**Directions to put DRA reading scores into the Excel template to project a *Summary of Effectiveness Report***

1. Go to MichelleMcqueen.weebly.com
2. Move your curser over the “Assessments” tab
3. Click on DRA2
4. DRA Recording Excel Templates is the first heading on this page underneath it are each grade level templates for recording the scores on
5. Click on the grade you want and it will download
6. SHEET ONE: Open the download and “Enable Editing” (This template has five sheets to it, it opens to “EnteringInformationHere.” The slides are labeled on the bottom of the excel document.)
7. Fill in the yellow area labeled on the
	1. Grade given. Example, K or 1 or 2 or 3
	2. Teacher Name and School. Example, McQueen DTM
8. SHEET TWO: Click on “EnterDataHere” on the bottom of the Excel sheet.

This is where all the students in the class are entered.

* 1. Enter first name
	2. Enter last name
	3. Enter Fall Score

\*\*\*Do not change any of the information already set up on any of the slides

1. SHEET THREE: Click on “PivotTables”
2. Go to column A cell 3, labeled “Count of fall score”
3. Right click on this A-3 cell and “Refresh”
4. SHEET FOUR: Click on this sheet and you will see if the Summary of Effectiveness Report show up with numbers in the fall scores. This indicates you are done with the class.
5. Save by going to FILE, SAVE AS enter teachers name and school. SAVE where you can send it to Delynn
6. Push CONTINUE if a dialogue box comes up.
7. You must start over with a clean template from the download or from going back to the Weebly site.