**Instructions for Use of the ORF GR 1-5 Display Tool**

1. Open ORF Data Tool 2012 Excel Spreadsheet
2. At the bottom of the screen, Click on “Data Entry” to go to the first page of the spreadsheet.
3. If necessary, click the “Clear Contents” button. (You may have to scroll down to see the button. It is located at the bottom of Progress Monitoring Period 1.)
4. Enter the ***Student Name***  in the first column of the spreadsheet.

**NOTE:** If you previously saved the spreadsheet with the student’s name in it and you re-opened that spreadsheet, you do not need to re-enter the student’s information.

1. Scroll left or right in the spreadsheet to get to the appropriate Progress Monitoring Period for the data you are entering.
2. Enter the ***Grade Level*** of the passage, the ***Oral Reading Fluency (ORF) Passage Title***, and the ***Date Administered*** in the appropriate columns of the spreadsheet.
3. Enter the ***Fluency*** (WCPM) score from the passage into the correct column of the spreadsheet.
4. Now would be a good time to save your work. To do so:
	1. Click “File”, then “Save As” from Menu Bar at the top of the screen.
	2. Change the file save location to your desktop or your local hard drive.
	3. Rename the file as something you’ll remember.
5. Click the “Student Charts” tab at the bottom of the screen to go to the graphing page.
6. Click in the box **below** the cell that says “Select Student Here!!” to obtain a dropdown menu of the student names that you’ve entered into the “Data Entry” page. The dropdown menu can be accessed by clicking on the triangle that appears when you click in this box.
7. Click the name of a student from the dropdown menu.

**NOTE:** You may need to scroll up or down through the dropdown list to get to the student of interest. The list appears in the order in which it was entered on the “Data Entry” sheet.

1. You can now monitor a graph of the student’s performance year-to-date.
2. If you wish to print your report, click on “File”, then “Print” from the Menu Bar.
3. Exit the program.