**Chrome Book Directions for Using Electronic Record Sheets**

1. Choose and click on the assessment record sheet that you wish to use.
2. Click on “File”
3. Click on “Save as Google Sheets”
4. Formatting work around:
   1. Click on Baseline Data tab.
   2. Highlight row 3, Click on Format, click on test overflow, click on Wrap
5. To get back into your saved Google sheet:
   1. Open Google
   2. Click on Google app checker board icon
   3. Click on Google Sheets
   4. You may wish to move this document into a folder in your Google drive