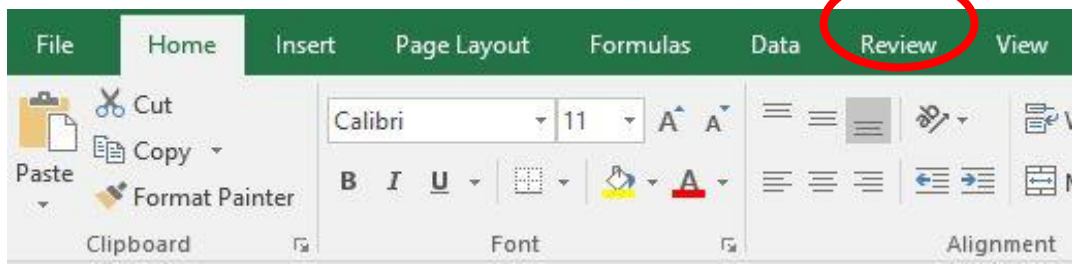
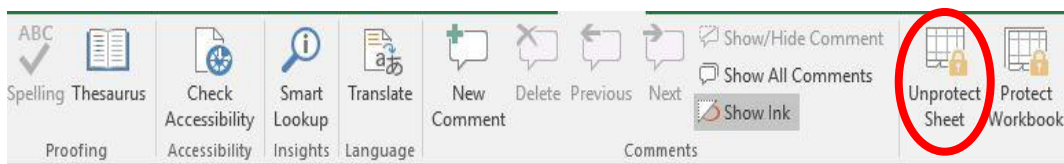


How to Clear Contents if an Individual Student is unable to complete an assessment for an unforeseen reason (i.e. a student has a disability that modifications cannot be made to assess)

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.

| Ohio Physical Education Evaluation | | | | | | | | | | | | | |
|------------------------------------|--------------|--|--|--|--|--|--|--|--|--|--|-------------------|---------------------|
| | | 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) 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 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 |
| 3 | Student Name | | | | | | | | | | | | |
| 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 | #DIV/0! | 2.00 | 2.00 | 3.00 | 3.00 | #DIV/0! | #DIV/0! |
| 6 | 3 Student C | 3.00 | 3.00 | 3.00 | 3.00 | 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 | #DIV/0! | 3.00 | 2.00 | 2.00 | 3.00 | 2.00 | #DIV/0! | #DIV/0! | #DIV/0! |
| 9 | 6 Student F | #DIV/0! | 3.00 | 2.00 | 1.00 | 2.00 | 2.00 | #DIV/0! | 2.00 | 2.00 | 3.00 | #DIV/0! | #DIV/0! |
| 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 | #DIV/0! | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | #DIV/0! | #DIV/0! |
| 506 | 10 Student J | 3.00 | 3.00 | 2.00 | #DIV/0! | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | #DIV/0! | #DIV/0! |

5. Right click the cell and click **clear contents**

| Ohio Physical Education Evaluation | | | | | | | | | | | | | |
|------------------------------------|--------------|--|--|--|--|--|--|--|--|--|--|-------------------|---------------------|
| | | 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) 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 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 |
| 3 | Student Name | | | | | | | | | | | | |
| 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 | #DIV/0! | 2.00 | 2.00 | 3.00 | 3.00 | #DIV/0! | #DIV/0! |
| 6 | 3 Student C | 3.00 | 3.00 | 3.00 | 3.00 | 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 | #DIV/0! | 3.00 | 2.00 | 2.00 | 3.00 | 2.00 | #DIV/0! | #DIV/0! | #DIV/0! |
| 9 | 6 Student F | #DIV/0! | 3.00 | 2.00 | 1.00 | 2.00 | 2.00 | #DIV/0! | 2.00 | 2.00 | 3.00 | #DIV/0! | #DIV/0! |
| 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 | #DIV/0! | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | #DIV/0! | #DIV/0! |
| 506 | 10 Student J | 3.00 | 3.00 | 2.00 | #DIV/0! | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | #DIV/0! | #DIV/0! |

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

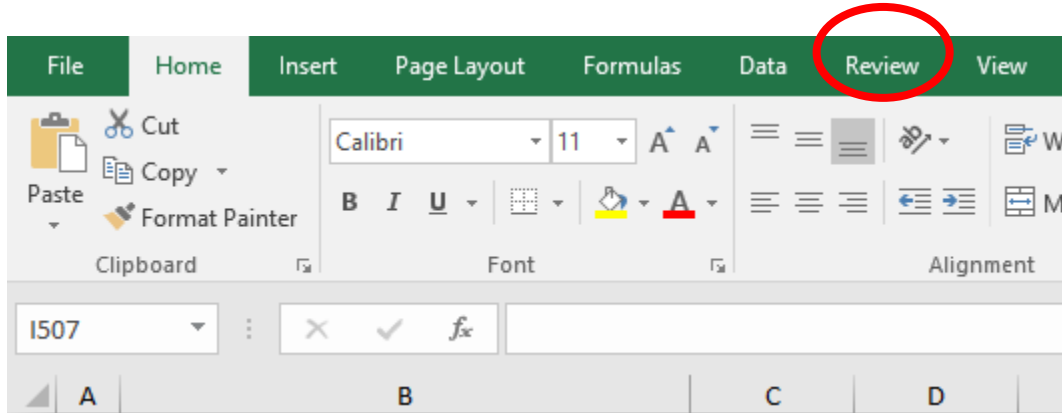
| Ohio Physical Education Evaluation | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|-------------------|---------------------|------------|--|
| Standard 1 Individual Data (6-8) Benchmark A | Standard 1 Individual Data (6-8) Benchmark B | Standard 2 Individual Data (6-8) Benchmark A | Standard 2 Individual Data (6-8) 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 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 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 | |
| 2 Student B | 2.00 | 3.00 | 2.00 | 2.00 | 3.00 | #DIV/0! | 2.00 | 2.00 | 3.00 | 3.00 | #DIV/0! | #DIV/0! | |
| 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 | |
| 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 | |
| 5 Student E | 1.00 | 2.00 | 3.00 | #DIV/0! | 2.00 | 2.00 | 3.00 | 2.00 | #DIV/0! | #DIV/0! | #DIV/0! | | |
| 6 Student F | | 3.00 | 2.00 | 2.00 | 3.00 | #DIV/0! | 2.00 | 2.00 | 3.00 | #DIV/0! | #DIV/0! | | |
| 7 Student G | 3.00 | 3.00 | 2.00 | 2.00 | 3.00 | 1.00 | 3.00 | 1.00 | 1.00 | 2.00 | 2.00 | Proficient | |
| 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 | |
| 9 Student I | 2.00 | 3.00 | #DIV/0! | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | #DIV/0! | #DIV/0! | |
| 10 Student J | 3.00 | 3.00 | 2.00 | #DIV/0! | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | #DIV/0! | #DIV/0! | |

| Ohio Physical Education Evaluation | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|-------------------|---------------------|------------|--|
| 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) 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 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 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 | |
| 2 Student B | 2.00 | 3.00 | 2.00 | 2.00 | 3.00 | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 | 2.44 | Proficient | |
| 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 | |
| 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 | |
| 5 Student E | 1.00 | 2.00 | 3.00 | 3.00 | 3.00 | 2.00 | 2.00 | 3.00 | 2.00 | 2.25 | Proficient | | |
| 6 Student F | | 3.00 | 2.00 | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 | 3.00 | 2.13 | Proficient | | |
| 7 Student G | 3.00 | 3.00 | 2.00 | 3.00 | 2.00 | 1.00 | 3.00 | 1.00 | 1.00 | 2.00 | 2.00 | Proficient | |
| 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 | |
| 9 Student I | 2.00 | 3.00 | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 1.22 | Limited | |
| 10 Student J | 3.00 | 3.00 | 2.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 2.89 | Advanced | |

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

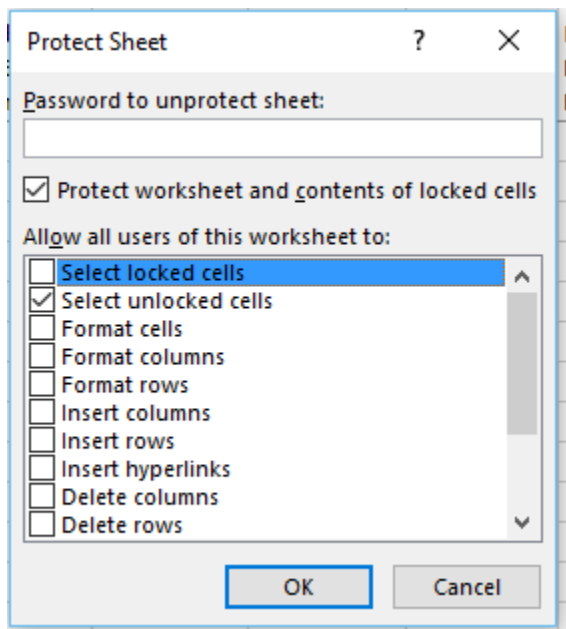
| Ohio Physical Education Evaluation | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|-------------------|---------------------|------------|--|
| Standard 1 Individual Data (6-8) Benchmark A | Standard 1 Individual Data (6-8) Benchmark B | Standard 2 Individual Data (6-8) Benchmark A | Standard 2 Individual Data (6-8) 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 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 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 | |
| 2 Student B | 2.00 | 3.00 | 2.00 | 2.00 | 3.00 | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 | 2.44 | Proficient | |
| 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 | |
| 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 | |
| 5 Student E | 1.00 | 2.00 | 3.00 | 3.00 | 3.00 | 2.00 | 2.00 | 3.00 | 2.00 | 2.25 | Proficient | | |
| 6 Student F | | 3.00 | 2.00 | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 | 3.00 | 2.13 | Proficient | | |
| 7 Student G | 3.00 | 3.00 | 2.00 | 3.00 | 2.00 | 1.00 | 3.00 | 1.00 | 1.00 | 2.00 | 2.00 | Proficient | |
| 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 | |
| 9 Student I | 2.00 | 3.00 | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 1.22 | Limited | |
| 10 Student J | 3.00 | 3.00 | 2.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 2.89 | Advanced | |

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 **undo** icon. 