

**2012–2013 Georgia Alternate Assessment (GAA)
Instructions for the Electronic Entry Sheet**

System Requirements

- In order to **print** the electronic entry sheet, Adobe Reader® 9.0 (or higher) is required.
- In order to **save** the electronic entry sheet once you have edited it, Adobe Acrobat® Pro 9.0 (or higher) is required.

If you are using an older version of Adobe Reader®, you can obtain an updated version by going to: <http://www.adobe.com/downloads/> and then click on the free download icon on the right hand side.

Completing the Entry Sheet (K, 3–8 & High School,) or High School Retest Entry Sheet

To move through the document while editing you can either use the “Tab” key on your computer keyboard or click on the appropriate sections with your mouse.

Follow these steps to complete the Entry Sheet:

Step 1: Select the desired content area in the “select subject” drop-down box.

Step 2: Enter the student information in the “Student Name” line.

Step 3: Select the desired grade in the “Grade” drop-down box.

Step 4: Enter the age of the student in the “Age” line.

Step 5: Enter the name of the person (teacher, administrator, etc.) completing the entry sheet.

Step 6: Select the Strand/Domain being assessed in the “Strand/Domain” drop-down box.

Step 7: Select the desired Standard within the selected Strand/Domain in the “Standard” drop-down box.

Step 8: To select an Element/Indicator for the Standard you have chosen, use the “Element/Indicator” drop-down box.

Please Note: For steps 7 and 8 above, if you select a Standard that does not have a corresponding Element/Indicator, then no choice will appear in the “Element/Indicator” drop-down box and no description will populate.

Step 9: When completing an Entry Sheet for Science, be sure to select a Characteristics of Science Standard in the “Characteristics of Science Standard” drop-down box. The Characteristics of Science Standard drop-down box will become active once Science is selected from the “select subject” field.

Step 10: Enter information in the section at the bottom of Page 1, “What is the overall skill...”, as appropriate.

Continue to Page 2 of Instructions

Step 11: Continue to Page 2 of the Entry sheet and complete all required fields for both Primary and Secondary Evidence Collection Periods, including:

- Enter the date in the “Date” line.
- Select the type of evidence being submitted in the “Type of Evidence” drop-down box. If “Other” is selected, be sure to describe the evidence.
- Enter the description of task in the “Description of task” box.

Step 12: Print and/or Save the Entry Sheet

- To Print the Entry Sheet:
Click File → Print → Select printer → Print.
- To Save the Entry Sheet (**Requires Adobe Acrobat® Pro 9.0 or higher**):
Click File → Save As → Select a location to save the form → Name the file → Save.

Step 13: Once you have printed and/or saved the completed Entry Sheet, you can click on the “Reset Form” box at the right-hand top of Page 1 of the Entry Sheet to start a new Entry Sheet. Repeat all steps, as needed, for each Entry Sheet.

Please Note: Clicking “Reset Form” before printing/saving will erase all data and may cause repeat entry steps.

Step 14: Include all printed forms in the student binders being sent to Questar Assessment, Inc. per the instructions provided in the GAA Examiner’s Manual, 2012-2013.