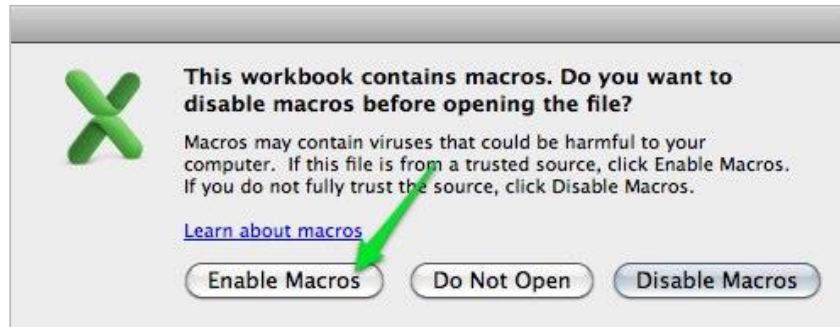


## Entering Scores in the Grade 3 Primary Measures Spreadsheet

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).



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.

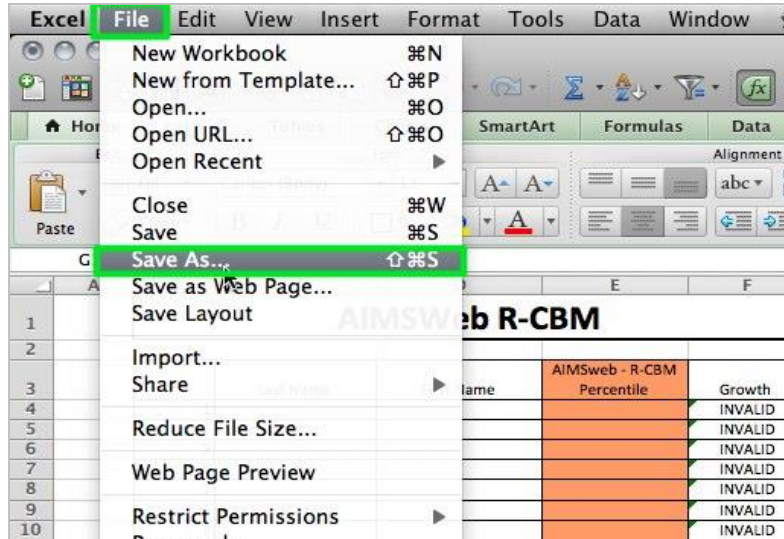


7. Enter your reason for not including these students in your evaluative data.
8. Save a copy of this spreadsheet by clicking the **Save** button.

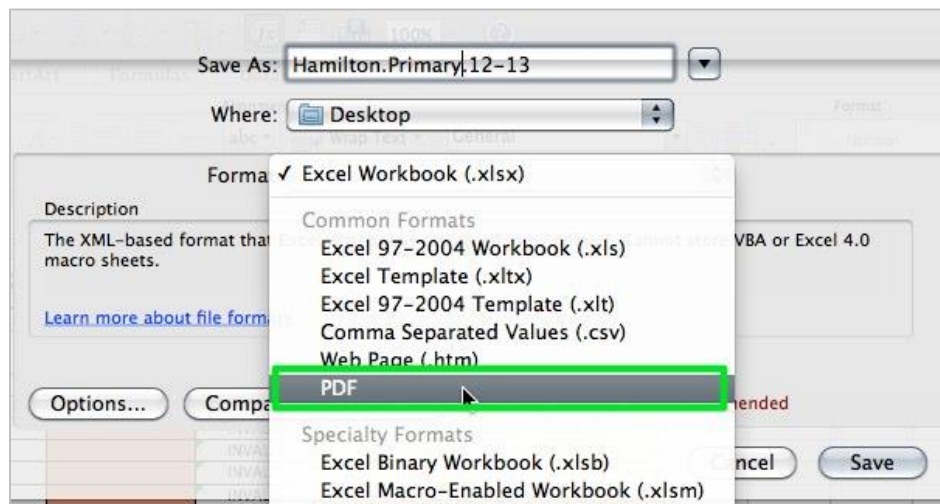


## Saving an Excel Spreadsheet as a PDF

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



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

**Next – follow the link to upload into SFS**

- [Instructions for Uploading Primary and Secondary Student Measures to SFS](#)