**Diagnostics Tracking Information Page**

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| **Tracker Key Points** |
| * Only fill in the cells that are white. Do not fill in information in the cells that are shaded gray. They will auto-calculate percentages based on the information you entered.
* Rosters in On Course cannot be copied and pasted directly into this Excel documents.
* There is an option in On Course to export your roster into an Excel document 🡪 from there you can copy and paste your students into the tracker. (Confirm that the format is last name, first name.
* If one of the gray cells is not auto calculating, it is because you have missed putting information into one of the necessary cells.
* Do not change the equations for the cells.
* If you get new students add them to the bottom, and make sure to add them to the correct class – if you would like to see all the students in a particular class, you can sort the “class” cell for just that class.
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| **Setting Up Your Tracker** |
| 1. Open the Excel Document appropriate for the grade you teach.
2. Save the Excel Document (including your last name and class or subject).
3. Click on the DIAGNOSTICS tab.
4. Enter the names of each of your students.
	1. Make sure that it is in the format LAST NAME, FIRST NAME.

1. Enter the class number for each of your students
	1. The choices range from 1-10
	2. If you are an elementary teacher and only have one class, simply enter “1” for each of your students.

1. Diagnostics are tracked by skill. In the box along the top, enter in name/description of each skill.

1. For the LG/Objective select LG for each column that has a skill entered.
	1. Once you have entered “LG” in one of the boxes, the “Coverage” box should pop up greed with “100%” in it.
	2. Once you have entered “LG for a specific skill, the box with that skill should turn blue.

1. The “unit number” has to be filled in. Since this is a 1-time diagnostic, simply put unit 1 into each of the boxes. (it will show you an error if you just type in “1”)

1. Fill in the date assessed with the date that you administered your diagnostic.

1. Enter the total points for each skill.
	1. Remember that you are not tracking by question, but by skill. We have discussed that you can put the number of question in this box, but we have figured out that the overall mastery and tested mastery percent for the class are more accurate if you **simply put 100** in each box for total points **and enter the percent achieved for that skill.**

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