



## Downloading the GAA Extended Standards Online Tool

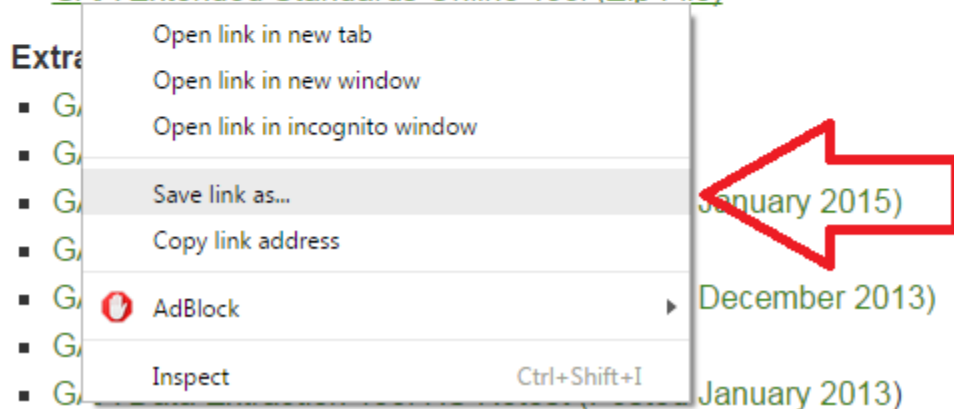
1. Right click on the "GAA Extended Standards Online Tool" link on the DOE website. Select "Save link as..." from the menu.

### Extended Content Standards

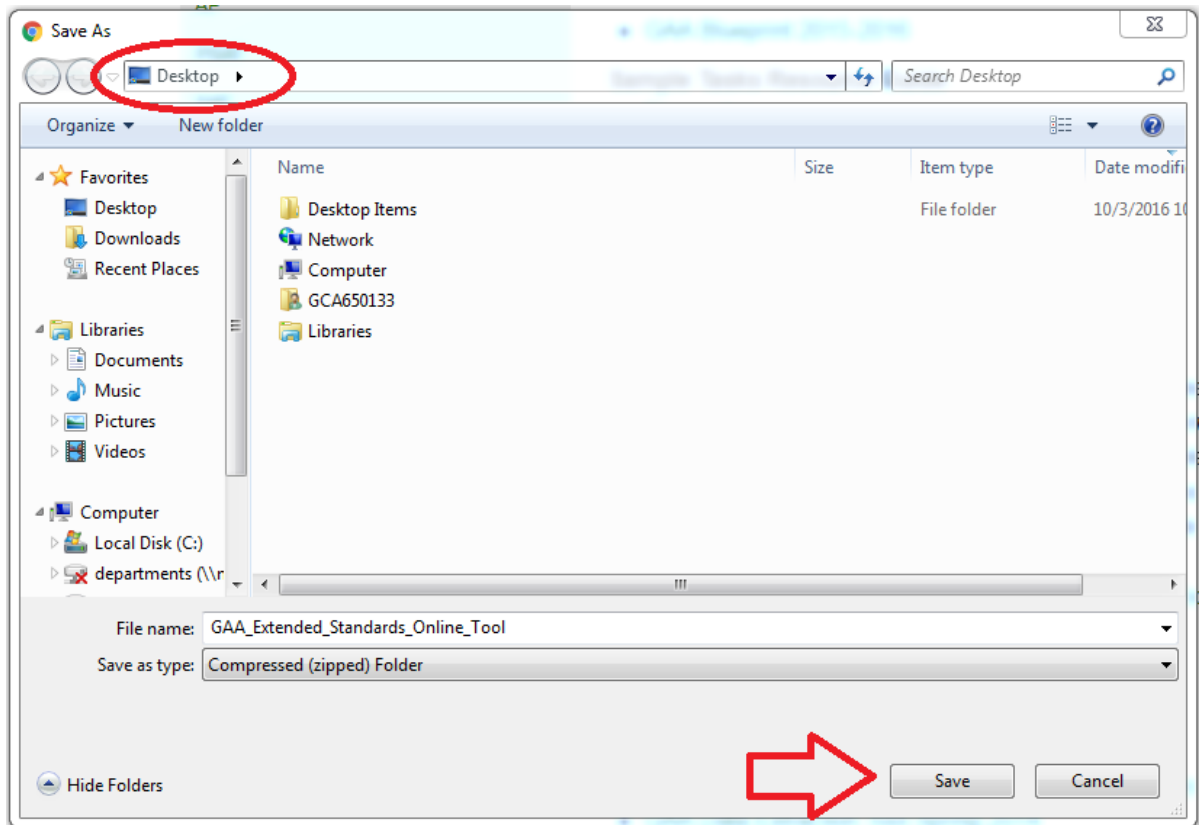
- [Elementary](#)
- [Middle](#)
- [High](#)

*The following documents have been provided to assist teachers in their use of the Extended Content Standards. First, access the "Downloading the GAA Standards Online Tool" document. Once you have completed the steps contained in this document, access the "User Instructions for the Extended Standards Online Tool" document contained in the zip file below to complete the process.*

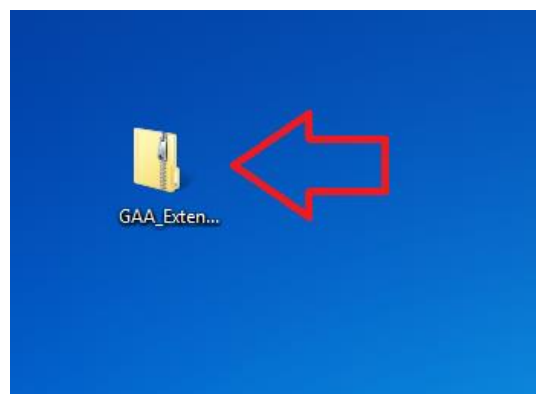
- [Downloading the GAA Extended Standards Online Tool \(PDF\)](#)
- [GAA Extended Standards Online Tool \(Zip File\)](#)



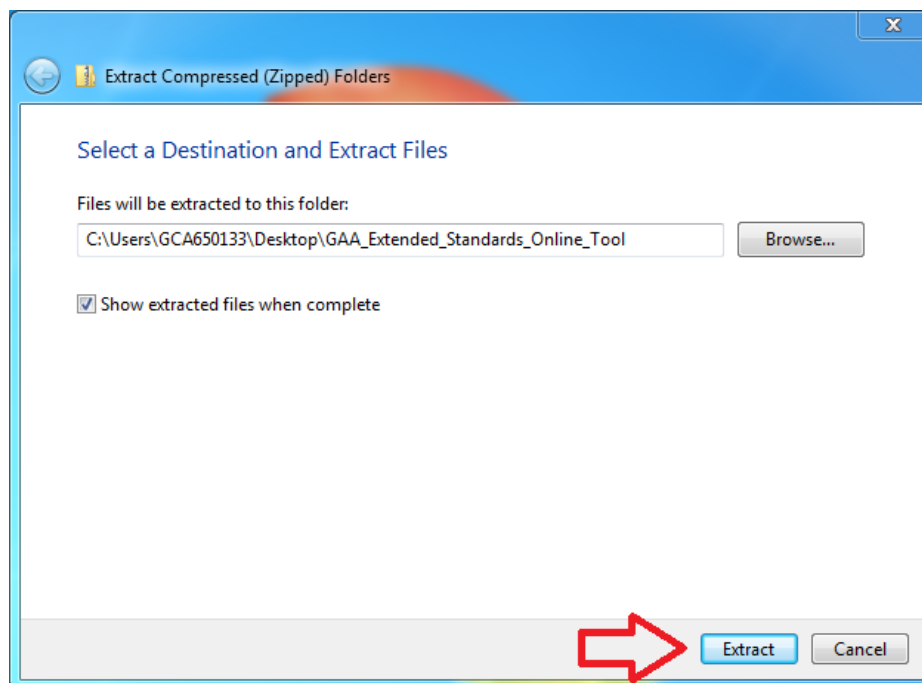
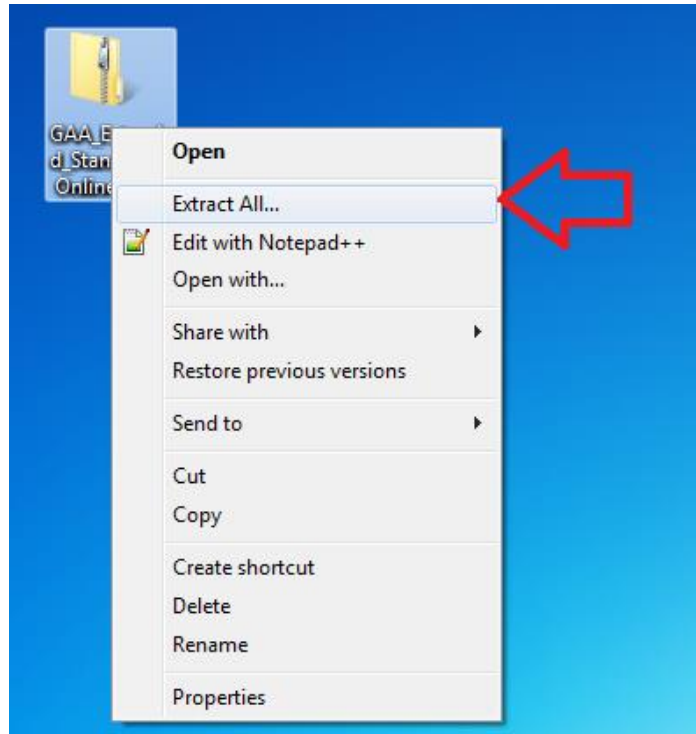
- In the “Save as” dialog box, navigate to the location where you would like to save the zip file containing the tool. In this example, we will save the zip file on the **Desktop**. The default download location on your computer may be the Downloads folder. If you have downloaded the zip file to your Downloads folder, don’t worry, you can move it to the Desktop before proceeding to the next step.



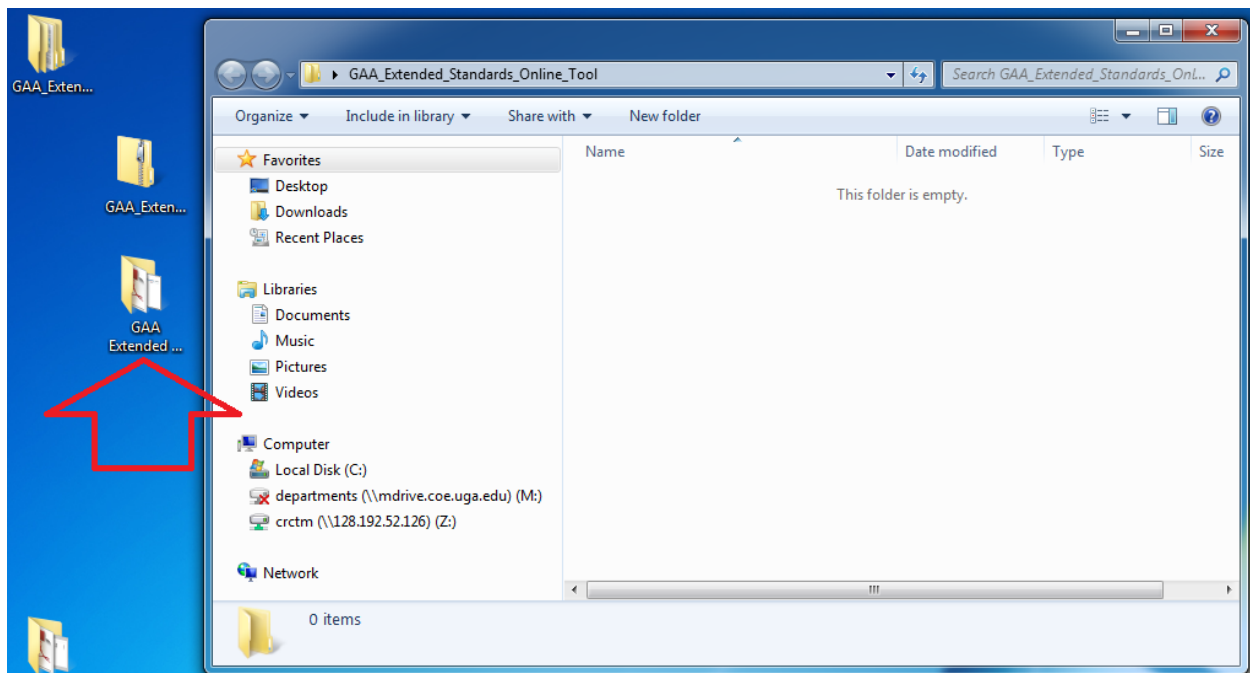
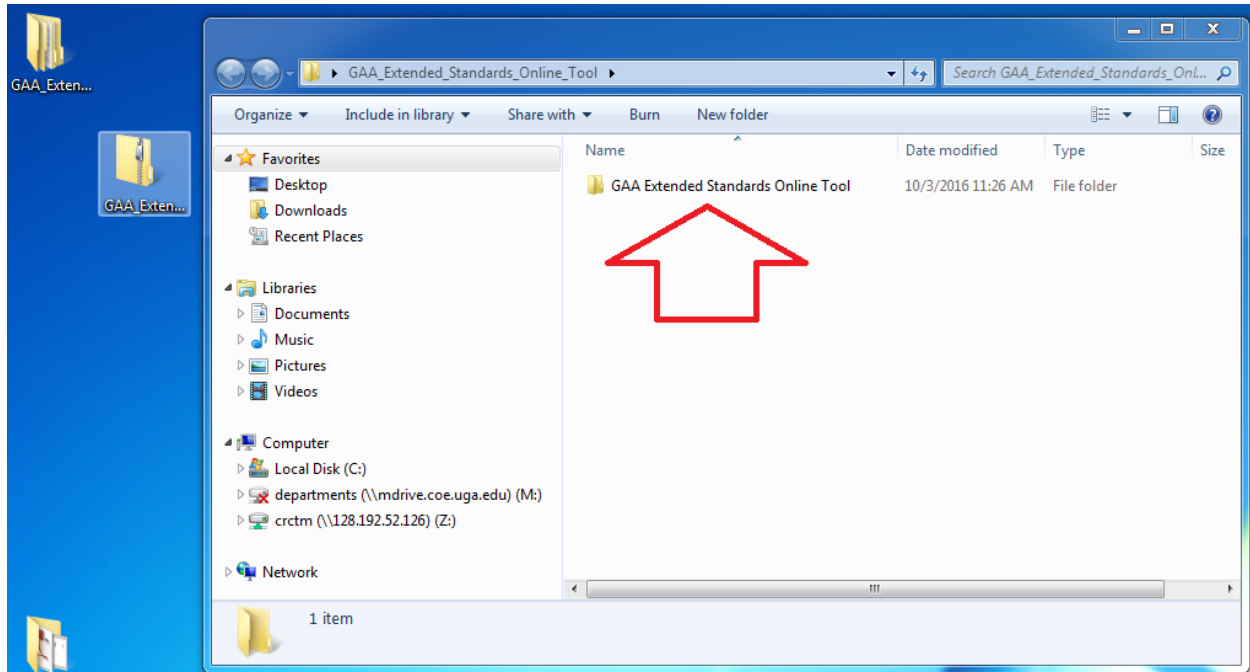
- On the Desktop you will see the zip file, named “GAA\_Extended\_Standards\_Online\_Tool” – the icon for this document is a zipped folder.



4. Right-click on the zip file and select “Extract all...” The default location for saving the extracted files is the same as the location of the zip file – in this case the Desktop. We will click “Extract” and save the contents to the Desktop.



5. The folder containing the tool should automatically open and you will see the folder named “GAA Extended Standards Online Tool” inside the opened folder. **This is the actual folder** you will be using. **Drag it to the desktop** and close the now-empty window.



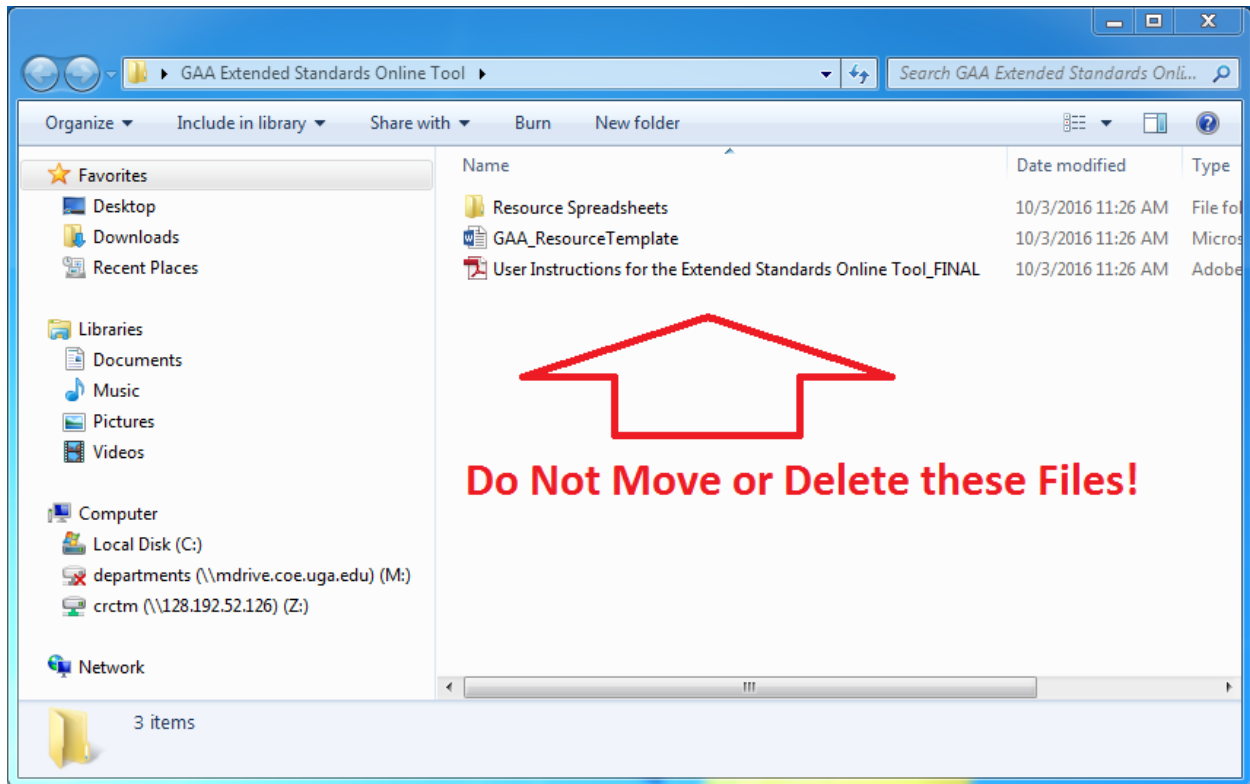
- You will now have three folders on your desktop related to the Online Tool. The folder named **“GAA Extended Standards Online Tool”** with NO UNDERSCORES in the name is the Online Tool you will be using! **Do not delete this folder.**



- The two folders named **“GAA\_Extended\_Standards\_Online\_Tool”** which contain underscores between each word in the name, **are to be deleted.** You will move these to the recycle bin.



- You may move the GAA Extended Standards Online Tool folder to a different location on your computer. However, **DO NOT** move or remove any of the files it contains to different locations. **Keep all of the Online Tool files inside this folder.**



- When using the Online Tool, reference the “User Instructions for the Extended Standards Online Tool\_FINAL” PDF, located inside the GAA Extended Standards Online Tool folder.

### Technical Support

For support in using this electronic resource, contact the Georgia Center for Assessment.

Toll Free: 888-392-8977

Email: [gca@uga.edu](mailto:gca@uga.edu)

Please reference the GAA Extended Standards Online Tool in your message.