Instructions for Printing Selections from the Spring 2019 Daily Testing Schedules

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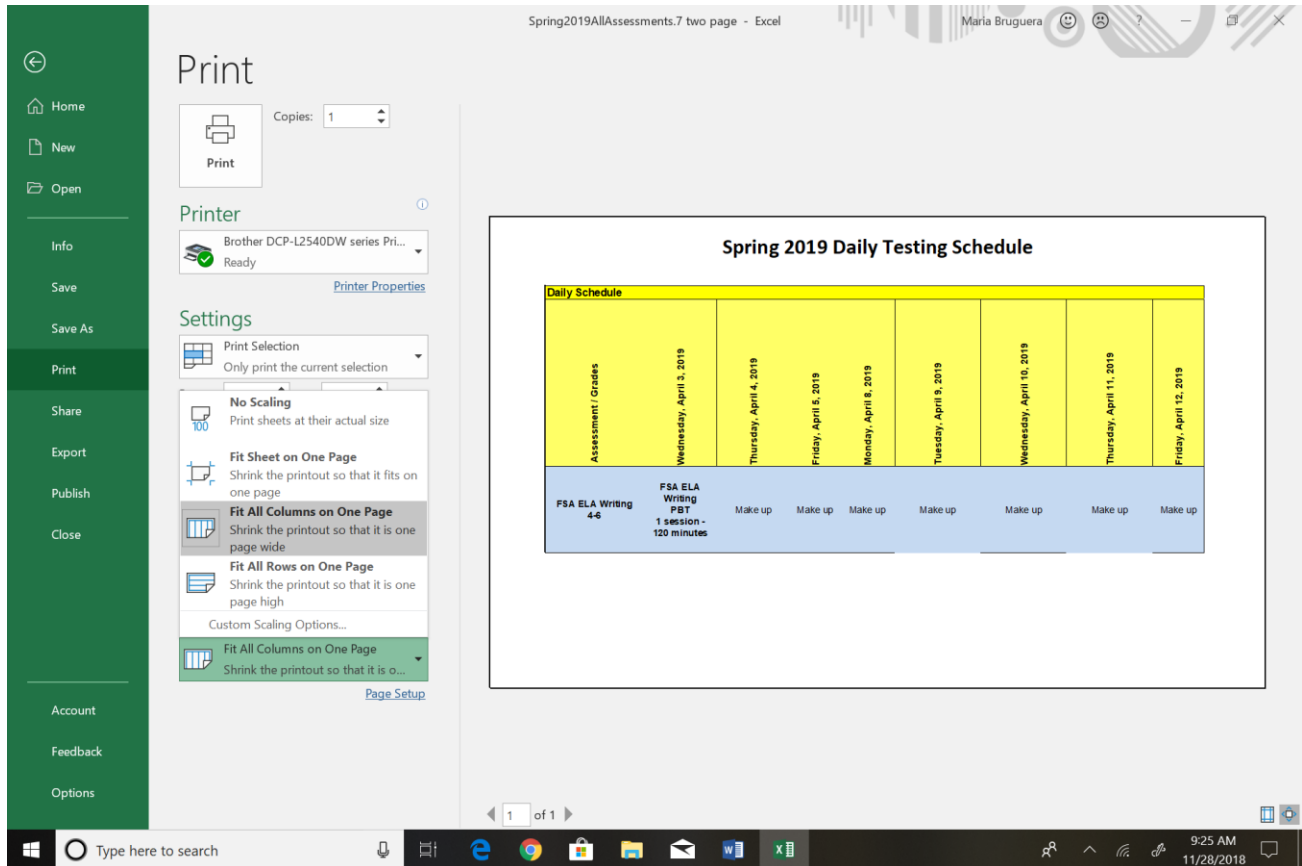
Note: The *Page Layout* view (Select View tab, Page Layout) will allow you to view the data you wish to print and modify the worksheet by Filtering and adjusting the print settings.

Sample # 1: Print FSA ELA Writing test schedule (April 1-12, 2019). 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).
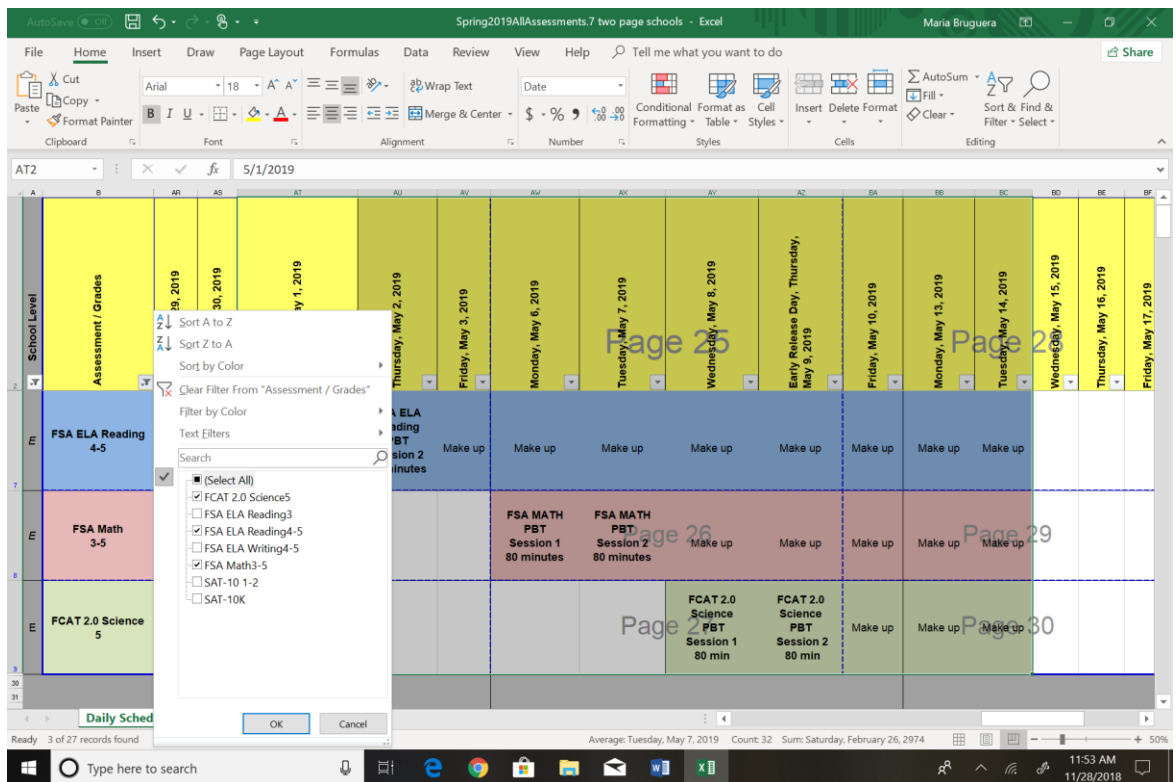
- In Column B, filter to select all "FSA ELA Writing" components offered at your school.
- Click in the first cell of the testing window, and drag your cursor to select all shaded cells. (In the example below, that would include April 1st – April 12th for both FSA ELA Writing assessments.)
- Select **File** tab, then **Print**. Under **Settings**, select **Print Selection** and **Fit All Columns on One Page,** from each drop-down menu.
- If all columns fit on letter-size paper and can be easily viewed) then click "*Print*".
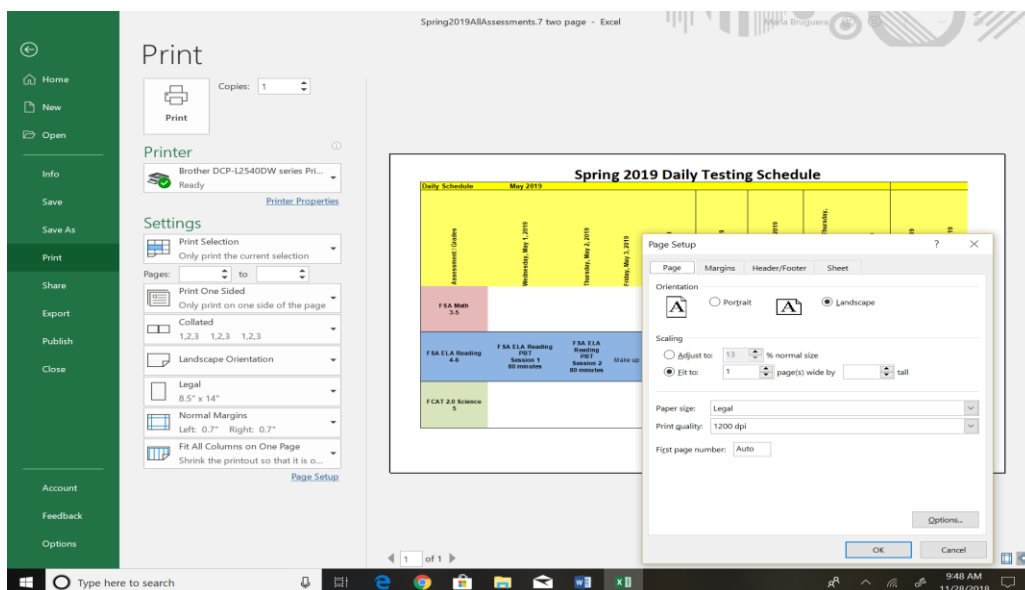

Sample # 2: Print the FSA ELA, FSA Math, and FCAT 2.0 Science testing schedule for Elementary Schools in May. Please follow these steps:

- 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 and FCAT 2.0 Science components offered at your school, as applicable. (In this example for elementary schools, FCAT 2.0 Science grade 5, FSA ELA Reading in grades 4-5, and FSA Math in grades 3-5 are selected)

o Now click and drag to highlight the complete testing window, May 1-14, 2019.

o Using legal paper, select the **File** tab, then **Print,** and the print setting "Custom Scaling Options," from the last dropdown menu, to determine whether to fit the schedule on two pages or to use 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:

- o   From the original testing calendar, in Column B, select the SAT-10.
- o   Click and highlight April 9-12, 2019, and from the File tab select Print.

Additional Notes:

We recommend saving the calendar without the filter set, so that all tests are visible when you open your file. If you do apply filters, then 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.)