How to Clear Contents if an Individual Student is unable to complete an assessment for an unforeseen reason (i.e. a student has a disability that modifications cannot be made to assess)

1. Go to Student Totals Tab on Excel Data Sheet
2. At the top of the screen, click on the Review Tab on the Ribbon.
3. Click Unprotect Sheet.
4. Click the individual cell that you would like to delete. The row should be outlined in green.
5. Right click the cell and click clear contents
6. Repeat steps 3-4 to continue the process to clear cells in which a student was not able to complete the assessment.

7. By removing the unnecessary contents from the cells, the mathematical calculations will automatically adjust to the available data.
8. At the top of the screen, click on the **Review Tab** on the ribbon.

![Review Tab](image)

9. Click **Protect Sheet**.

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

![Protect Sheet Dialogue Box](image)

11. Click **OK**.

* If you accidentally remove a cell, use the undue icon.