

NURSING 1241 NURSING INFORMATICS TUTORIAL
PORTFOLIO DEVELOPMENT
(SPREADSHEET APPLICATION)

You are encouraged to create a comprehensive portfolio which normally includes items such as:

Container:

Choose some professional looking receptacle to put your portfolio artifacts in.

Some possibilities include:

- A 3 ring binder
- A expandable sturdy file folder
- A expandable portfolio folder

Artifacts:

Are the exemplary pieces of your work, information, records and so on that you choose to represent your best work for inclusion in your portfolio. These may include:

Personal & Career Planning Information:

1. Autobiography (professionally focused)
2. Resume
3. Learning Styles Inventory results
4. Personal Education Plan
5. Personal Career Goals and Objectives

School and Community-based Accomplishments

1. Record of course grades
2. Record of Practice Experiences
3. Selected examples of best work
4. Personal, Peer, Teacher Evaluations
5. Awards and Recognition for academic achievements
6. Journal entry excerpts that exemplify skill attainment
7. Products from community experiences
8. Copies of Diplomas, Degrees, Certificates

Personal Presentation and Synthesis

1. Copies or excerpts from videos, audiotapes, webpages, multimedia documents by student
2. Selected samples of your work that demonstrate knowledge and skill of particular interest to employers, graduate schools, registration associations (such as the CRNBC) and so on.

Using Spreadsheets for Reflecting Grades and Practice Experiences

This activity will help you to create a vital part of your nursing professional portfolio: a record of your practice experiences and your course grades. The practice information is important for prospective approval of desired practice placements as you move through the program, as well as your future career prospects. Your grade information will help you to create goals for future courses, as well as help you to tentatively prepare to further your education after completion of your initial nursing education.

In Preparation

1. Gather grade information for the courses you have taken thus far in the program.
2. Gather information related to your practice experiences thus far.
3. Study: Excel 2000 Tutorial by Florida Gulf Coast University.
Online: <http://www.fgcu.edu/support/office2000/excel/>

Appendix B: Excel Spreadsheet Application: Theory Grade Sheet

In this first spreadsheet, two internal statistical calculations make finding your Total Grade (SUM) and your final GPA (Average) easy to figure out.

=SUM - Summing Up a Total

=SUM returns the total of all numeric values in List. List can be any combination of single cell references, cell selections, and numeric values. When more than one component is used, they must be separated by commas. Any labels or blank cells within a cell selection are ignored by =SUM.

If you use a mouse, the QuickSum Σ button on the Main Toolbar offers a convenient way to total columns, rows, or both. It can total rows and columns in the selected cells, but you do not need to enter a formula.

Example:

	A	B	C
1	Health 2	S & O 2	Bio 1260
2 Assign 1	22	21	19
3 Assign 2	15	23	21
4 Assign 3	30	25	14
5 Assign 4	24	23	17

Total Grade =SUM(A2:A5) (for all three columns, separately)

For instance:

Health 1: =SUM(A2:A5) =91

S & O 2: =SUM(B2:B5) =92

Bio 1260: =SUM(C2:C5) =71

To fit the entire document on one screen you need to fit the contents at about 65% in Landscape Mode.

Spreadsheet Application: Theory Grade Sheet

=AVERAGE calculates the Average

=AVERAGE(List)

List= One or more numeric or cell values.

=AVERAGE calculates the arithmetic mean of all values in List. It uses the formula:

Sum of List divided by N

If List contains more than one item, they must be separated by commas.

Tip

=AVERAGE ignores blank cells in cells when it makes its calculations. Cells containing blank labels, however, are treated as 0; make sure blank cells are empty.

Examples

A	B	C	D	E
	Health 2	S & O 2	Biology 1260	English 1100
1				
.				
.				
.				
.				
.				
12 Total Grade	80	90	65	75

=AVERAGE(B12:E12) = $80 + 90 + 65 + 75 / 4 = 77.5$ (average) for Semester 2

The two formula above (SUM) and (AVERAGE) will be used in the first spreadsheet page you will create to keep track of your grades for each assignment you do in your theory courses.

The second spreadsheet page you will create will give you space to record your clinical placements, the skills you practiced within these placements, and other pertinent data.

These sheets are intended to be continued throughout the four years of the BSN program. Once you are done, you will have a succinct record of both your theory progress and your clinical development to add to your portfolio.

Don't forget to save any and all significant assignments (papers, projects, multimedia, powerpoints, and so on) that you create during your education. These can be invaluable artifacts for your portfolio, and you never know when they may come in handy for future work.

SPREADSHEET ONE: Theory Grades Record

1. Select a spreadsheet program such as Excel or OpenOffice Calc and open a new document. Name the document portfolio1_grades
2. Format your page to show Landscape Mode so that the page width is longer than the height (default is Portrait Mode) in Sheet Properties, and set the printed page to show the grid lines.
3. Widen the columns A to G to 4 cm each.
4. Follow the illustration in Sheet 1: Theory Grades (in Nursing 1241 Learning Activity) to set up your entries for all four years of the program.
5. As you move through the program, enter your assignment grades for each course. Once the course is complete, enter your final grade (you can use the SUM and AVERAGE functions for this step).
6. You can Page Preview your work to ensure that everything fits on one page, and that the layout is done correctly.
7. Add a Header and Footer to describe the data in your spreadsheet, such as YOUR NAME, and BSN GRADES. Set the sheet dimensions at 80% so all content fits width wise on one page for printing (you will end up with 2 pages or so of content).
8. Use the Flood Fill (Bucket icon) to add colour to each semester for ease of viewing.

SPREADSHEET TWO: Clinical Placement and Skills Record

9. Select a spreadsheet program such as Excel or OpenOffice Calc and open a new document. Name the document portfolio2_clinical
10. Format your page to show Landscape Mode so that the page width is longer than the height (default is Portrait Mode) in Sheet Properties, and set the printed page to show the grid lines.
11. Widen the columns A to H to 4 cm each.
12. Follow the illustration in Sheet 2: Clinical Record (in Nursing 1241 Learning Activity) to set up your entries for all four years of the program.
13. As you move through the program, enter your Clinical Placement information for each practice course.
14. You can Page Preview your work to ensure that everything fits on one page, and that the layout is done correctly.
15. Add a Header and Footer to describe the data in your spreadsheet, such as YOUR NAME, and BSN CLINICAL PLACEMENTS AND SKILLS.
16. Set the sheet dimensions at 60% to 80% so all content fits width wise on one page for printing (you will end up with 2 pages or so of content – customize to suit your preferences).