**MISSION: Spreadsheet Data Entry** mission n.2; STEM 7

I. Situation:

1. Terrain considerations: Google sheets is the spreadsheet program we will use for this and later missions.

II. Mission:

1. Get your file structure in order:
2. Make a sub-folder named “Mission 2 Data Entry” inside your team work products folder.
3. In your team folder, locate the file “Blank Tech Survey.” Open it.
4. Click the folder icon next to the file name at top left. Click “move this item” and move it to the mission 2 subfolder you just created.
5. Click File-Rename, and then rename the file XXXX Tech Survey (XXXX= your team code).
6. Enter data from 6 (six) student surveys.
7. Student names and email addresses have been removed from the surveys to protect student privacy. Each survey has an ID#. Enter the data from the survey into the matching ID# row.

III. Command and Signal

1. When complete, record your progress in the “XXXX Communication Log” file in your team folder.
2. Upon successful completion of the mission, the following badge will be conferred to your team:

