

## MI-Map Worksheet “Notes”

These worksheets were formatted to make it easier for teachers to enter their students' names into an Excel worksheet and then keep track of who has mastered which Expectation. Because they are intended for tracking purposes only, some Expectations have been shortened for quick reference. **Please see the full GLCE documents for complete wording of expectations as you teach.**

Each teacher may want to make some changes to customize it for his/her own use. Two customizations some may want at the start:

# 1 – Some teachers may want to print out the worksheets without shading or colors, which are mainly to help stay in the correct column and row when entering the data. The easiest way to remove shadings and colors is to highlight the entire worksheet and then choose FORMAT, CELLS, PATTERNS, and NO COLOR from the menu at the top of the page.

#2 – To format the worksheet so that student names remain constant on the left-hand side while you scroll right to view expectations on later pages, place your cursor in Cell B5, select from the menu WINDOW, then UNFREEZE PANES (to remove existing settings), then FREEZE PANES.