

Directions for entering information on Kathy Richardson Assessment summary sheet:

Open the attachment in the email.

Click on *file*.

Click *save as* and give it a name (KRassess).

(If you have an am and pm *save as* twice : KRassessam and KRassesspm so you have a summary sheet for each class.)

Save onto your desktop.

Close the email. Do not enter information directly on the email attachment.

Open the file on your desktop.

Click on *file*.

Click on *print preview*.

Directions will be on the bottom.

Close *print preview* to enter information.

After you have entered all the information be sure to save.