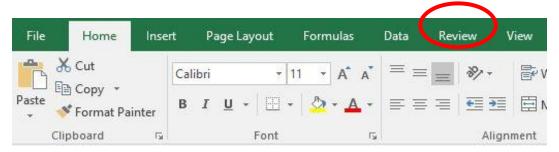
How to Clear Contents if an Individual Student is unable to complete an assessment for an unforeseen reason (i.e. a student has a disability that modifications cannot be made to assess)

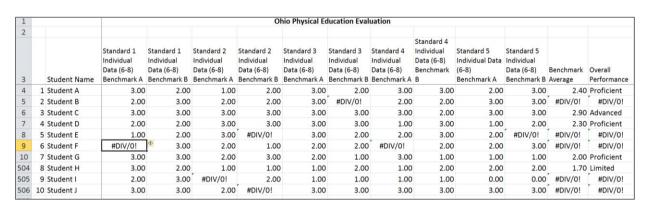
- 1. Go to Student Totals Tab on Excel Data Sheet
- 2. At the top of the screen, click on the **Review Tab** on the Ribbon.



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

1		Ohio Physical Education Evaluation												
2														
3	Student Name	Standard 1 Individual Data (6-8) Benchmark	Standard 1 Individual Data (6-8)	Ir D	tandard 2 ndividual ata (6-8) enchmark A	Standard 2 Individual Data (6-8) Benchmark B	Standard 3 Individual Data (6-8) Benchmark A	Standard 3 Individual Data (6-8) Benchmark B	Standard 4 Individual Data (6-8) Benchmark A		Standard 5 Individual Data (6-8) Benchmark A	Standard 5 Individual Data (6-8) Benchmark B		Overall Performance
4	1 Student A	3.0	0 2.0	00	1.00	2.00	3.00	2.00	3.00	3.00	2.00	3.00	2.40	Proficient
5	2 Student B	2.0	0 3.0	00	2.00	2.00	3.00	#DIV/0!	2.00	2.00	3.00	3.00	#DIV/0!	#DIV/0!
6	3 Student C	3.0	0 3.0	00	3.00	3.00	3.00	3.00	3.00	2.00	3.00	3.00	2.90	Advanced
7	4 Student D	Calibri -	11 - A' A' S - %	00	3.00	3.00	3.00	3.00	1.00	3.00	1.00	2.00	2.30	Proficient
8	5 Student E		<u>\$. A</u> . ⊞ . % ;	_	3.00	#DIV/0!	3.00	2.00	2.00	3.00	2.00	#DIV/0!	#DIV/0!	#DIV/0!
9	6 Student F	#D" Cut	2.0	0	2.00	1.00	2.00	2.00	#DIV/0!	2.00	2.00	3.00	#DIV/0!	#DIV/0!
10	7 Student G	©a ⊆opy		0	2.00	3.00	2.00	1.00	3.00	1.00	1.00	1.00	2.00	Proficient
504	8 Student H	Paste	Options:	0	1.00	1.00	1.00	2.00	1.00	2.00	2.00	2.00	1.70	Limited
505	9 Student I	Paste	Special	o	#DIV/0!	2.00	1.00	1.00	1.00	1.00	0.00	0.00	#DIV/0!	#DIV/0!
506	10 Student J	Inser		0	2.00	#DIV/0!	3.00	3.00	3.00	3.00	3.00	3.00	#DIV/0!	#DIV/0!
507			Contents											
508		Filter												
509		inser	t Comment											
510 511		Pick F	at Cells rom Drop-down List ie Name											
512		🐏 Hype	rlink											

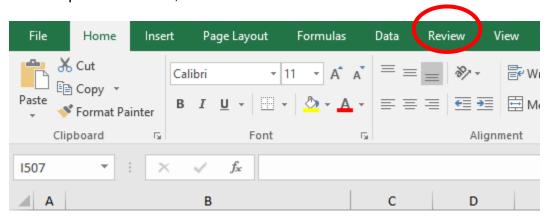
6. Repeat steps 3-4 to continue the process to clear cells in which a student was not able to complete the assessment.

1							Ohio Physic	al Ed	ucation Eval	uation					
2		Student Name	Individual Data (6-8)	Individual I	Standard 2 Individual Data (6-8) Benchmark A	Standard 2 Individual Data (6-8) Benchmark	Standard Individua Data (6-8 Benchma)	Individual Data (6-8)	Standard 4 Individual Data (6-8) Benchmark A	Standard 4 Individual Data (6-8) Benchmark B	Standard 5 Individual Data (6-8) Benchmark A	Standard 5 Individual Data (6-8) Benchmark B	Benchmark Average	Overall Performance
1	1	Student A	3.00	2.00	1.00	2.0	0	3.00	2.00	3.00	3.00	2.00	3.00	2.40	Proficient
5	2	Student B	2.00	3.00	2.00	2.0	0	3.00	#DIV/0!	2.00	2.00	3.00	3.00	#DIV/0!	#DIV/0!
6	3	Student C	3.00	3.00	3.00	3 (0 - 11 - A A 1	3 00	3.00	3.00	2.00	3.00	3.00	2.90	Advanced
7	4	Student D	2.00	2.00	3.00		≡ & · Δ · ⊞			1.00	3.00	1.00	2.00	2.30	Proficient
3	5	Student E	1.00	2.00	3.00	#DI\'/01		2 00	2.00	2.00	3.00	2.00	#DIV/0!	#DIV/0!	#DIV/0!
9	6	Student F		3.00	2.00	Pa S	py		2.00	#DIV/0!	2.00	2.00	3.00	#DIV/0!	#DIV/0!
0	7	Student G	3.00	3.00	2.00	2 P	ste Options:		1.00	3.00	1.00	1.00	1.00	2.00	Proficient
04	8	Student H	3.00	2.00	1.00		te <u>Special</u>		2.00	1.00	2.00	2.00	2.00	1.70	Limited
05	9	Student I	2.00	3.00	#DIV/0!		ert		1.00	1.00	1.00	0.00	0.00	#DIV/0!	#DIV/0!
06	10	Student J	3.00	3.00	2.00		ete ar Contents	_	3.00	3.00	3.00	3.00	3.00	#DIV/0!	#DIV/0!
07						Fi									
08						59		,							
09							ert Comment lete Comment								
10							mat Cells								
11							k From Drop-down Li fine Name	st							
12							perlink								
12															
1							Ohio Phys	ical E	ducation Eva	aluation					
2							Ţ,								
3		Student Name	Standard 1 Individual Data (6-8) Benchmark A	Standard 1 Individual Data (6-8) Benchmark B	Standard 2 Individual Data (6-8) Benchmark A	Standard 2 Individual Data (6-8) Benchmar	Individu Data (6	al ·8)	Standard 3 Individual Data (6-8) Benchmark	Standard 4 Individual Data (6-8) B Benchmark	Standard 4 Individual Data (6-8) Benchmark A B	Standard 5 Individual Dat (6-8) Benchmark A	Data (6-8)	Benchmark B Average	Overall Performano
4	1	Student A	3.00	2.00	1.0	0 2	.00	3.00	2.0	0 3.0	0.0	0 2.0	0.8	0 2.4	0 Proficient
5	2	Student B	2.00	3.00	2.0	0 2	.00	3.00)	2.0	00 2.0	0 3.0	0.0	0 2.4	4 Proficient
6	3	Student C	3.00	3.00	3.0	0 3	.00	3.00	3.0	0 3.0	00 2.0	0 3.0	0.0	0 2.9	0 Advanced
7	4	Student D	2.00	2.00	3.0	0 3	.00	3.00	3.0	0 1.0	0.0	0 1.0	0 2.0	0 2.3	0 Proficient
8	5	Student E	1.00	2.00	3.0	0		3.00	2.0	0 2.0	0 3.0	0 2.0	00	2.2	5 Proficient
9	6	Student F		3.00	2.0	0 1	.00	2.00	2.0	0	2.0	0 2.0	3.0	0 2.1	3 Proficient
10	7	Student G	3.00	3.00	2.0	0 3	.00	2.00	1.0	0 3.0	00 1.0	0 1.0	00 1.0	0 2.0	0 Proficient
504	8	Student H	3.00	2.00	1.0	0 1	.00	1.00	2.0	0 1.0	0 2.0	0 2.0	0 2.0	0 1.7	0 Limited
505	9	Student I	2.00	3.00		2	.00	1.00	1.0	0 1.0	0 1.0	0.0	0.0	0 1.2	2 Limited
506	10	Student J	3.00					3.00							9 Advanced
507			-	3.00							0.0	0.0			

7. By removing the unnecessary contents from the cells, the mathematical calculations will automatically adjust to the available data.

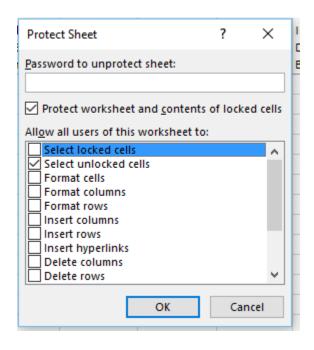
1 Ohio Physical Education Evaluation													
2													
		Standard 1 Individual	Standard 1 Individual	Standard 2 Individual	Standard 2 Individual	Standard 3 Individual	Standard 3 Individual	Standard 4 Individual	Standard 4 Individual Data (6-8)	Standard 5 Individual Data			
		Data (6-8)	Benchmark	(6-8)	Data (6-8)	Benchmark	Overall						
3	Student Name	Benchmark A	Benchmark B	Benchmark A	Benchmark B	Benchmark A	Benchmark B	Benchmark A	В	Benchmark A	Benchmark B	Average	Performance
4	1 Student A	3.00	2.00	1.00	2.00	3.00	2.00	3.00	3.00	2.00	3.00	2.40	Proficient
5	2 Student B	2.00	3.00	2.00	2.00	3.00		2.00	2.00	3.00	3.00	2.44	Proficient
6	3 Student C	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.00	3.00	3.00	2.90	Advanced
7	4 Student D	2.00	2.00	3.00	3.00	3.00	3.00	1.00	3.00	1.00	2.00	2.30	Proficient
8	5 Student E	1.00	2.00	3.00		3.00	2.00	2.00	3.00	2.00		2.25	Proficient
9	6 Student F		3.00	2.00	1.00	2.00	2.00		2.00	2.00	3.00	2.13	Proficient
10	7 Student G	3.00	3.00	2.00	3.00	2.00	1.00	3.00	1.00	1.00	1.00	2.00	Proficient
504	8 Student H	3.00	2.00	1.00	1.00	1.00	2.00	1.00	2.00	2.00	2.00	1.70	Limited
505	9 Student I	2.00	3.00		2.00	1.00	1.00	1.00	1.00	0.00	0.00	1.22	Limited
506	10 Student J	3.00	3.00	2.00		3.00	3.00	3.00	3.00	3.00	3.00	2.89	Advanced
507													

8. At the top of the screen, click on the **Review Tab** on the ribbon.



9. Click Protect Sheet.

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



11. Click **OK**.

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