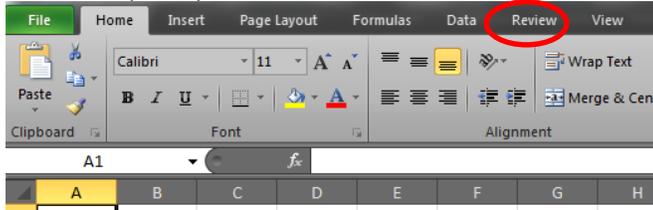
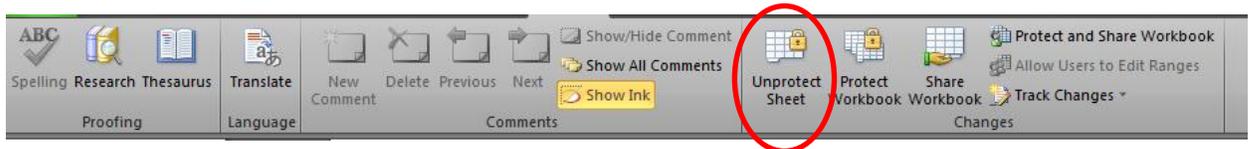


How to Change Data Sheets to Include Additional Students

1. At the top of your screen, click on the **Review Tab** on the Ribbon.



2. Click **Unprotect Sheet**.



3. Move your cursor to hover over the numbers in the gray non-labeled column until your cursor changes to a black arrow →. Then, left click to **highlight** the row and drag down to end of numbers in Column A. Rows should remain highlighted.

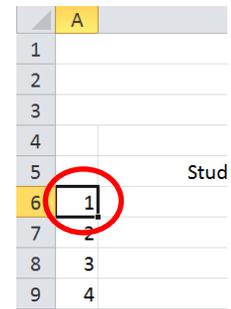
	A	B	C	D	E	F	G	H	I	J	K
1	Ohio Physical Education Evaluation										
2	Standard 1 Individual Data (K-2) Benchmark A										
3	Note: Advanced = 3 pts, Proficient = 2 pts, Limited = 1 pt										
4											
5		Student Name	Running	Skipping	Hopping	Gallop/Slide	Rolling	Balance	Rhythm	Average Score	Le
6	1									#DIV/0!	#DI
7	2									#DIV/0!	#DI

	A	B	C	D	E	F	G	H	I	J	K
1	Ohio Physical Education Evaluation										
2	Standard 1 Individual Data (K-2) Benchmark A										
3	Note: Advanced = 3 pts, Proficient = 2 pts, Limited = 1 pt										
4											
5		Student Name	Running	Skipping	Hopping	Gallop/Slide	Rolling	Balance	Rhythm	Average Score	Le
6	1									#DIV/0!	#DI
7	2									#DIV/0!	#DI
8	3									#DIV/0!	#DI
9	4									#DIV/0!	#DI
10	5									#DIV/0!	#DI
11	6									#DIV/0!	#DI
12	7									#DIV/0!	#DI
13	8									#DIV/0!	#DI
14	9									#DIV/0!	#DI
15	10									#DIV/0!	#DI
16	11										

4. Once highlighted, press the **Control key** then the **C** key to copy highlighted rows.

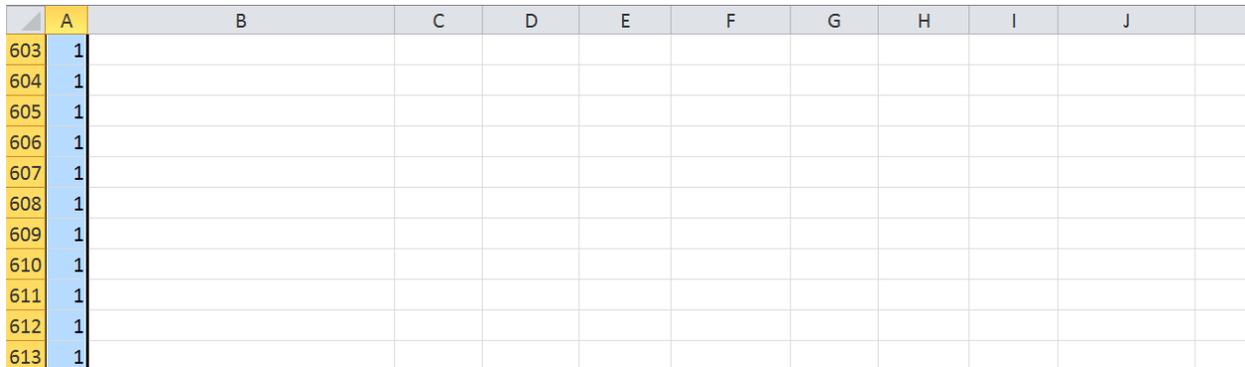


8. To re-number the data sheet, go back to #1 in Column A.



	A
1	
2	
3	
4	
5	Stud
6	1
7	2
8	3
9	4

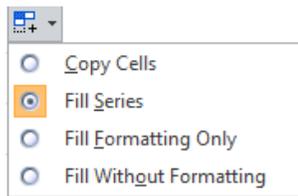
9. In the lower right corner, hover over the black square  and the cursor will turn into a "+" symbol (this is called the Fill Handle). Click on the **Fill Handle** and use your mouse to drag the fill handle down to the last row you inserted.



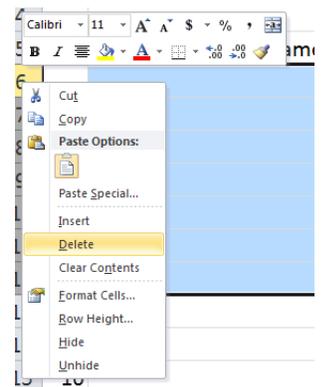
	A	B	C	D	E	F	G	H	I	J
603	1									
604	1									
605	1									
606	1									
607	1									
608	1									
609	1									
610	1									
611	1									
612	1									
613	1									

10. With the numbers highlighted, an auto fill option box will appear at the bottom right corner of the highlighted numbers. 

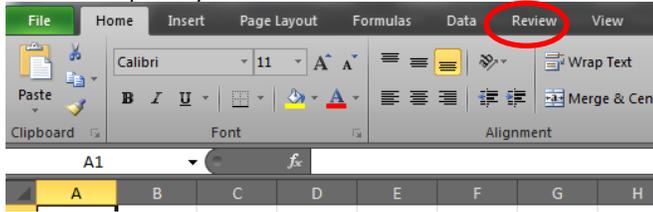
Click on the **down arrow** and choose "Fill Series". The numbers should now be in order from lowest to highest.



11. To delete any unnecessary numbers, follow step 3 above and highlight excess rows. Once highlighted, right click and choose **Delete** from the menu.



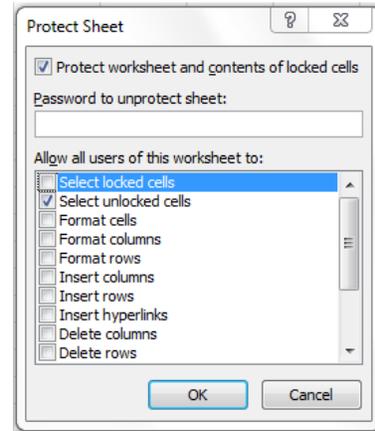
12. At the top of your screen, click on the **Review Tab** on the Ribbon.



13. Click **Protect Sheet**.

14. In the dialogue box that appears, verify **Select
Unlock Cells** is the only thing checked.

15. Click **OK**.



These steps will need to be updated throughout the data collection system. Make sure to include Student Totals page.