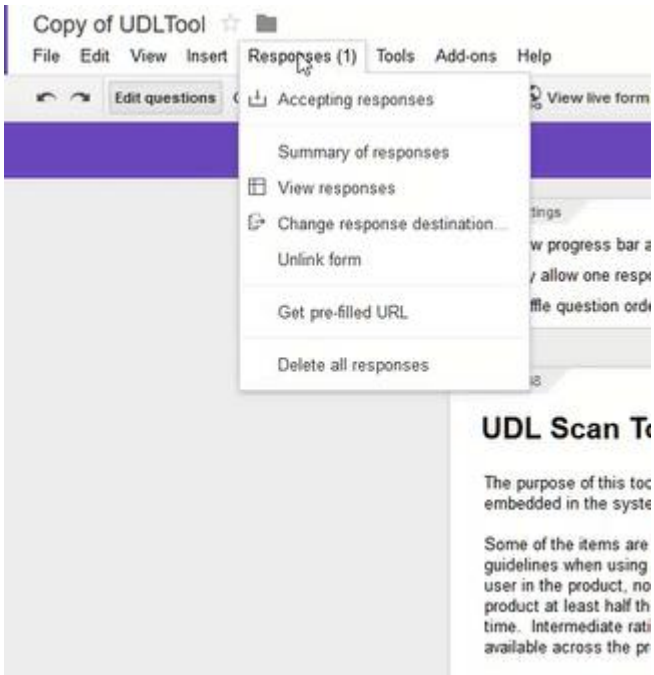


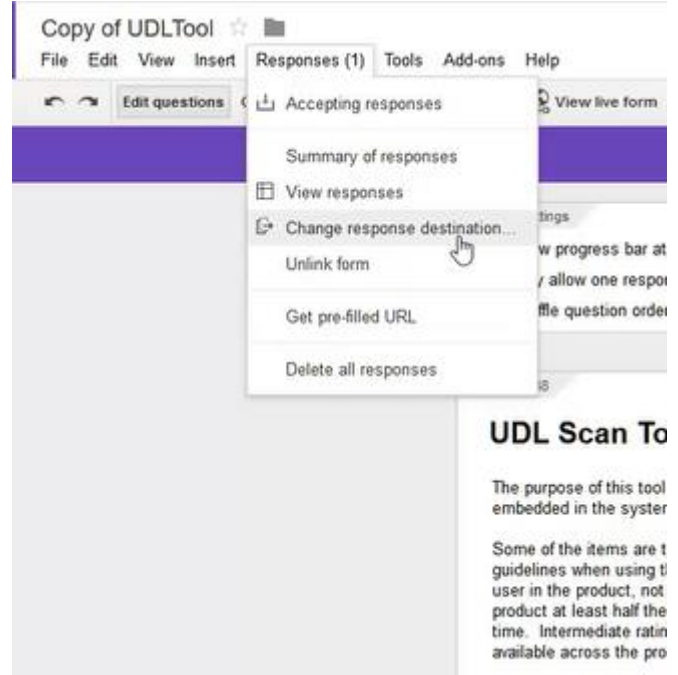
Quick how-to: Analyzing the UDL data

Step 1: Export your data from google forms

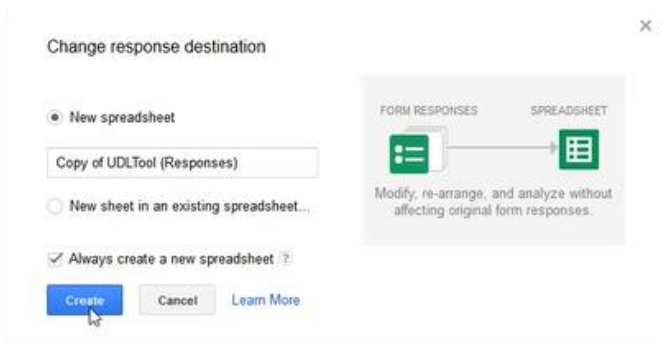
i. Click on “responses”



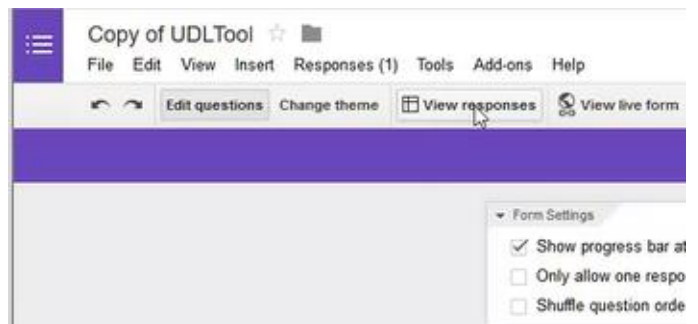
ii. Click on “Change response destination”



iii. Click on “Create”



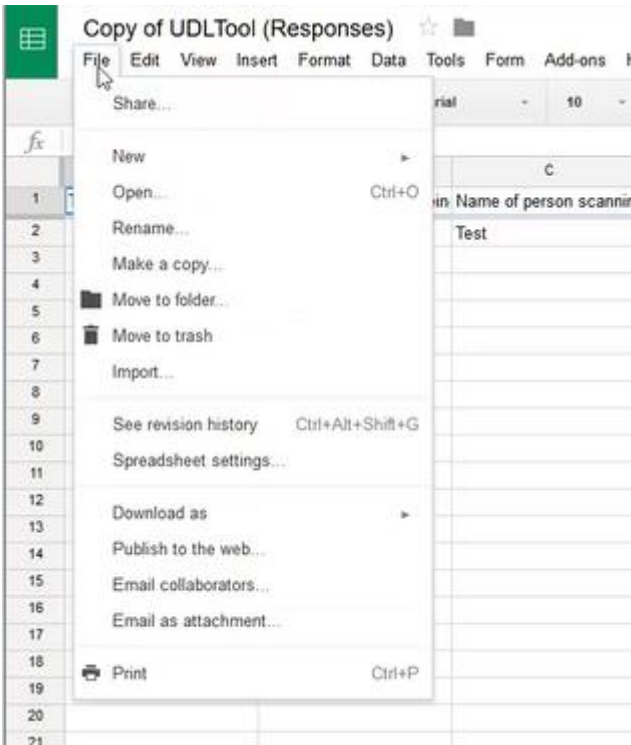
iv. Click on “View responses”



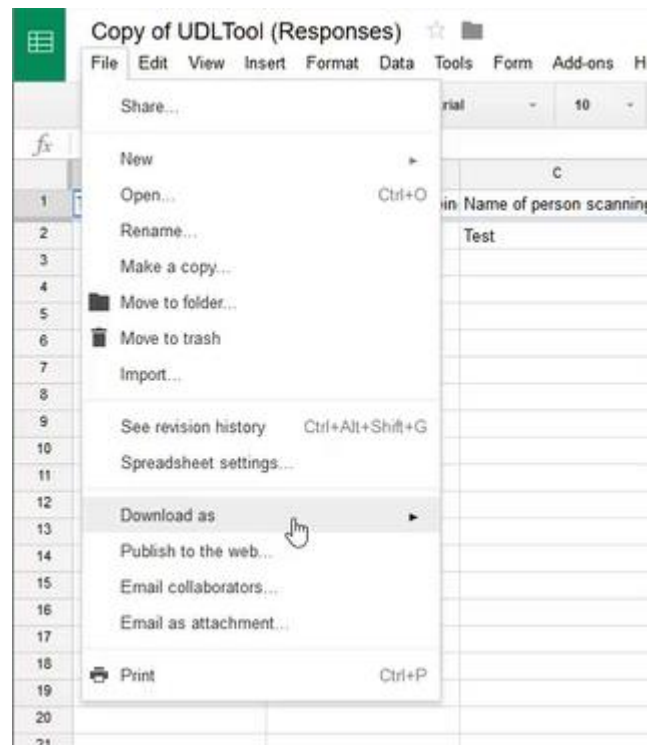
*Note: your browser will open up a new tab (or window) with a google sheets page.

Step 2: Export to Excel

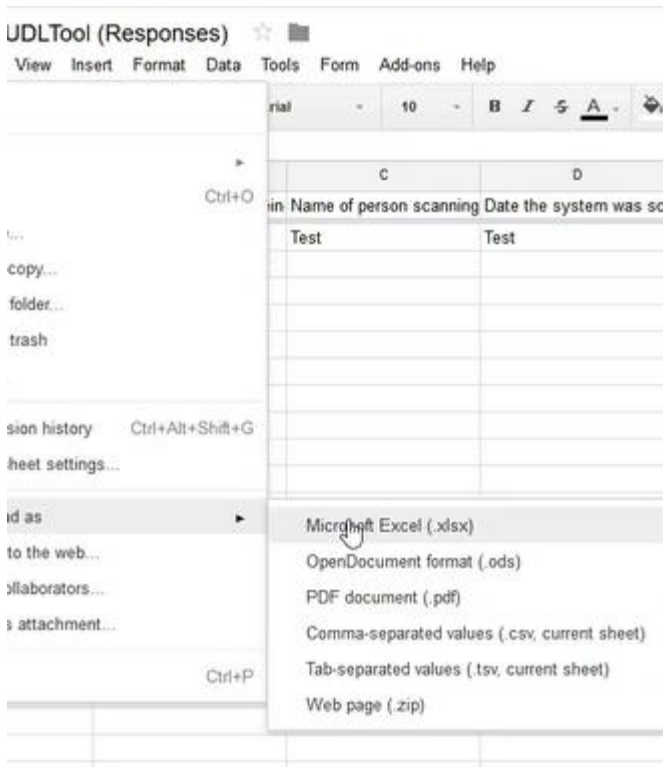
i. Navigate to the google sheets tab your browser opened, and click on “File”



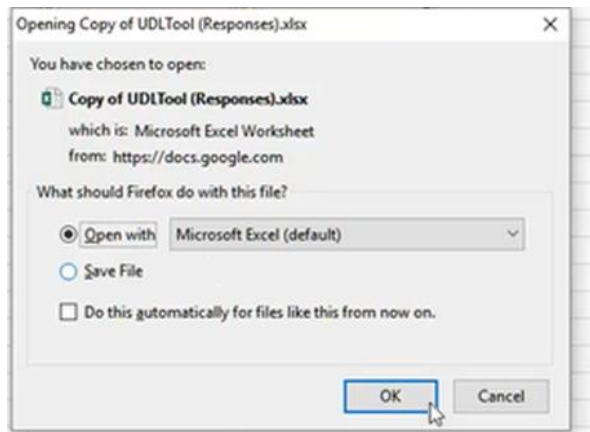
ii. Click on “Download as”



iii. Click on “Microsoft Excel”

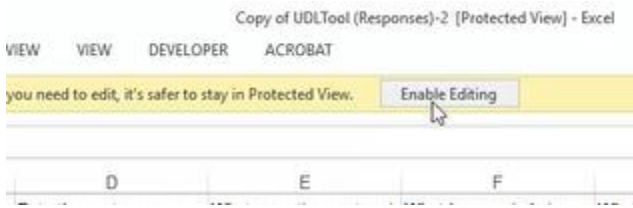


iv. Then open the file

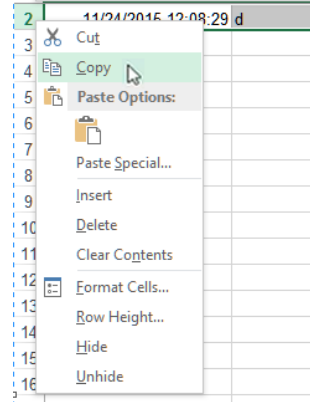


Step 3: Copying/Pasting your data

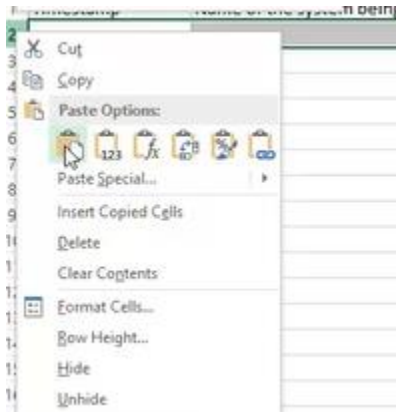
v. Click “Enable Editing”



vi. **Right** click on the number 2 on the 2nd row, then **Left** click on “Copy”



vii. Then, go to your “**UDL Analysis Template**”, which can be downloaded [here](#), **Right** click on the number 2 on the 2nd row, then **Left** click on “Paste”



viii. Then, click on the “Scores” tab



ix. Then, view your totals and interpret them through the lens of UDL. Click [here](#) for more information on UDL

