Entering Scores in the Grade 3 Primary Measures Spreadsheet



- 1. Open the Excel file; MSDWT Grade 3 Primary Measure Spreadsheet.xlsm
- 2. When prompted, click *Enable Macros* (this step is very important to the calculations)

This workbook contains macros. Do you want to
disable macros before opening the file?
Macros may contain viruses that could be harmful to your computer. If this file is from a trusted source, click Enable Macros. If you do not fully trust the source, click Disable Macros.
Learn about macros
(Enable Macros) (Do Not Open) (Disable Macros

- 3. You will be prompted to enter your *name*.
- 4. Now you can begin to input your students' names and whether or not they passed. You will choose **Yes/No** from the **Passed? Column.**
- 5. Once you have entered all of your students and chosen *Yes/No* for **Score Counted for Data**, scroll down to the bottom of the spreadsheet (Row 184).
- 6. Click the *NEXT* button and you will be left with a list of students that you do not wish to be included in your evaluative data.



- 7. Enter your reason for not including these students in your evaluative data.
- 8. Save a copy of this spreadsheet by clicking the *Save* button.



Saving an Excel Spreadsheet as a PDF

1. Click on *File* and select *Save As...*

$\odot \bigcirc \bigcirc$	New Workbook	ЖN				AIMSweb T	EST.xlsx (Read	-Only
2 🛅	New from Template Open	分第P 第O	· @1	∑ • ≵ + • ₹	🛛 • 🛛 🏧	100%	• 🕜	
A Hor	Open URL	企業O	Smart	Art Formulas	Data	Review		
E	Open Recent				Alignment		Number	r
n Chan	Open Recent	•	A		abc *	Wrap Text *	General	
	Close	жw			abe ·	map rext .	deneral	
Paste		#S	• • A	· E = 3	\$	Merge -	- % ,	0.€ 00.
10000	Save		and and a second				9 - 11	100
G	Save As	 ት <mark>ж</mark> Տ						
A	Save as Web Page		1	E	F		G	H
1	Save Layout		b R-	CBM				
2	Import							
3	Share	•	lame	AIMSweb - R-CBM Percentile	Growth			
13	at the second second		-0	. 4	INVALID		Teacher	l,
5	Reduce File Size		0		INVALID		Total Counted	(<u> </u>
5			-		INVALID		ounted High Growth	
7	Web Page Preview		1		INVALID		nted Typical Growth	
3				4	INVALID		ounted Low Growth	
9	Restrict Permissions	Þ			INVALID	% at or	above High Growth	#DIV/

- 2. Save your file in this format: (LastName.Primary/Secondary.SchoolYear) Hamilton.Primary.12-13
- 3. Click on the **Format** dropdown and select *PDF*.

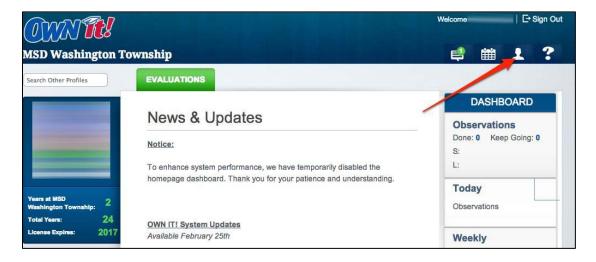
Save As:	Hamilton.Primary 12-13	
Where:	Desktop 🛟	
Forma	/ Excel Workbook (.xlsx)	
Description The XML-based format that macro sheets. Learn more about file form	Common Formats Excel 97-2004 Workbook (.xls) Excel Template (.xltx) Excel 97-2004 Template (.xlt) Comma Separated Values (.csv) Web Page (.htm)	VBA or Excel 4.0
Options) Compr	PDF N	hended
INVA.	Specialty Formats Excel Binary Workbook (.xlsb) Excel Macro-Enabled Workbook (.xlsm)	ncel Save

4. Choose *Sheet* and click *Save*

	Save As:	Hamilton.Primary.12-13		
	Where: (E Desktop	tendmon	
	Format:	PDF	\$	
escription				
S	- 11 D - 18			
ame on Macinto	osh and Windo	active sheet, or all sheets in the wo	orkbook to PDF files, w	hich look the
	osh and Windo	ows computers.	orkbook to PDF files, w	hich look the

Uploading Documents to OwnIt!

- 1. Log into OwnIt!
- 2. Click on your profile (silhouette image)



3. At the bottom of the Activities section, click Add Activity

tart Date 🔹 🔻	To Date 🔹	Activity	*
ebruary 26, 2013	February 26, 2013	Test 2 Test 2	/ ×
ebruary 7, 2013	February 7, 2013	Test Activity #1	/ ×

- 4. In the *Title* section type your file name in this format: *yourname.Primary/Secondary.Schoolyear* (Hamilton.Primary.12-13)
- 5. Leave the dates as they are.
- 6. Add a description of what you are uploading.
- 7. Click *Add Activity*

Activities		
Title	Hamilton.Primary.12-13	A
From	03/06/2013 To 03/06/2013 🖽	Activity Attachments
Description	Add a description of the file you will be uploading.	Add Attachments
PDP	0 Cancel Add Activity	

8. Click on the **Pencil** icon to edit the activity you just created.

		search]
Start Date 🔹	To Date 🔹	Activity	
March 6, 2013	March 6, 2013	Hamilton.Primary.12-13 Add a description of the file you will be uploading.	×
February 26, 2013	February 26, 2013	Test 2 Test 2	/ ×
February 7, 2013	February 7, 2013	Test Activity #1	🧭 🗙 👘

9. Click on *Add Attachments*

Activities		
Title	Hamilton.Primary.12-13	
From	03/06/2013 To 03/06/2013 III	Activity Attachments
Description	Add a description of the file you will be uploading.	Add Attachments
PDP	0.00	
	Cancel Update Activity	

10. Locate your file that you have named in the *yourname.Primary/Secondary.Schoolyear* format (Hamilton.Primary.12-13)

	Activities	•	٩	and a company	
T DEVICES	Name			Datedified 🔻	Size
Macintosh HD	Hamilton.Primary.12-13			12:37 PM	25 KB
iDisk					
Solaria 20130228 ▲					
SHARED					
🤓 All					
V PLACES					
i sehamilton					
💹 Desktop					
🏠 sehamilton					
Applications					
Documents					
Google Drive					
Box Documents					
SEARCH FOR					
() Today					
() Yesterday					
(Past Week					
all Images					
all Movies				N.	
all Documents				1	
				1	
MEDIA					
🞵 Music					
Photos					
Movies 🔻					
				(Cancel) Or	oen)

11. Click Update Activity

Title	Hamilton.Primary.12-13	Activity Attachments
From	03/06/2013 To 03/06/2013 📖	Activity Atlactiments
Description	Add a description of the file you will be uploading.	Hamilton.Primary.12- 13.docx 8 Add Attachments
PDP	0.00 Cancel Update Activity	

12. You must also email the file you just uploaded to your evaluator with the subject of the email being: *yourname.Primary/Secondary.Schoolyear* (Hamilton.Primary.12-13)