

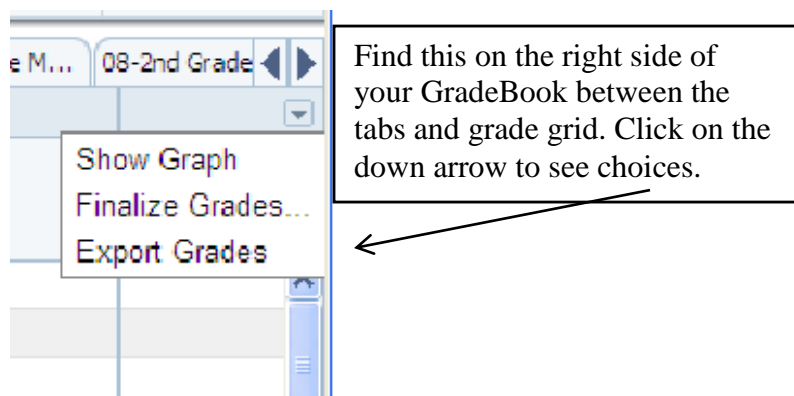
# LCSD #1 Instructions for Entering Data into the Technology Assessment Spreadsheet (optional)

**Do Not** OPEN the file. Use the **Save Target As...** method.

- ❖ **Right** click the mouse and choose *Save Target As...*
- ❖ Choose where the file will be saved.  
(Usually, the Network **H** or **Z** drive.)
- ❖ Add your name to the filename, and save

## Import Student Names from the GradeBook into the Spreadsheet

- Open GradeBook program.
- Once in your GradeBook, click on the down arrow and choose Export Grades (see below).
- An Excel worksheet will appear. Select you student names, then right click and select copy.
- Paste your student names into the Technology Assessment Spreadsheet that you have saved to your computer.



## Entering Scores into the Excel Technology Assessment Worksheet

- Place your mouse over each Assessment item for a description of the Indicator.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4		Student Name	Ind 1	Ind 2	Ind 3	Ind 4	Ind 5	Ind 6	Ind 7	Ind 8
5	1									
6	2									
7	3									
8	4									
9	5									
10	6									
11	7									

A tooltip for 'LCSD#1' is visible over the 'Ind 1' cell, containing the text: 'Student will apply touch method of keying to develop basic skills at the rate of 10 - 15 words per minute'.

- Enter a student score. 1 = Yes, the student does this successfully.  
0 = No, the student does not demonstrate this skill.

- The spreadsheet will automatically calculate in the **Score** column.

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
<b>4th to 5th Grade District Assessment</b>															
	Ind 1	Ind 2	Ind 3	Ind 4	Ind 5	Ind 6	Ind 7	Ind 8	Ind 9	Ind 10	Ind 11	Ind 12	Score	Proficient	
	1	1	1	0	0	1	1	1	1	1	0	1	9	Proficient	
	1	1	0	1	0	1	0	1	0	1	0	0	6	Non-proficient	
													0	Non-proficient	
													0	Non-proficient	
													0	Non-proficient	
													0	Non-proficient	