

Recording Sheets

List of Contents

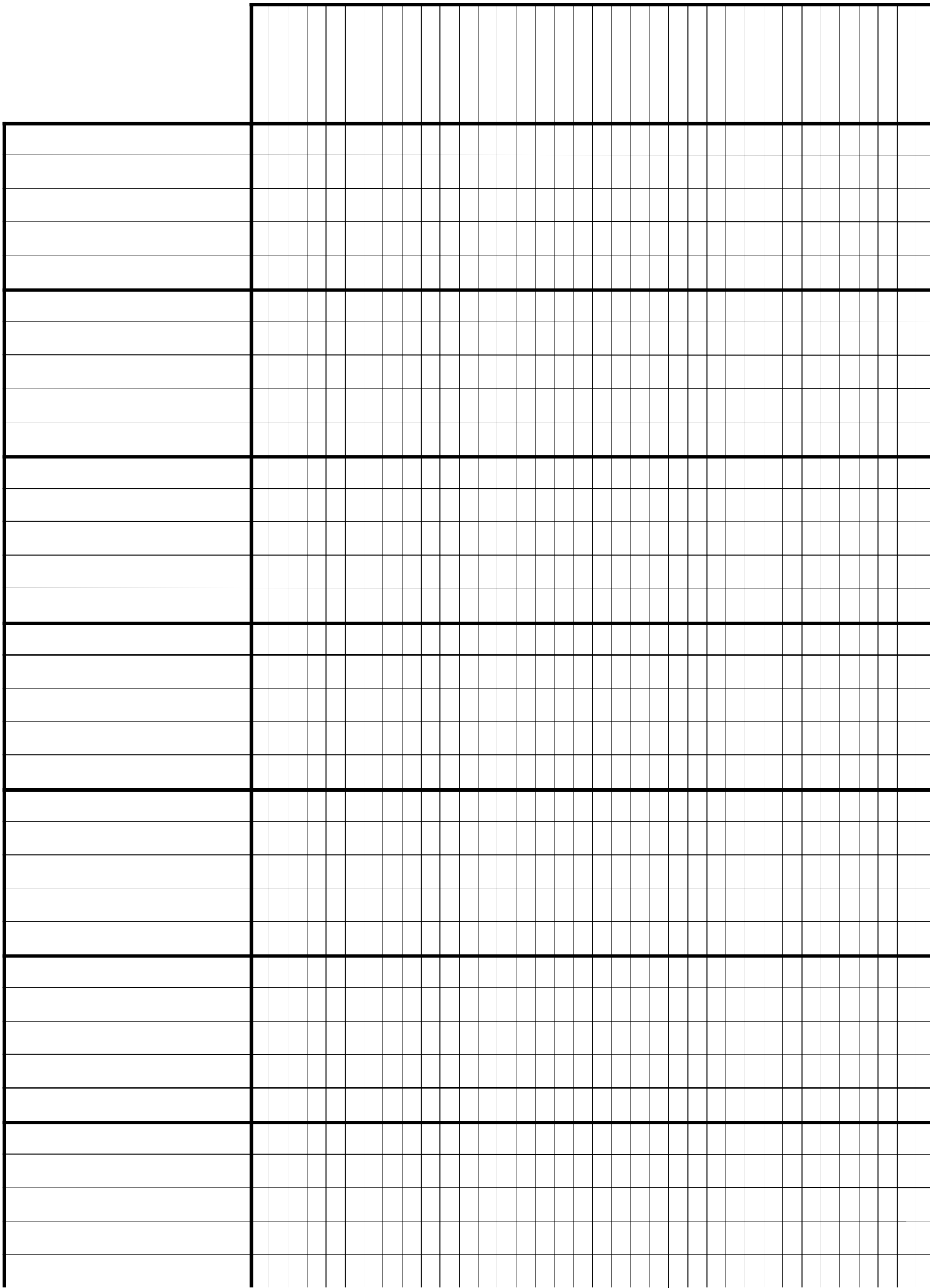
35 lines (4 mm columns) Left-page
Right-page

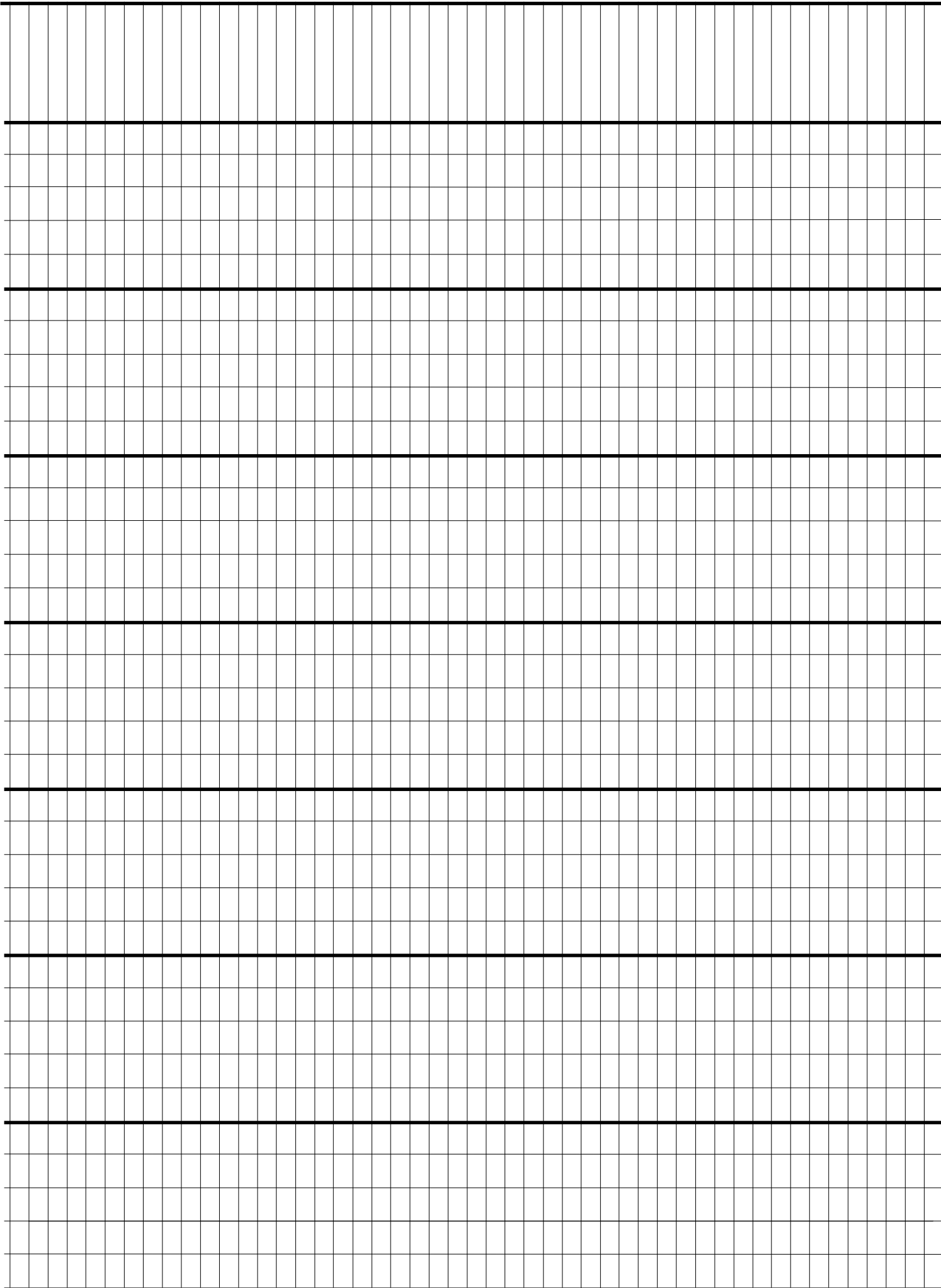
35 lines (6 mm columns) Left-page
Right-page

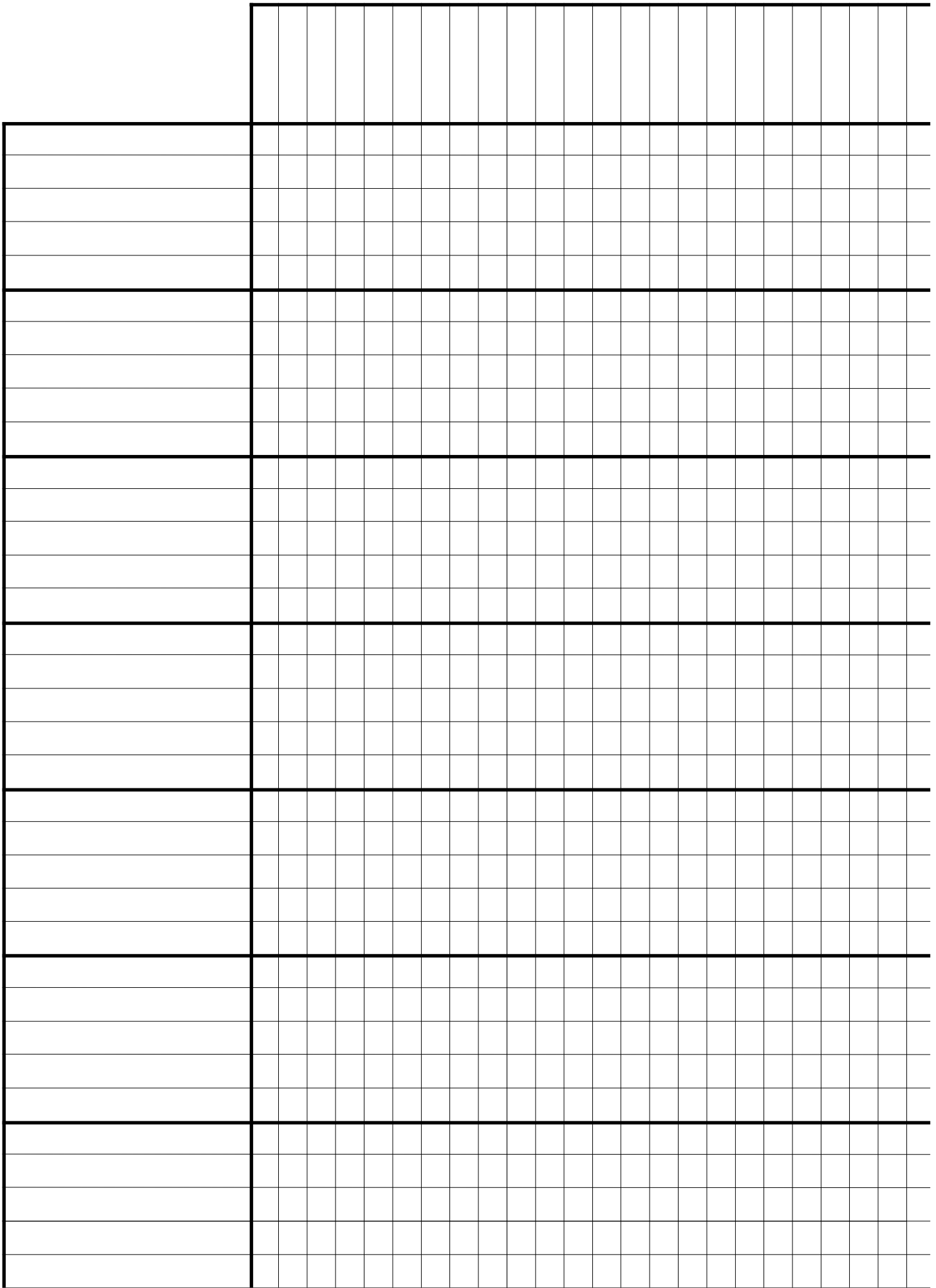
35 lines (8 mm columns) Left-page
Right-page

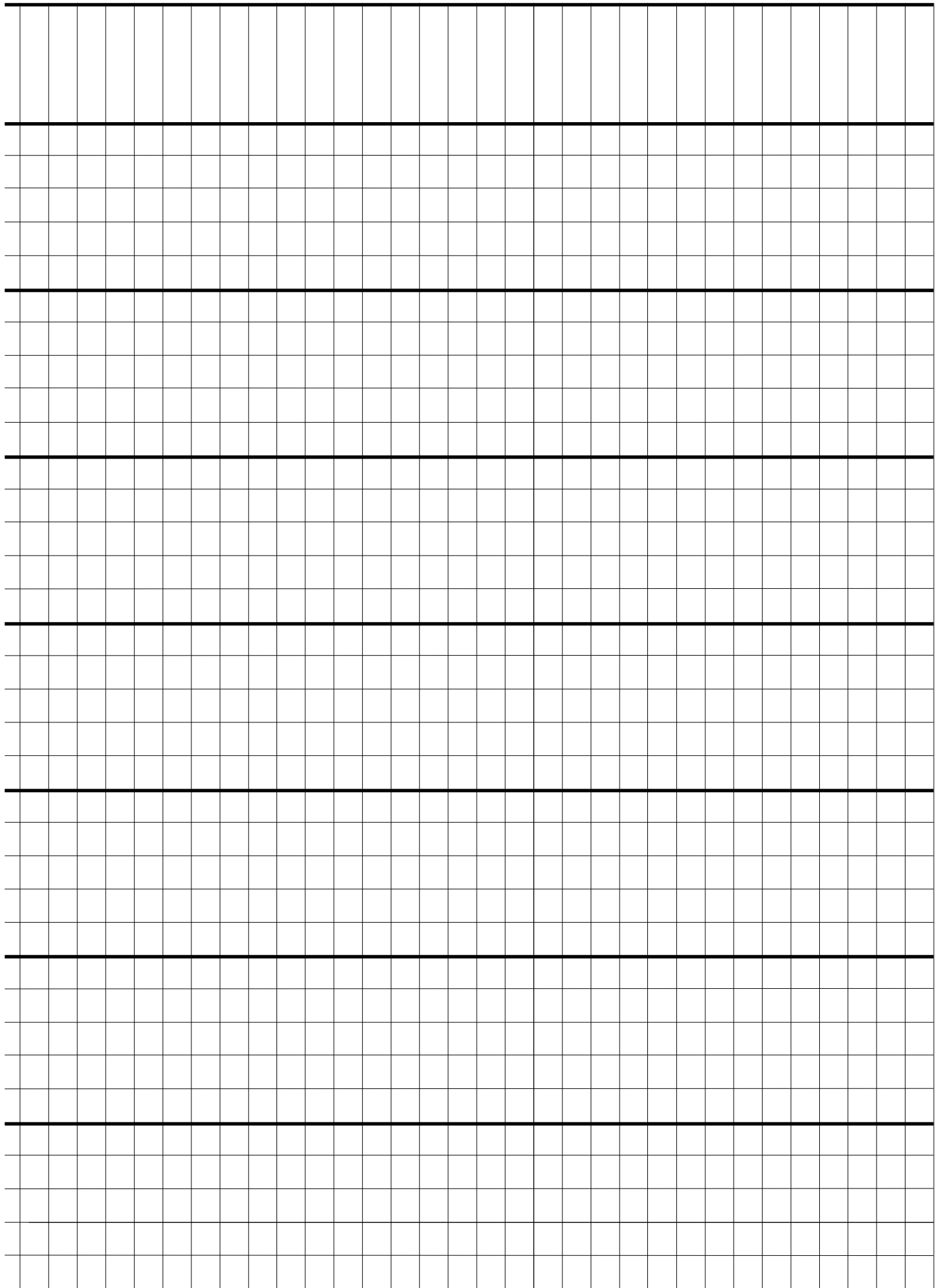
35 lines (NO columns) Left-page
Right-page

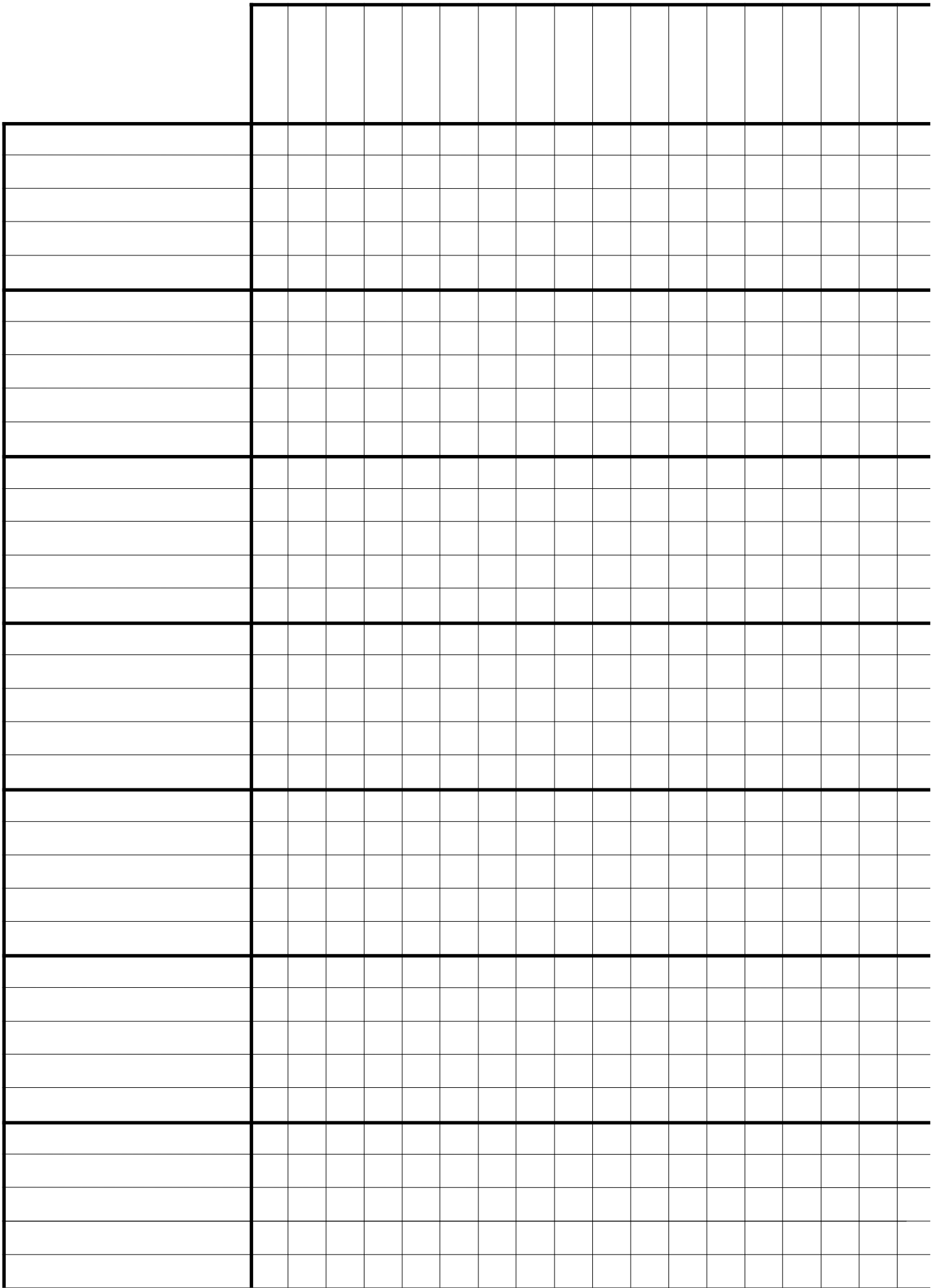
Suggestions on Usage

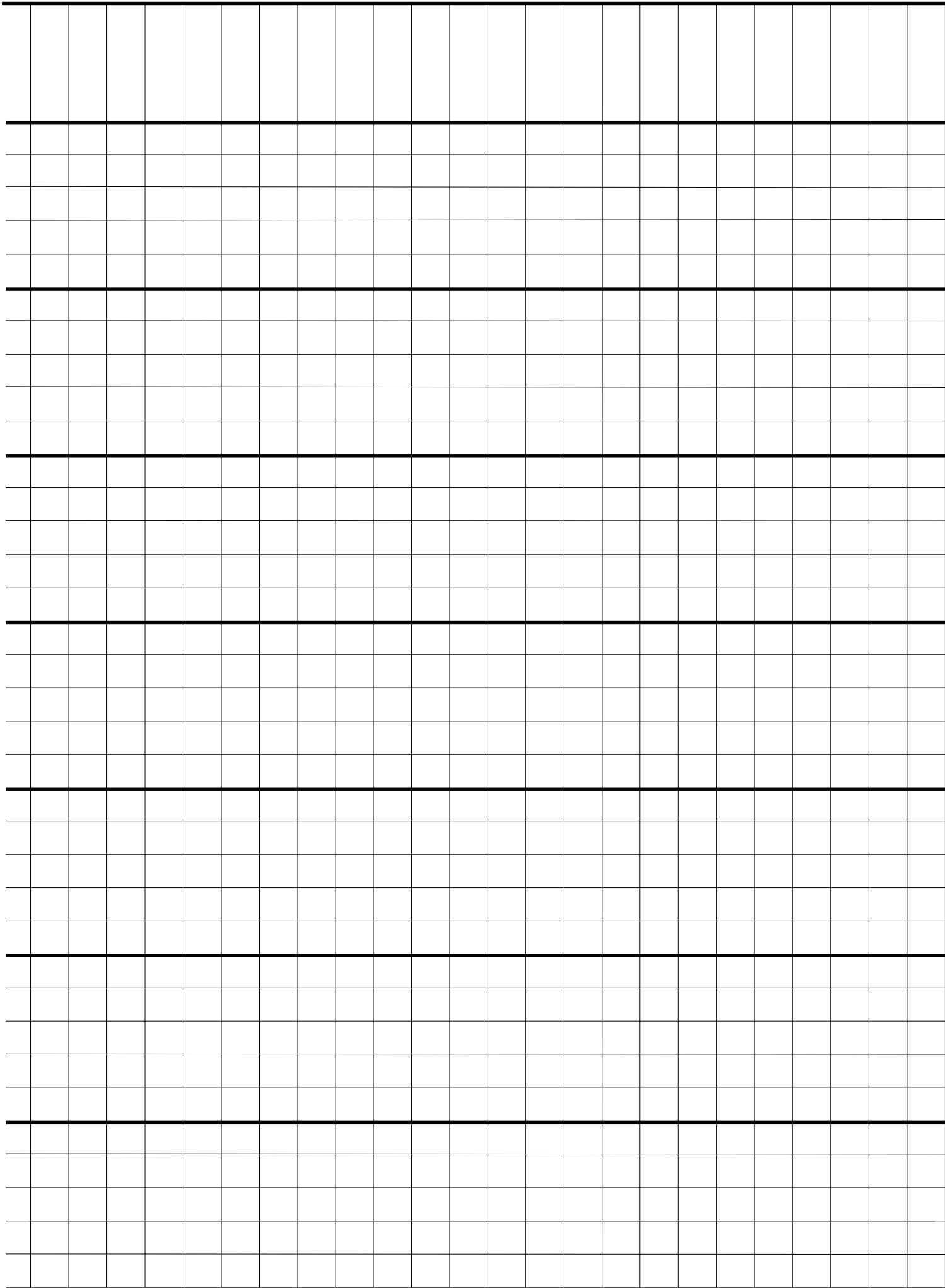












Suggestions on Usage

Record-keeping of various kinds is an important part of a teacher's work. Attendance, marks, grades, the completion of given tasks, are among the more obvious items that might need to be recorded. There is no doubt that a well-kept set of records can provide the most compelling arguments to back up many of the decisions which a teacher has to make and be prepared to account for.

The sheets provided in this unit all contain 35 lines down the page which will accommodate most classes. All of them come as a pair. The left-page has a wide column (on the left) for the names to be entered. The right-page merely continues the lines across the full width of the page.

Most of the pages are also divided vertically into columns and there are different widths available.

- 4 mm columns are suitable for those cases where (say) only a tick is needed - e.g. to show an attendance, or that a task has been done.
- 6 or 8 mm columns are suitable for recording marks. Choose the size which best accommodates the user's writing.

All the above have the columns extended at the top so that a suitable identification can be entered as to what that column is being used for - e.g. the date (for attendance), the test, the homework, the task etc.

- NO columns. These can be used for ruling-off one's own columns to suit a particular need. Or, they can be used to write longer comments about individuals - e.g. some brief reminders in preparation for report-writing.

There is no need to use all the same type of sheet to make each page. For instance, the pages to cover just one class might comprise 4 sides of 4 mm to record attendance, 2 facing sides of 6 (or 8) mm for all the marks, and 2 facing sides of NO columns to take care of anything else. Working on this scale really requires a lot of preparation if it is to be convenient to use. Double-sided printing needs to be done, with a little care taken to align the horizontal lines as closely as possible. Then, apart from the first left-page for each class which holds the name list, subsequent left-pages should have the name spaces cut off. In this way, the one list of names serves all subsequent pages. Troublesome - but efficient.

The whole lot can be contained in a ring binder. If a diary is also being kept then the records can be incorporated in that. Note that there is a separate unit concerned with making up a diary.

One small point about completing records on these sheets. If required to show that something has not been done it is best to leave a blank. This shows up much better than (say) a cross or a zero especially when the page is getting filled up - the 'holes' tell a very strong story.