

## How to insert an image into the Student Case Study Card Template using Acrobat Reader

1. Save photos as a .pdf approximately 1” x 1” before inserting into Study Cards template.



2. Open PDF in Acrobat Reader. You will see all the fill-in areas highlighted.

MAPXX\_PRDV20238--StudyCards--Temp\_r04.pdf

Please fill out the following form. You can save data typed into this form.

|   |                       |                                |            |               |            |
|---|-----------------------|--------------------------------|------------|---------------|------------|
|  <p>Front #1<br/>Refer to instructions on how to insert image</p> | Student Name:         | Reading                        |            | Math          |            |
|   |                       | Fall RIT                       | Spring RIT | Fall RIT      | Spring RIT |
|   | Grade Level:          | Projected RIT                  |            | Projected RIT |            |
|   | Teacher:              | Reading Goal Areas             |            | Fall          | Spring     |
|   | Scheduled 1:1         | Literature                     |            |               |            |
|   |                       | Informational Text             |            |               |            |
|   |                       | Vocabulary Acquisition and Use |            |               |            |
|   |                       | Lexile® Range                  |            |               |            |
|   |                       | Math Goal Areas                |            | Fall          | Spring     |
|   | Question 1:           | Algebraic Thinking             |            |               |            |
|   | Number and Operations |                                |            |               |            |

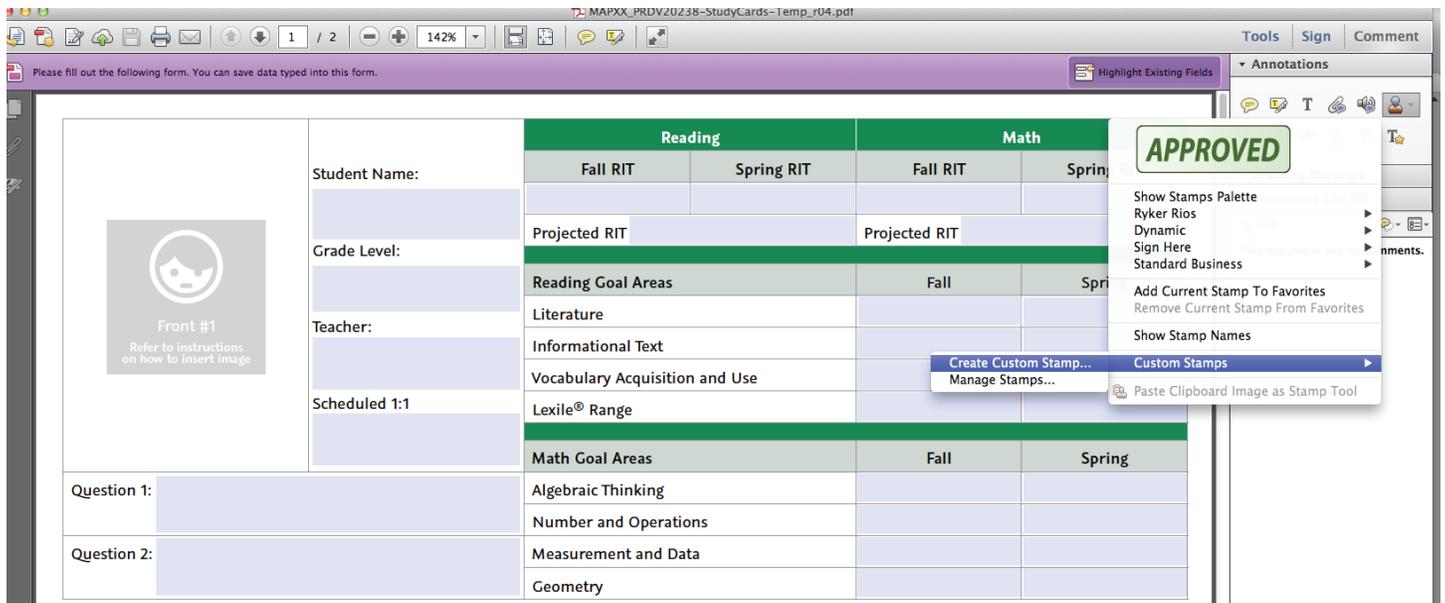
3. Open your Comment Window.

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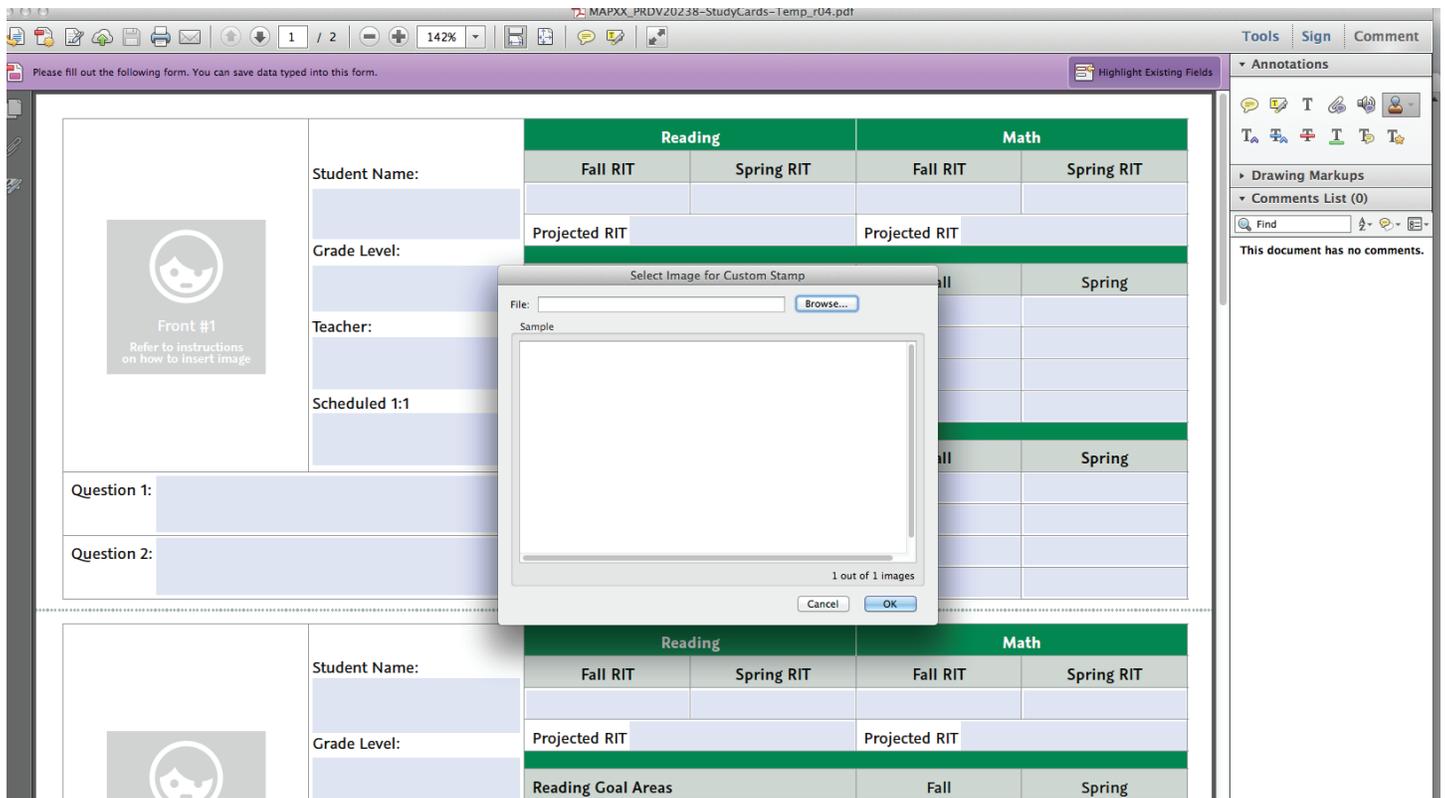
Please fill out the following form. You can save data typed into this form.

|   |               |                    |            |               |            |
|---|---------------|--------------------|------------|---------------|------------|
|  <p>Front #1</p> | Student Name: | Reading            |            | Math          |            |
|   |               | Fall RIT           | Spring RIT | Fall RIT      | Spring RIT |
|   | Grade Level:  | Projected RIT      |            | Projected RIT |            |
|   | Teacher:      | Reading Goal Areas |            | Fall          | Spring     |
|   |               | Literature         |            |               |            |

4. Click on the Stamp tool and proceed down to Custom Stamp > Create Custom Stamp.



5. Browse to your image.





8. Return to the Stamp Tool and select the Custom Stamp with the student's name from the menu.

The screenshot shows a software interface with a form on the left and a table on the right. The form has fields for Student Name, Grade Level, Teacher, and Scheduled 1:1. The table has columns for Reading and Math, with sub-columns for Fall and Spring RIT. A stamp palette is open over the table, showing a list of stamps including 'APPROVED' and 'Ryker Rios'.

|               | Reading                        |            | Math          |            |
|---------------|--------------------------------|------------|---------------|------------|
|               | Fall RIT                       | Spring RIT | Fall RIT      | Spring RIT |
| Student Name: |                                |            |               |            |
| Grade Level:  | Projected RIT                  |            | Projected RIT |            |
| Teacher:      | Reading Goal Areas             |            | Fall          |            |
| Scheduled 1:1 | Literature                     |            |               |            |
|               | Informational Text             |            |               |            |
|               | Vocabulary Acquisition and Use |            |               |            |
|               | Lexile® Range                  |            |               |            |

9. Click on image.

The screenshot shows the same software interface as in step 8, but with the 'Ryker Rios' stamp selected in the palette. The stamp is now highlighted in blue.

10. Drag the image into place.

The screenshot shows the software interface with the 'Ryker Rios' stamp placed in the Student Name field of the form. The table is also visible, showing the same data as in the previous steps.

|               | Reading                        |            | Math          |            |
|---------------|--------------------------------|------------|---------------|------------|
|               | Fall RIT                       | Spring RIT | Fall RIT      | Spring RIT |
| Student Name: |                                |            |               |            |
| Grade Level:  | Projected RIT                  |            | Projected RIT |            |
| Teacher:      | Reading Goal Areas             |            | Fall          | Spring     |
| Scheduled 1:1 | Literature                     |            |               |            |
|               | Informational Text             |            |               |            |
|               | Vocabulary Acquisition and Use |            |               |            |
|               | Lexile® Range                  |            |               |            |
|               | Math Goal Areas                |            | Fall          | Spring     |
| Question 1:   | Algebraic Thinking             |            |               |            |
| Question 2:   | Number and Operations          |            |               |            |
|               | Measurement and Data           |            |               |            |
|               | Geometry                       |            |               |            |

11. Scale image as needed.

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Please fill out the following form. You can save data typed into this form.

|   |                       |                                |            |               |            |
|---|-----------------------|--------------------------------|------------|---------------|------------|
|  | Student Name:         | Reading                        |            | Math          |            |
|   |                       | Fall RIT                       | Spring RIT | Fall RIT      | Spring RIT |
|   | Grade Level:          | Projected RIT                  |            | Projected RIT |            |
|   | Teacher:              | Reading Goal Areas             |            | Fall          | Spring     |
|   |                       | Literature                     |            |               |            |
|   |                       | Informational Text             |            |               |            |
|   |                       | Vocabulary Acquisition and Use |            |               |            |
|   | Scheduled 1:1         | Lexile® Range                  |            |               |            |
|   |                       | Math Goal Areas                |            | Fall          | Spring     |
|   | Question 1:           | Algebraic Thinking             |            |               |            |
| Question 2:   | Number and Operations |                                |            |               |            |
|   | Measurement and Data  |                                |            |               |            |
|   | Geometry              |                                |            |               |            |

12. Use the same Stamp (image) for the back side of the card (Steps 8-11).

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Please fill out the following form. You can save data typed into this form.

|   |  |                                 |
|---|--|---------------------------------|
|  | Student Name:  | Strengths and areas of concern: |
|   | Grade Level:   |                                 |
|   | Teacher:   |                                 |
|   | Parent/Guardian:                                       |                                 |
| Notes on Fall Scores:   | What additional information or resources do they need? |                                 |
| Notes on Spring Scores:   |  |                                 |
| Notes on Growth:  |  |                                 |

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