**Liesl McCormick Teaching Notes**

This tutorial was assigned assuming no background knowledge of spreadsheet programs. It provided students with a basic background in the layout of a spreadsheet, formatting, formulae, functions, ranges, sorting, standard deviation, filling cells, making bar graphs, and adding custom error bars. Many of these skills are concurrently taught in lab, and the tutorial was meant to provide extra practice and explanation for students who needed it.

The tutorial worked well in that I felt comfortable that students had a clearly laid-out resource to use on their own time. During the lab period, I can provide one-on-one help to a number of students, but this allowed students to work through the skills at their own pace outside of class hours.

Next time I use this tutorial, I will set a shorter deadline for completion. Anecdotally, I noticed that the vast majority of students completed it within several days of the assessment due date, and by moving up the due date, I believe that students will work through the tutorial earlier in the semester.

Students who take my course come in with a wide range of backgrounds of familiarity with spreadsheet programs. The reason I chose to implement the tutorial in the way that I did (online, outside of class, a single assessment) was so that students could use it in the way that worked best for their prior knowledge. Students with no background knowledge of spreadsheets could spend as much time as they needed working through the tutorial, while students with proficiency in spreadsheet programs could breeze through (or even not attempt) the tutorial before attempting the assessment. I believe that this worked well for my situation, rather than forcing students to work through it during class time.