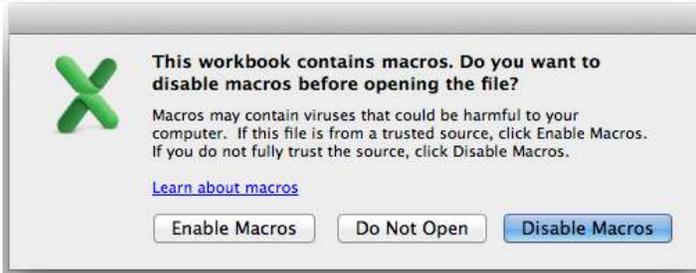MS PE Pre-Post Test Form-50cut Instructions.
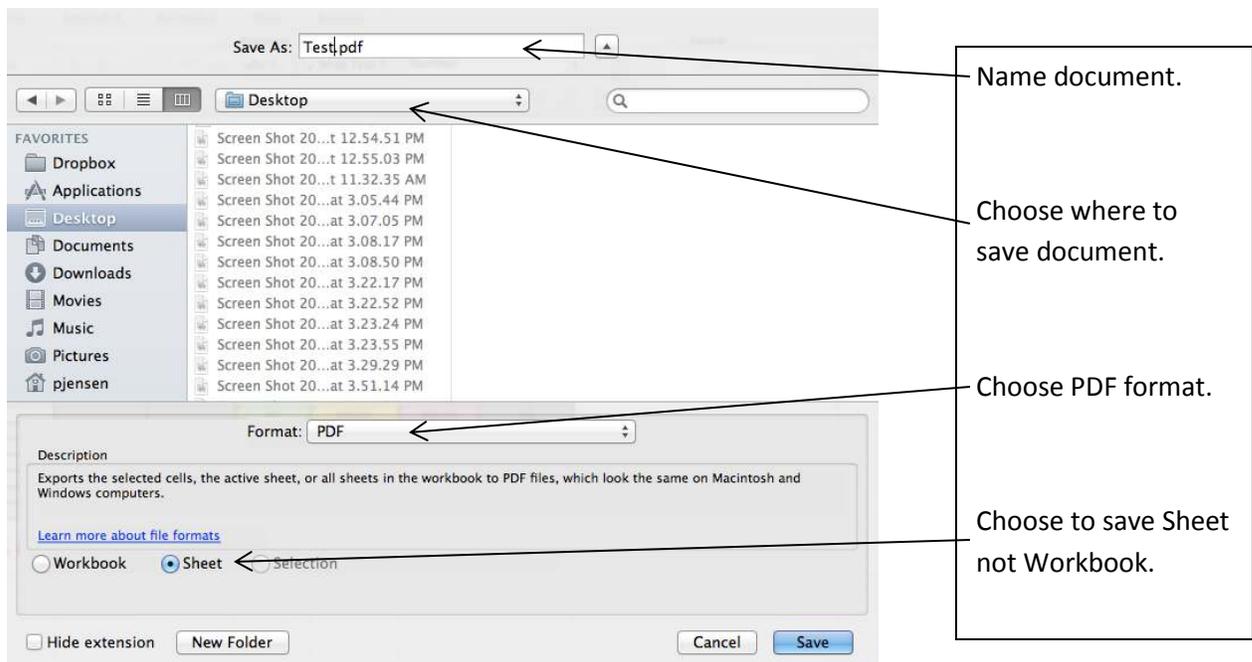
1. The following message will pop up when spreadsheet is opened - click "Enable Macros"

2. When requested – enter teacher's Last and First Names.
3. Student Name – should be populated. Can use "Copy" and "Paste" from the roster
4. Grade Level – should be populated with student's grade level
5. Pre Test Score (# of Laps) – Enter number of laps. If no score, enter 1. Cell cannot be left blank or have a value of 0.
6. Post Test Score (# of Laps) – Enter number of laps. If no score, enter 1. Cell cannot be left blank or have a value of 0.

Note: Student won't be counted in "Total Tested (Pre&Post)" unless BOTH, Pre Test Score AND Post Test Score are populated with numeric values greater than "0"

7. Improved? – calculated based on the Adjusted Rate of Improvement.
8. Rate of Improvement – calculated based on the Pre Test and Post Test Scores entered.
9. Adjusted Rate of Improvement – calculated based on either the actual rate of improvement (Rate of improvement above) or adjusted to 50% if the Post Test Score is equal to or greater than the benchmark score (35 for 6th grade, 40 for 7th grade, 45 for 8th grade).
10. Improved? – will display a "YES" value if an improvement is shown (determined by the Adjusted Rate of Improvement), and a "NO" value if there's no improvement.
11. Score Counted for Data? – Teacher has an option to exclude student's score from being counted for evaluation purposes based on specific criteria provided by an Administrator. Click in the cell and use the arrow button on the right to change from Yes to No. If the student is excluded from the count ("Score Counted for Data?" = "NO"), student's name will appear in the Exclusions sheet, below the "NEXT" button. DO NOT click the "NEXT" button until all the data is entered in the Roster sheet: all students, their grade levels and scores.
12. Make sure that all the students and their information are entered in Roster sheet.
13. Scroll to the bottom of the Roster sheet and click "SAVE" button – that will bring up the "Save As" window and allow you to save completed file as a PDF.

Name document.

Choose where to save document.

Choose PDF format.

Choose to save Sheet not Workbook.

14. Click on the "Exclusions" tab at the bottom of the spreadsheet. Click "NEXT" button. That will clear all the "extra" rows from the table, and leave only rows that contain names of students that are being excluded from the count.
15. Enter reason for exclusion (individual for each student)
16. Click "SAVE" button – that will bring up the "Save As" window and allow you to save completed file as a PDF.

Spreadsheet summary table
- Teacher – enter Teacher's name (can be over-written)
- Total Tested (Pre&Post) – counts student if both, Pre and Post Test Scores have valid values
- Total Excluded – counts students who have "NO" entered in "Score Counted for Data"
- Total Counted – difference between Total Tested (Pre&Post) and Total Excluded
- Total # demonstrating improvement – counts students who have "YES" in both columns, "Improved?" AND "Score Counted for Data"
- Percentage demonstrating Improvement – percentage of Improved out of Total Counted (NOT Total Tested)
- Percentage of Improvement by 50% or more – percentage of Improved by 50% or more (Adjusted Rate of Improvement equals to or greater than 50%) out of Total Counted (NOT Total Tested)
- Percentage of improvement by 25% or more – percentage of Improved by 25% or more (Adjusted Rate of Improvement equals to or greater than 50%) out of Total Counted (NOT Total Tested)
- Rating – is calculated based on the criteria in the table below.