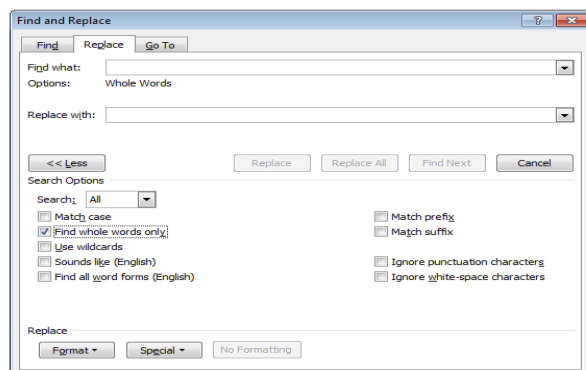
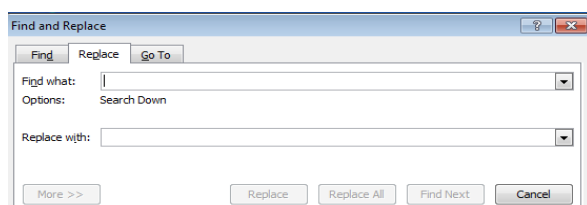
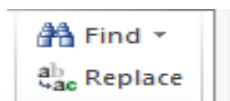


General Instructions for Use of the
Pilot 2016-17 Triennial Template

TECHNOLOGY USE

- 1) There are a few items that will require you to use the Find/Replace Feature in Microsoft Word to individualize the report to the specific student that you have assessed. On the Home Tab, click on the Replace option and enter in the pertinent information. It is also important to ensure that only Whole Words are replaced by clicking more and selecting the option to find whole words only.



- | | | | | |
|----|------|-----------------|---------|------------------------------|
| a. | Find | Examinee | Replace | (Student's Name) |
| b. | Find | His/Her | Replace | (Appropriate Pronoun) |
| c. | Find | Him/Her | Replace | (Appropriate Pronoun) |
| d. | Find | He/She | Replace | (Appropriate Pronoun) |
- 2) The template includes options for entering necessary information, either by typing a response (text boxes), selecting the appropriate responses from a set of responses (drop down boxes), or inputting information (date picker and check boxes).

The options are as follows:

- a. **Text boxes** allow you click and enter text. When clicking on a text box embedded in the report, it will provide a sub header with the information or response that is expected. If you do not need to enter text, click on the sub header of the text box and click delete.

[Click here to enter text.](#)

Confidential

- b. **Drop down boxes** allow you to choose an option of several provided for you.

Choose an item.

- c. The **Date Picker** option allows you to click and choose a date of your choosing.

Click here to enter a date.

- d. **Check boxes** are active and will allow you to check or confirm a particular item.



Please note that if the template options listed above are not functioning properly on your computer, you may need to work on a newer computer or contact ITD to update the software on your computer.

- 3) Charts have been embedded in the Educational History section to summarize the student's history during the last three years. The following instructions will support your use of the charts to summarize historical data as intended:
- Consider the student's current grade level and ensure that you input data in the appropriate table(s) (Elementary School, Middle School, or High School) for the last three years of the student's education.
 - Delete the headers, tables, and descriptors for any tables that are not relevant (i.e., grade levels prior to three years ago, and grade levels that the student has not yet matriculated to)
 - To delete a table, highlight the entire table, right click, and click Delete Table

Middle School
Examinee [Click here to enter text.](#)

Grade	Math	English	History	Science	Art	Physical Education	Elective
6 th Fall							
6 th Spring							
7 th Fall							
7 th Spring							
8 th Fall							
8 th Spring							

(Please note: The first mark refers to the Achievement level, and the second mark reflects Work Habits. The following descriptions of marks: A-Markedly Superior, B-Satisfactory, C-Needs to Improve, F-Little or No Progress, and U-Unsatisfactory. The following terms may be used to describe the student's Work Habits and Cooperation: A-Markedly Superior, B-Satisfactory, C-Needs to Improve, F-Little or No Progress, and U-Unsatisfactory.)

- d. To delete rows within a table, highlight the rows you would like to delete, right click, select delete cells, and select to shift cells left.

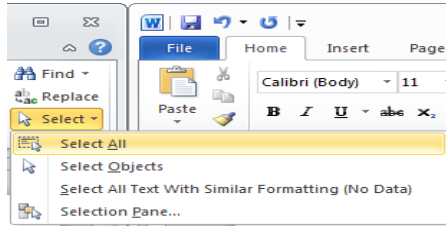
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Grade	Math	Reading	Writing	Listening	Speaking
TK					
Kindergarten					
1 st					
2 nd					
3 rd					
4 th					
5 th					

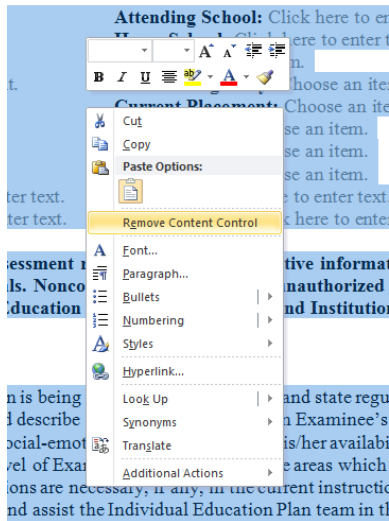
(Please note: Elementary school marks/grades are the 1st mark refers to standard mark reflects Effort. The following descriptors describe achievement levels: 4=Advanced Proficient, 3=Proficient, 2=Partially Proficient, 1=Not Proficient. The following to student's Effort: 4=Strong, 3=Consistent, 2=Inconsistent, 1=Poor).

- 4) Once you have completed your report, use the following Step-by-Step instructions to ensure that there are no remaining (unused) template options for entering necessary information (i.e., Text boxes, Drop Down boxes, etc.):

- a. On the Home tab, click on the Select option and choose Select All. This will result in your entire report becoming highlighted.



- b. Right click on the report itself and select the option Remove Content Control



- c. Review your report to ensure that removing the unused template options (e.g., Text boxes, Drop Down boxes, etc.) did not result in missing content.