Susie Hedalen, Superintendent PO Box 202501 Helena, MT 59620-2501



Phone: 406.444.5643 In-State Toll-free: 1.888.231.9393 opi.mt.gov

Draft Report Preview Instructions:

• On the District Tab, select Documents from the lefthand side of the screen



Select Download

District: Absarokee Public Schools	(0919) 🗸			Year:	2024-2025 🗸	
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 ☑ Schools ➡ Standards 	Name ↑↓	Description ↑↓	Туре ↑↓	Created On ↑↓		
Ø Documents	2024_DST_0919_InitialScores.csv	Initial District Draft Scores (2024-2025)	District Scores (Initial)	04/17/2025	Download)

• After downloading and opening the report, you may get a message box as shown below. Select Don't Convert.

•	By default, Excel will perfor	m the following dat	a conversions in	this file		
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• To make viewing easier, increase the size of column H by "grabbing" the column shown circled below and moving it to a desired size.

	A	В	с	D	E	F		н 🕻 📋	
1	Standard	District	DistCode	School	SchCode	Туре	Score	Notes	
2	L		-			District	4	Reviewer 1: All four areas of the rubric are met.	
3	М					District	4	4 Reviewer 1: Evidence indicates	
4	N					District	4	4 District evidence details a current assessment plan that use	
5	0					District	1	1 Reviewer 1: Assurances have been checked but the	
6	Р					District	4	4 Reviewer 1: The district showed evidence of all	
7	Q					District	4	4 Evidence of instrument and schedule was provided.	
8	R					District	4	4 Reviewer 1: shows strong	
9									
10									

• Right click on the top of column H and select "Format Cells"

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Right click here to show selection box	H A Reviewer 1: All four areas of the rubric a Reviewer 1: Evidence indicates District evidence details a current asses Reviewer 1: Assurances have been chec Reviewer 1: The district showed evidenc Evidence of instrument and schedule wa Reviewer 1:sh	Search the menus Cut Copy Paste Options: Paste Special Insert	K L
		Delete Clear Contents Eormat Cells Column Width Hide Unhide	Select Format Cells

• Select Alignment tab, Wrap Text (to show a check mark), and then OK

