In a Minute

MyData PORTAL

Dallas Independent School District

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Create unique data sets of student assessment scores with the Export to Excel tool

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 a simple way to access and analyze student data. Furthermore, certain features in Excel, such as the sort and filter features make it possible for users to identify trends and anomalies in student data.

WHERE: *MySchool > 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 boxes** to export data from all categories at once. (The *Check all boxes* 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.

Announcements

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

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

The Export to Excel function gives users the opportunity to further analyze test results

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, Microsoft Excel worksheet.

WHY: This feature allows users to quickly and easily extract 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 to 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.

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Analyze school-, feeder group-, and division-level statistics for national, state, and local assessment results with the new Export Statistics to Excel tool

WHAT: The new Export Statistics to Excel tool lets schoolwide users extract school-level statistics into Microsoft Excel worksheets. More specifically, the tool contains data similar to that presented in the campus data packets, including student and teacher demographic information, student and teacher attendance and enrollment information, and assessment statistics for national, state, and local assessment data. This new data feature will be available in late March.

WHY: This feature provides schoolwide users a simple way to access and analyze student data. Furthermore, certain features in Excel, such as the sort and filter features make it possible for users to identify trends in school-level statistics.

WHERE: *MySchool > Export Statistics to Excel*

HOW: Select the school, feeder group(s), or division(s) of interest. Then select the year of interest. Next 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 will incur longer export times.) Click **Check row** to select all topics within a category. To remove all category sections, click **Export to Excel** for a prompt to *Open* or *Save* the Excel worksheet (XLS file). *Open* lets users save the file before closing it, while the *Save* option lets users save the file automatically.
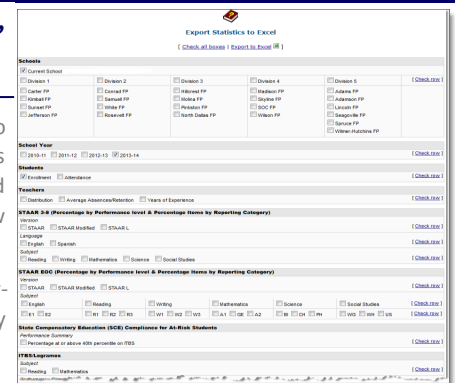
FAQ: Now that I have exported my students' 2014 grade 8 semester 2 Mathematics *ACP* results to an Excel worksheet, how do I rank students in order from lowest to highest percentage correct?

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 a single column.
  - Step 1: Highlight column of interest, *% Correct*.
  - Step 2: Click **Sort & Filter** tab.
  - Step 3: From *Sort & Filter* drop down menu, select **Smallest to Largest**.
  - Step 4: When prompted, confirm that *Expand the selection* is selected, and click **Sort**.

Students are now listed in order from lowest to highest percentage correct on the 2014 grade 8 semester 2 Mathematics ACP.
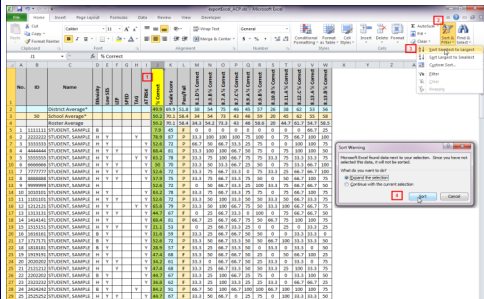

Figure 5. Sort student data based on a single characteristic.

- **Method 2:** Sort data on multiple columns.
  - Step 1: Highlight first column of interest, *% Correct*.
  - 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 more levels, click **Add Level**.
  - Step 6: From *Then by* drop down menu, select desired *Sorting category*, *Sort on Category*, and *Order* (i.e. *8.1.D % Correct, Values, Smallest to Largest*). Then click **OK**.

Students are now listed in order from lowest to highest percentage correct on the semester 2 ACP, and within each percentage correct, in order from lowest to highest percentage correct on SE 8.1.D.

FAQ: I want to better understand why certain students did not pass the 2014 English I *STAAR EOC*. In my exported Excel file, how can I view results for only those students who scored unsatisfactory on the English I *STAAR EOC*?

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, *English I Scale Score*.
  - Step 5: By default, all filter categories are selected. Hover over *Text Filters* and click **Contains**.
  - Step 6: Enter value of interest, *U*, by entering value in box, and then click **OK**.

You are now only able to see students who earned an unsatisfactory score on the English I STAAR EOC.

- To remove the filter, click **Clear Filter From "English I Scale Score"** in drop down menu on column heading of interest, *English I Scale Score*.

- To apply additional filters, such as only displaying students who did not pass with a percentage correct of less than or equal to 50:
  - Step 1: Click drop down menu on column heading of interest, *English I Percent Correct*.
  - Step 2: Hover over *Number Filter* and click desired filter, **Less Than or Equal To...**
  - Step 3: Select value of interest, *50*, by using drop down box or by entering value in box, and then click **OK**.

Now only students who earned an unsatisfactory score on the English I STAAR EOC with a percentage correct at or below 50 are visible.
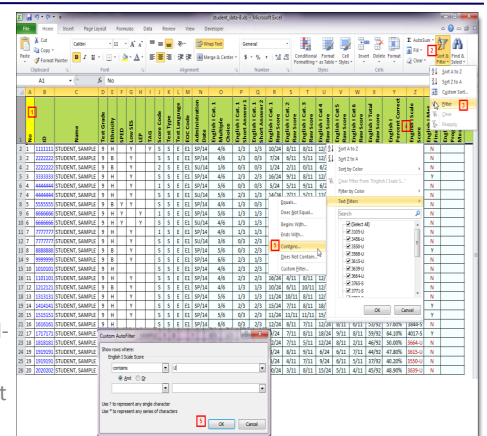

Figure 6. Filter student data in Excel worksheet based on single characteristic or score.