

Build Your Source Comparison in a Spreadsheet

40 minutes

Working with Digital Tools (Optional)

Outcome 2.4

Outcome 2.5

WHAT THIS LESSON DOES

Organise your source comparisons by creating a table in a spreadsheet with columns for details such as author and date. Then sort the rows and apply filters to answer questions about the reliability of your sources.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
2.4	Compare information on a specific topic of interest from various sources in order to evaluate its reliability, validity, accuracy and timeliness.
2.5	Develop a checklist for evaluating and verifying information from a range of digital sources.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Build a table of information in a spreadsheet (LOs 2.4, 2.5)
- Sort and filter it to answer a question

BEFORE THE BELL

- Display the three short sample labels and Yes/No/Partial scores on the board for easy reference.
- Have the topic question written up for reference during the activity.
- Confirm sign-in to Microsoft 365 or Google Workspace works before the period starts.
- Student devices with browser access; school Microsoft 365 or Google accounts; class save location ready
- Student devices with browser access; Microsoft 365 or Google Workspace; short sample labels and scores on the board

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HOW THE LESSON RUNS

4 min	introduction	Start
4 min	content	Examine and discuss
18 min	activity	Hands-on: build the source table
10 min	activity	Your turn
2 min	content	Make sense
1 min	content	Reflect
1 min	summary	What you covered

TEACHING MOVES

- Model the first few steps of building the table on a shared screen before students begin.
- State out loud that freeze and filter are the must-hit skills; widening columns is optional.
- Circulate during the hands-on activity to check freeze, date format and filter row.
- During the student check step, ask pairs to show the three ticks before they clear the filter.
- During reflection, prompt students to share their filter questions aloud.

WHAT TO WATCH FOR

- Students may forget to freeze the header row, leading to confusion when scrolling. Use the check step to catch this.
- Entering data inconsistently in the test columns instead of using Yes, No or Partial. Demonstrate correct entry with an example.
- Choosing a filter question that cannot be answered by the data. Guide them to select from the column options.
- Dates typed as words (for example last year) will not sort. Ask students to use YYYY-MM-DD.

DIFFERENTIATION

- Support: Provide a pre-filled template with the first three sources already entered.
- Extension: Challenge students to add a new column for additional tests and filter by it, or add a second source row in Your turn.
- Support: Pair students who need help with entering data accurately; point them at the optional starter titles bank.