

## FUSD Elementary Standards Reports Guidelines and Procedures – PC/Windows

**\*WARNING:** Ignore these procedures at your own peril. ☺

**\*PLEASE NOTE:** When the standards report files are opened in a Web browser window or tab, they may not look or function as intended. Always start with a saved, local copy per the instructions below.

**\*ALSO:** We recommend that you download and install the latest version of Adobe Reader from <http://get.adobe.com/reader/>.

**\*FINALLY:** If you have questions or require additional support, please visit the Standards Reports Support Wiki at <http://esr.wiki.fusd1.org>.

### Let's get started...

1. In your Web browser of choice, go to the Elementary Standards Reports file library:  
[http://www.fusd1.org/elementary\\_standards\\_reports/](http://www.fusd1.org/elementary_standards_reports/) \*

**\* PLEASE NOTE:** You can also find a link to this file library under “Resources for Faculty and Staff” on the district Website.

2. Find the report for your grade, then right-click or ctrl-click the Acrobat icon next to its file name.\*

**\*ALSO:** Please don't forget to print out and provide to parents the “reverse side” documentation, which can also be found in the file library.

3. From the contextual menu, select “Save Link As...” (if using Firefox) or “Save Target As...” (if using Internet Explorer). Then, save a copy of the file to the location of your choice.\*

**\*TIP:** Your best save location may be a Standards Reports folder on your desktop, in your “My Documents” folder, on a server, or on a Flash (USB) drive.

**\*ALSO:** Regardless of where you save the original file and your students' reports, always back up your work by periodically copying the entire folder to a second, safe location.

4. Open the original, saved copy of your standards report with Adobe Reader.\*

**\*TIP:** If the file opens with some other program, you can right-click or control-click on its file name in the save location. Then, select “Open with ...” from the contextual menu. Your computer may suggest Adobe Reader, or you may have to browse your computer for it by selecting “Choose Program.”

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5. Next, in your now-open standards report, fill in or make selections for the following fields:\*

- Student (Name)
- Student ID
- Year
- School
- Teacher

**\*TIP:** Use the tab key to move sequentially from field to field.

6. Click the yellow “Save As ...” button at the top-left corner of the PDF document. Then, save a copy of the standards report to the location of your choice. (You can also select “Save as...” from Adobe Reader’s “File” menu.)\*

**\*TIP:** Save all of your reports to the same designated folder as your original standards report file, as described in Step #3 above. Also, use a consistent naming convention such as “lastname\_firstname\_09-10.pdf” to help yourself stay organized.

7. Repeat steps 4 through 6 until you have created a complete set of standards reports for all of your students, one report per pupil.\*

**\*TIP:** Following these steps will save you time by enabling you to automatically transfer information like the year, school, and teacher information from one report to another.

8. Next, open the standards report for one of your students in Adobe Reader.

9. Click in the first empty field under the current reporting period.

10. Enter the appropriate information, use the “tab” key to move to the next sequential field, and repeat until the reporting period is complete.\*

**\*PLEASE NOTE:** Reporting-period absences will be calculated automatically.

**\*TIP:** Turn on “caps lock” to format your achievement codes in all-caps so you don’t have to hold down the “shift” key or worry about inconsistent formatting.

**\*ALSO:** The fields in the PDF form will be highlighted blue, except for the one you are entering data for. You may turn this feature on and off using the “Highlight Fields” button towards the top-right of the PDF document. (With this

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feature on, a border will also appear around individual fields as a mouse/cursor passes over them.)

11. Save the changes for each individual student using one of the following methods:
  - Use ctrl-S to save the file.
  - Use the yellow “Save As...” button to overwrite the open file or save a new copy under a different name. (You can also use “Save as...” in Adobe Reader’s “File” menu.)

12. When you are ready to print a hard copy of a student’s report, click the green “Print” button at the top-left of the PDF document. (You can also select “Print” in Reader’s “File” menu.)\*

**\*PLEASE NOTE:** The standards reports are formatted for legal-size paper (8-1/2” x 14”) with a landscape orientation. Please check your printer’s paper supply and settings.

**\*ALSO:** Don’t worry. The buttons at the top-left of the PDF document and the field highlighting will not appear in your printed report.

13. Repeat steps 8 through 12 until the reports for your students are complete for the current reporting period.
14. Should you ever need or want to clear a standards report of all its data, you can use the red “Reset” button at the top-left corner of the PDF document to do so.
15. When it is time to complete reports for the second or third trimester, open up an individual student’s previously saved standards report, add the new information, and save the file again.

### COMING SOON!

- Printer setup tips and guidelines
- How to adjust the view/zoom in Adobe Reader
- Screen-capture tutorials

Please check or subscribe to <http://esr.wiki.fusd1.org> for new info and updates.