How to add McREL data to your TLE Qualitative Report.

1. Go and download the McREL Template from the TLE Webpage <http://sde.ok.gov/sde/tle>. Screen Shot.
2. Add your principal data to the template**. Note: only fill in the blank cells. Cells with data in them must remain as they are**.



1. Cut and paste you teacher data into the McREL template. **IMPORTANT: When you cut and paste your teacher info into the McREL template be sure to paste in the cell below your last McREL principal record.**



1. Save your document. Your report is ready to upload into the TLE Qualitative Application. <https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>