Instructions for setting up mail merge for PELI Parent Reports

* Log in to PELI
* Click EXPORT DATA
* Export benchmark scores
* School submit
* Choose school
* Choose school year 2015-2016
* Submit
* Select grades Pre-K (ages 4-5)
* Select – all periods
* Select – comma-separate values
* Check – only include students with scores
* Check – include benchmark status
* Submit
* Download file
* Open file (located at bottom) then SAVE to desktop
* In SAVE AS TYPE select – excel workbook
* Save (remember where you put it) close
* Log out of DIBELS
* open the file that you saved
* highlight the entire form (small triangle in upper left corner of form)
* go to format – select auto fit column width
* go to FIND AND SELECT
* a box will appear – in the line that says FIND WHAT, type – well below benchmark
* in the line that says REPLACE WITH, type – 3
* then click on REPLACE ALL
* once again go to FIND AND SELECT
* a box will appear – in the line that says FIND WHAT, type – below benchmark
* in the line that says REPLACE WITH, type – 2
* then click on REPLACE ALL
* once again go to FIND AND SELECT
* a box will appear – in the line that says FIND WHAT, type – at or above benchmark
* in the line that says REPLACE WITH, type – 1
* then click on REPLACE ALL
* then close
* save
* now you are ready to merge