Progress Monitoring Tool Instructions

Each tab is protected, hence the lock. If you unprotect and change a file, it may not work to generate the student tables at the end, so unprotect at your own risk. We cannot help you to recover data you have entered.

When you open the spreadsheets, please take the following steps:

1. Download and archive the clean document in a file. I created a file called, 'LS PM Tools 2016’ and then I created a file within that file called ‘Originals’. I put the originals there, and I keep them pristine.
2. When you open a file, you must select Enable Macros .
3. Select Ignore Links.
4. Now, Save As – and rename your document.This will be your working document, not your original.
5. Look at the bottom of the page. Find and begin with the Student Information Tab.
	1. Add student names. The student names will populate across the document in the Attendance, PrePost, Dates of Stages, CP, AP, MP tabs.
	2. SAVE! once you have entered student information.
	3. If you need to change information, use the Clear Data button
	4. Note that there are dropdown menus to use for various elements