

Georgia Alternate Assessment Extended Standards Online Tool



**Georgia Department of Education
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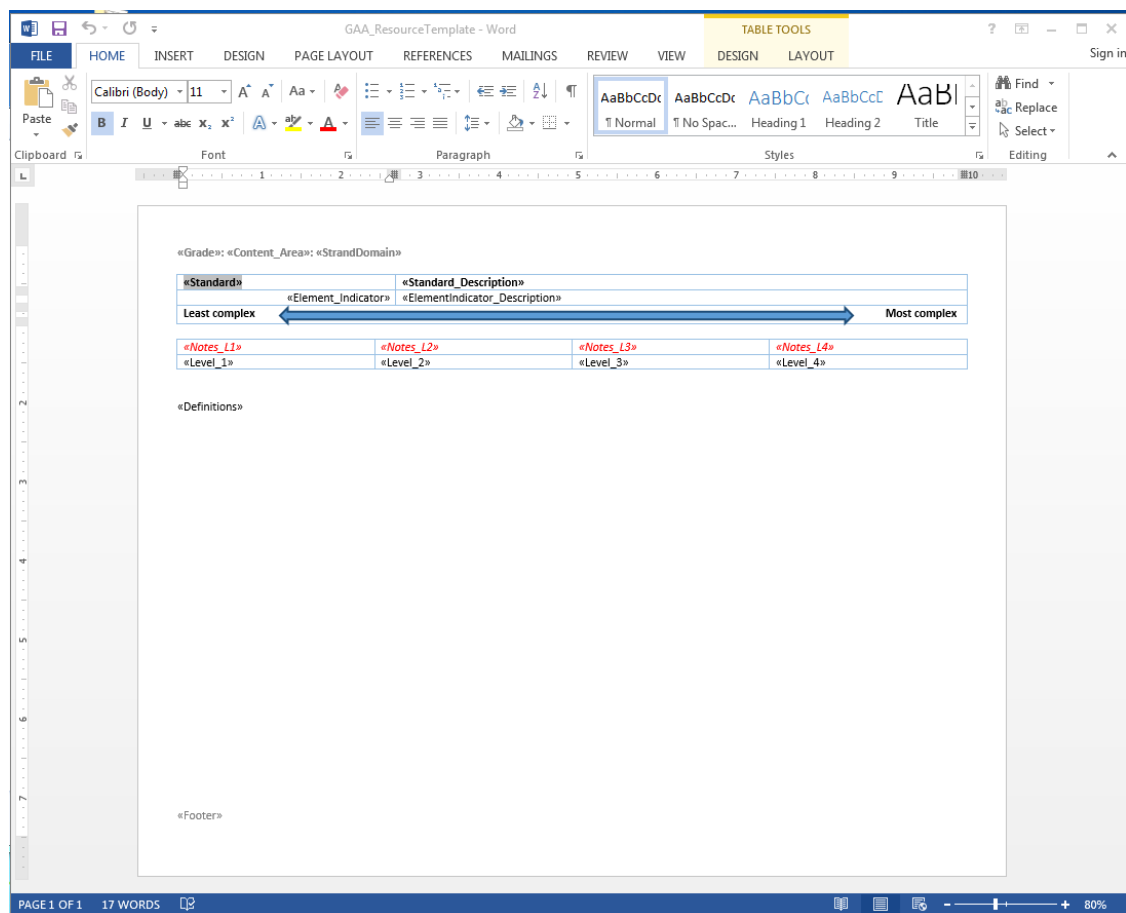
Welcome to the GAA Extended Standards Online Tool

Once you have extracted the GAA Electronic Resource Tool folder, you can place it in a familiar location where it can remain throughout the school year. Leave the contents of the folder intact! Do not move or remove any of the materials in this folder. In addition to these instructions, you should see the GAA Resource Template file, and a folder called “Resource Spreadsheets” which contains the grade-specific csv files that the GAA Resource Template file references when in use. You will not be working directly in these csv files.

First use of the tool:

The first time you open the GAA Resource Template, you may be asked if you want to enable editing. Click “enable editing” so that you can use the template.

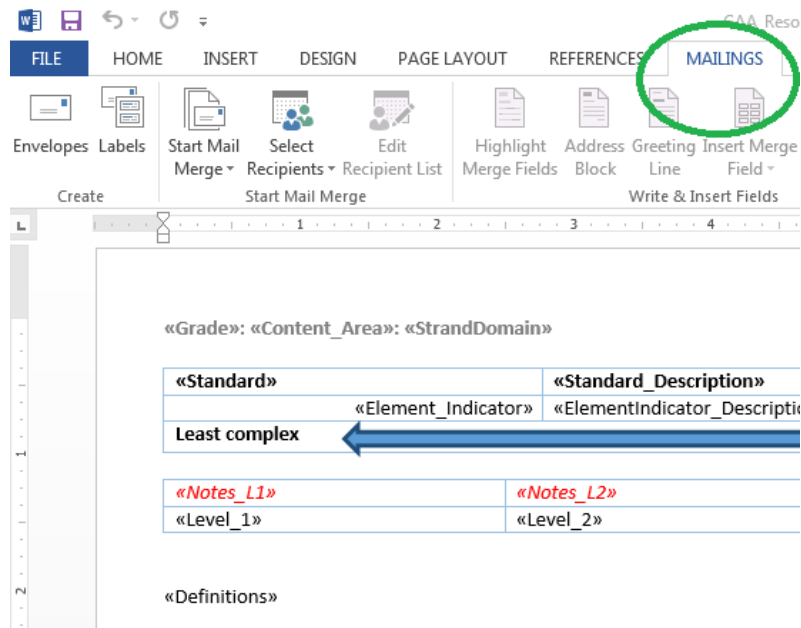
You should see this page:



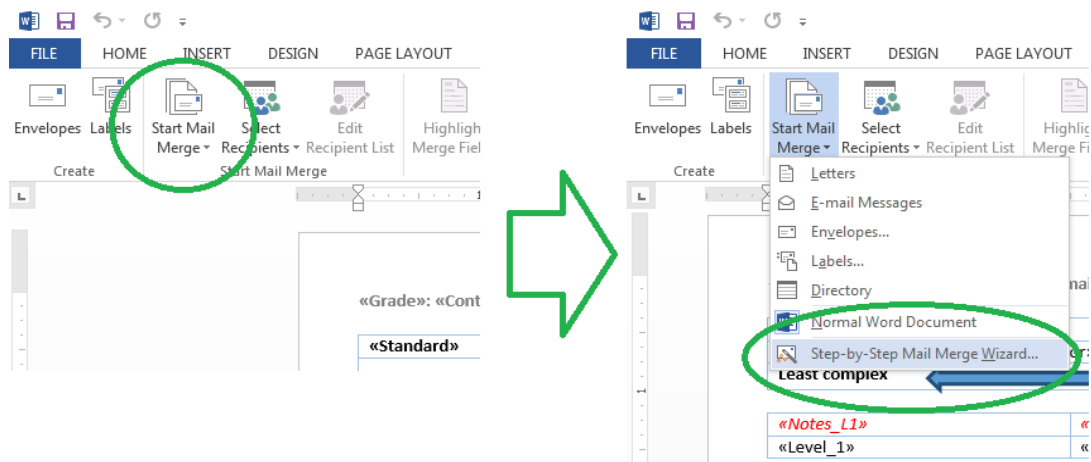
The resource template is a mail merge template in Microsoft Word. We will be populating this template with the standards you will choose for a particular student. You can then save those standards in a Word file for that specific student, and keep the file as a reference for the school year. These instructions will walk you through this process.

Using the GAA Extended Standards Online Tool:

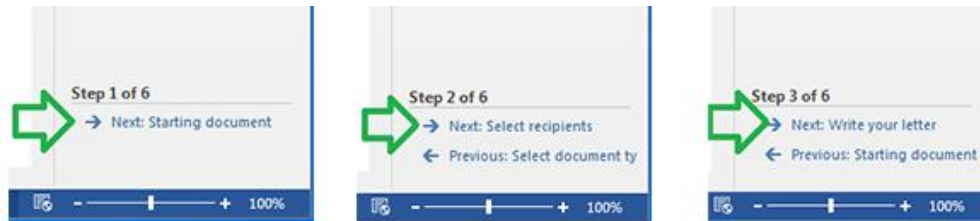
1. Click on “Mailings” in the Word toolbar.



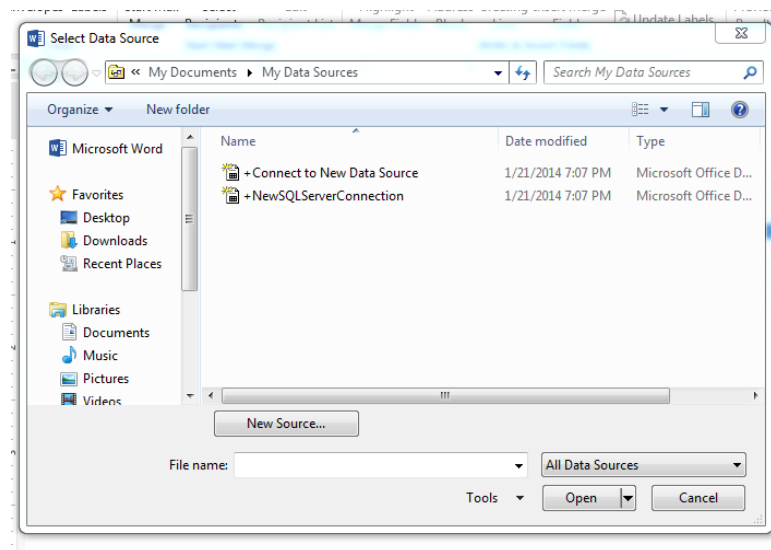
2. Select “Step-by-Step Mail Merge Wizard” from the pull down menu.



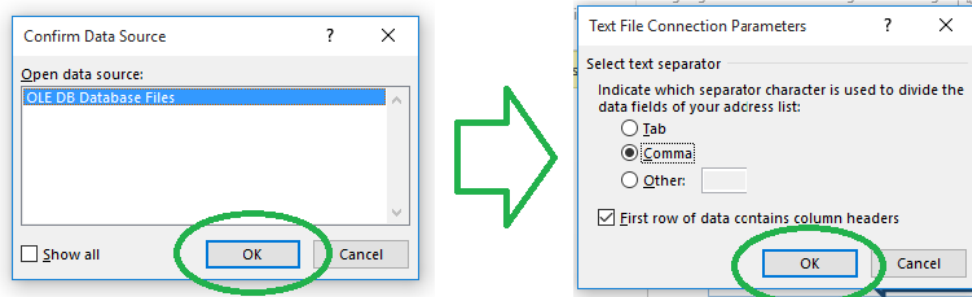
- At the bottom right corner of the window, click to proceed through the following three steps. You do not need to take any action at these steps.



- After you click step 3 above, you will be asked to select your data source:

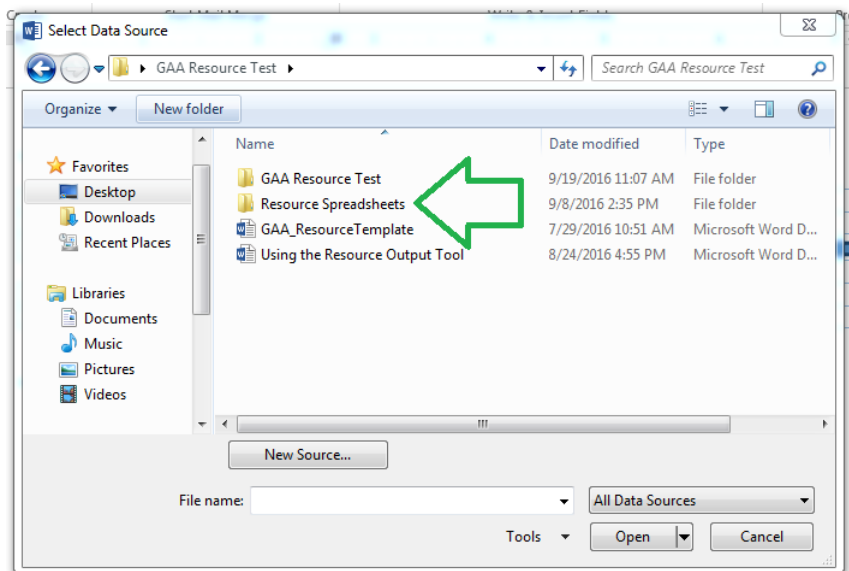
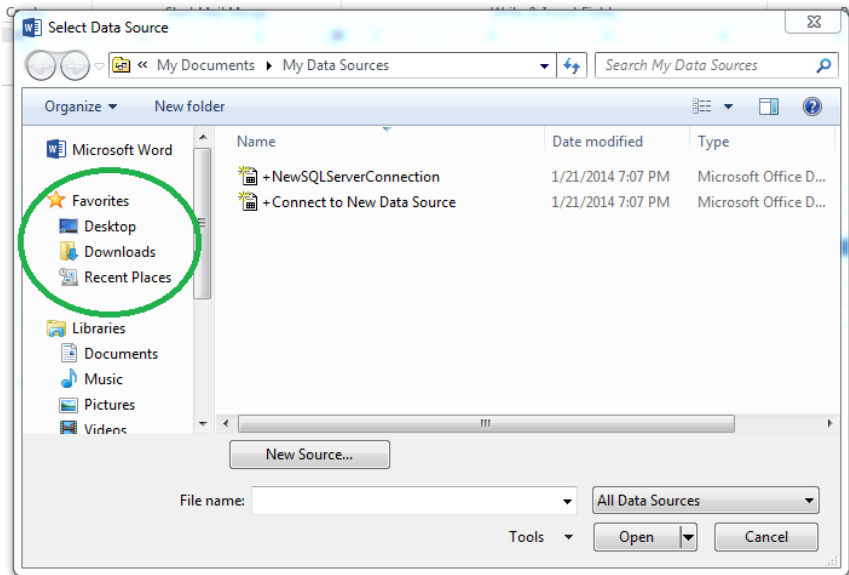


At this point, you may be asked to confirm data source. If you see the two dialog boxes below, click "OK" in each to proceed to the next step. Be sure "Comma" is selected in box two, as seen below:

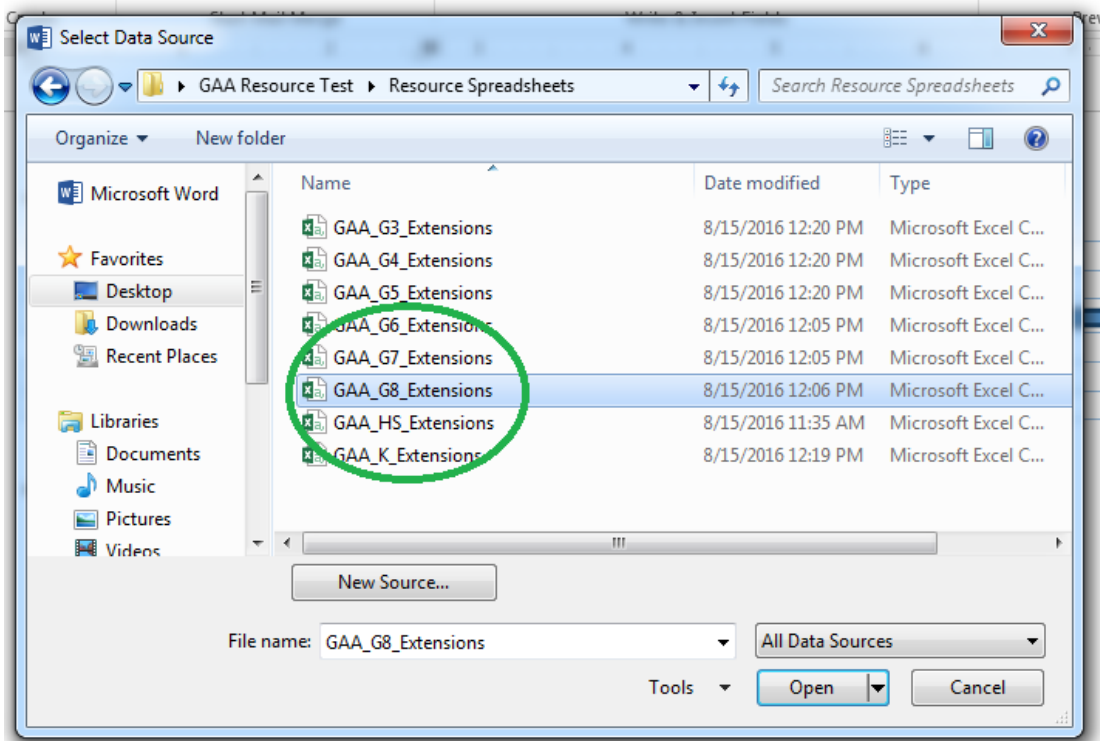


You may also be prompted to sign in to a Microsoft Office account. This is not necessary. You may click cancel if you see this message, then continue to step 5.

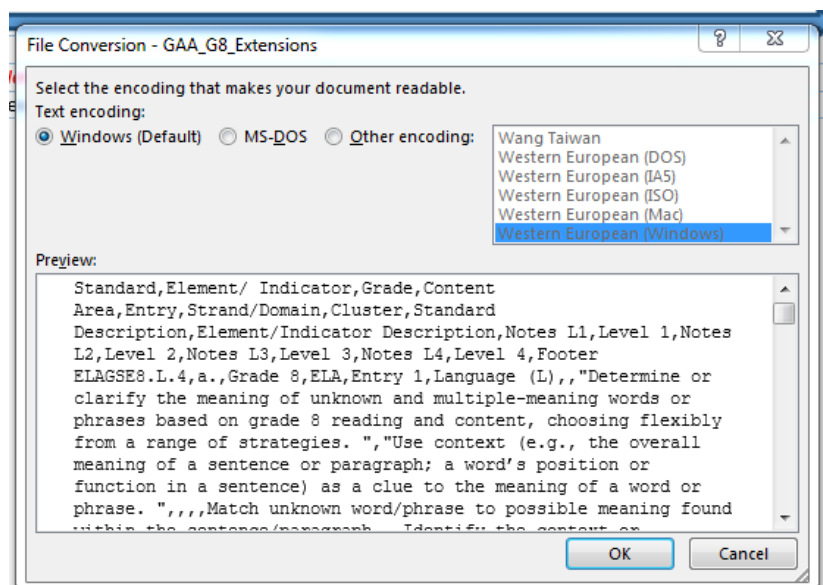
5. Navigate to the location of the Excel CSV GAA Standards spreadsheets. The spreadsheets are located in the “Resource Spreadsheets” folder, inside the “GAA Resource Tool” folder that you downloaded to your computer from GADOE.



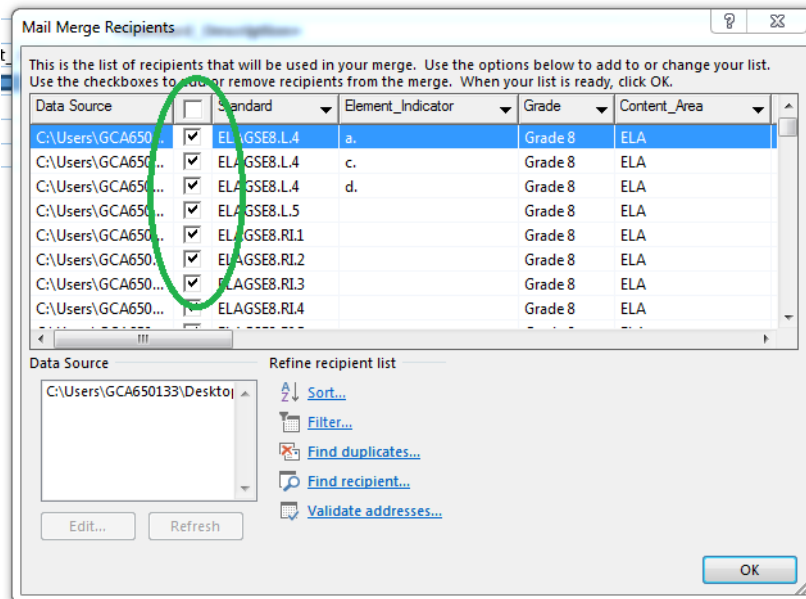
6. Select one of the spreadsheets to use as your data source. There is one spreadsheet for each grade. In this example, we will use Grade 8:



7. You will see the following data conversion dialog box. Click **OK**.

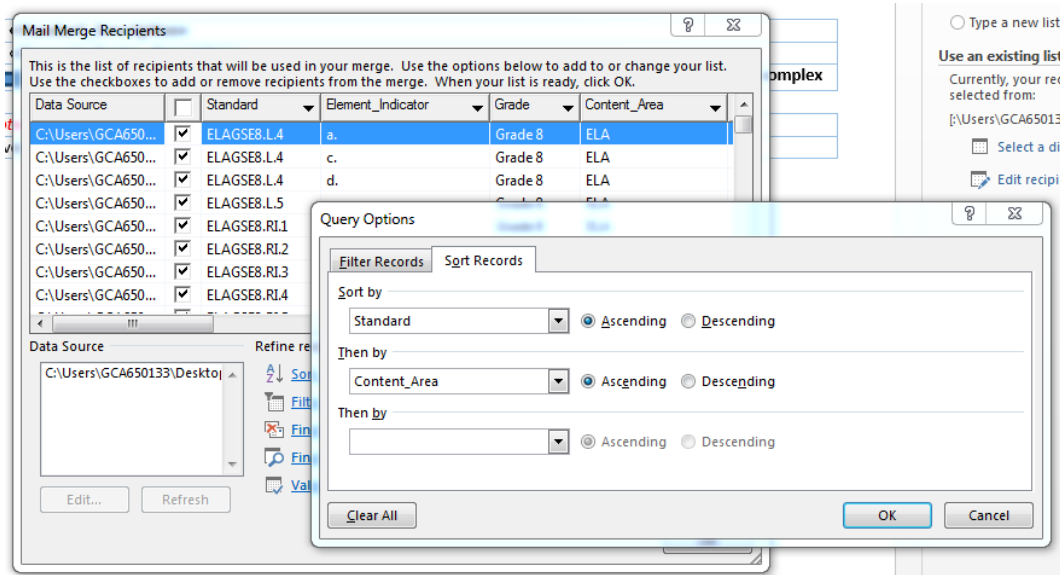


8. You will see the mail merge recipients selection dialog box. If you want to select or deselect certain standards, you can do so using the check boxes for each standard.

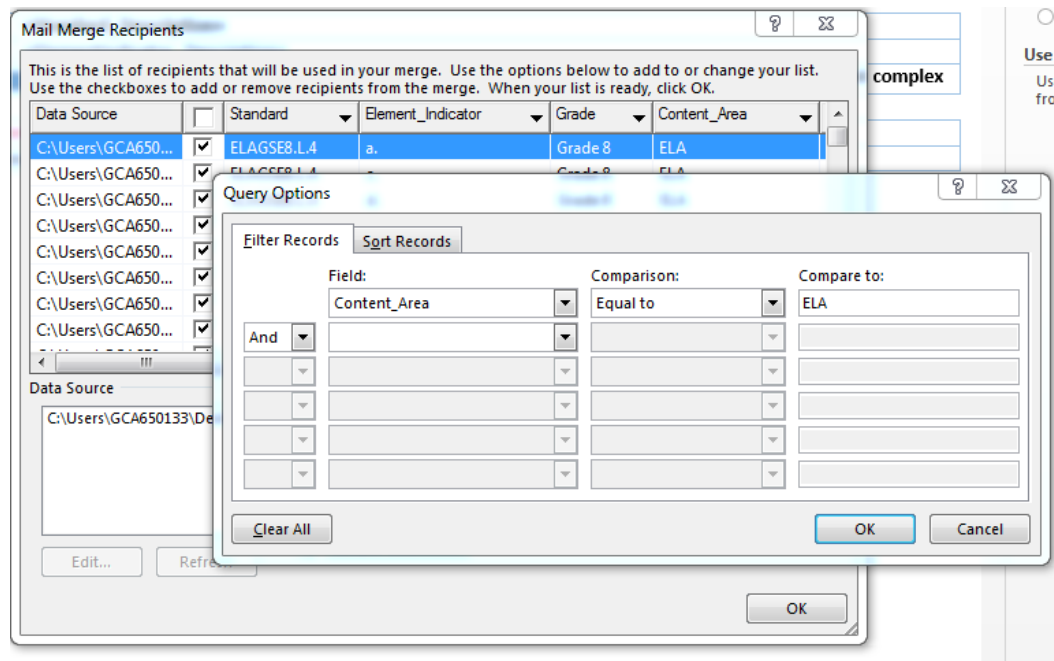


You may also use the **sort** and **filter** functions to select from a particular content area. You can select a field, such as Standard or Content Area in these examples, and use these functions to make it easier to find only the standards you are looking for to print for a given student.

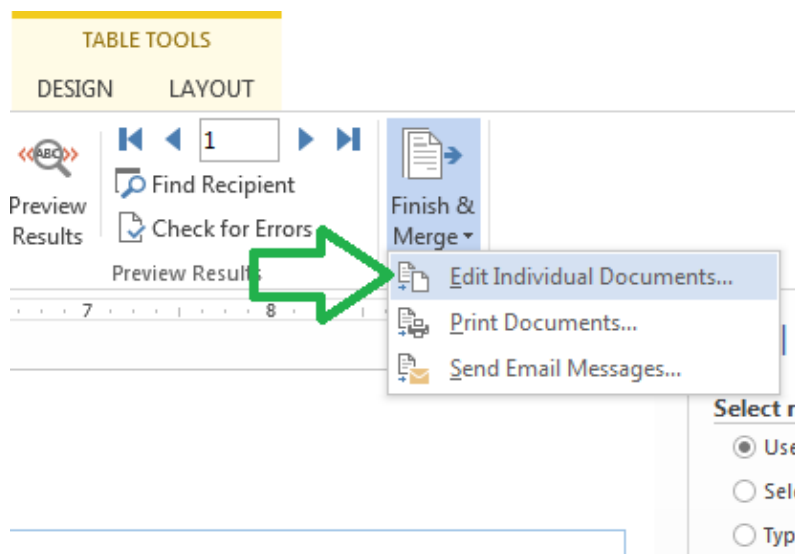
Sort: Here we are using the **sort** function to change the order of the standards in the list. We are sorting first by **Standard** (ascending) and then by **Content Area** (ascending). This changes the order in the Mail Merge Recipients list to the order by which you are choosing to sort.



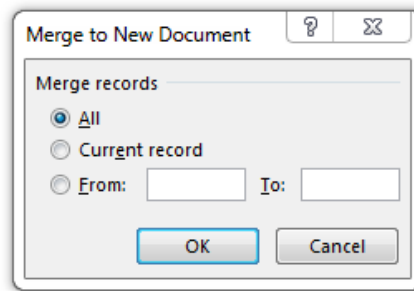
Filter: Here we are selecting all of **ELA** by **Content Area** using the **filter** option. When typing the name in the “**Compare to:**” field, remember to type the full name exactly as it appears in the field. Click **OK** when you are ready to proceed.



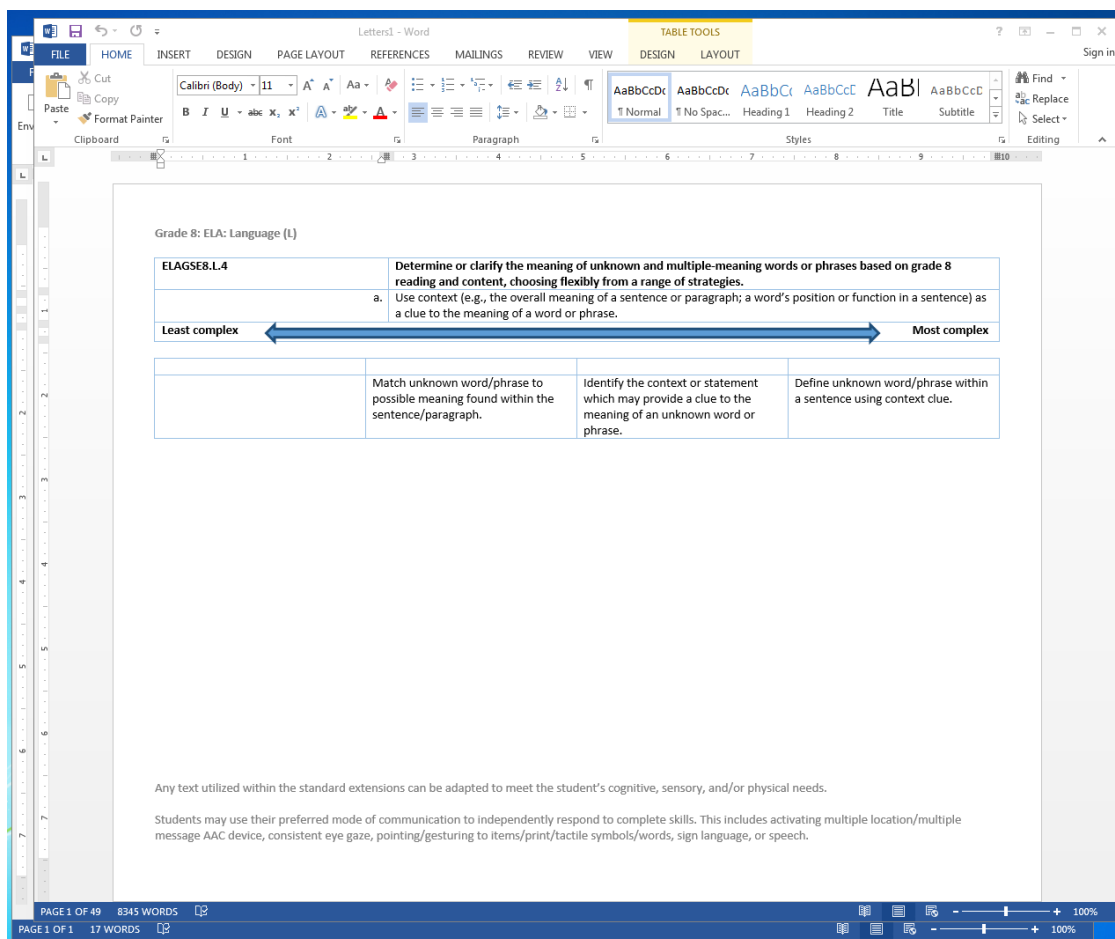
- Once you have completed the above step, proceed to the **Finish and Merge** button at the top right of the toolbar. Select **Edit Individual Documents...**



10. You will then be asked to Merge to New Document. Click **OK**.



You should now have a new Word document containing the output of your selected standards, beginning with the first standard on page one:



Grade 8: ELA: Language (L)

Least complex	Most complex
ELA8SE8.L.4	Determine or clarify the meaning of unknown and multiple-meaning words or phrases based on grade 8 reading and content, choosing flexibly from a range of strategies.
a.	Use context (e.g., the overall meaning of a sentence or paragraph; a word's position or function in a sentence) as a clue to the meaning of a word or phrase.
	Match unknown word/phrase to possible meaning found within the sentence/paragraph.
	Identify the context or statement which may provide a clue to the meaning of an unknown word or phrase.
	Define unknown word/phrase within a sentence using context clue.

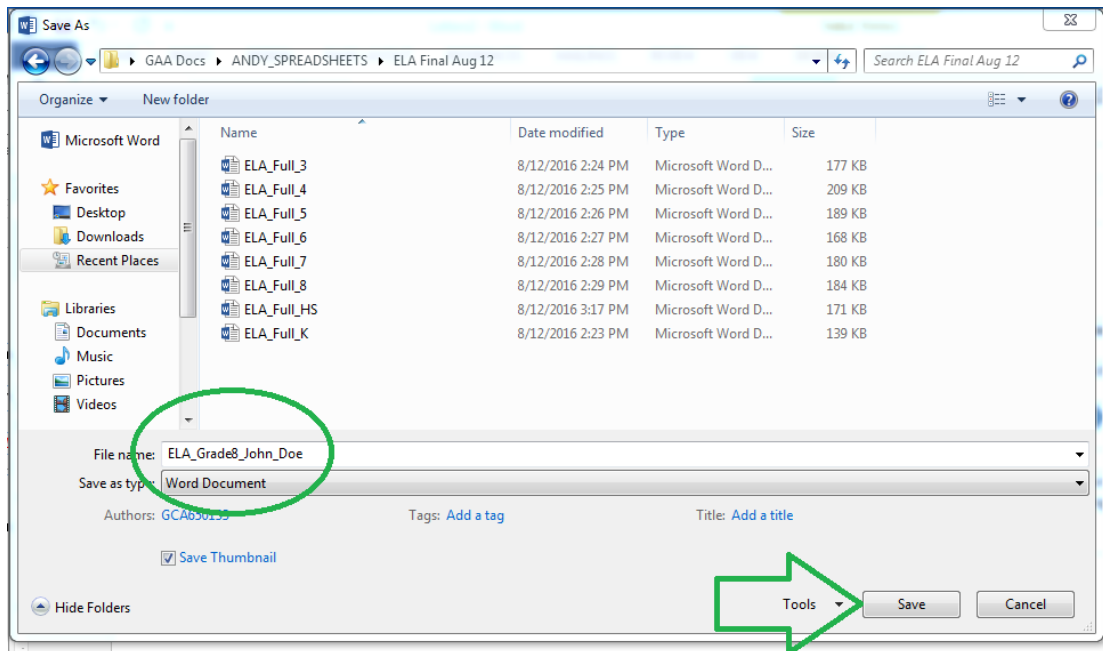
Any text utilized within the standard extensions can be adapted to meet the student's cognitive, sensory, and/or physical needs.

Students may use their preferred mode of communication to independently respond to complete skills. This includes activating multiple location/multiple message AAC device, consistent eye gaze, pointing/gesturing to items/print/tactile symbols/words, sign language, or speech.

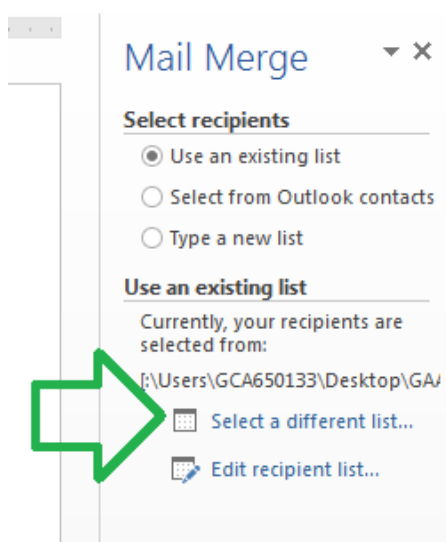
PAGE 1 OF 49 8345 WORDS

PAGE 1 OF 1 17 WORDS

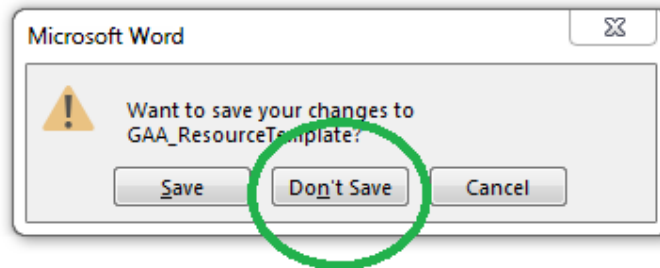
11. Save the Word document in the location of your choice, with a file name that is helpful to you. For example, you may use the student's name and the content area as the name of the file.



12. If you wish to continue using the merge tool to work with other students, choose “Select a different list...” from the Mail Merge side bar near the top right of the window. This will take you back to step 5 above, where you will select the spreadsheet for the grade you are working with.



13. When you are finished generating output for your students, you may close the GAA Resource Template document. DO NOT SAVE the Resource Template – you want it to be empty for the next time you need to select and print your standards.



Remember to keep the spreadsheets and the mail merge tool together inside the GAA Extended Standards Online Tool folder, and keep it in a familiar location. The spreadsheets are csv files and are not easily readable, as the formatting is applied by the mail merge template. To reference a standard, use the template to locate and format it for you.