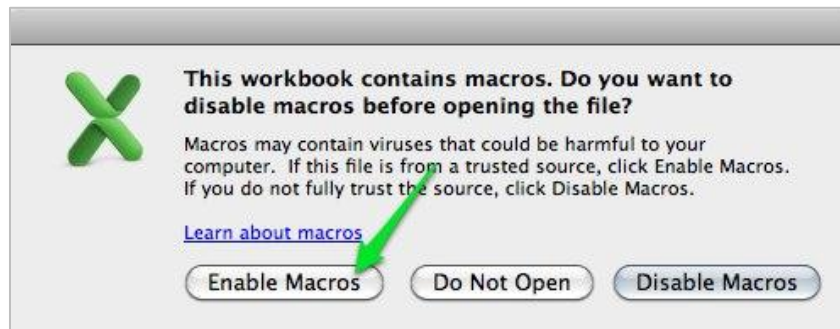
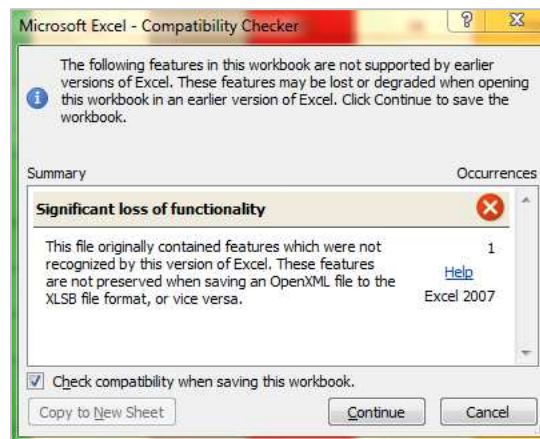


Entering Scores in the Pre-Post Test Spreadsheet

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**.



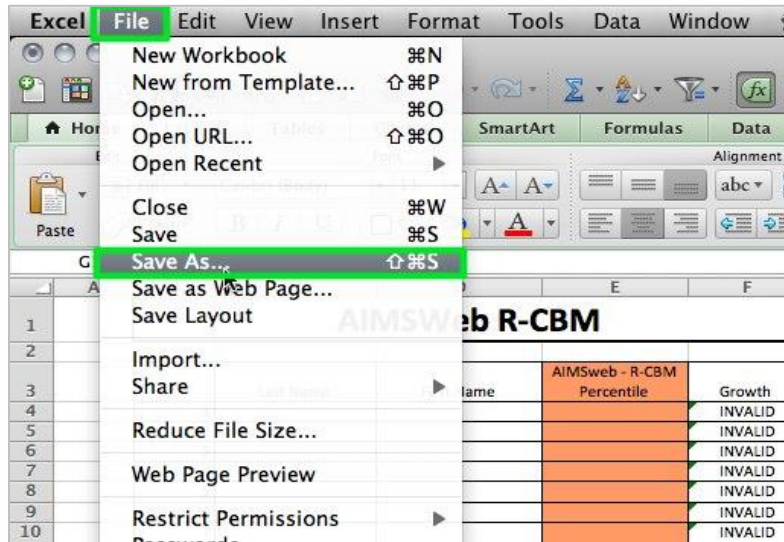
3. You will be prompted to enter your **Name**, **Pretest Points Possible**, and **Posttest Points Possible**.
4. Now you can begin to input your students' names and scores. You will fill out the grey fields; **Last Name**, **First Name**, **Pretest Score**, **Post Test Score** and the dropdown menu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



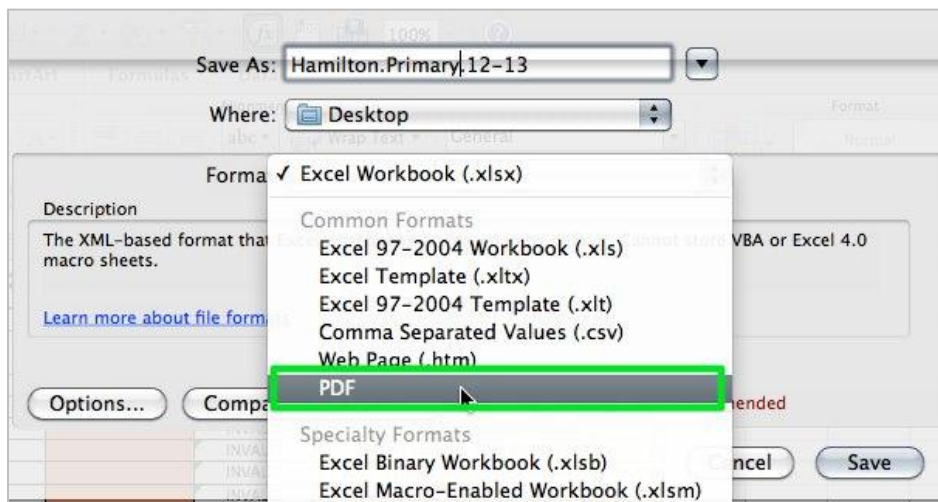
7. Enter your reason for not including these students in your evaluative data.

Saving an Excel Spreadsheet as a PDF

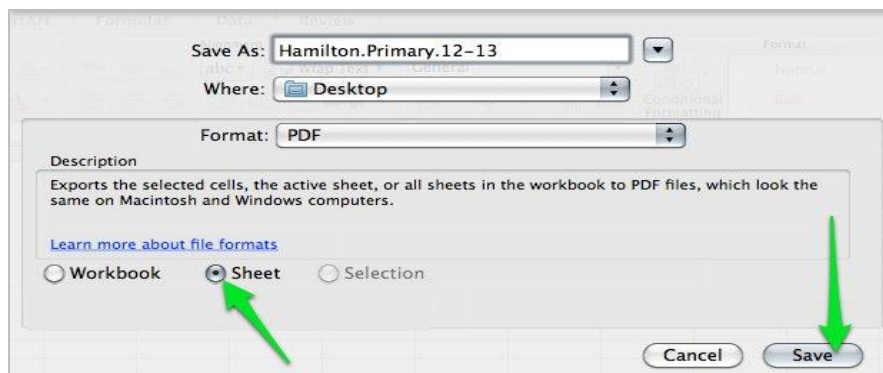
1. Click on **File** and select **Save As...**



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.**