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Announcements

Detailed SE analyses of 2013-14 semester 1 *ACP* results are now available on MyData Portal. After signing in to MyData Portal, access the *SE Analyzer* via the *Investigate* menu. (Schoolwide users must first select a name from the *Teachers* list .)

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Updated Export to Excel tool gives users option to create customized datasets for analysis

WHAT: The Export to Excel tool allows users with schoolwide access to extract student demographic, testing, and school history data from MyData Portal rosters and input it into Microsoft Excel worksheets.

WHY: This feature provides schoolwide users an easy method of formatting student data for analysis. Additionally, the sort and filter features available in Excel make it possible for users to easily identify trends and anomalies in student data.

WHERE: *My School > Rosters*

HOW: Hover the pointer over a category to see a list of associated rosters. Once the list appears, click on the desired roster type. Next select the homeroom, course/section, or teacher of interest. On the resulting page, click *Export*. Then designate columns for inclusion in the Excel worksheet based on topic category, or click *Check all columns* to export data from all categories at once. (The *Check all columns* option may incur longer export times for large campuses.) To quickly select all topics within a category, click *Check row*. To remove all selections for a category, click *Clear row*. After making desired selections, click *Export to Excel* for a prompt to *Open* or *Save* the Excel worksheet (XLS file). Choosing *Open*, allows users to save the file before closing it. If selecting *Save*, make note of the saved file location.
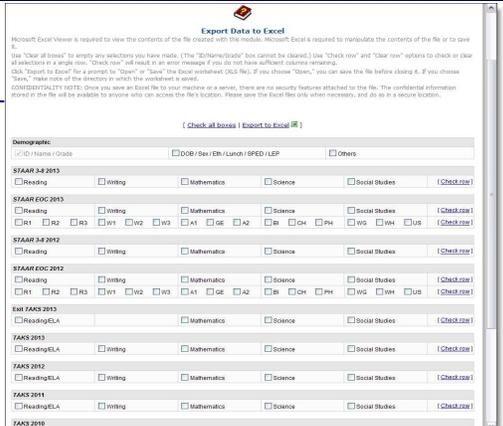

Figure 1. Select student data for extraction to Excel worksheet.

Figure 2. Analyze selected student data in Excel worksheet.

Figure 3. Export testing data from test module to Excel worksheet.

Figure 4. Organize and examine testing data in Excel worksheet.

Transfer testing data into a more accessible format with the Export to Excel function

WHAT: The Export to Excel function allows teachers and administrators to transfer student testing data from the *ACP*, *ITBS/Logramos*, and *STAAR* testing modules into a familiar and convenient format, a Microsoft Excel worksheet.

WHY: This feature serves as an efficient method for extracting student testing data. For each test, users are able to download the following types of information: student ID, name, ethnicity, socio-economic status, limited English proficiency (LEP) status, special student population status, and performance results (i.e. raw score, scale score, etc.).

WHERE: *Evaluate > ACP, ITBS/Logramos, or STAAR*

HOW: Use *Page Options* on the left side of the page to select test grade, test type, and test year of interest. Click *Change Roster* to view results for a specific course or section. Next click *Show student data* to view the individual student performance table. Then click *Export to Excel* for a prompt to *Open* or *Save* the Excel worksheet (XLS file). With the *Open* option, users can save the file prior to closing it. If selecting *Save*, be sure to note the folder in which the worksheet is saved.

Frequently Asked Question: Now that I have exported my students' 2013 *STAAR 3-8* Mathematics results to an Excel worksheet, how do I rank students in order from lowest to highest scale score?

The *Sort* feature gives users an easy way to organize student testing data in Excel. There are two methods for sorting data in Excel:

- **Method 1**: Sort data on single column
  - Step 1: Highlight column of interest, *2013 STAAR Math Scale Score*.
  - Step 2: Click *Sort & Filter* tab.
  - Step 3: From *Sort & Filter* drop down menu, select **Sort A to Z**.
  - Step 4: When prompted, confirm that *Expand the selection* is selected, and click **Sort**.

Students are now listed in order from lowest to highest 2013 STAAR 3-8 Mathematics scale score.

- **Method 2**: Sort data on multiple columns
  - Step 1: Highlight column of interest, *2013 STAAR Math Scale Score*.
  - Step 2: Click *Sort & Filter* tab.
  - Step 3: From *Sort & Filter* drop down menu, select **Custom Sort…**
  - Step 4: When prompted, confirm that *Expand the selection* is selected, and click **Sort**.
  - Step 5: The highlighted column serves as the default sort level. To add additional levels click **Add Level**.
  - Step 6: From *Then by* drop down menu, select desired *Sorting category*, *Sort on Category*, and *Order* (i.e. *2013 STAAR Math Item Correct Category 1, Values, Smallest to Largest*).
  - Step 7: Click **OK**.

Students are now listed in order from lowest to highest 2013 STAAR 3-8 Mathematics scale score, and within each scale score, in order from lowest to highest Category 1 performance.
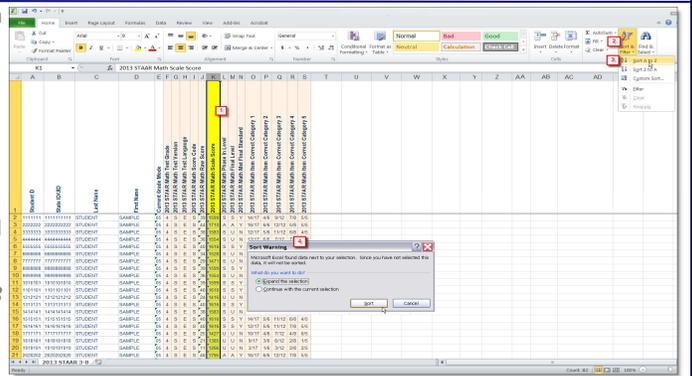

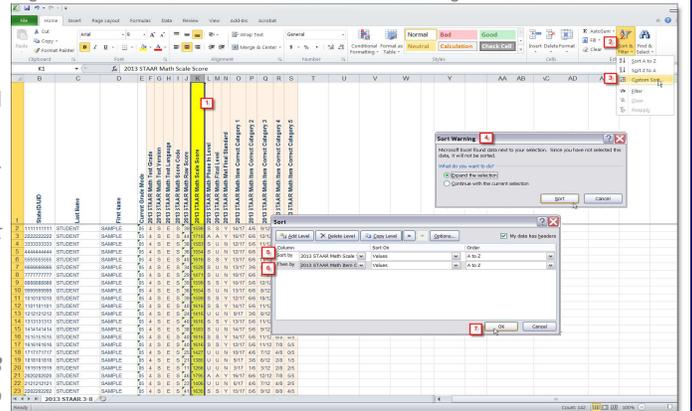Figure 5. Sort student data in Excel worksheet based on a single characteristic or score.

Figure 6. Sort data in Excel worksheet based on multiple characteristics and/or scores.

Frequently Asked Question: I want to better understand why certain students failed the semester 1 Algebra I *ACP*. In my exported Excel file, how can I view results for students who did not pass the *ACP*?
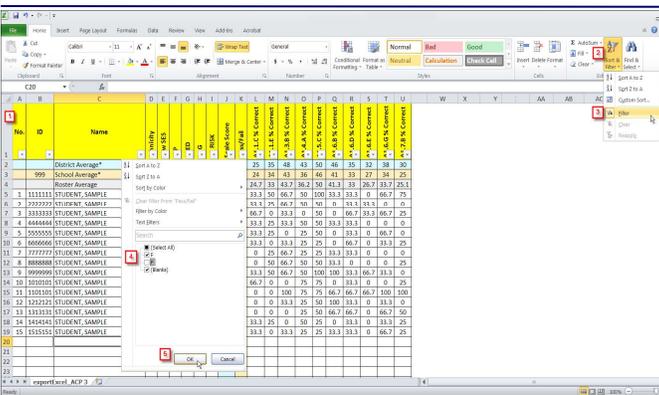

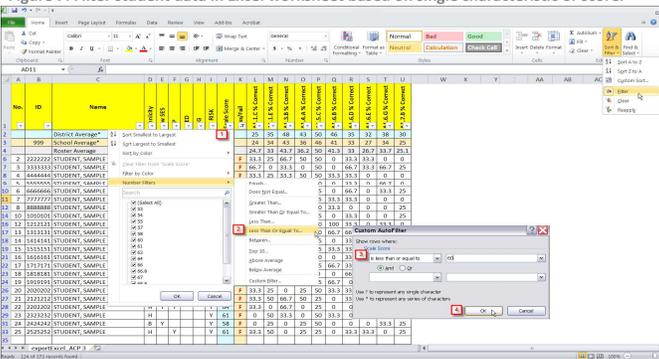Figure 7. Filter student data in Excel worksheet based on single characteristic or score.

Figure 8. Filter data in Excel worksheet based on multiple characteristics and/or scores.

The *Filter* feature is one of the simplest ways to isolate specific sets of data in Excel.

- Follow the steps below to filter data in a worksheet:
  - Step 1: Highlight top row of worksheet.
  - Step 2: Click *Sort & Filter* tab.
  - Step 3: From *Sort & Filter* drop down menu, select **Filter**.
  - Step 4: Click drop down menu on column heading of interest, *Pass/Fail*.
  - Step 5: By default, all filter categories are selected. Click check box to remove undesired filter category, *P*, and then click **OK**.

You are now only able to view students who failed the semester 1 Algebra I ACP.

- To remove the filter, click **Clear Filter From "Pass/Fail"** in drop down menu on column heading of interest, *Pass/Fail*.
- To apply additional filters, such as only displaying students who failed with a scale score of less than or equal to 60:
  - Step 1: Click drop down menu on column heading of interest, *Scale Score*.
  - Step 2: Hover over **Number Filters** and click desired filter, **Less Than Or Equal To…**
  - Step 3: Select value of interest, *60*, by using drop down box or by entering value in box.
  - Step 4: Click **OK**.

Now only students who failed the semester 1 Algebra I ACP with a scale score at or below 60 are visible on the worksheet.