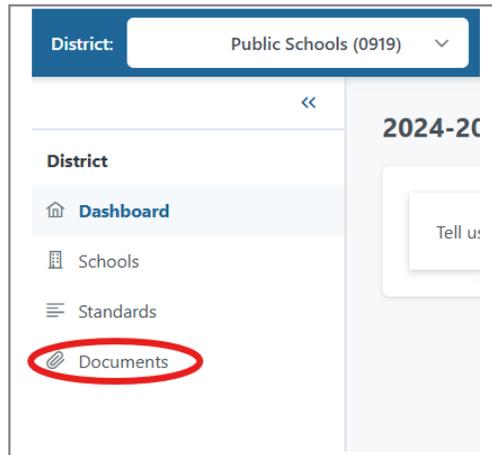


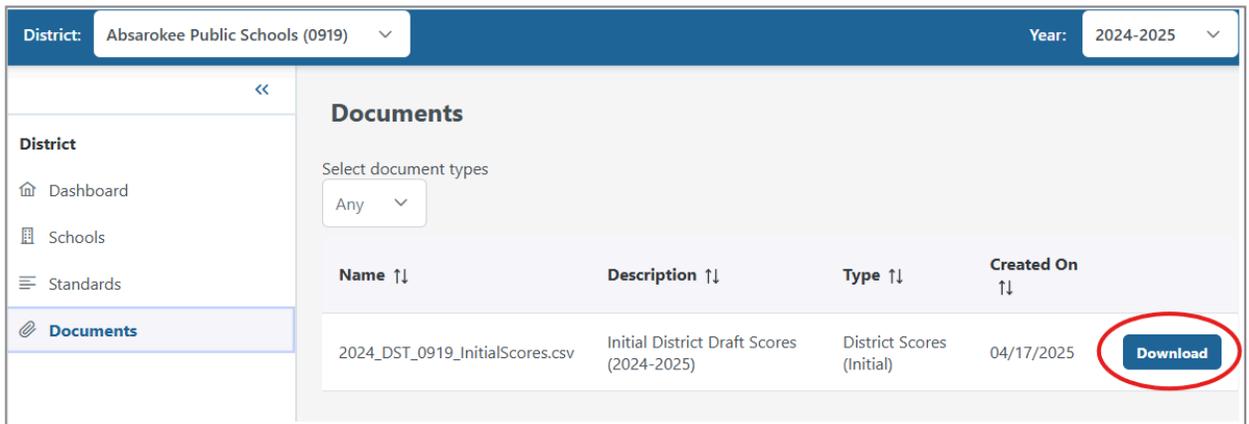


### Draft Report Preview Instructions:

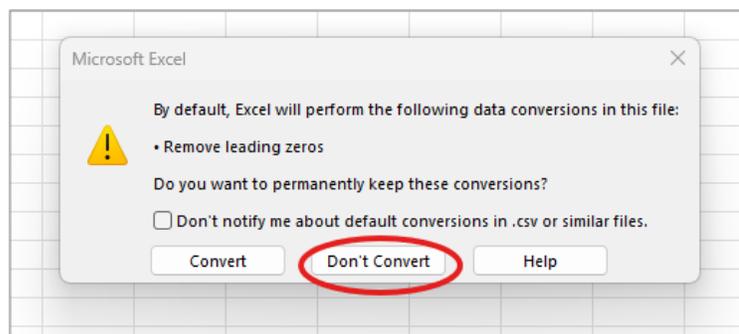
- On the District Tab, select Documents from the lefthand side of the screen



- Select Download



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





- 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	B	C	D	E	F	G	H	I
1	Standard	District	DistCode	School	SchCode	Type	Score	Notes	
2	L					District	4	Reviewer 1: All four areas of the rubric are met.	
3	M					District	4	Reviewer 1: Evidence indicates	
4	N					District	4	District evidence details a current assessment plan that uses multi	
5	O					District	1	Reviewer 1: Assurances have been checked but the	
6	P					District	4	Reviewer 1: The district showed evidence of all	
7	Q					District	4	Evidence of instrument and schedule was provided.	
8	R					District	4	Reviewer 1: shows strong	
9									
10									

- Right click on the top of column H and select “Format Cells”

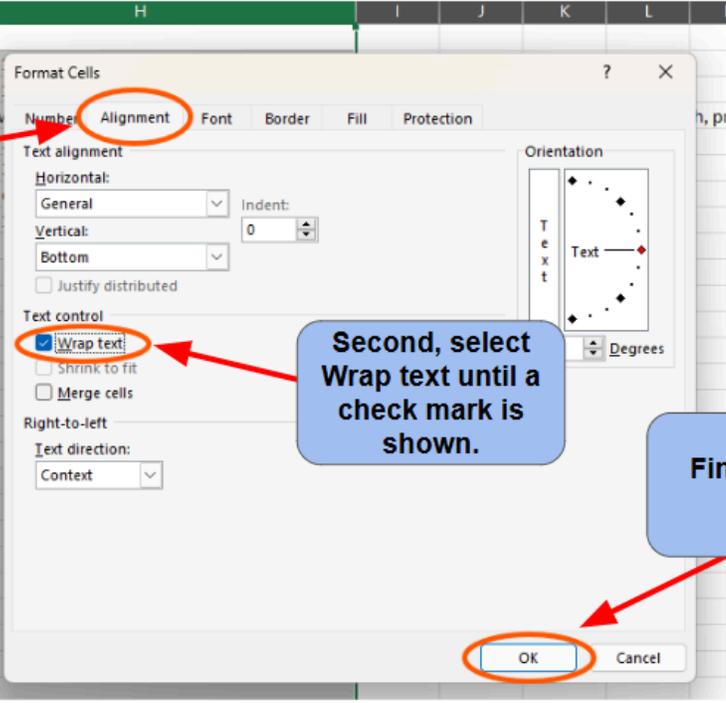
Right click here to show selection box

Select Format Cells

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



First, select Alignment



Second, select Wrap text until a check mark is shown.

Finally, select OK