

Context Analysis		
Information Categories	Data Sources	Performance Site Characteristics
1. Managerial Support	<p>Interviews: Math and computer resource teachers, students with more experience using spreadsheet</p> <p>Records: Studied NC Computer Skills curriculum database from NCDPI Functions and position descriptions for teacher and computer resource teacher Help Menu</p>	<p>Math teachers utilize time in computer lab and provide instruction before, during, and after students interaction with the website. Peer tutoring should also be offered from more experienced spreadsheet users. Tips and Hints for spreadsheet use is also provided from the help menu in the software program Microsoft Works.</p>
2. Physical Aspects	<p>Interviews: Math and computer resource teachers, students, testing coordinators in the county, other curriculum teachers with experience teaching spreadsheet skills.</p> <p>Records: NC Released Computer Competency Test and practice files, previous lab schedules, practice test files, practice test questions, equipment lists, classroom lesson plans</p>	<p>Students will have time to access the actual spreadsheet files within a website that teaches them how to use the spreadsheet. Students will manipulate a spreadsheet to use for data and graphing just as they are expected to do for the NC Computer Competency Test. The files and questions are set up as similar to the actual test as possible.</p> <p>Constraints: (finances, personnel, time, facilities, equipment, local culture, etc.) are limited access to the Internet – how much lab, classroom, and home Internet use is available, limited time for access – how much time in the classroom is available, limited resources that provide Internet - only one computer per classroom on average.</p>

3. Social Aspects	<p>Interviews: Same as Above</p> <p>Records: Classroom lesson plans and lab schedules, technology lesson plans</p>	<p>To many of the learners this will be the first time that they use a spreadsheet. They will work alone or in groups depending on the site situation or teacher preference. In the computer lab students will have the option to work alone or with a partner. The teachers can choose to have students work alone in either situation but working with a peer tutor may be offered as well. The website is constructed for self-paced learning and many learners will work at different paces.</p>
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Relevance of the Skills to Workplace	<p>Interviews: Computer Resource and Math Teachers</p> <p>Records: Equipment lists, inventory, software lists, Windows Explorer</p>	<p>Computers with Internet access are available in every classroom on at least one desktop machine. In the computer lab all 34 computers have access to the Internet. All computers in the classroom (including non-networked and Windows 3.1) have MS Works spreadsheet files and the ability to print.</p>
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