

**ncwise SYMPOSIUM**  
SHERATON FOUR SEASONS | KOURY CONVENTION CENTER | GREENSBORO, NC

## Excel Reports from NC WISE

Dot Lodge  
Gaston County Schools



FEBRUARY 22-24, 2010

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## Filters and Pivot Tables

- **Filters** allow you to limit information displayed according to your choice. For example, in a marks file, you can filter to find students who made an F in Language Arts in 2NW reporting period.
- **Pivot tables** allow you to count. For example, you could find the number of students who made an F in Language Arts in 2NW reporting period



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## This basic process can be used for many files. Think about.....

- **Graduate Data Verification System**—how many students graduated with each diploma? What were their intentions after graduation?
- **Drop Out reports**-cut and paste the information into a spreadsheet-at what grade level are students likely to dropout? How many drop-outs were EC
- **Marks Analysis and Discipline extracts**—our next task



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## Analyzing Grades

Reporting Hub Reports:

- **Current Year Marks** (includes course name but not sections—will load into the NC WISE Reports)
- **Current Year Student Grades without Teacher ID** (includes sections but not course name—will load into LEA or School Level Queries)

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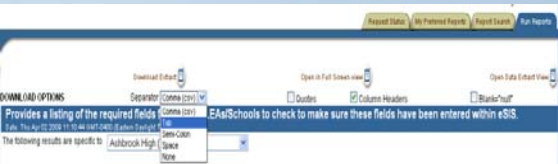
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## Downloading the file



Download Options

Separator: COMMA (','), QUOTE (")

Open in Full Screen view

Open Data Extract View

Provides a listing of the required fields for EAschools to check to make sure these fields have been entered within eSIS.

Date: Thu Apr 02 2010 11:10 AM 1047:0403: EAschools Tool v1.0

The following results are specific to: Ashbrook High

SCHOOL CODE: None

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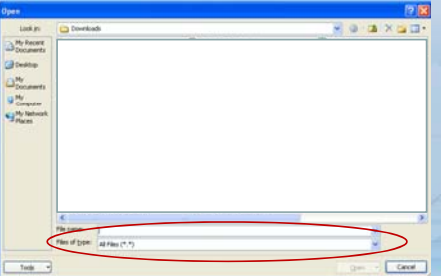
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## Open Excel and load the file



Open

Look in: Downloads

File of type: All Files (\*.\*)

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- On the **Text Import Wizard** screen, choose **Delimited** and then click **Next**
- Be sure that **Tab** is checked and click **Next**
- Click **Finish**
- If some of your columns contain #####, double-click the divider separating that column and the next column to resize the column.

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### Formula for Letter Grades

=IF(ISBLANK(I2),"NA",IF(I2="FF","F",IF(I2<70,"F",IF(I2<77,"D",IF(I2<85,"C",IF(I2<93,"B",IF(I2<101,"A"))))))))

- Don't type this in—copy it from the directions document.
- Make SURE you add a column header in cell 1 of your column.

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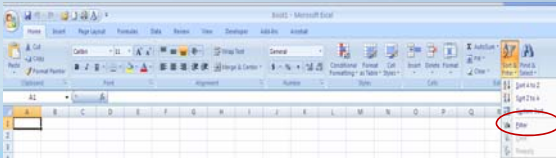
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### Filtering the data



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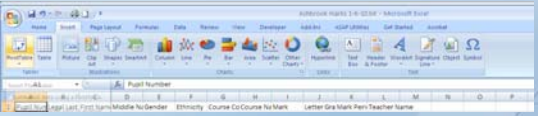
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## Pivot Table



- Put your cursor in Cell A1 and click Insert>Pivot Table. Click OK.

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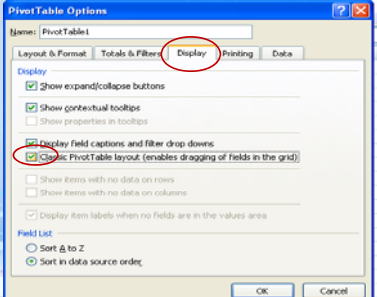
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- Then right mouse click in the pivot table area and choose Pivot Table options.



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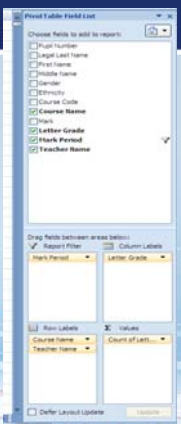
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- Set up the pivot table to look like this.

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ASSIGNMENT: Cathay, Dam

- Copy
- Format Cells...
- Refresh
- Sort
- Filter
- Subtotal "Course Name"**
- Expand/Collapse
- Group...
- Ungroup...
- Move
- Remove "Course Name"
- Field Settings...
- PivotTable Options...
- Hide Field List

• Right mouse click on any row labels where you don't want a subtotal and uncheck Subtotal. This is example is for the "Course Name" row label.

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Value Field Settings

Source Name: Letter Grade  
Custom Name: Count of Letter Grade

Summarize by: Show values as

**Show values as**

Percentage of Row

Number Format

OK Cancel

• To see percentages, right mouse click in the pivot table, choose Value Field Settings, and set up as shown.

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Count of Letter Grade	Letter Grade	A	B	C	D	F	Grand Total
1	Mark Period	1st 6 weeks					
2							
3	Count of Letter Grade	Letter Grade					
4	Course Name	A	B	C	D	F	Grand Total
5	ENGLISH 9	9.09%	25.45%	21.82%	12.73%	30.91%	100.00%
6	ENGLISH 9 AP PREP	39.58%	31.25%	14.58%	8.33%	6.25%	100.00%
7	ENGLISH 9 HONORS	38.72%	22.58%	6.45%	16.13%	16.13%	100.00%
8	Grand Total	26.87%	26.87%	15.67%	11.04%	18.66%	100.00%

• To add a graph, click PivotTable Tools and choose Pivot Chart. Note that I have removed Teacher Name from the Pivot Chart and chosen just a few courses to compare.

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## Pivot Table

- Experiment with different fields.
- Key ideas—put the item you want to count in **Values**
- Use **Row Labels** or **Column Labels** to identify what you are counting.
- Use **Filters** to narrow down your data.

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