

Instructions for Printing Selections from the Spring 2018 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 Grades 4-10 FSA ELA Writing test schedule (March 1-9, 2018).

Please follow these steps:

- 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).

File

From Access

School Level

Sort A to Z

Sort Z to A

Sort by Color

Clear Filter From "School Level"

Filter by Color

Text Filters

Search

(Select All)

☒ E

☒ E, M

☒ E, M, S

☒ E, M, S

☒ M, S

☒ M, S

☒ S

OK

Cancel

Spring2017AllAssessments (4).xlsx - Microsoft Excel

Data

Review

View

Acrobat

Connections

Properties

Edit Links

Connections

Sort & Filter

Filter

Clear

Reapply

Advanced

Text to Columns

Remove Duplicates

Data Validation

Data Tools

Consolidate

What-If Analysis

Group

Ungroup

Subtotal

Show Detail

Hide Detail

Outline

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

March 2017

Monday, February 27, 2017

Tuesday, February 28, 2017

Wednesday, March 01, 2017

Thursday, March 02, 2017

Friday, March 03, 2017

Monday, March 06, 2017

Tuesday, March 07, 2017

Wednesday, March 08, 2017

Thursday, March 09, 2017

Friday, March 10, 2017

Monday, March 13, 2017

Tuesday, March 14, 2017

Wednesday, March 15, 2017

Thursday, March 16, 2017
* Secondary Early Release

Friday, March 17, 2017

E, M		FSA ELA Writing 4-7			FSA ELA Writing PBT 1 session - 120 minutes	Make up	Make up	Make up								
M, S		FSA ELA Writing 8-10		FSA ELA Writing CBT 1 session - 120 minutes	FSA ELA Writing PBT Accom. 1 session - 120 minutes	<====CBT====	<====	<====	ELA Writing CBT & PBT	<====	<====CBT====	<====	<====	<====	<====	<====
E		FSA ELA Reading 3														
E		FSA ELA Reading 4-5														

Ready

Daily Schedule

Notes

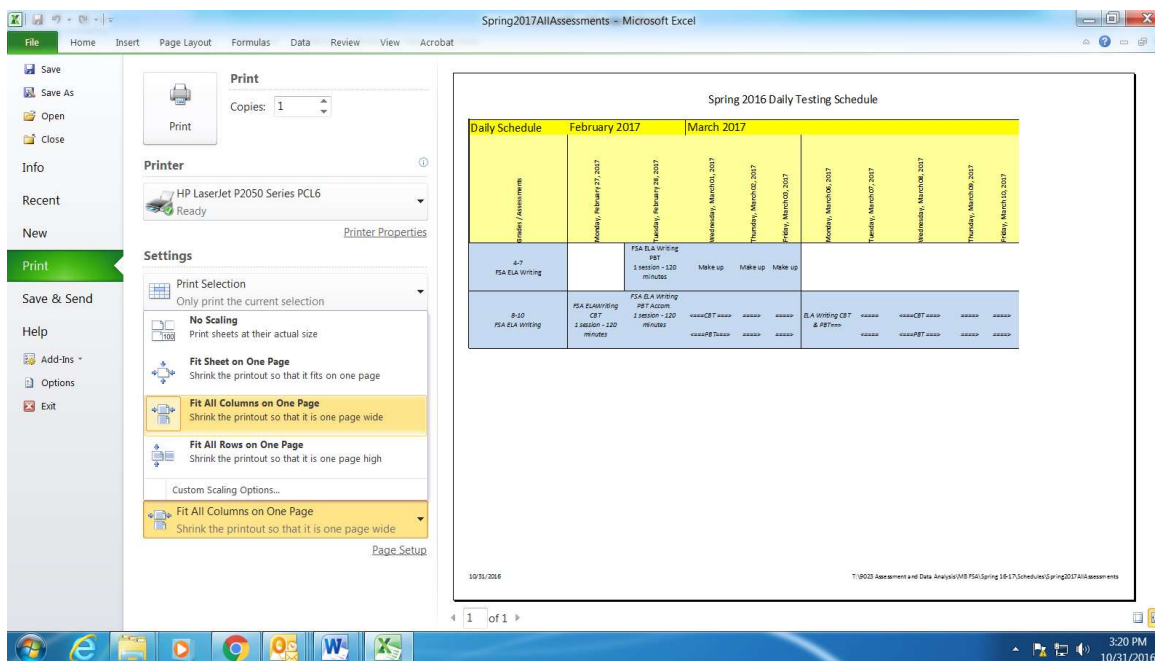
Accommodations

70%

1:56 PM 11/05/2017

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

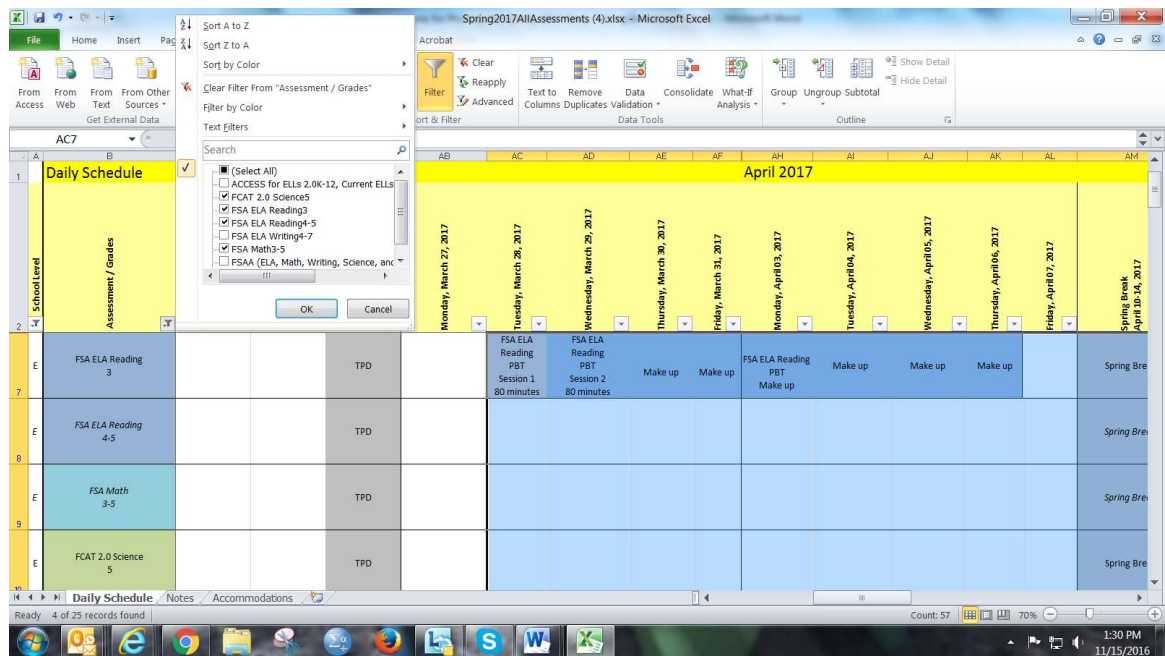
- Click in the first cell of the testing window, and drag your cursor to select all shaded cells. (In the example below, that would include March 1st – March 9th for both FSA ELA Writing assessments.)
- Under **Settings**, from each drop-down menu, select **Print Selection** and **Fit All Columns on One Page**.
- If all columns fit on letter-size paper and can be easily viewed) then click “*Print*”.



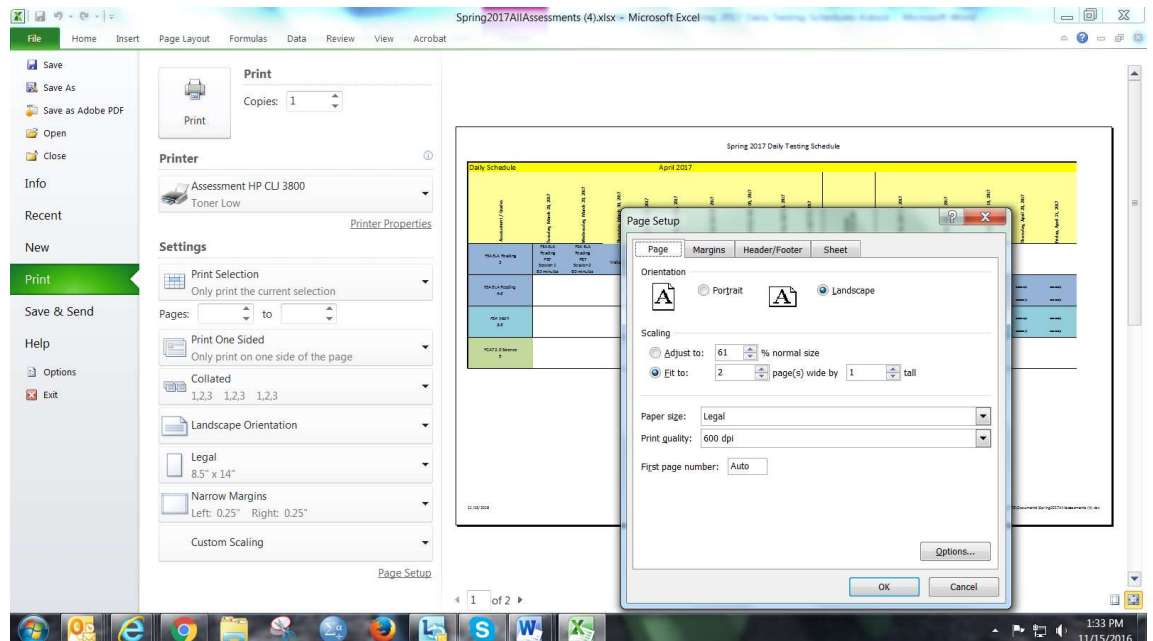
Sample # 2: Print the FSA ELA, FSA Math, and FCAT 2.0 Science testing schedule for Elementary Schools (Grades 3-5). Please follow these steps:

- 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 2.0 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, April 16 – May 18, 2018.



- 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 April 4-10, 2018, and print Selection.

Daily Schedule	March 27, 2017	March 28, 2017	March 29, 2017	March 30, 2017	March 31, 2017	April 1, 2017	April 2, 2017	April 3, 2017	April 4, 2017	April 5, 2017	April 6, 2017	April 7, 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
1-2 SAT-10	SAT-10 Reading 1 Session Approx. 40 minutes	SAT-10 Mathematics 1 Session Approx. 40 minutes	Make up	Make up									Spring Break
4-7	FSA EIA Writing	Make up	Make up	Make up									

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.)