

## Text/Materials Purchasing Worksheet for ELA Guidebooks 1.0 and 2.0

**GUIDEBOOKS 2.0**

**Step 2**

**Cajun Folktales: Text/Materials Purchase Worksheet**

**Worksheet for ELA Guidebooks 2.0 Text/Materials Purchase**

Teacher's Name:

**Grade 3 - Cajun Folktales**

For Cajun Folktales, there are three separate locations to obtain all the texts/materials needed to teach the unit. They are listed in the spreadsheet below. Fill in the 4th and 5th columns and the final column will automatically calculate the number of purchases needed by teacher. The first tab on this spreadsheet will automatically calculate a total for the purchase/copy needs of your school.

[Cajun Folktales: Text Access Document](#)

**Step 3**

**Step 4**

Books for the Unit <sup>1</sup>	User	Ratio of books to user (teacher/student/group)	# of students in the class	# of books on hand	# of books to purchase	Cost per item	Total Cost
Lapin Plays Possum	Teacher	1			1	\$13.49	\$13.49
Writer's Toolbox	Teacher	1			1	\$11.21	\$11.21
Dear Peter Rabbit	Teacher	1			1	\$5.99	\$5.99
Tops and Bottoms	Student	1			0	\$13.49	\$0.00
The Classic Tales of Brer Rabbit	Student	1				\$7.46	\$0.00
<b>Unit Readers for the Year<sup>2</sup></b>							
Unit Readers for the Year <sup>2</sup>	User	Ratio of unit readers to user for the year	# of students in the class	# of unit readers on hand	# of unit readers to purchase		
Grade 3 Unit Reader	Student	1				\$8.00	\$0.00
<b>Student Materials for the Unit<sup>3</sup></b>							
Student Materials for the Unit <sup>3</sup>	User	Ratio of student materials to user	# of students in the class	# of student materials on hand	# of student materials to copy		
Cajun Folktales Student Materials	Student	1			0	N/A	N/A

**Step 5**

**Step 1**

<sup>1</sup> The State has a contract with American Reading Company for districts to purchase books.

<sup>2</sup> The State has a contract with XanEdu for districts to purchase unit readers. Third grade only requires one unit reader per student for the school year.

<sup>3</sup> The State has created a booklet that includes all the handouts and public domain texts required for the unit.

Total by School **Teacher 1** Teacher 2 Teacher 3 Teacher 4 Teacher 5 Teacher ... (+) (-)

The tabs at the bottom are for each teacher in a single grade level.

1. Click on the Teacher 1 tab on the bottom left of the worksheet.
2. Type Teacher 1's name in the box on the top left of the worksheet.
3. In the fourth column for Books, indicate how many students are in Teacher 1's class.
4. In the fifth column for Books, indicate how many of identified books you have on hand. The worksheet will automatically calculate the number of needed books and total cost to purchase.
5. Repeat this process to complete the columns for Unit Readers and Student Materials.

Repeat these directions for Teacher 2, Teacher 3, etc. on those tabs at the bottom of the worksheet until all teachers have a worksheet completed.