**VISUAL THINKING STRATEGIES (VTS)**

1. Open the Master Mars Assessment Reporting File Excel File
2. Look for the tab (located towards the bottom of the page) for the grade and subject tested. Click on the tab.



1. At the top of the page in cell E1, enter your last and first name (See picture below).
2. At the top of the page in cell E2 enter your school (See picture below).
3. At the top of the page in cell J1 enter your Class title (See picture below).
4. At the top of the page in cell J2 enter todays date
5. Starting in cell A5 enter the students name, last name then first name.
For example Anne Potts will be entered at Potts, Anne.
6. In cell B5 enter the student identification number.
7. In cell C5 (if applicable) enter the a Withdrawal Date; if not leave blank
8. In cell D5 (if applicable) enter the New Enrollment or Transfer Date; if not leave blank
9. In cell E5 enter the composite score from the Pre-Test Items 1-4.
10. In cell G5 enter the composite score from the Pre-Test Items 5-7.
11. In cell F5 enter the composite score from the Post-Test Item 1-4.
12. In cell H5 enter the composite score from the Post-Test Item 5-7.
13. Repeat steps 7-14 until you have completed every student enrolled in your class.
14. Once the scores are entered the program will calculate the results.
15. Save and name the file using your First Initial, Last Name, Grade, Subject, Test and FY12-13
16. (For example TEarvin\_4grMusicCKV\_FY12-13)
17. Email the saved file to rveon@atlanta.k12.ga.us or txearvin@atlanta.k12.ga.us

**Critical Thinking Strategies (MTS)**

1. Open the Master Mars Assessment Reporting File Excel File
2. Look for the tab (located towards the bottom of the page) for the subject tested. Click on the tab.



1. At the top of the page in cell E1, enter your last and first name (See picture below).
2. At the top of the page in cell E2 enter your school (See picture below).
3. At the top of the page in cell J1 enter your Class title (See picture below).
4. At the top of the page in cell J2 enter todays date
5. Starting in cell A5 enter the students name, last name then first name.
For example Anne Potts will be entered at Potts, Anne.
6. In cell B5 enter the student identification number.
7. In cell C5 (if applicable) enter the a Withdrawal Date; if not leave blank
8. In cell D5 (if applicable) enter the New Enrollment or Transfer Date; if not leave blank
9. In cell E5 enter the composite score from the Pre-Test Items 1-4.
10. In cell G5 enter the composite score from the Pre-Test Items 5-7.
11. In cell F5 enter the composite score from the Post-Test Item 1-4.
12. In cell H5 enter the composite score from the Post-Test Item 5-7.
13. Repeat steps 7-14 until you have completed every student enrolled in your class.
14. Once the scores are entered the program will calculate the results.
15. Save and name the file using your First Initial, Last Name, Grade, Subject, Test and FY12-13 (For example TEarvin\_4grMusicCKV\_FY12-13) Email the saved file to rveon@atlanta.k12.ga.us or txearvin@atlanta.k12.ga.us

**COMPOSITION ASSESSMENT**

1. Open the Master Mars Assessment Reporting File Excel File
2. Look for the tab (located towards the bottom of the page) for the subject tested. Click on the tab.



1. At the top of the page in cell E1, enter your last and first name (See picture below).
2. At the top of the page in cell E2 enter your school (See picture below).
3. At the top of the page in cell H1 enter your Class title (See picture below).
4. At the top of the page in cell H2 enter todays date
5. Starting in cell A5 enter the student name, last name then first name.
For example Anne Potts will be entered at Potts, Anne.
6. In cell B5 enter the student identification number.
7. In cell C5 (if applicable) enter the a Withdrawal Date; if not leave blank
8. In cell D5 (if applicable) enter the New Enrollment or Transfer Date; if not leave blank
9. In cell E5 enter the composite score from the Pre-Test.
10. In cell F5 enter the composite score from the Post-Test
11. Move your cursor over cell G5 to reveal the Growth Targets. Select the Growth Target based upon the student’s Pre-Test score. Once the percentage is entered the program will automatically calculate the results.
12. Repeat steps 7-13 until you have completed every student enrolled in your class.
13. Save and name the file using your First Initial, Last Name, Grade, Subject, Test and FY12-13 (For example TEarvin\_4grMusicCKV\_FY12-13) Email the saved file to rveon@atlanta.k12.ga.us or txearvin@atlanta.k12.ga.us

**ONLINE CONCEPTUAL KNOWLEDGE AND VOCABULARY**

1. Open the Master Mars Assessment Reporting File Excel File
2. Look for the tab (located towards the bottom of the page) for the subject tested. Click on the tab.
3. At the top of the page in cell E1, enter your last and first name (See picture below).
4. At the top of the page in cell E2 enter your school (See picture below).
5. At the top of the page in cell J1 enter your Class title (See picture below).
6. At the top of the page in cell J2 enter todays date
7. Starting in cell A5 enter the student name, last name then first name.
For example Anne Potts will be entered at Potts, Anne.
8. In cell B5 enter the student identification number.
9. In cell C5 (if applicable) enter the a Withdrawal Date; if not leave blank
10. In cell D5 (if applicable) enter the New Enrollment or Transfer Date; if not leave blank
11. In cell E5 enter the composite score from the Pre-Test.
12. In cell F5 enter the composite score from the Post-Test
13. Move your cursor over cell G5 to reveal the Growth Targets. Select the Growth Target based upon the student’s Pre-Test score. Once the percentage is entered the program will automatically calculate the results.
14. Repeat steps 7-13 until you have completed every student enrolled in your class.
15. Save and name the file using your First Initial, Last Name, Grade, Subject, Test and FY12-13 (For example TEarvin\_4grMusicCKV\_FY12-13) Email the saved file to rveon@atlanta.k12.ga.us or txearvin@atlanta.k12.ga.us

**PERFORMANCE ASSESSMENT**

1. Open the Master Mars Assessment Reporting File Excel File
2. Look for the tab (located towards the bottom of the page) for the subject tested. Click on the tab.



1. At the top of the page in cell E1, enter your last and first name (See picture below).
2. At the top of the page in cell E2 enter your school (See picture below).
3. At the top of the page in cell J1 enter your Class title (See picture below).
4. At the top of the page in cell J2 enter todays date
5. Starting in cell A5 enter the student name, last name then first name.
For example Anne Potts will be entered at Potts, Anne.
6. In cell B5 enter the student identification number.
7. In cell C5 (if applicable) enter the a Withdrawal Date; if not leave blank
8. In cell D5 (if applicable) enter the New Enrollment or Transfer Date; if not leave blank
9. In cell E5 enter the composite score from the Pre-Test.
10. In cell F5 enter the composite score from the Post-Test
11. Move your cursor over cell G5 to reveal the Growth Targets. Select the Growth Target based upon the student’s Pre-Test score. Once the percentage is entered the program will automatically calculate the results.
12. Repeat steps 7-13 until you have completed every student enrolled in your class.
13. Save and name the file using your First Initial, Last Name, Grade, Subject, Test and FY12-13 (For example TEarvin\_4grMusicCKV\_FY12-13) Email the saved file to rveon@atlanta.k12.ga.us or txearvin@atlanta.k12.ga.us