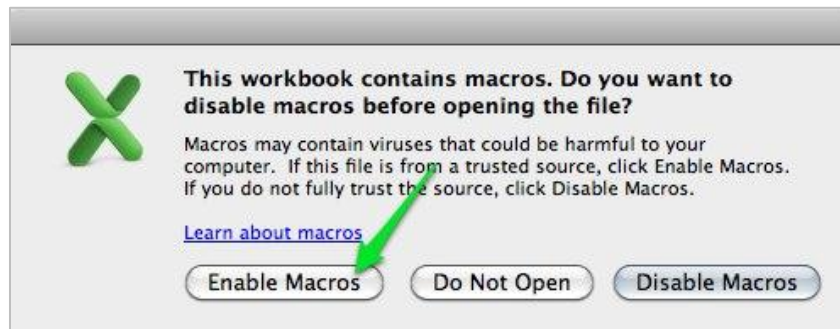
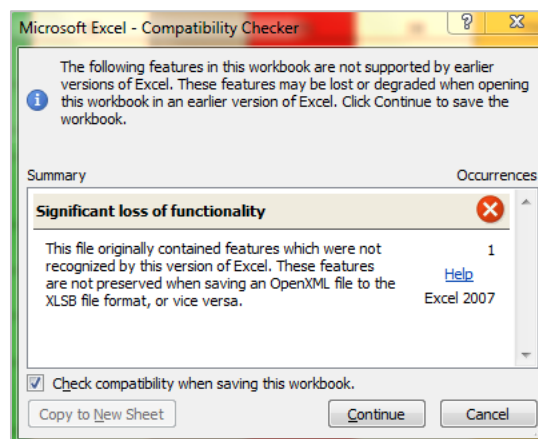


## Entering Scores in the Pre-Post Test Spreadsheet

1. Open the Excel file; *Pre-Post Test Form.xlsm*.
2. When prompted, click **Enable Macros** (this step is very important to the calculations).



If prompted about compatibility, choose **Cancel**.



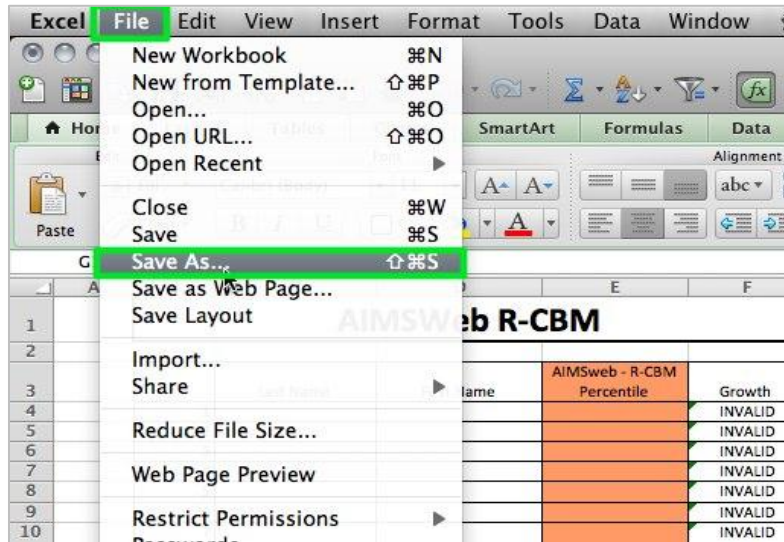
3. You will be prompted to enter your **Name**, **Pretest Points Possible**, and **Posttest Points Possible**.
4. Now you can begin to input your students' names and scores. You will fill out the grey fields; **Last Name**, **First Name**, **Pretest Score**, **Post Test Score** and the dropdown menu for **Score Counted for Data**.
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 183).
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.



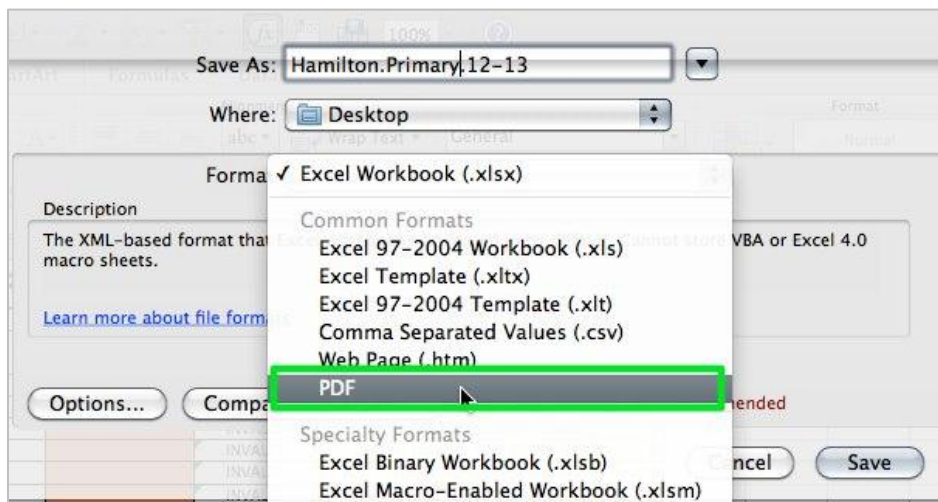
7. Enter your reason for not including these students in your evaluative data.

## Saving an Excel Spreadsheet as a PDF

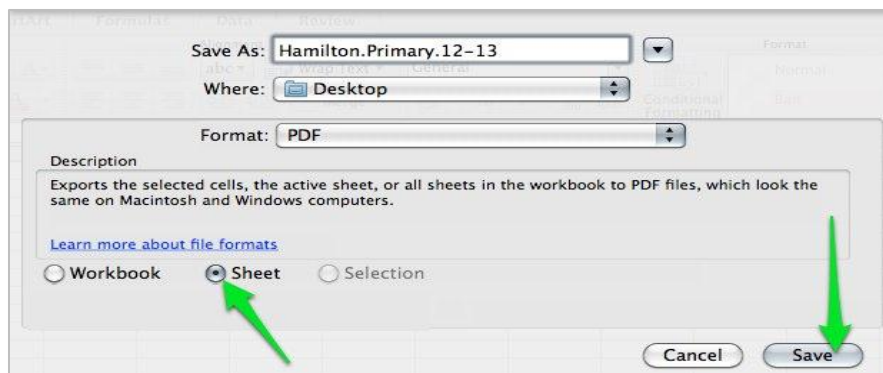
1. Click on **File** and select **Save As...**



2. Save your file in this format: LastName.Primary/Secondary.SchoolYear.  
For example, **Smith.Primary.14-15**. (Note: Select 'Primary' OR 'Secondary')
3. Click on the **Format** dropdown and select **PDF**.



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



**Instructions for uploading a Pre-Post Test Spreadsheet  
to Standard for Success will be forthcoming.**