula that represents the weekly total K3 * the average number of students per class. Cell Formula: =SUM(K3*30). Format the result with no decimals.	Use a general average. Suggestion: Use the average that the district or school reports.
20	Cell N3	This cell contains the average daily total number of students who visited the media center.	This is the sum of all the students in classes who used the media center this week plus the average number of drop-ins.	This number has a huge impact! Include students who use the media center before and after school along with drop-ins during the school day. To determine a reasonable average number of drop-ins do a manual count a few times and then decide on a representative number you can use each day.
21	Cells O3–S3	These cells contain end-of-the-day circulation numbers.		Enter this information at the end of every day from your circulation system or do a quick count of the checkout cards.
22	T3	Weekly circulation total	Use the auto sum feature or enter a formula manually. Cell Formula: =SUM(O3:S3).	
23	U3	Daily circulation average	Use the auto sum feature or enter a formula manually. Cell Formula =SUM(T3/5). Adjust the formula to account for short weeks.	
24		Beginning with Row 4, Cell K	Formulas for weekly totals and daily averages can be copied into cells using the Auto Fill feature. Adjust the formula to account for short weeks.	

Figure 1