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- ▶ This workshop will focus on using the Excel application and google drive space, to facilitate the effectiveness and efficiency of the attendance/class tracking process. We will also look at strategies to data collection; formulas for manipulation of the data; saving and sharing that data; reviewing the data and getting the data into ASIST in an expedited turnaround time.
  - ▶ We will start the session by overviewing the Excel application and exploring various formulas related to the data collection process. Then, focus on building the data collection sheet and sharing it.



# Using Technology for Data Management: Attendance

PRESENTER:

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What are the biggest challenges with regard to data in your program?

From the perspective of:

Director

Program manager

Data Team

Teacher

# G-Suite for Education

<https://www.google.com/a/signup>

# Google Drive:

Storage  
Saving  
Sharing



▶ Technology  
Involved in the  
data effort

# Free Excel Teaching Websites and Apps

- ▶ Mr. Excel

- ▶ <http://www.gcflearnfree.org/topics/>

- ▶ <http://www.free-training-tutorial.com/statistical-functions.html>

- ▶ <https://excelexposure.com/>

- ▶ <http://www.howcast.com/guides/573-How-to-Use-Microsoft-Excel/>



Questions, Queries, Comments