

Instructions for Printing Selections from the Spring 2017 Daily Testing Schedules

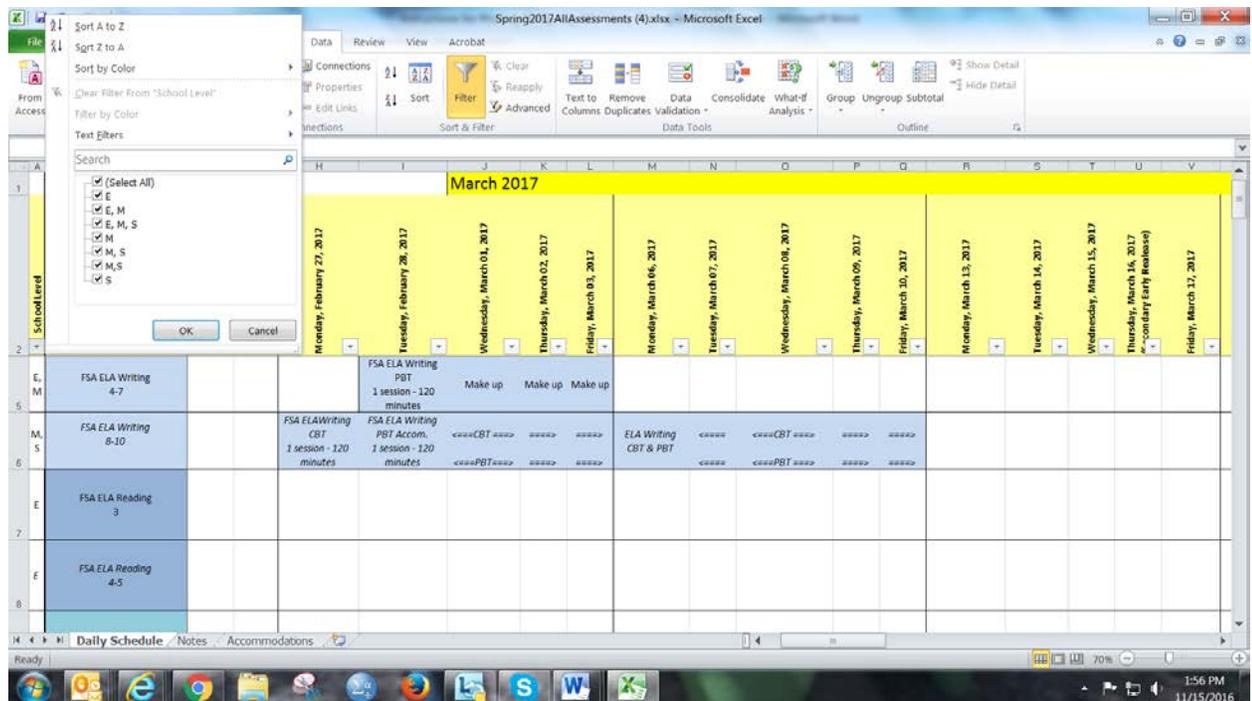
The *Page Layout* view (Select View tab, Page Layout) will allow you to view the data you wish to print and modify the worksheet by Filtering and adjusting the print settings.

First, filter the worksheet to display only the tests administered at your School Level: E, M, and/or S (Column A) (Be sure to select **ALL** options that include your school levels). The contents of Column A need not be printed once the filter has been set. It is suggested that you print the full schedule using the “Fit all rows on one page” print option, to get a bird’s-eye view of the calendar, even though you may not be able to read every entry, to ensure that you don’t miss a row, if you filter and print portions of the calendar at a time. It will likely take between 2 – 4 pages to print all the assessments offered at your school, but the spreadsheet is set up so that the Assessment/Grades column and the date rows at the top print for every view.

Sample # 1: Print the FSA ELA Writing test schedule (February 27 – March 10).

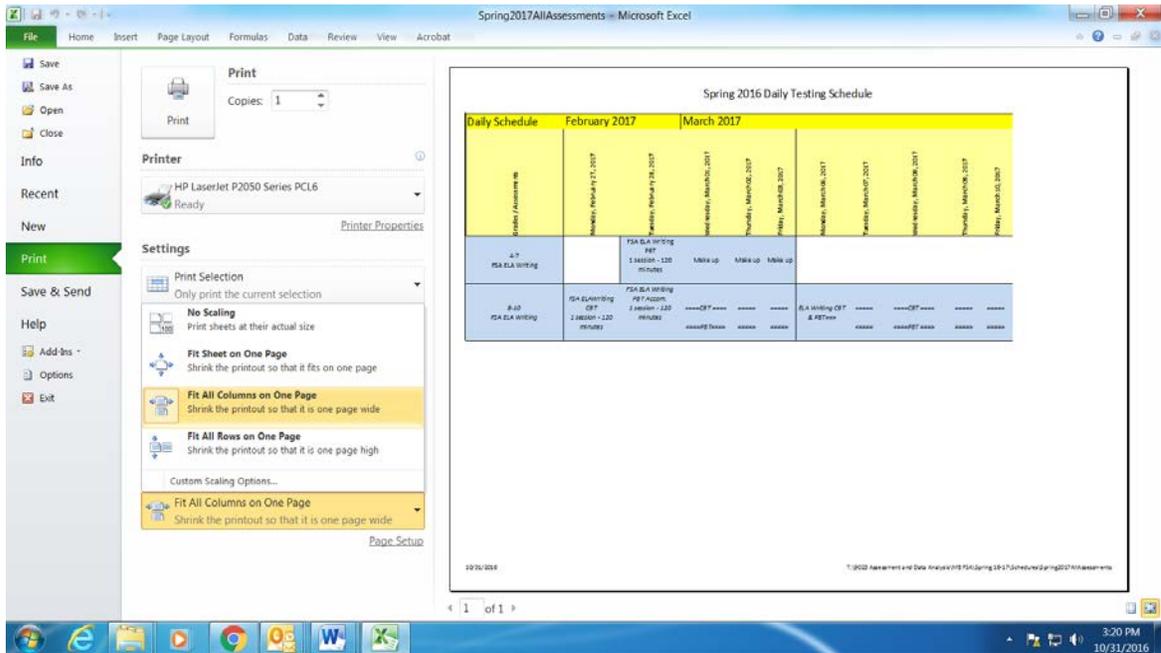
Please follow these steps:

- o From the original Daily Testing Schedule file, in column A, click the funnel in Row 2, Column A: School Level to filter the tests and display only those administered at your school level (elementary, middle and/or senior).



- o In Column B, filter to select all “FSA ELA Writing” components offered at your school.

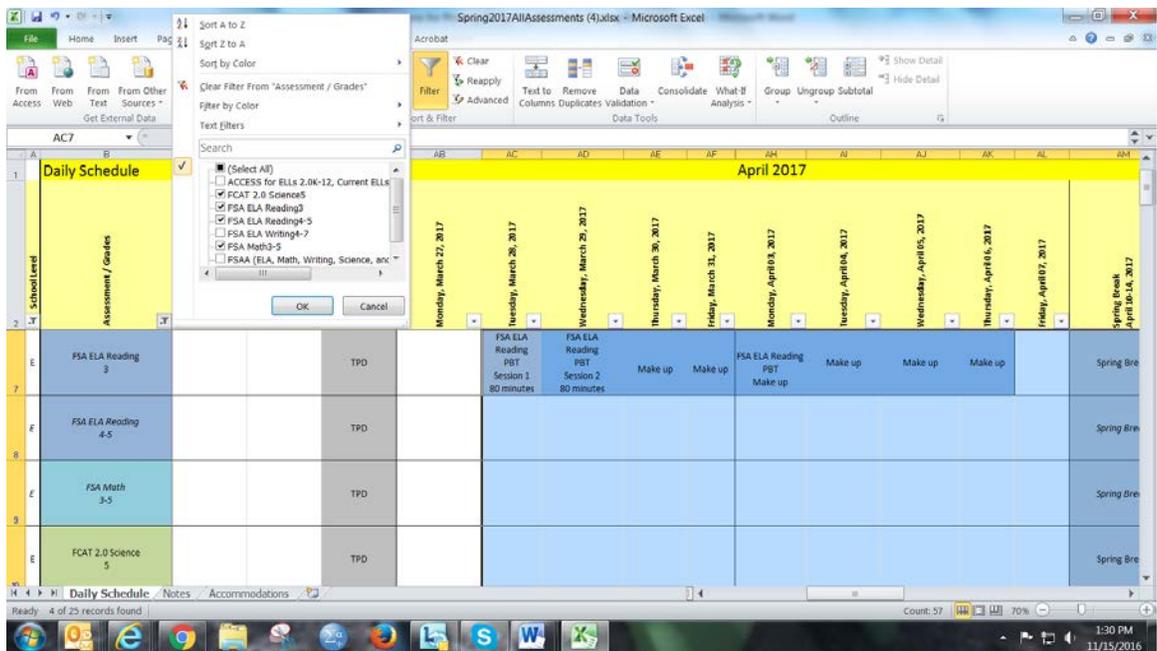
- Click in the first cell of the testing window, and drag your cursor to select all shaded cells. (In the example below, that would include Feb. 27th – March 10 for both FSA ELA Writing assessments.)
- Under **Settings**, from each drop-down menu, select **Print Selection** and **Fit All Columns on One Page**.
- If all columns fit on letter-size paper and can be easily viewed) then click “*Print*”.



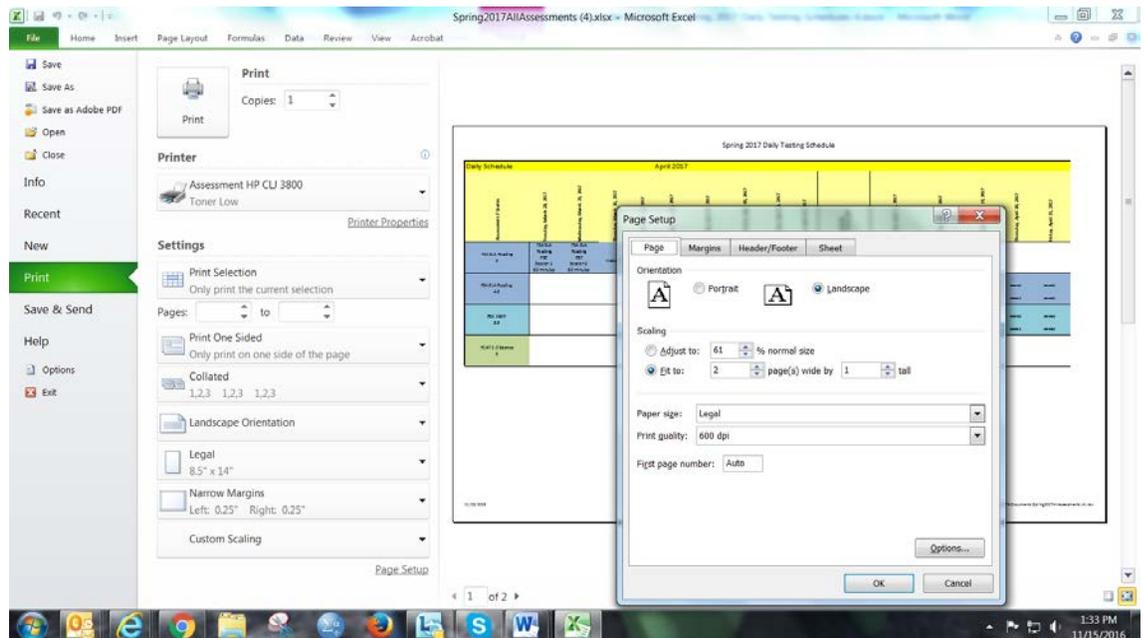
Sample # 2: Print the FSA ELA, FSA Math, and FCAT 2.0 Science testing schedule for Elementary Schools (Grades 3-5). Please follow these steps:

- From the original Daily Testing Schedule file, in column A, filter to display only the tests administered at your school level.
- In Column B, filter to select all FSA ELA Reading and Math components offered at your school. (In this example for elementary schools, FCAT Science, FSA ELA Reading in grades 3 and 4-5, and FSA Math in grades 3-5 are selected)

- Now click and drag to highlight the complete testing window, March 28 – May 12.



- Using legal paper, Print Selection, and the print setting “Custom Scaling,” you can determine whether you wish to fit the schedule onto two pages, or would prefer a larger font using three pages. Note that the column showing assessment/grades is automatically displayed on subsequent pages.



Sample # 3: Print the SAT-10 testing schedule for Elementary Schools. Please follow these steps:

- From the original testing calendar, in Column B, select the SAT-10.
- Click and highlight March 27-31, and print Selection.

Daily Schedule	March 2017	April 2017									
Grades / Assessments	Monday, March 27, 2017	Tuesday, March 28, 2017	Wednesday, March 29, 2017	Thursday, March 30, 2017	Friday, March 31, 2017	Monday, April 03, 2017	Tuesday, April 04, 2017	Wednesday, April 05, 2017	Thursday, April 06, 2017	Friday, April 07, 2017	Spring Break April 10-14, 2017
K SAT-10	SAT-10 Reading 1 Session Approx. 30 minutes	SAT-10 Mathematics 1 Session Approx. 30 minutes	Make up	Make up							Spring Break
1-3 SAT-10	SAT-10 Reading 1 Session Approx. 40 minutes	SAT-10 Mathematics 1 Session Approx. 40 minutes	Make up	Make up							Spring Break

Additional Notes:

You may not wish to save the calendar with the filter set, so that all tests are visible when you open your file. On the Data tab, select “Clear” to display all school levels and tests again. If you accidentally remove the existing filter, click on the left margin of Row 2, and on the Data Tab, select “Filter” (“Filter” toggles the funnels on and off.)