

## INSTRUCTIONS FOR USING THE TEMPLATE

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| Step 1: | Copy the chosen template tab by right-clicking it then choosing "Move or Copy." Rename the copied tab to the semester or class whose SOT numbers you wish to show graphically. (By right-clicking the tab, you will see the Rename choice.) Repeat this process for each class or semester. |
| Step 2: | Replace all the data with the data that corresponds to your SOT results (including college, department and university data).<br>Note: Graph will automatically adjust.  |
| Step 3: | Click View on the pull down menu. Choose Header/Footer. Click on "Custom Header". Change the title to reflect your name, semester and year.   |
| Step 4: | <b>Printing.</b><br><br><b>Feel free to call the Center at 985-549-3634 for assistance.</b>   |

**NOTE: SOT graphs are required as a part of your portfolio. But you are not required to use this template. But if you do, you may adapt it to your needs. See your department head to ask what you are required to have in your portfolio.**