Maths Primary Control Card File

This is a guide on how to use to using Maths\_Primary\_Control\_Cards.xls file contained within this pack. You require Full Excel Spreadsheet to use file properly.

The idea behind the file is as follows: (Numeracy Map)

The pupils are given a control card with a collection of numberS on it. They need to find the letter associated with these numbers. Once they have found the letters they need to unscramble them to find a mathematical word e.g. DECIMALS & find the total of the numbers on the control card.

1. On a piece of paper or electronic file

Write down as many word / words that you want the pupils to work out e.g. Decimals, triangle .... This bank of words doesn’t mean that every child has to complete every course on a particular day. The more words you create the more variety / options you will create for your students.

**IMPORTANT** : Keep a note of the words you make up. This will be your master answer sheet.

1. Open the file and maximise the screen.
2. Click on the first tab “O\_Maths\_Design”
3. Scramble the letters up and then entry them into the spreadsheet.

e.g. cedmlias



Note the Totals of each control card and entry it into your master sheet.

1. Once all the words have been entered into the spreadsheet click on the tab marked “Control\_Cards Numbers”



1. You now have X different courses to use.

Print out the sheets on card & cut up all the control cards along the dotted line.

You should make several copies of each course possibly using different colours.

1. Courses are now ready to be attempted by Pupils using the “Numeracy Map”, a pencil & their Control Card. Always ask students to write their name & date on the back of Control Cards being used.

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