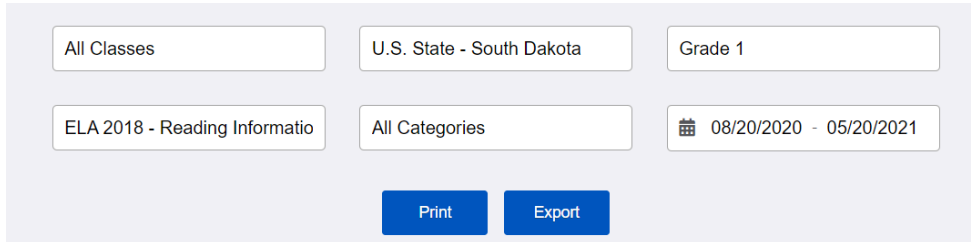


Elementary: Saving Standards Report to PSD Accreditation Site
Update 5/7/2024

1. Log into your Planbook Account
2. On the left side of your screen, click on the “Reporting” Icon (10th from the top).
3. Select your criteria for your Standards Report.

A screenshot of a web interface for selecting report criteria. It features six white rectangular boxes with black text arranged in two rows. The first row contains 'All Classes', 'U.S. State - South Dakota', and 'Grade 1'. The second row contains 'ELA 2018 - Reading Informatio', 'All Categories', and a date range '08/20/2020 - 05/20/2021' preceded by a calendar icon. Below these boxes are two blue buttons with white text: 'Print' and 'Export'.

Everyone should select “All Classes”, “U.S. State – South Dakota”, “All Categories”, and the dates should be this school year.

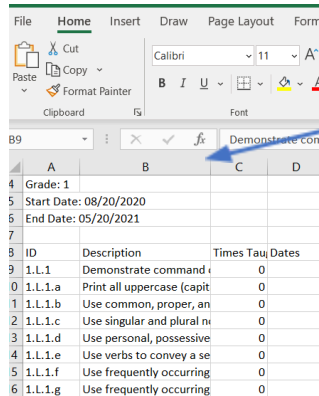
You will select your own grade level.

You will need to select one of your Content Standard Strands (you can only do one at a time but will want to do all that are relevant to your position). Be sure to use the most up-to-date versions as listed below:

- ELA 2018 Language
- ELA 2018 Reading Foundational Skills
- ELA 2018 Informational Text
- ELA 2018 Literature
- ELA 2018 Speaking and Listening
- ELA 2018 Writing
- Mathematics 2018
- Science 2015
- Social Studies 2015

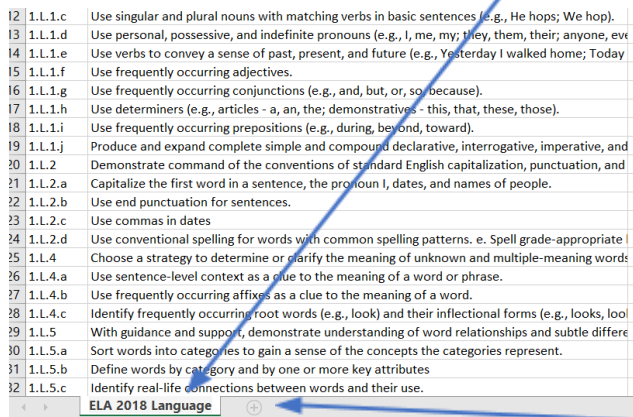
4. Once you have the boxes filled in, click on the upload/“send to” icon (box with arrow pointing up) and select CSV.
5. This will open an Excel file with your report. We only need columns A, B, and C. So left click and hold column D and highlight all columns to the right until you do not see any dates in the cells. Unclick and push the “delete” button on your keyboard. Now you should be left with just information in columns A, B, and C.

6. You can expand column B so you can see the whole standard text. Simply click on the bar next to cell B at the top and drag over.



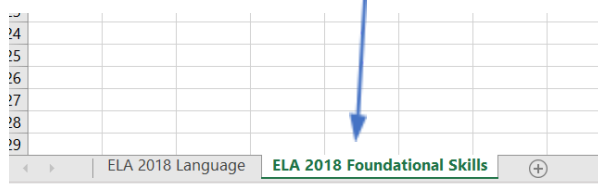
	A	B	C	D
4	Grade: 1			
5	Start Date: 08/20/2020			
6	End Date: 05/20/2021			
7				
8	ID	Description	Times Taught	Dates
9	1.L.1	Demonstrate command of	0	
10	1.L.1.a	Print all uppercase (capit	0	
11	1.L.1.b	Use common, proper, an	0	
12	1.L.1.c	Use singular and plural n	0	
13	1.L.1.d	Use personal, possessive	0	
14	1.L.1.e	Use verbs to convey a se	0	
15	1.L.1.f	Use frequently occurring	0	
16	1.L.1.g	Use frequently occurring	0	

7. At the bottom, please re-name this page on the Excel document by right clicking and selecting “rename”. Example: ELA 2018 Language.



12	1.L.1.c	Use singular and plural nouns with matching verbs in basic sentences (e.g., He hops; We hop).
13	1.L.1.d	Use personal, possessive, and indefinite pronouns (e.g., I, me, my; they, them, their; anyone, ev
14	1.L.1.e	Use verbs to convey a sense of past, present, and future (e.g., Yesterday I walked home; Today
15	1.L.1.f	Use frequently occurring adjectives.
16	1.L.1.g	Use frequently occurring conjunctions (e.g., and, but, or, so because).
17	1.L.1.h	Use determiners (e.g., articles - a, an, the; demonstratives - this, that, these, those).
18	1.L.1.i	Use frequently occurring prepositions (e.g., during, beyond, toward).
19	1.L.1.j	Produce and expand complete simple and compound declarative, interrogative, imperative, and
20	1.L.2	Demonstrate command of the conventions of standard English capitalization, punctuation, and
21	1.L.2.a	Capitalize the first word in a sentence, the pronoun I, dates, and names of people.
22	1.L.2.b	Use end punctuation for sentences.
23	1.L.2.c	Use commas in dates
24	1.L.2.d	Use conventional spelling for words with common spelling patterns. e. Spell grade-appropriate
25	1.L.4	Choose a strategy to determine or clarify the meaning of unknown and multiple-meaning words
26	1.L.4.a	Use sentence-level context as a clue to the meaning of a word or phrase.
27	1.L.4.b	Use frequently occurring affixes as a clue to the meaning of a word.
28	1.L.4.c	Identify frequently occurring root words (e.g., look) and their inflectional forms (e.g., looks, lool
29	1.L.5	With guidance and support, demonstrate understanding of word relationships and subtle differ
30	1.L.5.a	Sort words into categories to gain a sense of the concepts the categories represent.
31	1.L.5.b	Define words by category and by one or more key attributes
32	1.L.5.c	Identify real-life connections between words and their use.

8. On this document, open a new tab at the bottom. Click on the little plus sign and it will add a tab. Rename this tab by right clicking and selecting “rename”. Example ELA 2018 Foundational Skills.



24					
25					
26					
27					
28					
29					

9. Repeat step 8 to create tabs for each of the Strands across the bottom of your document.
10. Now you will repeat steps 3-6 for the next Strand you teach. (Ex: ELA 2018 Foundational Skills). This will open a new excel document with the standards report for that strand. We want to copy and paste this into the tab we created for it on our original file. Again, we only need columns A-C so the rest can be deleted. On the new doc, left click and hold down selecting columns A-C. Right click “copy” or use shortcut CTRL C. Go to the tab you labeled for this strand on your original document. Click in Cell A1 and Right click “paste” or use CTRL V.

Continue following steps 3-6 and 10 until you have all the standards report saved for each strand you teach on one file.

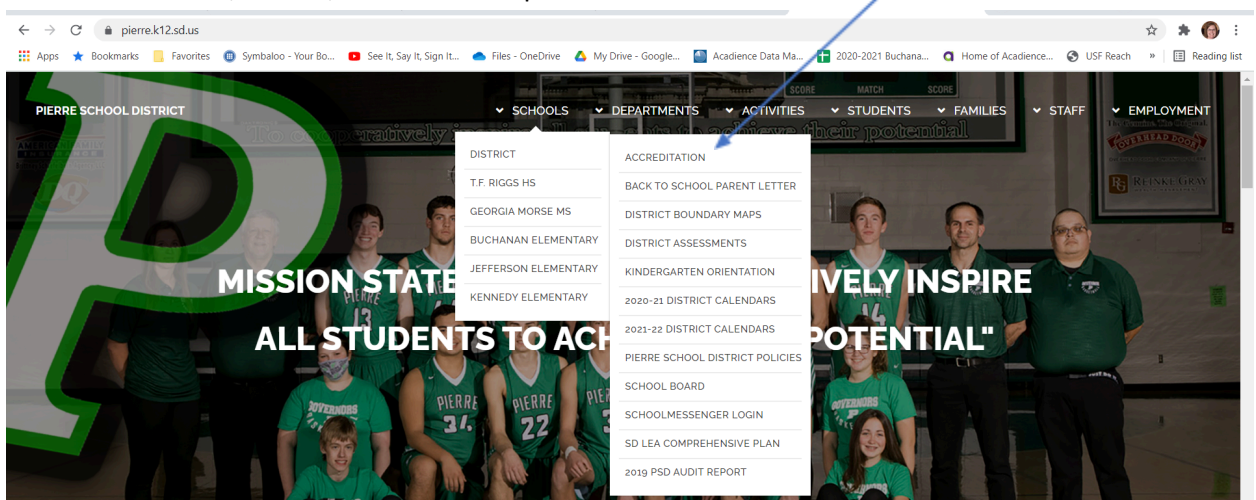
11. Save this file to a location you can easily find. Rename the file. Example: Nedrebo 2020-21 Standards Report. Be sure to click the drop down arrow and select to save it as “Excel Workbook”. Then click Save.



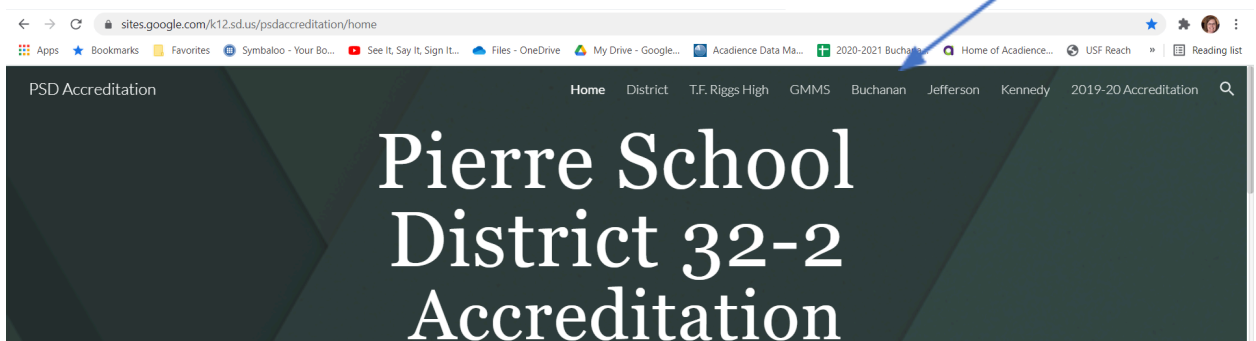
12. Now you need to upload it to the PSD Accreditation Google Site.

Go to the PSD website. <http://www.pierre.k12.sd.us>

Hover over Schools, District, and click the top link labeled “Accreditation.”



13. Select your school from the top of the Accreditation page or scroll down and click on it.



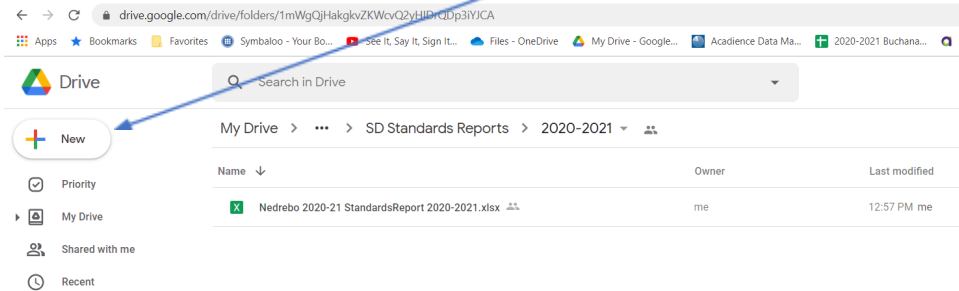
14. Scroll down and click the link that says “SD Standards Reports”

SD Standards Reports

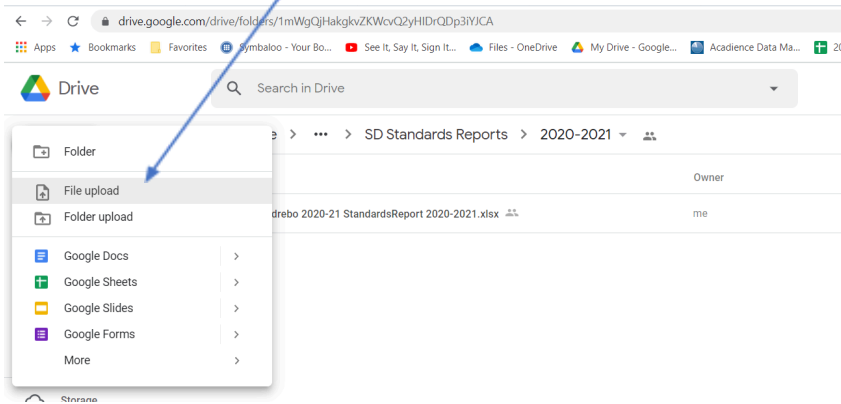
Each teacher is to teach to the South Dakota State Standards for their grade level and subject area(s). Planbook is used at some levels to do such planning of lessons. This program allows for end of semester or end of year reports to show how many times a standard was taught. Some may not use planbook but instead use other methods of tracking standards. Each teacher needs to provide one (1) report of their standards taught.

15. This will take you into Google Drive. Click in the folder labeled with the current year. You may be prompted for your k12 email and password.

16. On the left side of your page click on “New”



Then click “File upload”



Select the location where saved your excel document. Select the Document. Either double click on the document or click “open”. The document should now be uploaded and saved to the Google Drive for our Accreditation documentation.