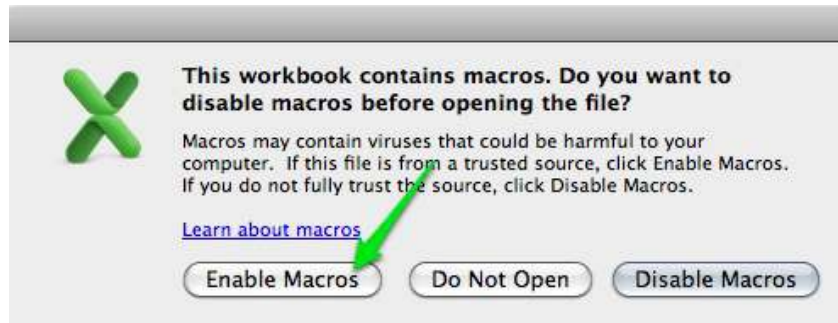


## Entering Scores in the Grade 3 Primary Measures Spreadsheet



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



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.

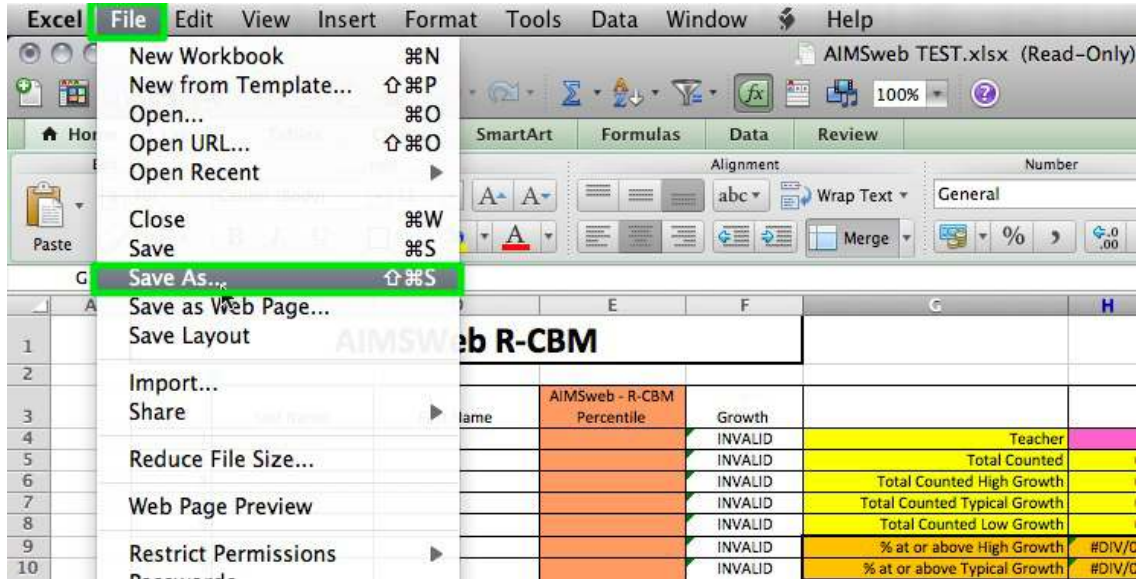


7. Enter your reason for not including these students in your evaluative data.
8. Save a copy of this spreadsheet by clicking the **Save** button.



## Saving an Excel Spreadsheet as a PDF

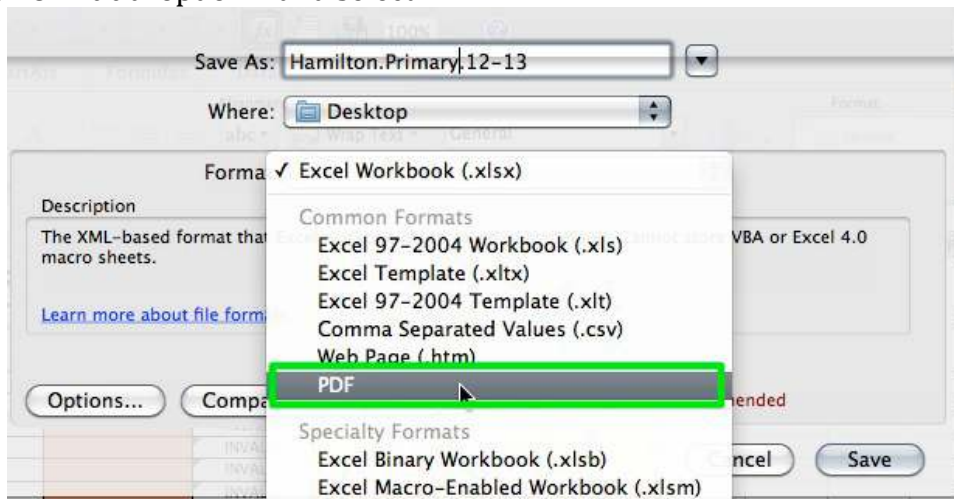
1. Click on **File** and select **Save As...**



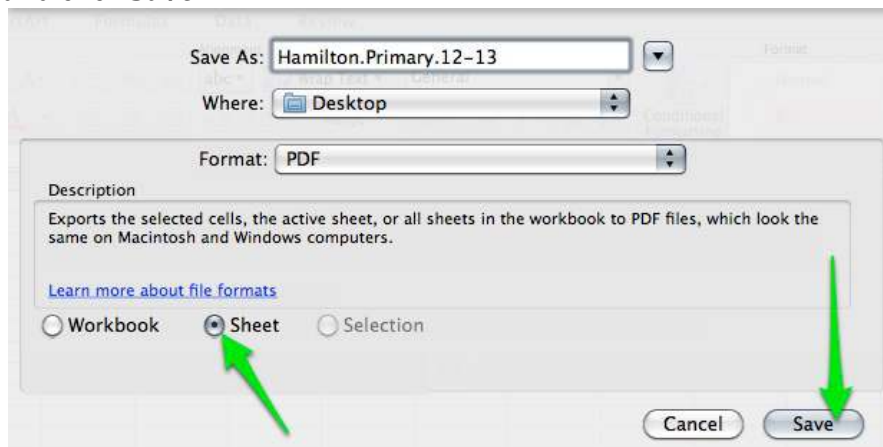
2. Save your file in this format: (LastName.Primary/Secondary.SchoolYear)

**Hamilton.Primary.12-13**

3. Click on the **Format** dropdown and select **PDF**.



4. Choose **Sheet** and click **Save**



## Uploading Documents to OwnIt!

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

OWN IT!  
MSD Washington Township

Welcome | Sign Out

Search Other Profiles

EVALUATIONS

News & Updates

Notice:

To enhance system performance, we have temporarily disabled the homepage dashboard. Thank you for your patience and understanding.

OWN IT! System Updates  
Available February 25th

Years at MSD Washington Township: 2  
Total Years: 24  
License Expires: 2017

DASHBOARD

Observations  
Done: 0 Keep Going: 0  
S:  
L:

Today  
Observations

Weekly

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

Activities

search

Start Date	To Date	Activity	
February 26, 2013	February 26, 2013	Test 2 Test 2	
February 7, 2013	February 7, 2013	Test Activity #1	

Show: 5 entries

Add Activity

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**

**From**  **To**

**Description**

**PDP**

**Activity Attachments**

Add Attachments

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

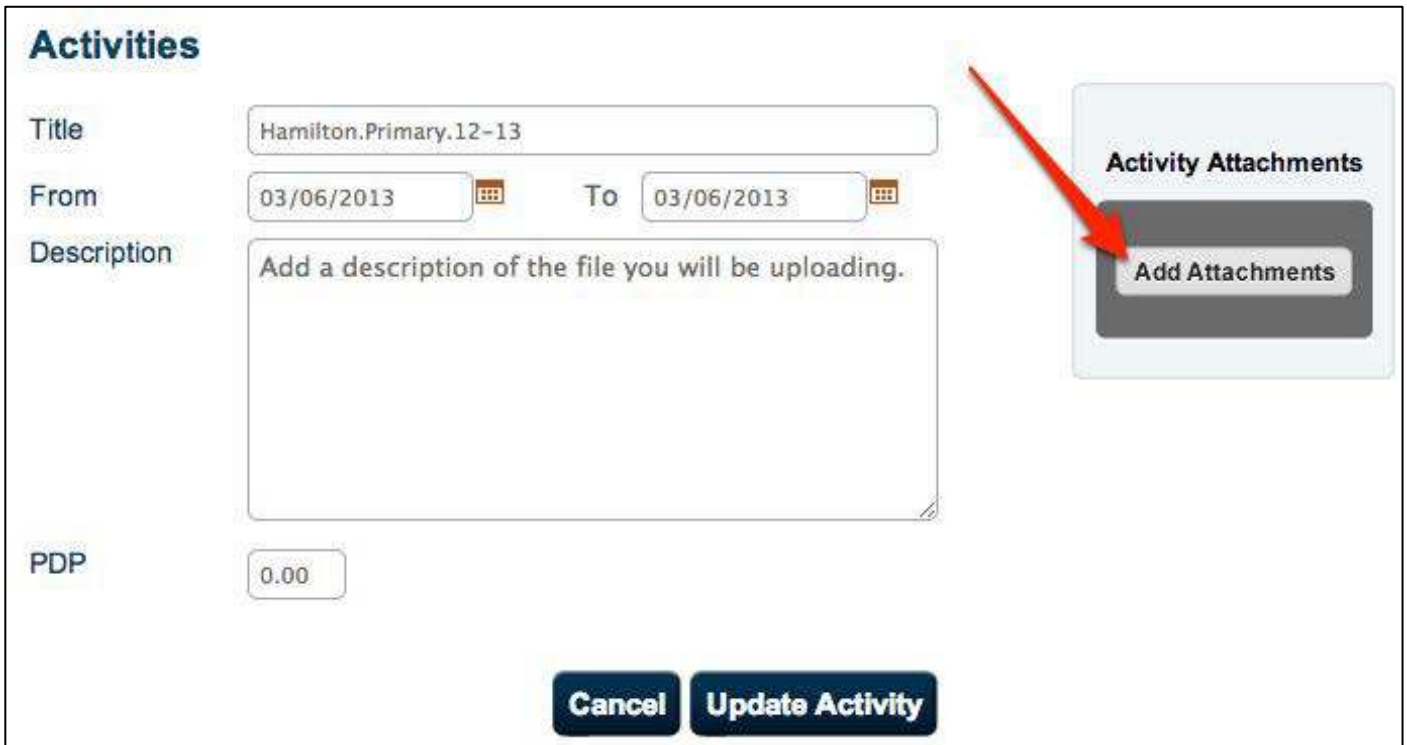
### Activities

search

Start Date	To Date	Activity	
March 6, 2013	March 6, 2013	<b>Hamilton.Primary.12-13</b> Add a description of the file you will be uploading.	✎ ✖
February 26, 2013	February 26, 2013	<b>Test 2</b> Test 2	✎ ✖
February 7, 2013	February 7, 2013	<b>Test Activity #1</b>	✎ ✖

Show:  entries |

9. Click on **Add Attachments**

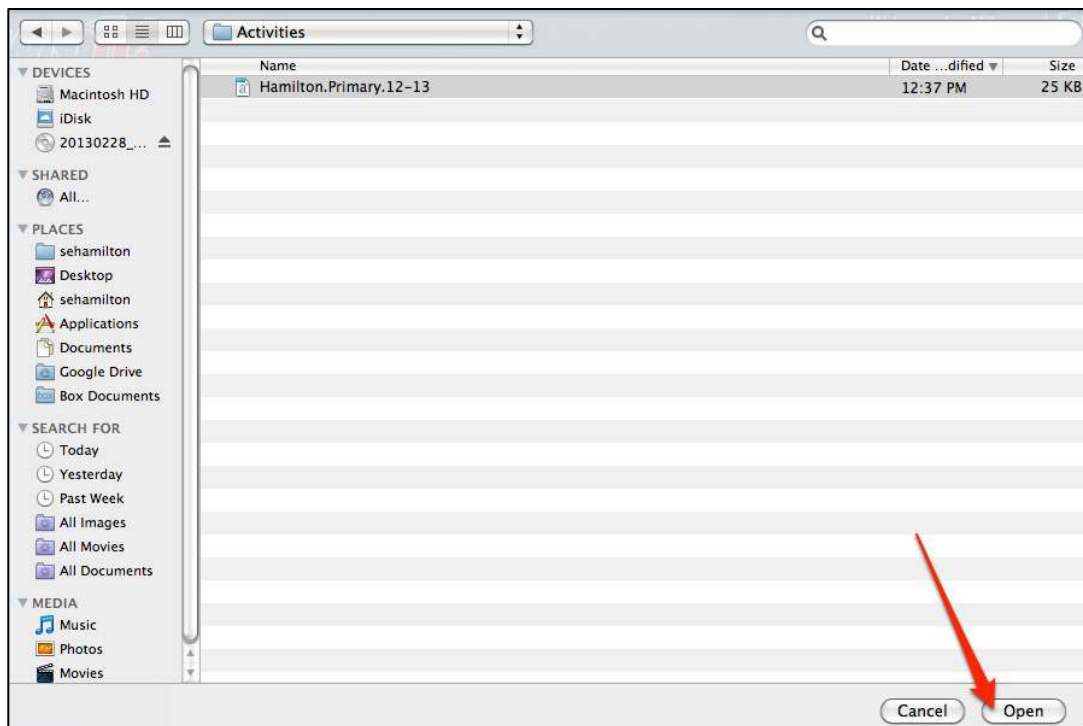


The screenshot shows a form titled "Activities" with the following fields:

- Title:** Hamilton.Primary.12-13
- From:** 03/06/2013
- To:** 03/06/2013
- Description:** Add a description of the file you will be uploading.
- PDP:** 0.00

At the bottom of the form are two buttons: "Cancel" and "Update Activity". To the right of the form is a separate box titled "Activity Attachments" containing a button labeled "Add Attachments". A red arrow points from the top right towards the "Add Attachments" button.

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



11. Click *Update Activity*

The screenshot shows a web form titled "Activities". It contains the following fields and elements:

- Title:** A text input field containing "Hamilton.Primary.12-13".
- From:** A date input field containing "03/06/2013".
- To:** A date input field containing "03/06/2013".
- Description:** A large text area with the placeholder text "Add a description of the file you will be uploading."
- PDP:** A numeric input field containing "0.00".
- Activity Attachments:** A sidebar panel on the right showing a list of attachments. The first attachment is "Hamilton.Primary.12-13.docx" with a red 'x' icon. Below the list is a button labeled "Add Attachments".
- Buttons:** At the bottom center, there are two buttons: "Cancel" and "Update Activity". A red arrow points to the "Update Activity" button.

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)