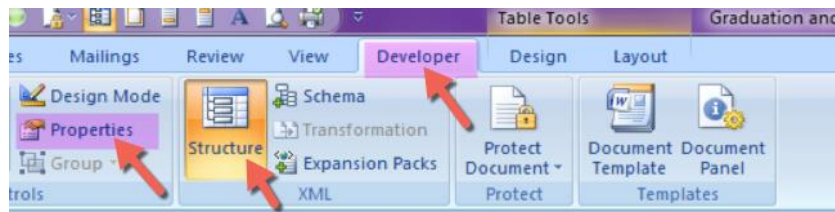


## HOW TO CREATE DROP-DOWN MENUS USING DEVELOPER FUNCTION

Drop down menus are a great time saving function when you are filling out forms with hundreds of students. One way to create them is by using DEVELOPER in a PC or Mac. The process is a little different in each system. This example is from Word on a PC.



First design your form and decide what drop-down menus you want:

Next, in Developer, select Properties and then Structure to build your drop-down menu. The box with options is pretty self-explanatory. It is easy to select a title for your drop-down options and to reorganize them any time into the chronological order you desire. Play with it and you will see it does not take much to learn to use it!

**SEQUOIA HIGH SCHOOL**  
**GRADUATION & COLLEGE A-G STATUS REPORT**

STUDENT NAME: \_\_\_\_\_ ID: \_\_\_\_\_

In order to graduate from Sequoia High School, a student must pass a prescribed course of study and earn a minimum 220 credits. This report is designed to help students keep track of their progress toward meeting graduation and A-G requirements.

**POST-SECONDARY PLAN**

Career Interest: \_\_\_\_\_ Possible Major: \_\_\_\_\_

Post Secondary Plan: Choose an item: \_\_\_\_\_

**PLAN FOR DATES TO TAKE COLLEGE ENTRANCE EXAMS**

SAT Reasoning to be taken on: Choose an item: \_\_\_\_\_ ACT to be taken on: Choose an item: \_\_\_\_\_

**NAVIANCE: COLLEGE/CAREER RESOURCE**

Learn to use Naviance to do research and plan out your post secondary options. You should also use it to sign up to meet with college admission officers. Additionally Naviance is the MAIN source of communication from Ms. Ignatius & your counselor about deadlines and post high school plans. Please train yourself to READ YOUR EMAILS WEEKLY!!!

**CREDIT RECOVERY OPTIONS/NOTES**

Student is on track to meet the A-G Requirements: Choose an item: \_\_\_\_\_

Credit Recovery Program: Choose an item: \_\_\_\_\_ Courses to be taken: \_\_\_\_\_

Student is on track to meet the Graduation Requirements: Choose an item: \_\_\_\_\_

Credit Recovery Program: Choose an item: \_\_\_\_\_ Courses to be taken: \_\_\_\_\_

Physical Education Requirement: Choose an item: \_\_\_\_\_ Number of credits to be earned: \_\_\_\_\_

**NOTE:** When signing this form you are confirming that you understand the following:  
PE credits through Community College in the Spring: To participate in graduation you need to bring an Emergency Release Form that proves you have met credits required for graduation. You will receive your diploma when we receive an official transcript from the community college that shows you have earned the required credits.  
PE credits through a Sequoia High School after school sport: Acceptance into a Sequoia High School athletic team is not guaranteed. Choosing this option to meet PE credits senior year places you at risk of not graduating. Please consider taking a PE class instead.

By signing this form I confirm that I have met with my counselor and that I understand what I need to complete in order to earn my high school diploma and meet the requirements for admission to a 4-year college/university.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Choose an item: \_\_\_\_\_

From Developer click the Design function and add "Choose an item"

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Student is on track to meet the Graduation Requirements: Choose an item: \_\_\_\_\_

Credit Recovery Program: Choose an item: \_\_\_\_\_ Courses to be taken: \_\_\_\_\_

Choose an item: \_\_\_\_\_

Content Control Properties

General

Title: Select a Date

Tag: Select a Date

☐ Use a style to format contents

Style: Default Paragraph Font

☐ New Style...

Loading

☐ Content control cannot be deleted

☐ Contents cannot be edited

Drop-Down List Properties

Display Name	Value	
Choose an item		
Feb 11	Feb 11	Modify...
Apr 8	Apr 8	Remove
June 10	June 10	
Not going to take it	Not going to take it	Move Up
		Move Down

OK Cancel

