

### **Using the EPEC Assessment Excel File**

Double-click on the file to open it in Excel. It will automatically open in the “Group List” section of the file. This is where you record the name of the various classes you teach (e.g., Ms. Smith 1<sup>st</sup> Grade or ABC Elem. 4<sup>th</sup> Grade). Next, click on “Go To Students” at the top of the spreadsheet. This section will allow you to insert student names for each of the Groups you set up.

When you are ready to assess a particular Skill, click on “Go to Menu” and select the Skill you want to assess. Once the Skill page opens, select the Group (class) you are assessing (look under the EPEC logo for the Groups). Once you select the Group, the names you entered for each Group will populate the Skill you select.