

## How to Set Up and Use CLRG Electronic Grade Exam Files

You should have a basic knowledge of how to use Microsoft Excel for Windows or Mac.

### For File Setup:

1. Download the electronic Excel Master Files sent to you by the office to your pc or laptop. Additionally, you should have received a complete list of all candidates taking the exam from the teacher that is organizing the exam. This list must include the dancer's name, date of birth, dance school and grade(s) being taken.
2. Create a folder on your computer to keep all of your grade exam files together. It is suggested you name the folder the school hosting the exams, i.e., Smith School Grade Exams. If there is more than one school invited to be a part of the grade exam, create a folder within this folder for each school.
3. You should have received three Master Files:
  - **Grade Exam Control Sheet Grades -10**
  - **Grade Exam Results Sheet Grades 1-10**
  - **Grade Examinations Accounts Sheet.**
4. Open the file Grade Exam Control Sheets Grades 1-10.
5. If not already showing, click on the first tab at the bottom of the file called **Setup Sheet**.
6. Enter the information on the Setup Sheet. This information will carry over to all of the grade forms 1-10, and you will not have to reenter the information. *(Click on any of the tabs next to the Setup Sheet if you want to confirm the information is there.)*
7. **To save the file, please see the attached pages on how to 'Save As' for Windows and for Mac.**
8. Once you have saved the first file, go back to the Setup Sheet tab (bottom, left), and enter the name, etc. of the next candidate.
9. Repeat Step 7 and Step 8.
10. Continue this process for all candidates. When you are finished you should have a folder named "(Smith School) Grade Exams" on your computer, and in that folder, a Control Sheet for each candidate.
11. If you find it easier to organize, you can hide the tabs for the grades that the candidate is not doing for this exam. To hide the unnecessary tabs, click on the tab at bottom that you want to hide, then right+click your mouse. A small window opens up with several options including 'Hide' and 'Unhide'. Select 'Hide'. Repeat for each grade tab you wish to hide. You can unhide any tab in the same manner. Select 'Unhide', then chose the tab you want to bring back. Click on 'OK'.

You can organize your files and folders in any way that best suits you.

### For File Use:

*For ease of use, and to prevent any unwanted interruptions to the files, the only fields you will be able to enter data are colored **green**.*

1. Open the file for the candidate you are to examine. The video will be shared with you via Dropbox.
2. Select the grade at the bottom of the file that you are examining.
3. There are several 'green' boxes to enter comments, etc. To the right is a "Worksheet". It corresponds with the 'Grades' in the center of the sheet (which are grayed out). You can enter your numeric scores for each section based on the chart at the bottom of the page. When you enter the score, the corresponding grade will automatically fill in the center.
4. To enter comments, start typing in the green box under the appropriate dance.
5. If you want to enter a return, and start a new line of text within the same box,

for Windows press 'Alt'+ 'Enter'

for Mac press 'Control'+ 'Option'+ 'Return'

6. Save the file when you are finished. It is also good practice to click on the 'Save' icon (the floppy disk at the top) quite frequently so you don't lose any information.
7. When you have finished examining the candidate, you may close the file.
8. To ensure as best you can that no one can access the data in the file, and edit or change any of the information you can password protect each worksheet in the file.
9. ***To password protect each sheet in the file, please see the attached pages on how to 'Protect Sheet' for Windows and for Mac.***

### For Results Sheets:

1. Open the Grade Exams Results Sheets for Grades 1-10 (A4 or USL, depending).
2. Repeat Step 7 and Step 8 from *File Setup* above, to save a results sheet for each school that is participating in the grade exam. If there is only one school, you only need to do a 'Save As' once, renaming the file with the dance school name.
3. Enter the pertinent information at the top of the sheet. Please complete each field.
4. Enter each dancer's name, date of birth (please enter mm/dd/yyyy ONLY, the date will display as dd-Mth-yyyy, and the appropriate grade (in capital letters)).
5. Enter your name as examiner at the bottom, as well as the date.
6. Save the file when you are finished.
7. Follow the same steps to password protect the Results Sheet file.

Submit all forms to [grades@clrg.ie](mailto:grades@clrg.ie) within seven days of completing the exam.