Print Directions

Campus SDAA Order Form

This spreadsheet is designed to assist campus staff in determining and updating campus needs for the upcoming SDAA test this Spring. There are <u>Four</u> workheets included with this spreadsheet. See the tabs at the bottom of this page.

Please complete the areas indicated on the "Campus Demographic" worksheet before proceeding to the "Student List" worksheet. You can switch from one worksheet to the other by clicking on the labeled Tabs at the bottom of this Excel window. Please read through the remaining directions on this page before proceeding to fill in the worksheet. If you have any problems with this worksheet please contact the District Testing Department at **210-706-8726** for assistance or hard copies of the forms for your use.

Completing the Campus Demographic worksheet:

Step 1 - Select your campus name
Step 2 - Enter the name and demographic data for the person completing worksheet and phone number.
Step 3 - Enter the demographic data for the official contact person for SDAA for your campus.

Saving your work:

It is very important that you save this spreadsheet file periodically as you work on it. If you fail to save the file, once you have entered data, you may have to re-enter that data later. Each campus should save the file using the following directions:
1. Go to the menu bar and select or click on 'File'.
2. Select 'Save As' from the pull down menu that appears and click on this option.
3. You may save this to your local hard drive or to the network "k:" drive.
4. Select the location you wish to save this file. We recommend saving this file to your 'desktop' or 'My Documents' area.
5. In the File name box please type in the following SDAA2004_XXX.xls where the letters 'XXX are replaced with your campus three digit TEA number.