

**2011–2012 Georgia Alternate Assessment
Requirements and Instructions for Using the
Electronic Version of the Entry Sheet**

Requirements

To Print: Adobe Acrobat® Reader® 5.0 (or higher) **OR** Adobe Acrobat® 5.0 (or higher).

To Save: Adobe Acrobat® Reader® 8.1 (or higher) **OR** Adobe Acrobat® (full version).

Entering Information on the Entry Sheet (Grades K, 3–8 and high school)

1. Use the *Cursor/Hand Tool* and click on the “select subject” drop-down box to select the desired content area.
2. Tab or click on the “Student Name” line to enter this information.
3. Use the *Tab* key or *Cursor/Hand Tool* and click on the “Grade” drop-down box and select the desired grade.
4. Tab to or click on the “Age” line to enter the age of the student.
5. Tab to or click on the line that asks for the name of the person submitting the entry to enter this information.
6. Use the *Tab* key or *Cursor/Hand Tool* and click on the “Strand” drop-down box to select the strand being assessed.
7. To select a Standard within the selected Strand, use the *Cursor/Hand Tool* and click on the “Standard” drop-down box, then click on the desired Standard.
8. **Unless you are using Adobe Acrobat® 8.1 (full version) or Acrobat® Reader® 8.1 you MUST then use the *Cursor/Hand Tool* and click anywhere on the form in order to display the correct description for the Standard you have chosen. (NOTE: Failure to complete this step will result in the wrong description being recorded on the Entry Slip.)**
9. To select an Element (for GPS only) for the Standard you have chosen, use the *Cursor/Hand Tool* and click on the “Element” drop-down box, then click on the desired Element.
10. **Unless you are using Adobe Acrobat® 8.1 (full version) or Acrobat® Reader® 8.1, you MUST then use the *Cursor/Hand Tool* and click anywhere on the form in order to display the correct description for that Element. (NOTE: Failure to complete this step will result in the wrong description being recorded on the Entry Slip.)**
11. When completing an Entry Sheet for Science, be sure to select a Characteristics of Science standard from the drop-down menu. The box will become active only when “Science” is selected from the “select subject” field.
12. Tab or click on the remaining boxes to complete all required information for Page 1.
13. Remember to scroll down to the next page and complete all required information on Page 2. Tab to or click on **each** line to enter all the information requested.
14. Use the *Tab* key or *Cursor/Hand Tool* and click on the “Type of Evidence” drop-down box to select the type of evidence submitted. If you choose “Other,” tab or click to the next line to describe the evidence.
15. Tab or click on the “Description of task” box and type in the description. Complete the form for Primary and Secondary Evidence for both Collection Periods.
16. Using **Adobe Acrobat® Reader® 5.0** or higher, click File → Print. Select printer and print the form. (NOTE: A full version of Acrobat® Reader® 8.1 is needed to save the forms).
17. If you use **Adobe Acrobat® 8.1** (full version) or **Acrobat® Reader® 8.1** (or higher), you have the option to save the form. To save the completed Entry Sheet, click File → Save As.... Chose a file in which to save the form. Enter a unique file name for the form and click → Save.
18. Once you have printed and/or saved the form, click on the “Reset Form” box at the top of the Entry Sheet to access a new Entry Sheet.
19. Repeat all steps, as needed, for each Entry Sheet. (Remember to complete both pages.)
20. Include all printed forms in the student binders being sent to Questar Assessment, Inc. per the instructions provided in the GAA Examiner’s Manual, 2011-2012.