

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.
- Confirm sign-in to Microsoft 365 or Google Workspace works before the period starts.
- Have the class save location ready to name out loud.
- 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

Build Your Source Comparison in a Spreadsheet

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.
- Say out loud that freezing the header row and filtering are the two skills everyone should come away with, and that 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: pair students who need help with entering data accurately, and point them at the optional starter titles listed in Your turn.
- Support: for students who type slowly, keep them to the three short labels rather than the full titles so they still reach freeze and filter.
- Extension: challenge students to add a new column for an additional test and filter by it, or to add a second source row in Your turn.