In a Minute

MyData PORTAL

Dallas Independent School District

INSIDE THIS ISSUE

Announcements

Detailed SE analyses of 2015-16 semester 1 *ACP* results are now available on MyData Portal. After signing in to MyData Portal, teachers and schoolwide users access the SE Analyzer via the *Investigate* menu.

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Use the Export to Excel tool to compile multiple types of student assessment data

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, allow 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* allow 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.

The Export Statistics to Excel function allows users to create custom data sets

WHAT: The Export Statistics to Excel tool lets schoolwide users extract school-level statistics into Microsoft Excel worksheets. More specifically, this 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.

WHY: This feature helps schoolwide users to easily access and analyze student data. Additionally, the user-friendly nature of Excel helps users select the appropriate tools necessary to identify trends in school-level statistics.

WHERE: *MySchool > Export Statistics to Excel*

HOW: Select the school or feeder group 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: How do I rank students in order from lowest to highest scale score on the 2015 grade 3 *STAAR 3-8* Reading test? I have already exported the data into an Excel file.

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 values in column of interest, *2015 STAAR Reading Scale Score*. Right click mouse, and then click **Convert to Number**.
  - Step 2: Highlight column of interest, *2015 STAAR Reading Scale Score*.
  - Step 3: Click **Sort & Filter** tab.
  - Step 4: From *Sort & Filter* drop down menu, select **Smallest to Largest**.
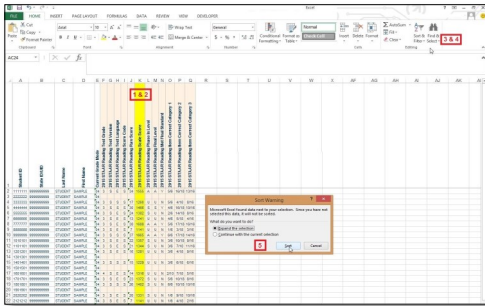 - Step 5: When prompted, confirm that *Expand the selection* is selected, and click **Sort**.

Students are now listed in order from lowest to highest scale score on the 2015 grade 3 STAAR 3-8 Reading test.

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

- **Method 2:** Sort data on multiple columns.
  - Step 1: Highlight first column of interest, *2015 STAAR Reading 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 more levels, click **Add Level**.
  - Step 6: From *Then by* drop down menu, select desired *Sorting category*, *Sort on Category*, and *Order* (i.e. *Last Name, Values, A to Z*). Then click **OK**.

Students are now listed in order from lowest to highest scale score on the 2015 grade 3 STAAR 3-8 Reading test, and within each scale score, in alphabetical order by last name.

FAQ: I want to analyze assessment data for students who did not pass the 2015 Algebra I *STAAR EOC*. In my exported Excel file, how do I view results for only those students who scored unsatisfactory on the Algebra 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, *Algebra I Phase In Level*.
  - 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 2015 Algebra I STAAR EOC.

- To remove the filter, click **Clear Filter From "Algebra I Phase In Level"** in drop down menu on column heading of interest, *Algebra I Scale Score*.
- To apply additional filters, such as only displaying students who did not pass and answered fewer than 50% of Category 1 items correct:
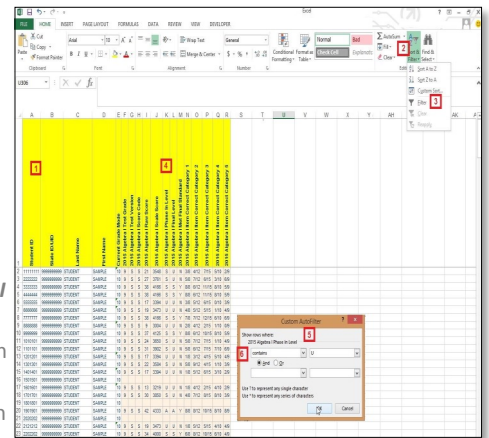 - Step 1: Click drop down menu on column heading of interest, *Algebra I Item Correct Category 1*.
  - Step 2: Click the checkboxes next to fractions greater than or equal to "4/8."

Now only students who earned an unsatisfactory score on the 2015 Algebra I STAAR EOC and got fewer than 50% of Category 1 items correct are visible.
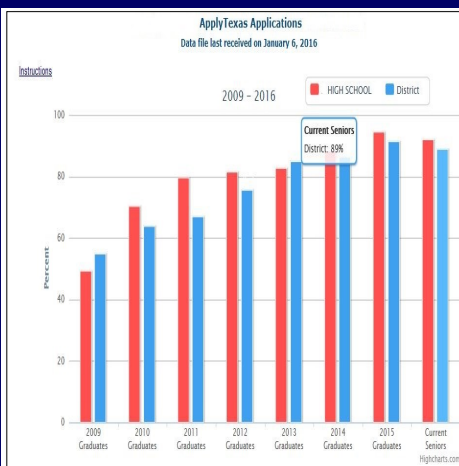
Figure 6. Filter student data in Excel worksheet based on single characteristic or score.

Destination 2020 Spotlight: Counselors track their students' higher education application submission rates with the ApplyTexas module

Figure 7. The Longitudinal Comparison chart reports university and college submission rates across years.

WHAT: The ApplyTexas module keeps counselors and campus administrators informed about their seniors' efforts towards admission into universities and colleges.

WHY: This module provides district– and school-level data regarding the percentage of grade 12 students who submitted university and college applications via the ApplyTexas and Naviance websites. The ApplyTexas website was created by the Texas Higher Education Board in order to streamline the application process for students who apply to multiple Texas universities and colleges (both community and several private). In addition to submitting applications for admission, students are able to search for general and university-specific information, apply for scholarships, and access college and career planning tools. Naviance serves a similar function, but includes schools outside of Texas.

WHERE: *Monitor > ApplyTexas Submission Rates*

HOW: Click *Instructions* for additional information on the ApplyTexas Initiative.

CONTACT: For assistance with questions about ApplyTexas, visit www.applytexas.org or contact Dr. Nora Douglas at nodouglas@dallasisd.org.