Excel as a Tool to Troubleshoot SIS Data for EMIS Reporting

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Overview

- Basic Excel techniques can be used to analyze EMIS data from Student Information Systems (SISs), from the Data Collector and on ODE EMIS reports
- This session will demonstrate Excel functions and practical applications that can be helpful in all phases of the EMIS data review process

Outline

- Basic Excel Functions
- Text to Columns
- Filtering to Verify Attendance Patterns
- VLOOKUP to Add Names to a Report
- Conditional Formatting to Verify RIMP Code Reporting

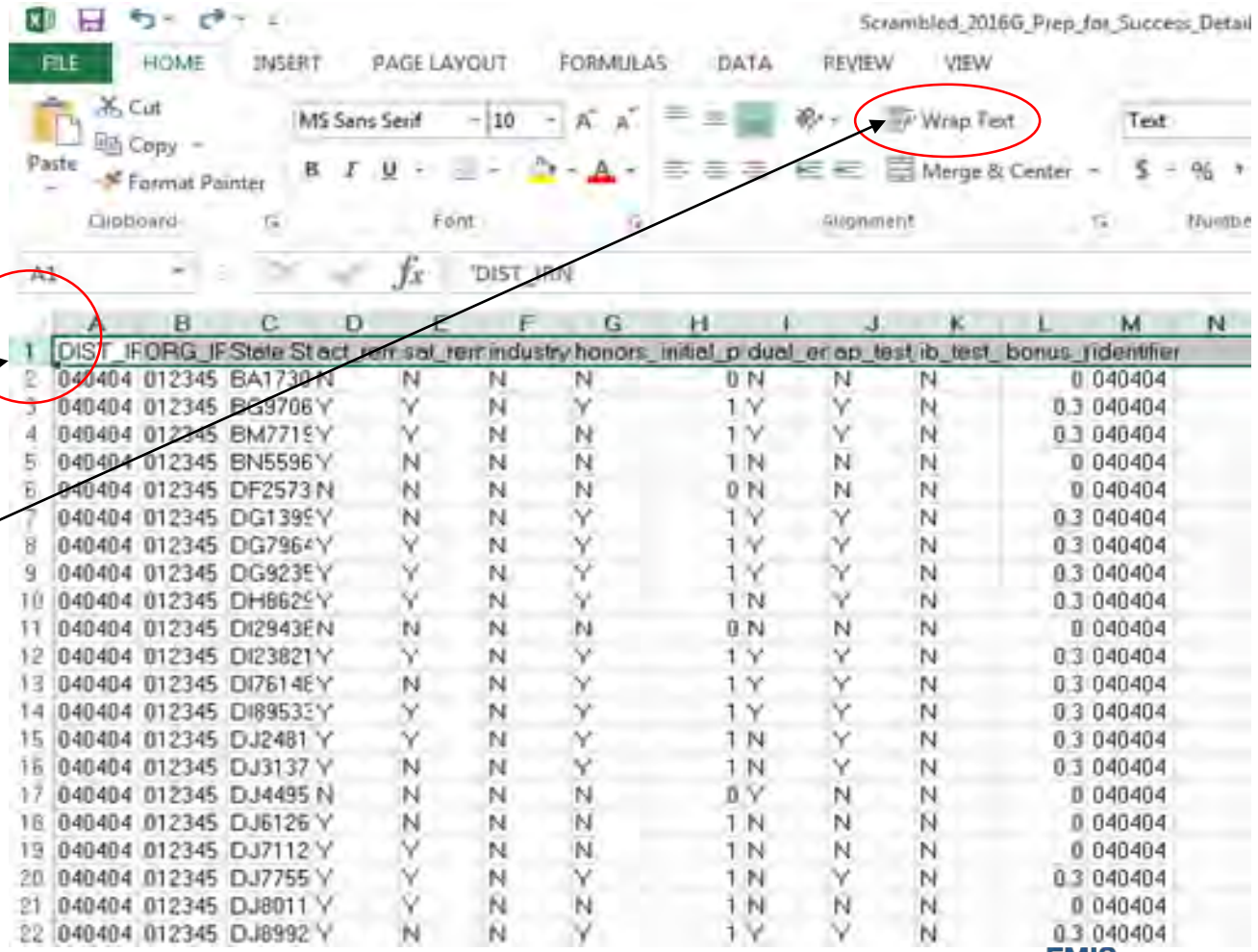
Basic Excel Functions

- Wrap Text Header Row
- Freeze Top Row
- Expand All Columns
- Sort
- Filters
- Tabs in a Workbook
- Create a Workbook

Wrap Text Header Row

Select the header row by clicking on the number “1”

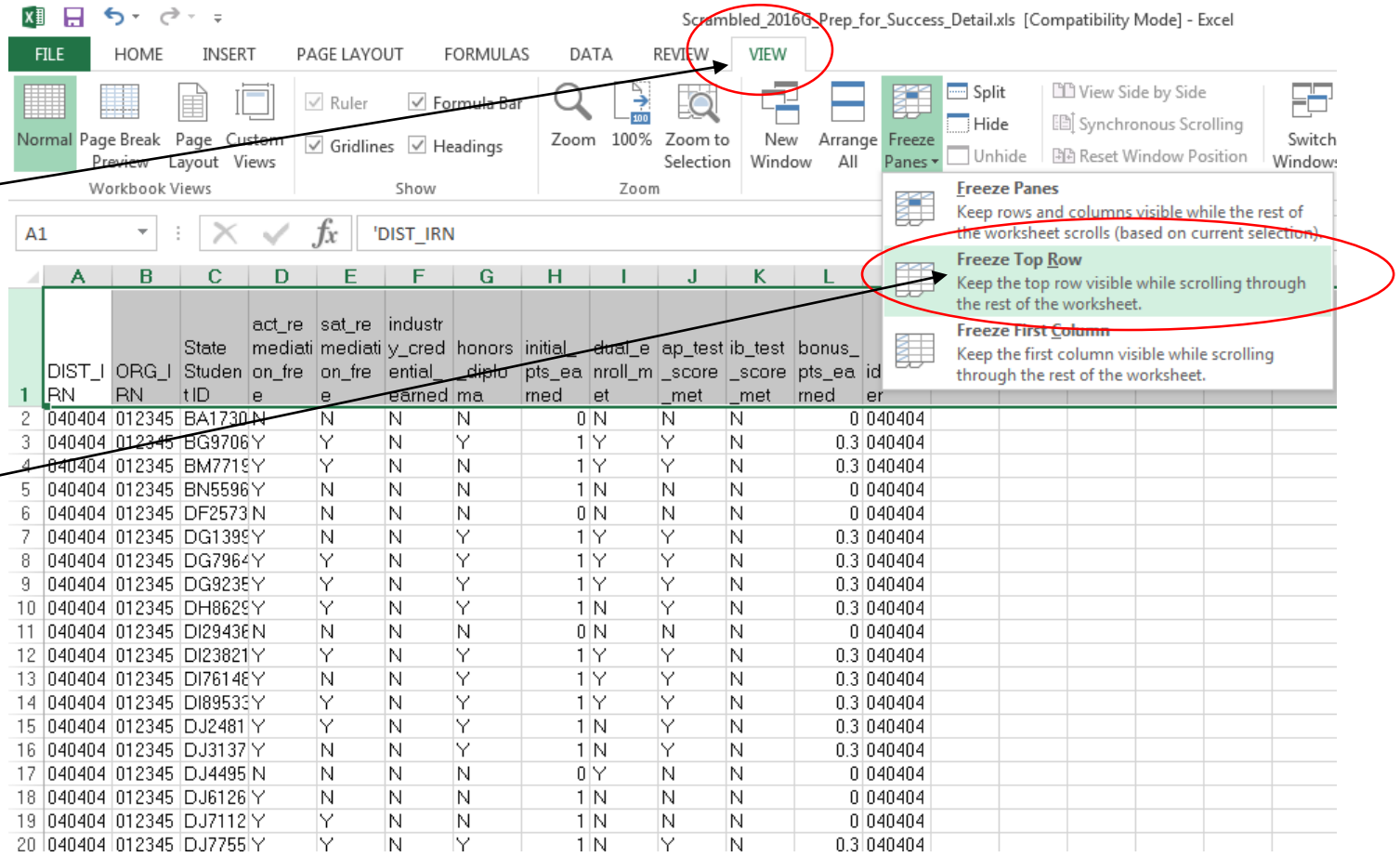
Then select “Wrap Text”



Freeze Top Row

Select the “View” Tab

Then select “Freeze Panes” And “Freeze Top Row”

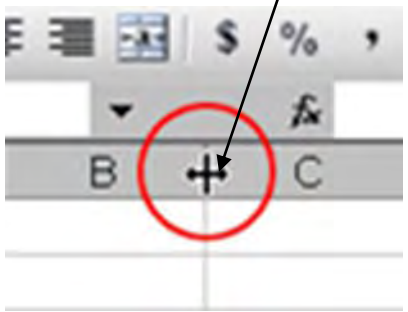


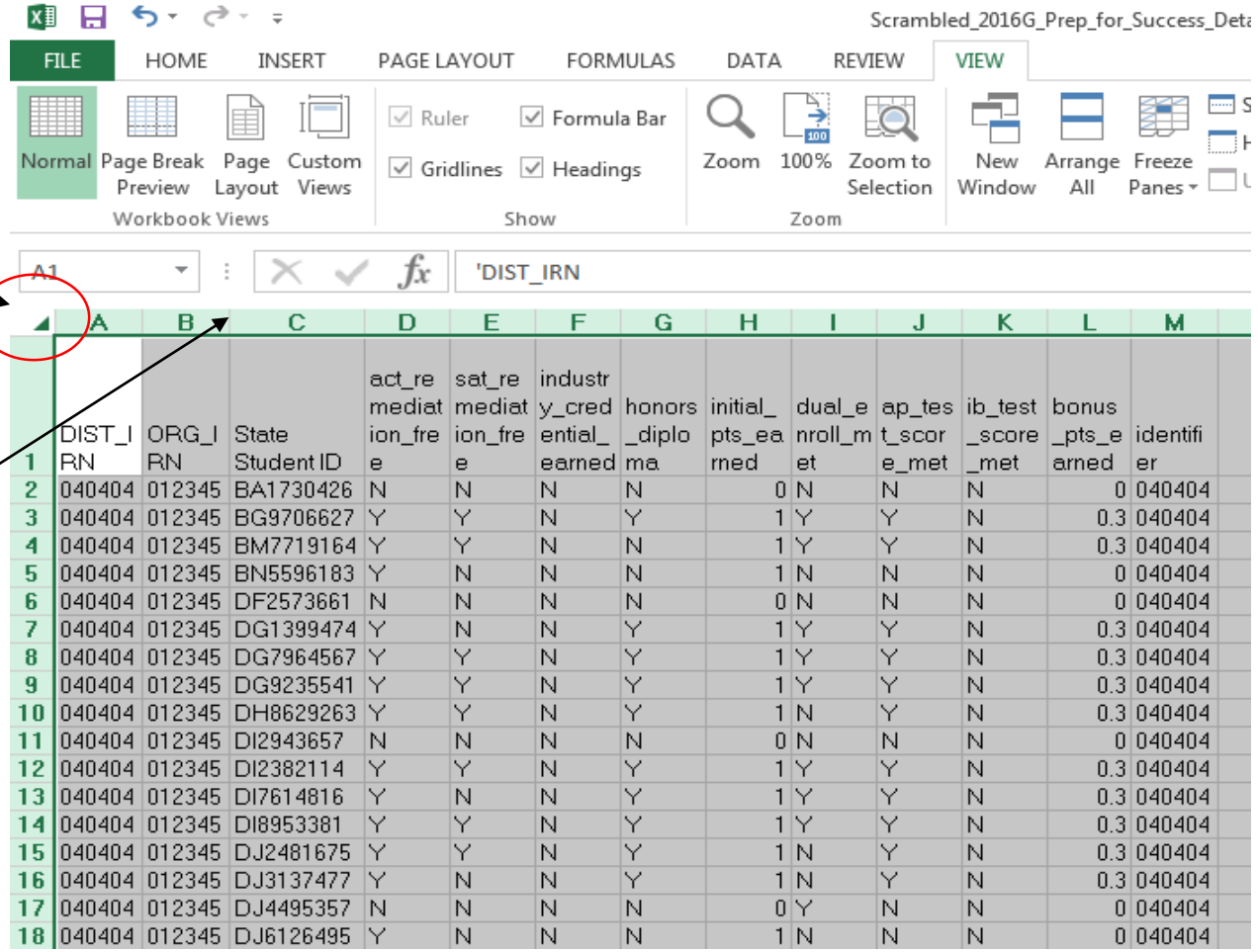
	A	B	C	D	E	F	G	H	I	J	K	L
1	DIST_IRN	ORG_IRN	State Student ID	act_remediation_free	sat_remediation_free	industry_credential_earned	honors_diploma	initial_pts_earned	dual_enroll_met	ap_test_score_met	ib_test_score_met	bonus_pts_earned
2	040404	012345	BA1730	N	N	N	N	0	N	N	N	0
3	040404	012345	BG9706	Y	Y	N	Y	1	Y	Y	N	0.3
4	040404	012345	BM771	Y	Y	N	N	1	Y	Y	N	0.3
5	040404	012345	BN5596	Y	N	N	N	1	N	N	N	0
6	040404	012345	DF2573	N	N	N	N	0	N	N	N	0
7	040404	012345	DG139	Y	N	N	Y	1	Y	Y	N	0.3
8	040404	012345	DG796	Y	Y	N	Y	1	Y	Y	N	0.3
9	040404	012345	DG923	Y	Y	N	Y	1	Y	Y	N	0.3
10	040404	012345	DH862	Y	Y	N	Y	1	N	Y	N	0.3
11	040404	012345	DI2943	N	N	N	N	0	N	N	N	0
12	040404	012345	DI23821	Y	Y	N	Y	1	Y	Y	N	0.3
13	040404	012345	DI7614	Y	N	N	Y	1	Y	Y	N	0.3
14	040404	012345	DI8953	Y	Y	N	Y	1	Y	Y	N	0.3
15	040404	012345	DJ2481	Y	Y	N	Y	1	N	Y	N	0.3
16	040404	012345	DJ3137	Y	N	N	Y	1	N	Y	N	0.3
17	040404	012345	DJ4495	N	N	N	N	0	Y	N	N	0
18	040404	012345	DJ6126	Y	N	N	N	1	N	N	N	0
19	040404	012345	DJ7112	Y	Y	N	N	1	N	N	N	0
20	040404	012345	DJ7755	Y	Y	N	Y	1	N	Y	N	0.3

Expand all Columns

Click on the triangle between Column A and Row 1 to select the entire spreadsheet

Place cursor between any two column headers and double click





	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DIST_IRN	ORG_IRN	State Student ID	act_remediation_free	sat_remediation_free	industry_credential_earned	honors_diploma	initial_pts_earned	dual_enroll_met	ap_test_score_met	ib_test_score_met	bonus_pts_earned	identifier
2	040404	012345	BA1730426	N	N	N	N	0	N	N	N	0	040404
3	040404	012345	BG9706627	Y	Y	N	Y	1	Y	Y	N	0.3	040404
4	040404	012345	BM7719164	Y	Y	N	N	1	Y	Y	N	0.3	040404
5	040404	012345	BN5596183	Y	N	N	N	1	N	N	N	0	040404
6	040404	012345	DF2573661	N	N	N	N	0	N	N	N	0	040404
7	040404	012345	DG1399474	Y	N	N	Y	1	Y	Y	N	0.3	040404
8	040404	012345	DG7964567	Y	Y	N	Y	1	Y	Y	N	0.3	040404
9	040404	012345	DG9235541	Y	Y	N	Y	1	Y	Y	N	0.3	040404
10	040404	012345	DH8629263	Y	Y	N	Y	1	N	Y	N	0.3	040404
11	040404	012345	DI2943657	N	N	N	N	0	N	N	N	0	040404
12	040404	012345	DI2382114	Y	Y	N	Y	1	Y	Y	N	0.3	040404
13	040404	012345	DI7614816	Y	N	N	Y	1	Y	Y	N	0.3	040404
14	040404	012345	DI8953381	Y	Y	N	Y	1	Y	Y	N	0.3	040404
15	040404	012345	DJ2481675	Y	Y	N	Y	1	N	Y	N	0.3	040404
16	040404	012345	DJ3137477	Y	N	N	Y	1	N	Y	N	0.3	040404
17	040404	012345	DJ4495357	N	N	N	N	0	Y	N	N	0	040404
18	040404	012345	DJ6126495	Y	N	N	N	1	N	N	N	0	040404

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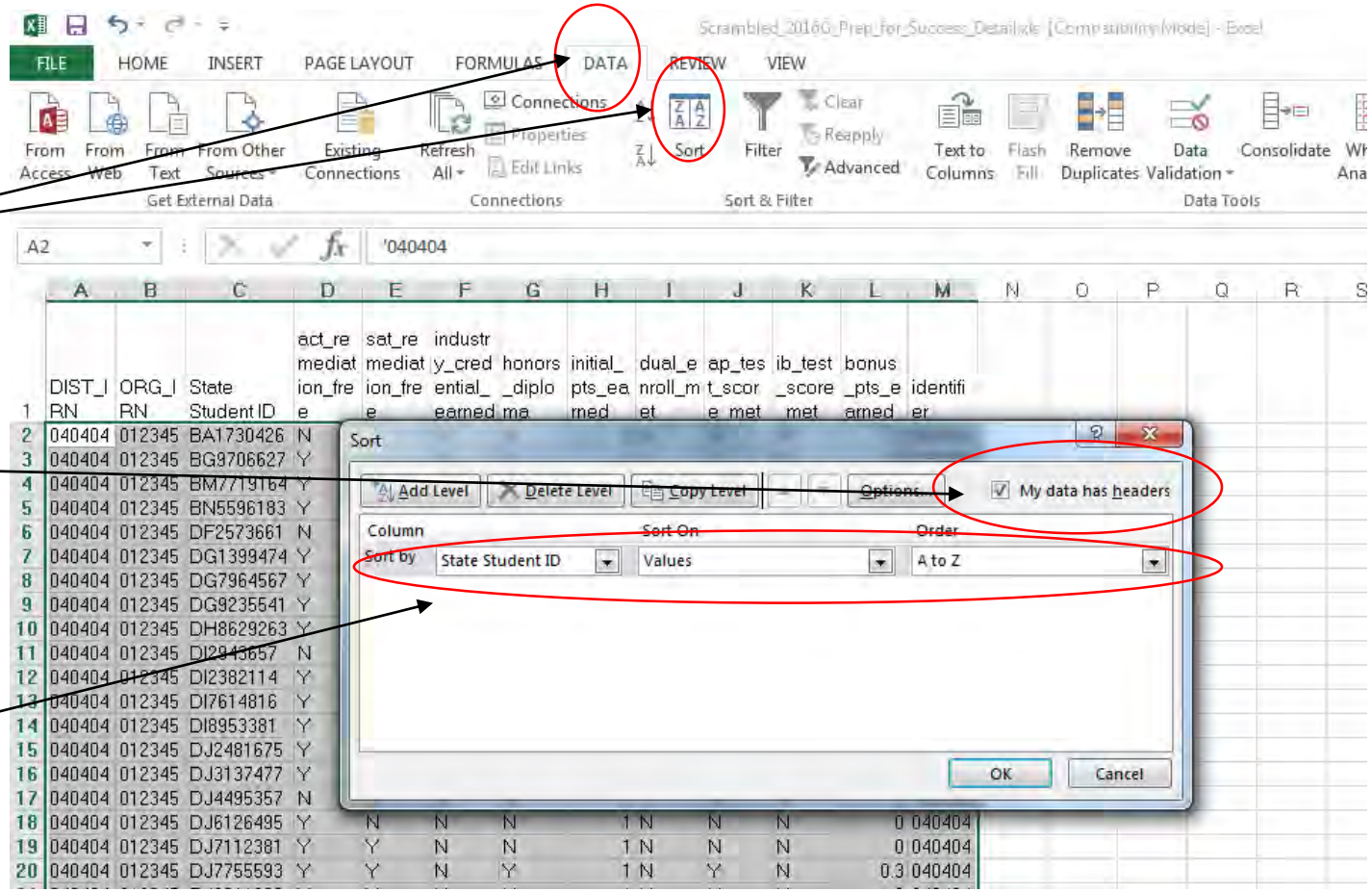
Sort

From the “Data” tab choose “Sort”

Check “My Data has Headers”

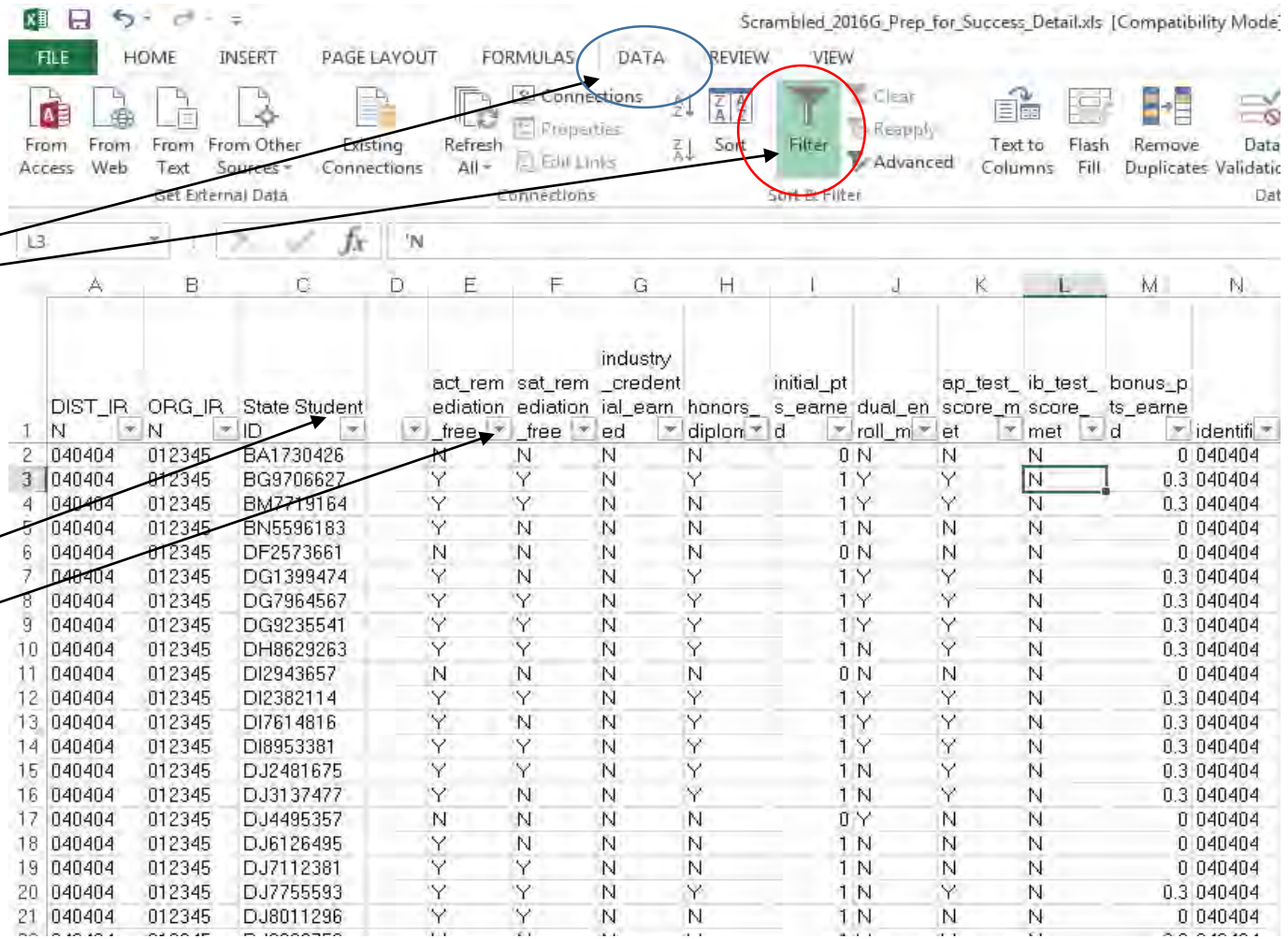
Sort by “State Student ID”
Sort on “Values”
Order “A to Z”



Filters

From the “Data” tab choose “Filter”

Filters will be available to select in each column header



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DIST_IRN	ORG_IRN	State Student ID		act_remediation_free	sat_remediation_free	industry_credential_earned	honors_diplom	initial_pts_earned	dual_enroll_m	ap_test_score_met	ib_test_score_met	bonus_pts_earned	identifi
2	040404	012345	BA1730426		N	N	N	N	0	N	N	N	0	040404
3	040404	012345	BG9706627		Y	Y	N	Y	1	Y	Y	N	0.3	040404
4	040404	012345	BM7719164		Y	Y	N	N	1	Y	Y	N	0.3	040404
5	040404	012345	BN5596183		Y	N	N	N	1	N	N	N	0	040404
6	040404	012345	DF2573661		N	N	N	N	0	N	N	N	0	040404
7	040404	012345	DG1399474		Y	N	N	Y	1	Y	Y	N	0.3	040404
8	040404	012345	DG7964567		Y	Y	N	Y	1	Y	Y	N	0.3	040404
9	040404	012345	DG9235541		Y	Y	N	Y	1	Y	Y	N	0.3	040404
10	040404	012345	DH8629263		Y	Y	N	Y	1	N	Y	N	0.3	040404
11	040404	012345	DI2943657		N	N	N	N	0	N	N	N	0	040404
12	040404	012345	DI2382114		Y	Y	N	Y	1	Y	Y	N	0.3	040404
13	040404	012345	DI7614816		Y	N	N	Y	1	Y	Y	N	0.3	040404
14	040404	012345	DI8953381		Y	Y	N	Y	1	Y	Y	N	0.3	040404
15	040404	012345	DJ2481675		Y	Y	N	Y	1	N	Y	N	0.3	040404
16	040404	012345	DJ3137477		Y	N	N	Y	1	N	Y	N	0.3	040404
17	040404	012345	DJ4495357		N	N	N	N	0	Y	N	N	0	040404
18	040404	012345	DJ6126495		Y	N	N	N	1	N	N	N	0	040404
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21	040404	012345	DJ8011296		Y	Y	N	N	1	N	N	N	0	040404

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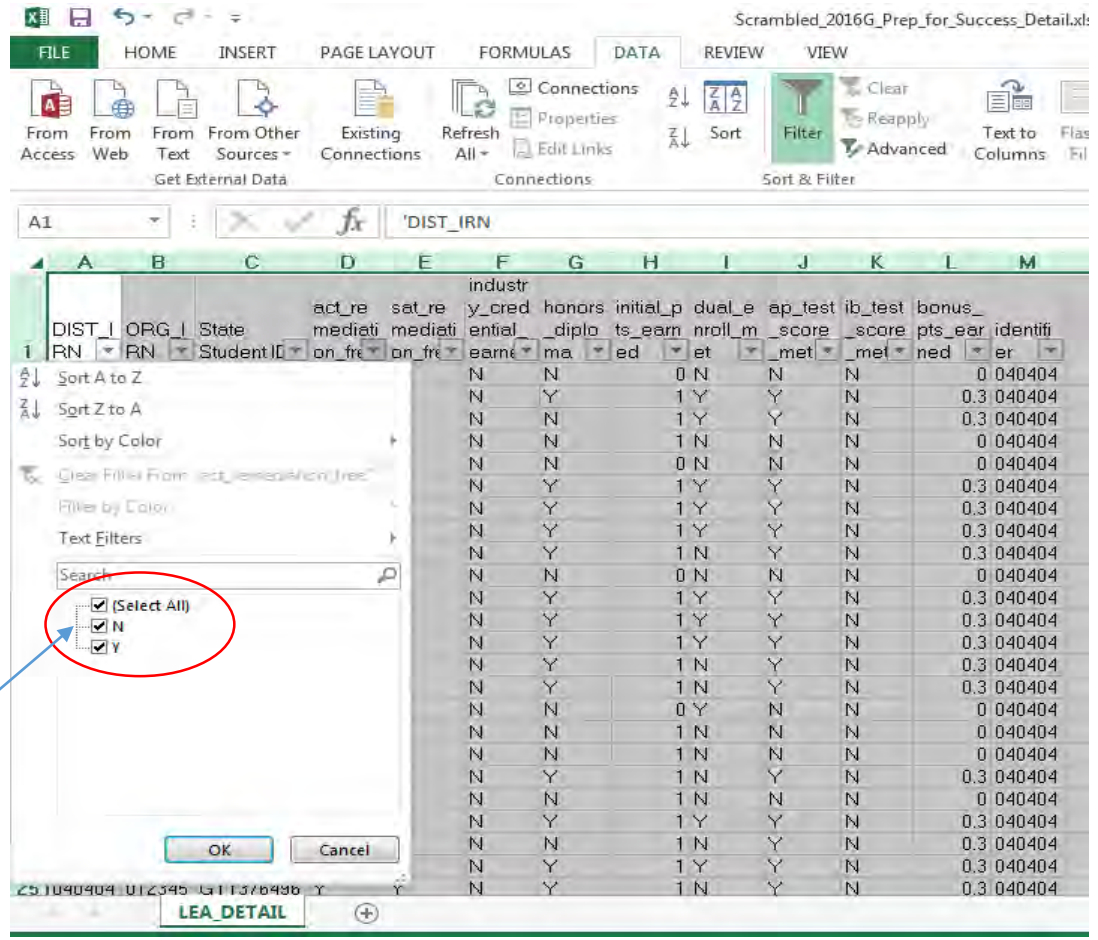
Filters, cont'd

Filters show all values in the selected column

Filters are an effective way to divide and conquer data by one or more filtered values at a time

In this filter example, only values of N and Y appear in this column

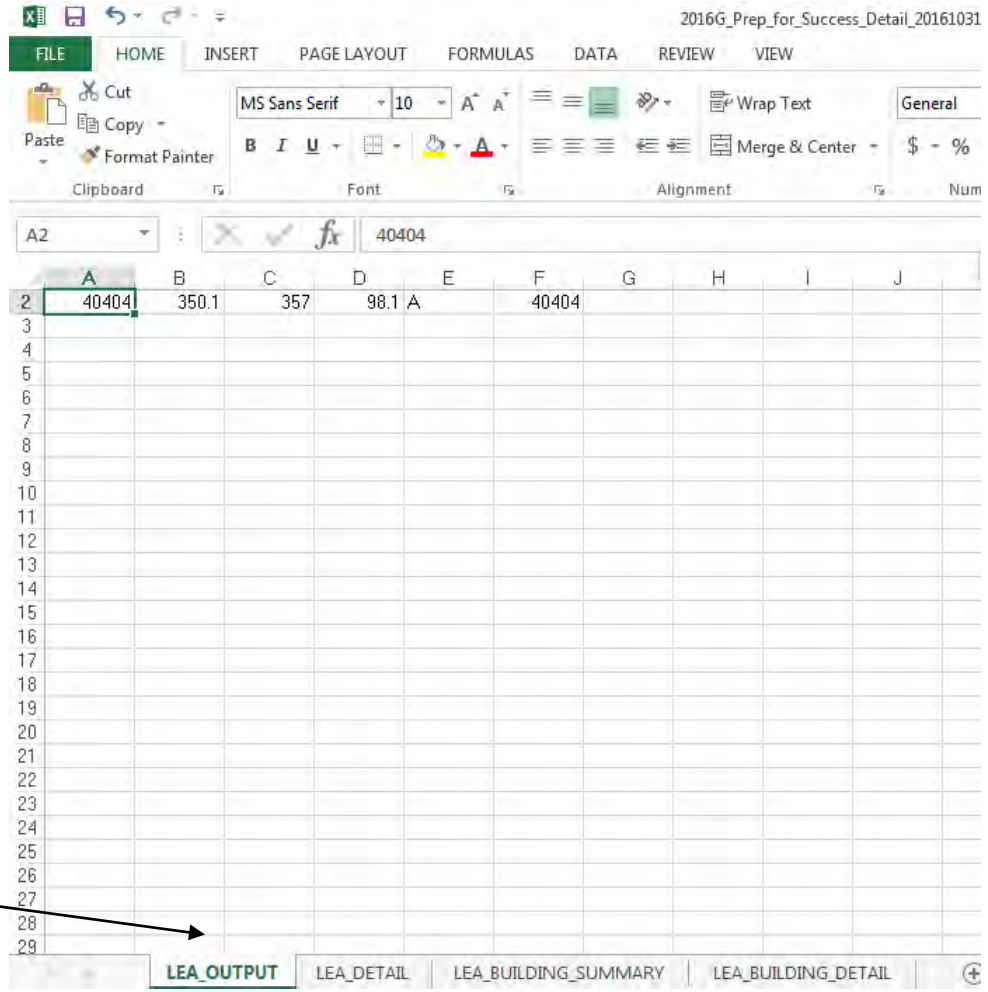


Tabs in a Workbook

Some EMIS reports contain multiple spreadsheets which make a workbook

Using tabs is an effective way to organize multiple spreadsheets of data such as reviewed copies of the same report

Tabs are located at the bottom of the spreadsheet



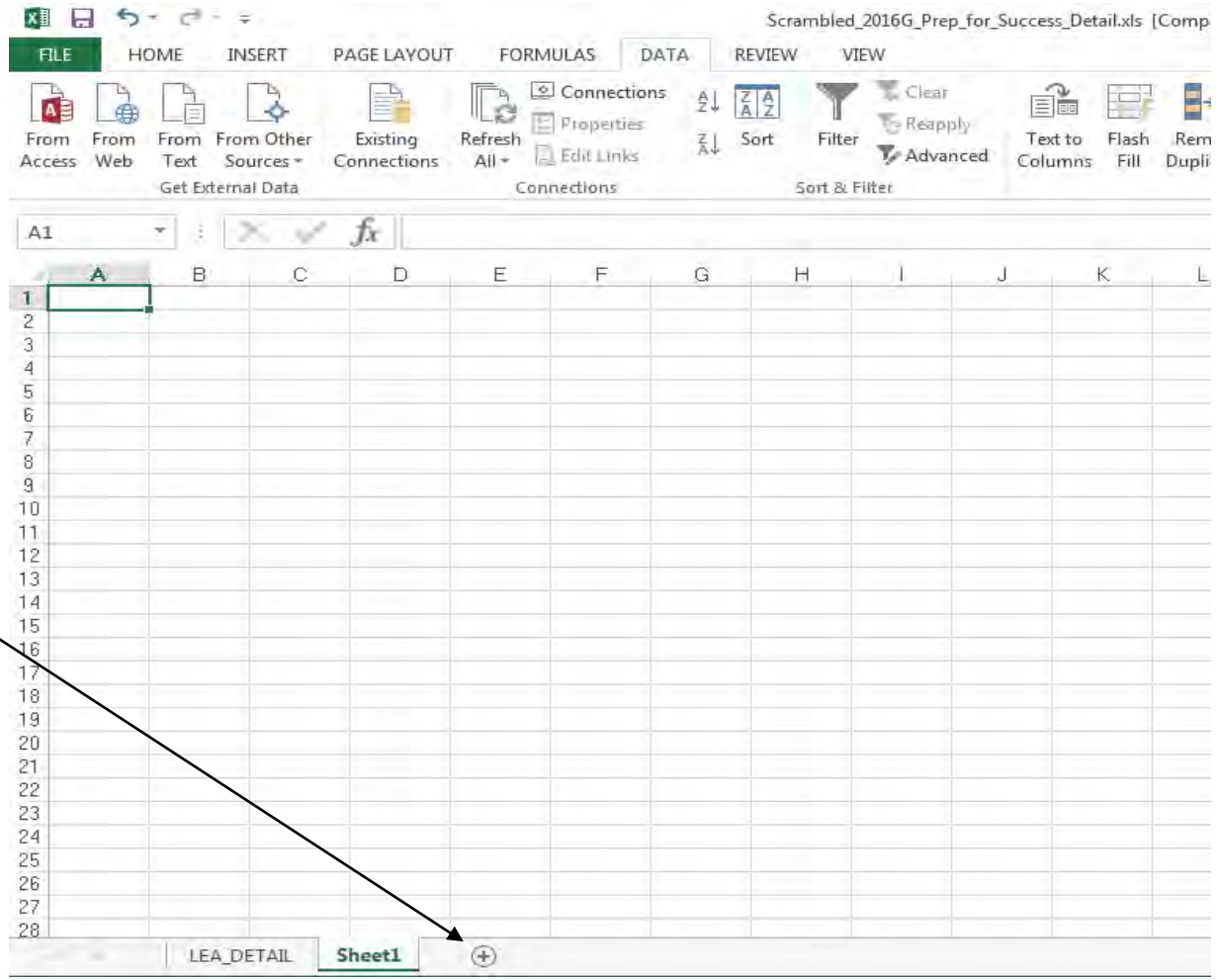
Create a Workbook

Open an existing spreadsheet or a new spreadsheet

Click on the plus symbol to add a new tab

To name a tab, right click on the tab and select “rename”

Cut and paste data into your workbook Ctrl A = Select All Ctrl C = Copy Ctrl V = Paste



Quick Check

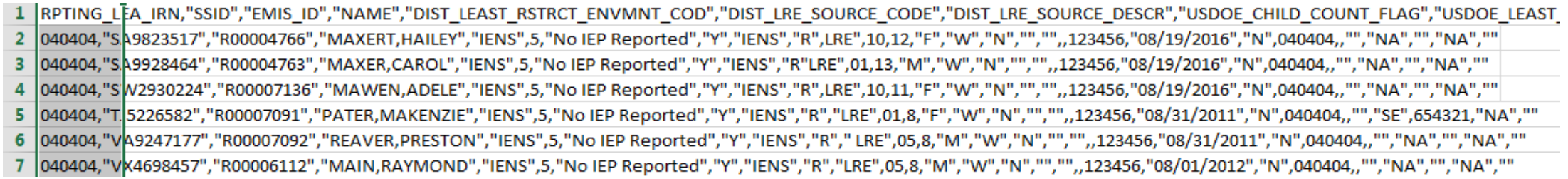
Basic Excel functions can be used to check accuracy and completeness of EMIS data at any point during the EMIS data reporting process.

- Can you use basic functions to set your spreadsheet up to be user friendly?
- Can you sort and filter to troubleshoot a spreadsheet of data?
- Can you use tabs and create a workbook?

Text to Columns

Opening CSV files with Excel

- Sometimes when opening a CSV file the data is not separated into columns
- The data is “comma separated” and is all contained within Column A
- To separate the data into columns, use the Excel “Text to Columns” function



1	RPTING_LEA_IRN,"SSID","EMIS_ID","NAME","DIST_LEAST_RSTRCT_ENVMNT_COD","DIST_LRE_SOURCE_CODE","DIST_LRE_SOURCE_DESCR","USDOE_CHILD_COUNT_FLAG","USDOE_LEAST_
2	040404,"SA9823517","R00004766","MAXERT,HAILEY","IENS",5,"No IEP Reported","Y","IENS","R",LRE",10,12,"F","W","N","","",,123456,"08/19/2016","N",040404,,"","NA","","NA",""
3	040404,"SA9928464","R00004763","MAXER,CAROL","IENS",5,"No IEP Reported","Y","IENS","R"LRE",01,13,"M","W","N","","",,123456,"08/19/2016","N",040404,,"","NA","","NA",""
4	040404,"SW2930224","R00007136","MAWEN,ADELE","IENS",5,"No IEP Reported","Y","IENS","R",LRE",10,11,"F","W","N","","",,123456,"08/19/2016","N",040404,,"","NA","","NA",""
5	040404,"T.5226582","R00007091","PATER,MAKENZIE","IENS",5,"No IEP Reported","Y","IENS","R","LRE",01,8,"F","W","N","","",,123456,"08/31/2011","N",040404,,"","SE",654321,"NA",""
6	040404,"VA9247177","R00007092","REAVER,PRESTON","IENS",5,"No IEP Reported","Y","IENS","R"," LRE",05,8,"M","W","N","","",,123456,"08/31/2011","N",040404,,"","NA","","NA",""
7	040404,"VX4698457","R00006112","MAIN,RAYMOND","IENS",5,"No IEP Reported","Y","IENS","R","LRE",05,8,"M","W","N","","",,123456,"08/01/2012","N",040404,,"","NA","","NA",""

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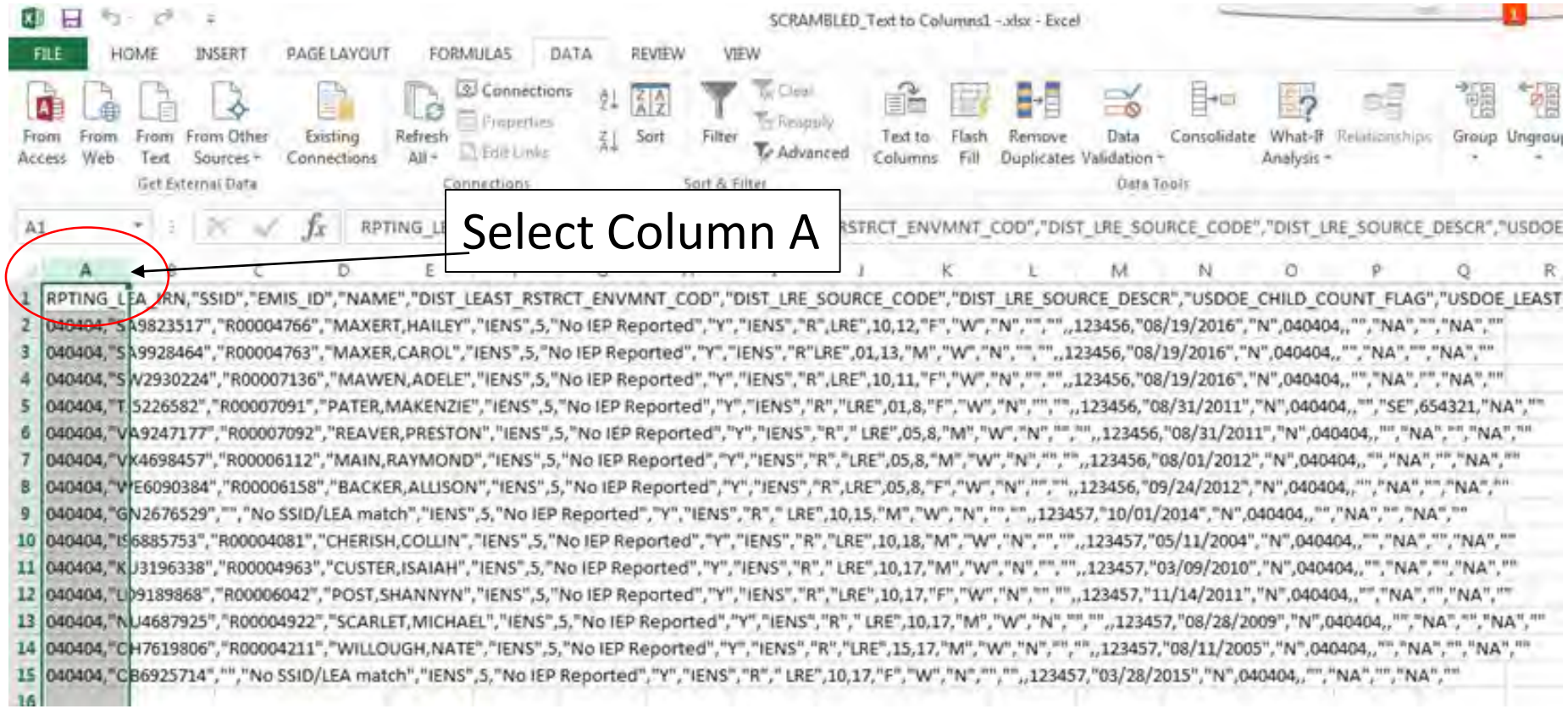
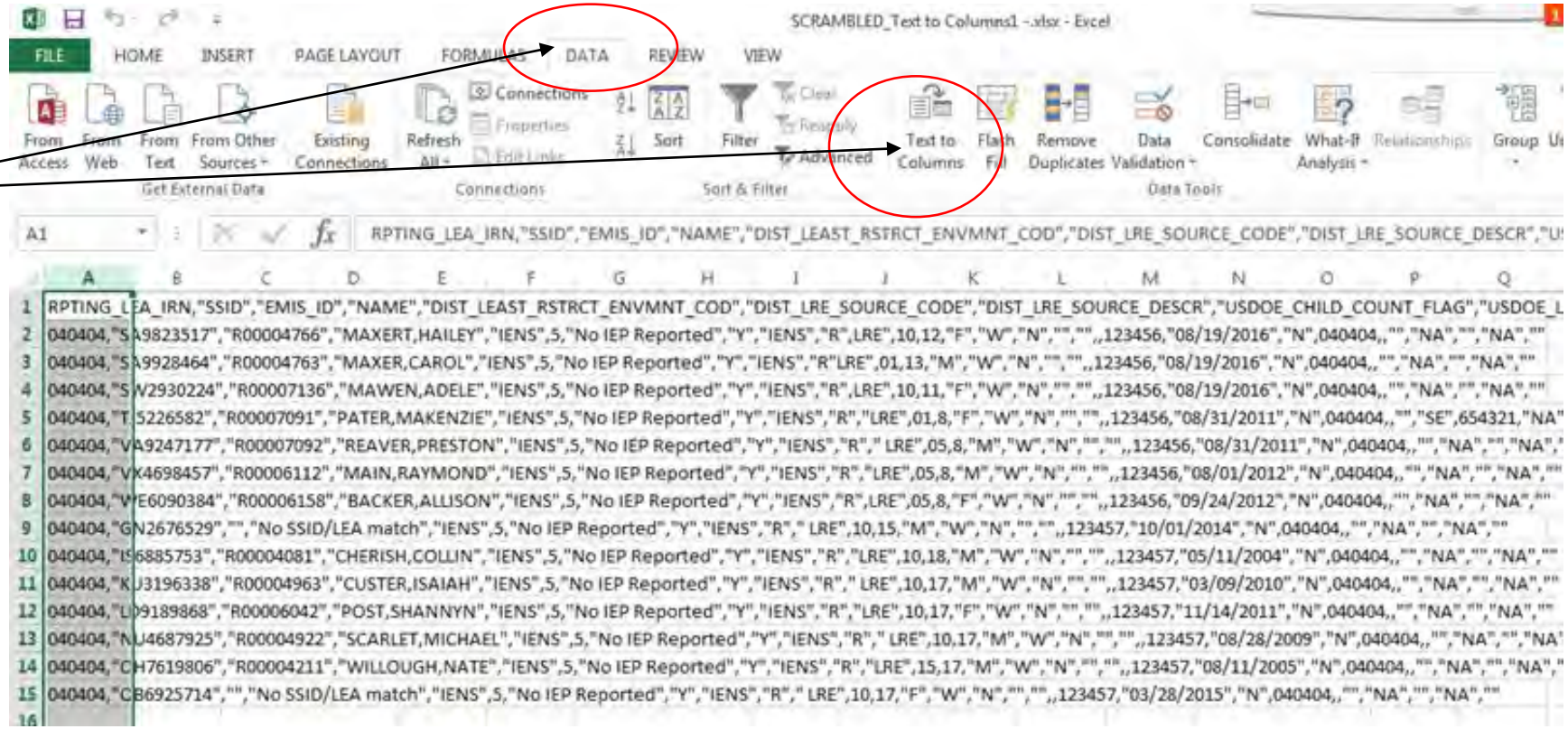
Text to Columns

Open “EXCEL_2_Text_to_Columns1.xls”

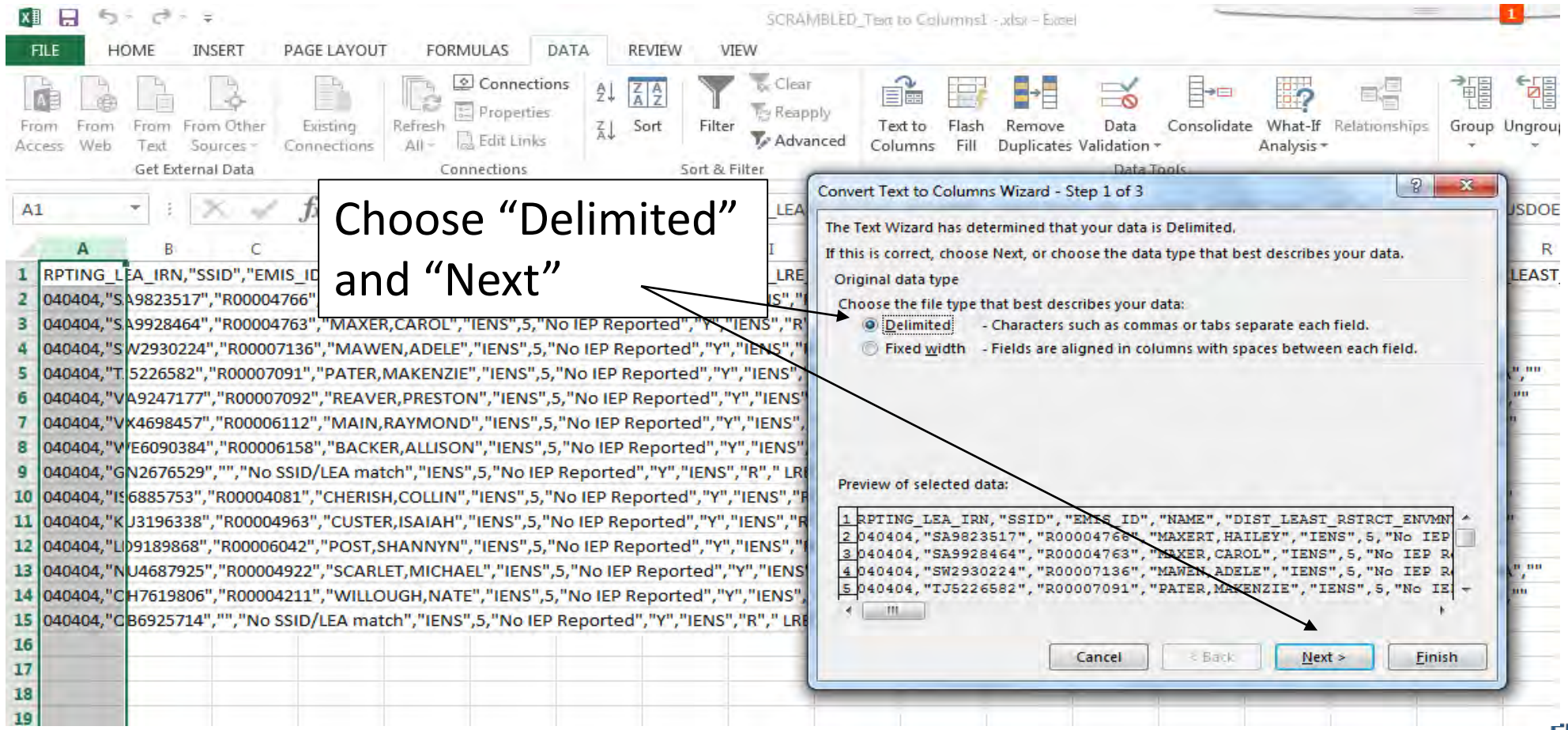


Text to Columns, cont'd

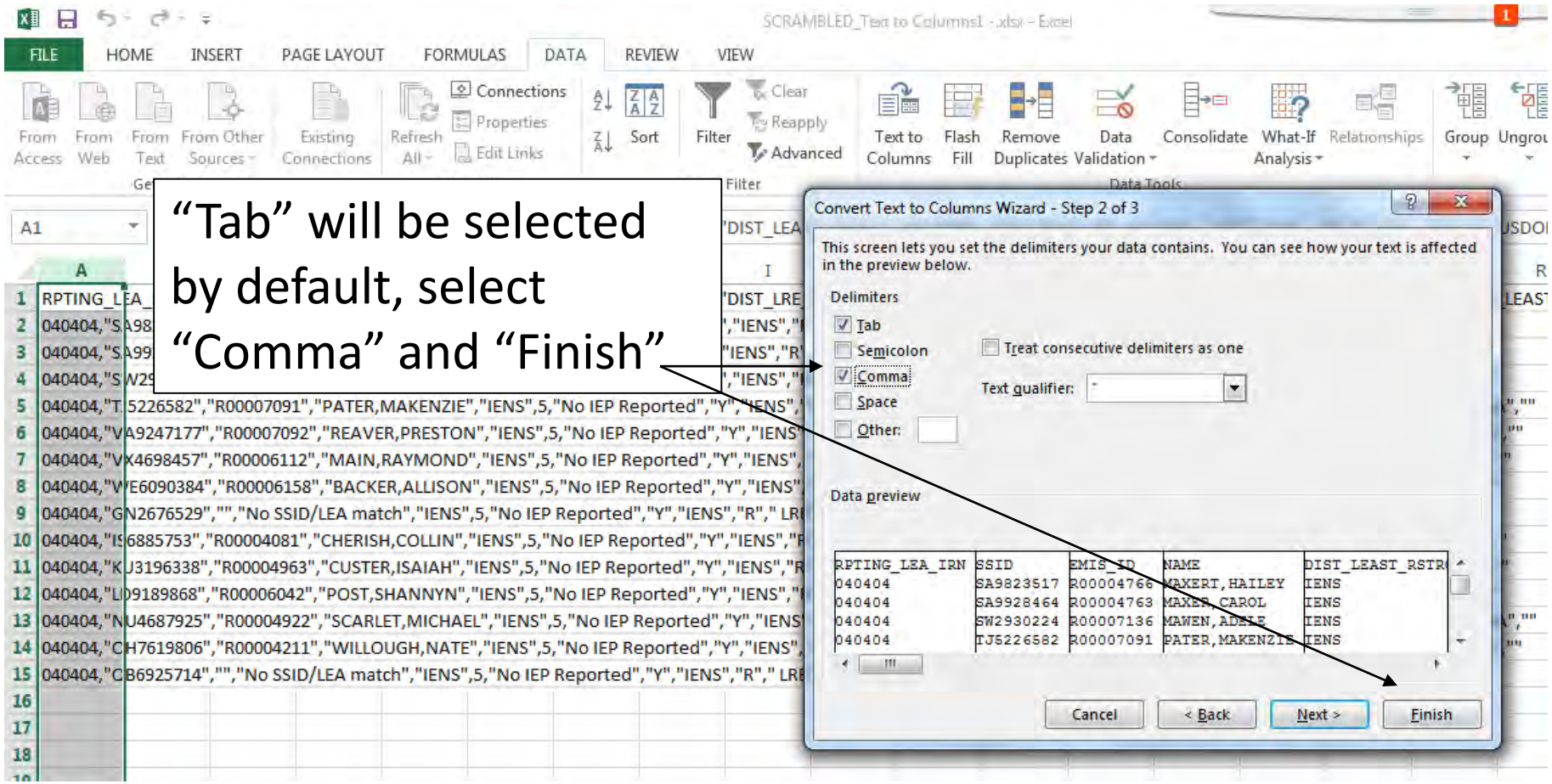
Select the "Data" tab and then Choose "Text to Columns"



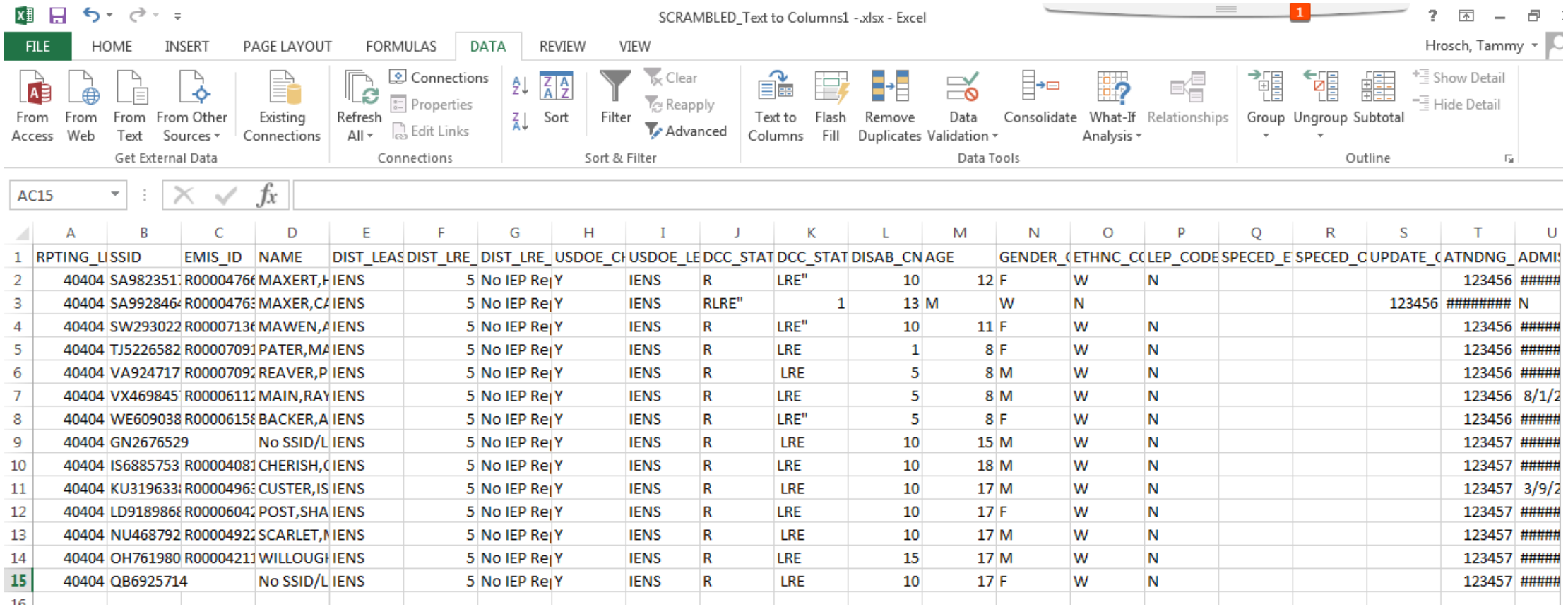
Convert Text to Columns Wizard Step 1



Convert Text to Columns Wizard Step 2



Data Separated into Columns



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	RPTING_LI	SSID	EMIS_ID	NAME	DIST_LEAS	DIST_LRE_	DIST_LRE_	USDOE_CH	USDOE_LE	DCC_STAT	DCC_STAT	DISAB_CN	AGE	GENDER_C	ETHNC_CC	LEP_CODE	SPECED_E	SPECED_C	UPDATE_C	ATNDNG_	ADMI
2	40404	SA982351	R0000476	MAXERT,H	IENS	5	No IEP Re	Y	IENS	R	LRE"	10	12	F	W	N				123456	#####
3	40404	SA992846	R0000476	MAXER,CA	IENS	5	No IEP Re	Y	IENS	RLRE"	1	13	M	W	N				123456	########	N
4	40404	SW293022	R0000713	MAWEN,A	IENS	5	No IEP Re	Y	IENS	R	LRE"	10	11	F	W	N				123456	#####
5	40404	TJ5226582	R0000709	PATER,MA	IENS	5	No IEP Re	Y	IENS	R	LRE	1	8	F	W	N				123456	#####
6	40404	VA924717	R0000709	REAVER,P	IENS	5	No IEP Re	Y	IENS	R	LRE	5	8	M	W	N				123456	#####
7	40404	VX469845	R0000611	MAIN,RAY	IENS	5	No IEP Re	Y	IENS	R	LRE	5	8	M	W	N				123456	8/1/2
8	40404	WE609038	R0000615	BACKER,A	IENS	5	No IEP Re	Y	IENS	R	LRE"	5	8	F	W	N				123456	#####
9	40404	GN2676529		No SSID/L	IENS	5	No IEP Re	Y	IENS	R	LRE	10	15	M	W	N				123457	#####
10	40404	IS6885753	R0000408	CHERISH,C	IENS	5	No IEP Re	Y	IENS	R	LRE	10	18	M	W	N				123457	#####
11	40404	KU319633	R0000496	CUSTER,IS	IENS	5	No IEP Re	Y	IENS	R	LRE	10	17	M	W	N				123457	3/9/2
12	40404	LD9189868	R0000604	POST,SHA	IENS	5	No IEP Re	Y	IENS	R	LRE	10	17	F	W	N				123457	#####
13	40404	NU468792	R0000492	SCARLET,M	IENS	5	No IEP Re	Y	IENS	R	LRE	10	17	M	W	N				123457	#####
14	40404	OH761980	R0000421	WILLOUGH	IENS	5	No IEP Re	Y	IENS	R	LRE	15	17	M	W	N				123457	#####
15	40404	QB6925714		No SSID/L	IENS	5	No IEP Re	Y	IENS	R	LRE	10	17	F	W	N				123457	#####

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Quick Check

EMIS data is often in CSV (Comma-Separated Values) format and typically opens within Excel with the data separated into columns. Sometimes the data does not separate into columns automatically. Use “Text to Columns” to separate the data into columns.

- Can you use the Text to Columns feature to separate data into columns?
- Can you identify other situations when the Text to Columns Wizard might be helpful?

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Filtering to Verify Attendance Patterns

Filtering to Verify Attendance Patterns

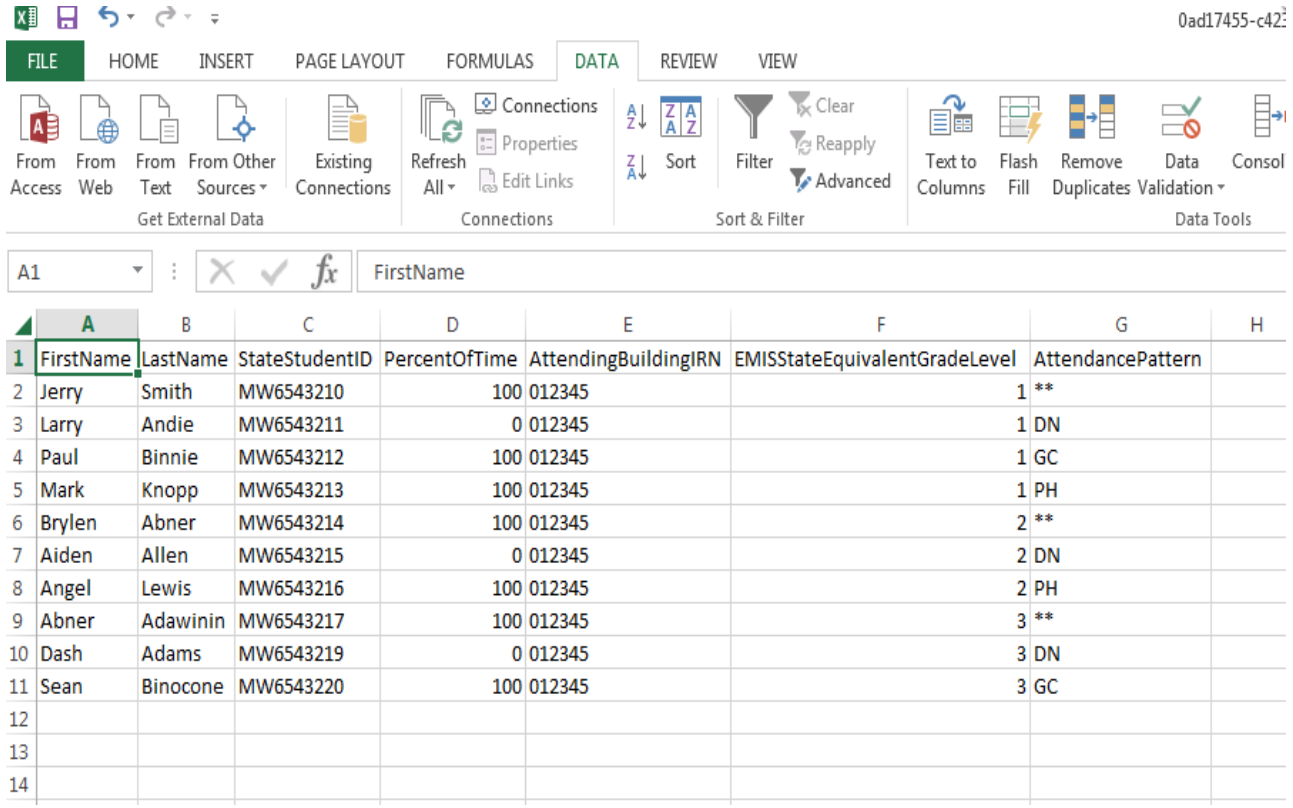
The next set of slides will use filters to verify that calendar data makes sense with student attendance patterns

- Students are reported with Attendance Patterns
- EMIS Calendars contain Attendance Patterns
- Use Excel to cross check the data

Attendance Patterns and Calendars

This is a scrambled query of SIS Data that includes student Percent of Time, Grade Levels, Attendance Patterns as well as Attending IRNs

Verify that the calendar collection contains the same combinations of Building IRN, Grade Level and Attendance Pattern



FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

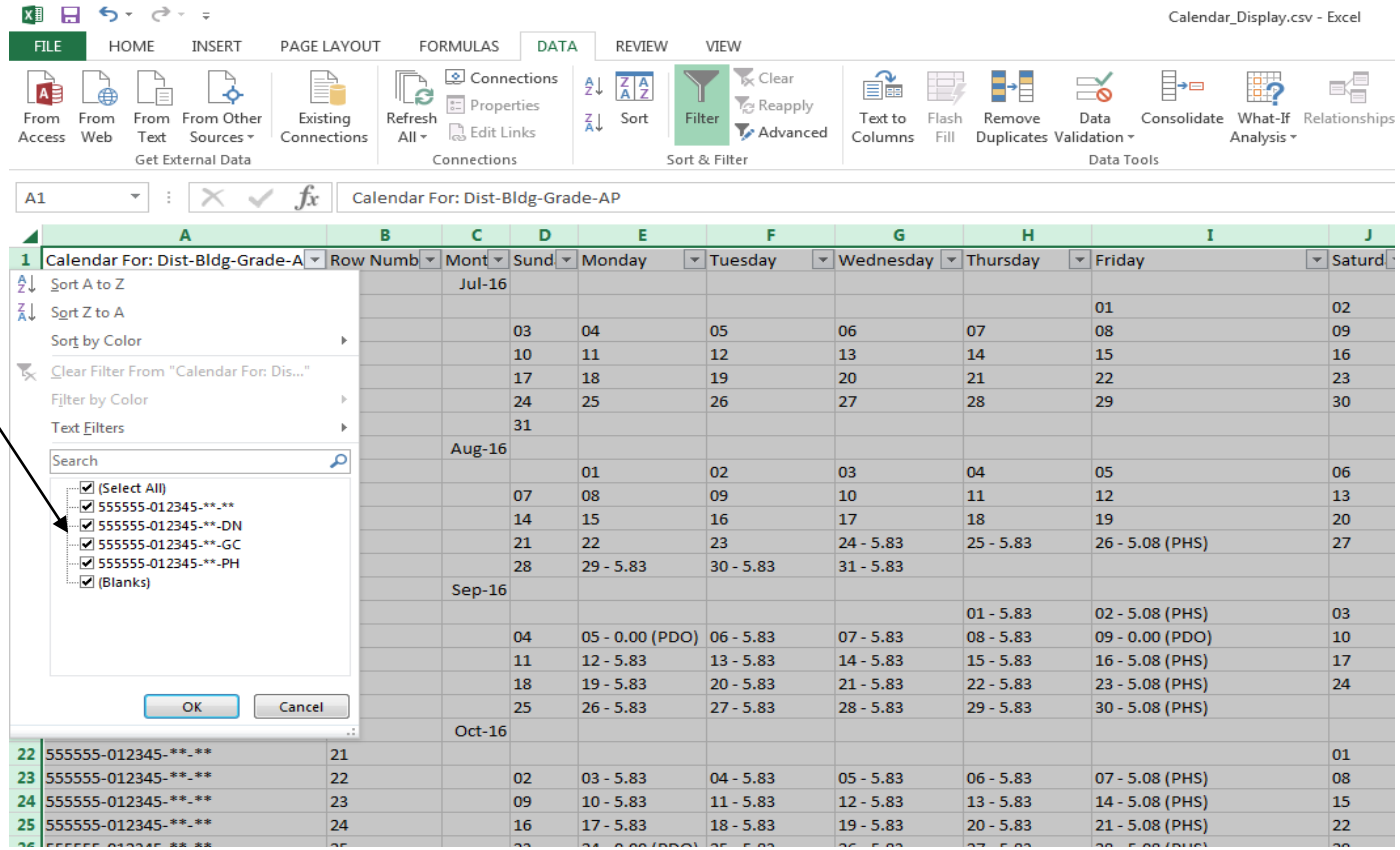
A1 FirstName

	A	B	C	D	E	F	G	H
1	FirstName	LastName	StateStudentID	PercentOfTime	AttendingBuildingIRN	EMISStateEquivalentGradeLevel	AttendancePattern	
2	Jerry	Smith	MW6543210	100	012345	1	**	
3	Larry	Andie	MW6543211	0	012345	1	DN	
4	Paul	Binnie	MW6543212	100	012345	1	GC	
5	Mark	Knopp	MW6543213	100	012345	1	PH	
6	Brylen	Abner	MW6543214	100	012345	2	**	
7	Aiden	Allen	MW6543215	0	012345	2	DN	
8	Angel	Lewis	MW6543216	100	012345	2	PH	
9	Abner	Adawinin	MW6543217	100	012345	3	**	
10	Dash	Adams	MW6543219	0	012345	3	DN	
11	Sean	Binocone	MW6543220	100	012345	3	GC	
12								
13								
14								

Filter Calendar Display Report

Using the Calendar Display Report from the Calendar Collection, apply filters and view calendar names

Compare the calendar names listed in the filter to the student data from the SIS query to verify that calendars are being reported for each building, grade level and attendance pattern combination.



Quick Check

Student Attendance Patterns are reported in Student (S) Collections, while Calendar data with matching Attendance Patterns are reported in Calendar (C) Collections. The data doesn't meet until Level 2 FTE Reports are generated. Comparing the data could prevent issues when the FTE reports cannot determine a student's calendar.

- Are you able to run a SIS query of calendar related student data?
- Are all student building, grade level and attendance pattern combinations appearing in the Calendar Display report?
- Are students on appropriate calendars?

VLOOKUP to Add Student Names to a Report

VLOOKUP to Add Student Names to a Report

The next series of slides will demonstrate how to use the VLOOKUP function to add names to the Prep for Success report

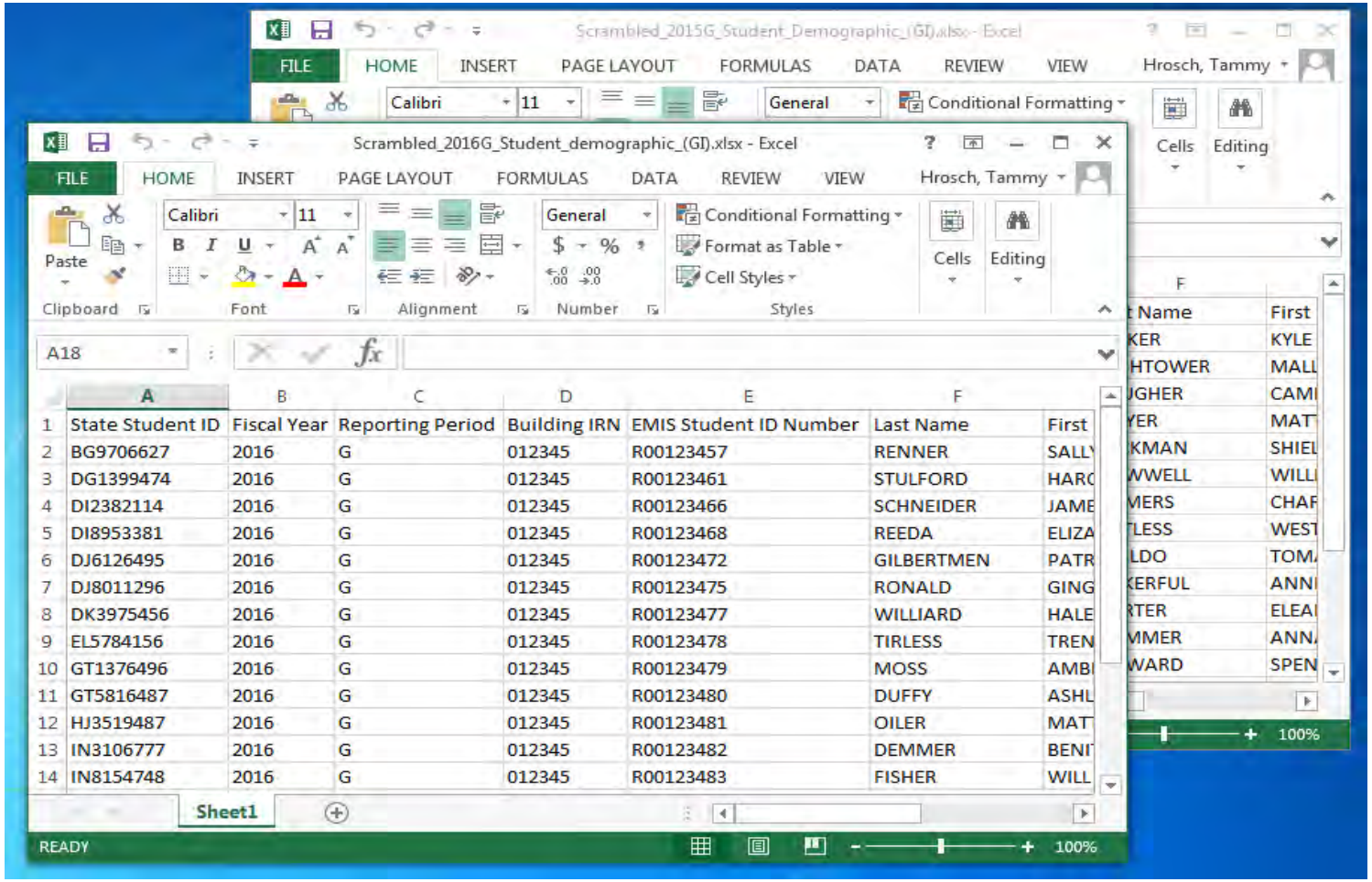
- The FY16 Prep for Success report was loaded into the Files tab of the Data Collector and contained FY15 *and* FY16 Graduates (more specifically 2015 5Yr and 2016 4Yr graduates)
- In this demonstration we can use the Student Demographic (GI) Files from the FY15 *and* FY16 Graduate (G) Collections since they contain both SSIDs and Student Names

Files Needed for this Demonstration

- Log into the Data Collector and uncheck “Don’t show expired collections”
- At the “Data Set” filter choose “G”
  - click on “Review” for both Graduation Collection FY15 and Graduation Collection FY16
  - save the Student Demographic (GI) CSV files
- From the Files tab
  - select “Run Query”
  - locate the most recent version of the Prep for Success Report 2016G_Prep_for_Success_Detail_20161031.xls

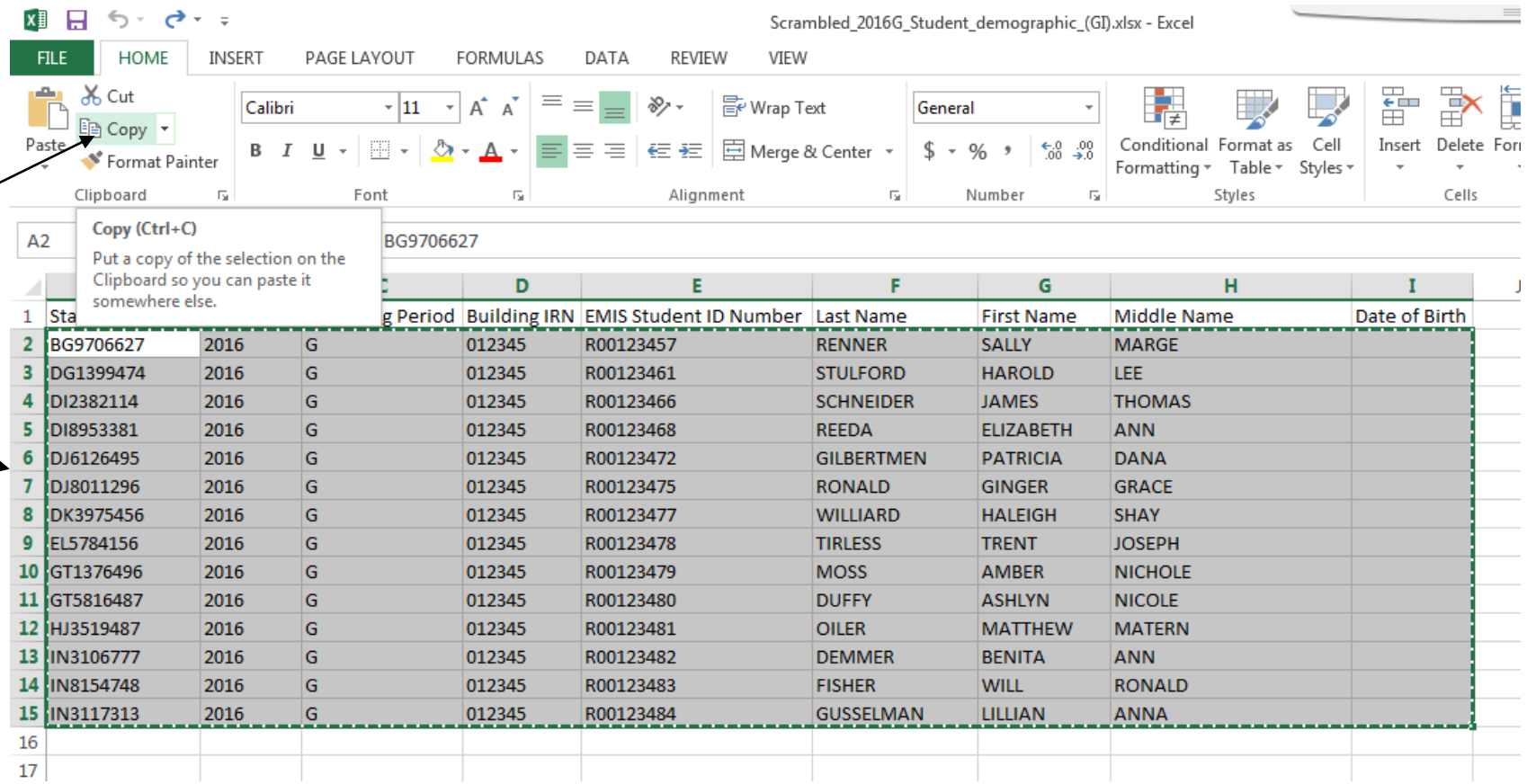
Open Demographic Files

EXCEL_5_2015G_Student_Demographic_(GI).xls
EXCEL_6_2016G_Student_Demographic



Copy Data from 2016G Demographic File

Highlight data from 2016G Demographic spreadsheet and click "Copy"



	Sta		g Period	Building IRN	EMIS Student ID Number	Last Name	First Name	Middle Name	Date of Birth
2	BG9706627	2016	G	012345	R00123457	RENNER	SALLY	MARGE	
3	DG1399474	2016	G	012345	R00123461	STULFORD	HAROLD	LEE	
4	DI2382114	2016	G	012345	R00123466	SCHNEIDER	JAMES	THOMAS	
5	DI8953381	2016	G	012345	R00123468	REEDA	ELIZABETH	ANN	
6	DJ6126495	2016	G	012345	R00123472	GILBERTMEN	PATRICIA	DANA	
7	DJ8011296	2016	G	012345	R00123475	RONALD	GINGER	GRACE	
8	DK3975456	2016	G	012345	R00123477	WILLIARD	HALEIGH	SHAY	
9	EL5784156	2016	G	012345	R00123478	TIRLESS	TRENT	JOSEPH	
10	GT1376496	2016	G	012345	R00123479	MOSS	AMBER	NICHOLE	
11	GT5816487	2016	G	012345	R00123480	DUFFY	ASHLYN	NICOLE	
12	HJ3519487	2016	G	012345	R00123481	OILER	MATTHEW	MATERN	
13	IN3106777	2016	G	012345	R00123482	DEMMER	BENITA	ANN	
14	IN8154748	2016	G	012345	R00123483	FISHER	WILL	RONALD	
15	IN3117313	2016	G	012345	R00123484	GUSSELMAN	LILLIAN	ANNA	
16									
17									

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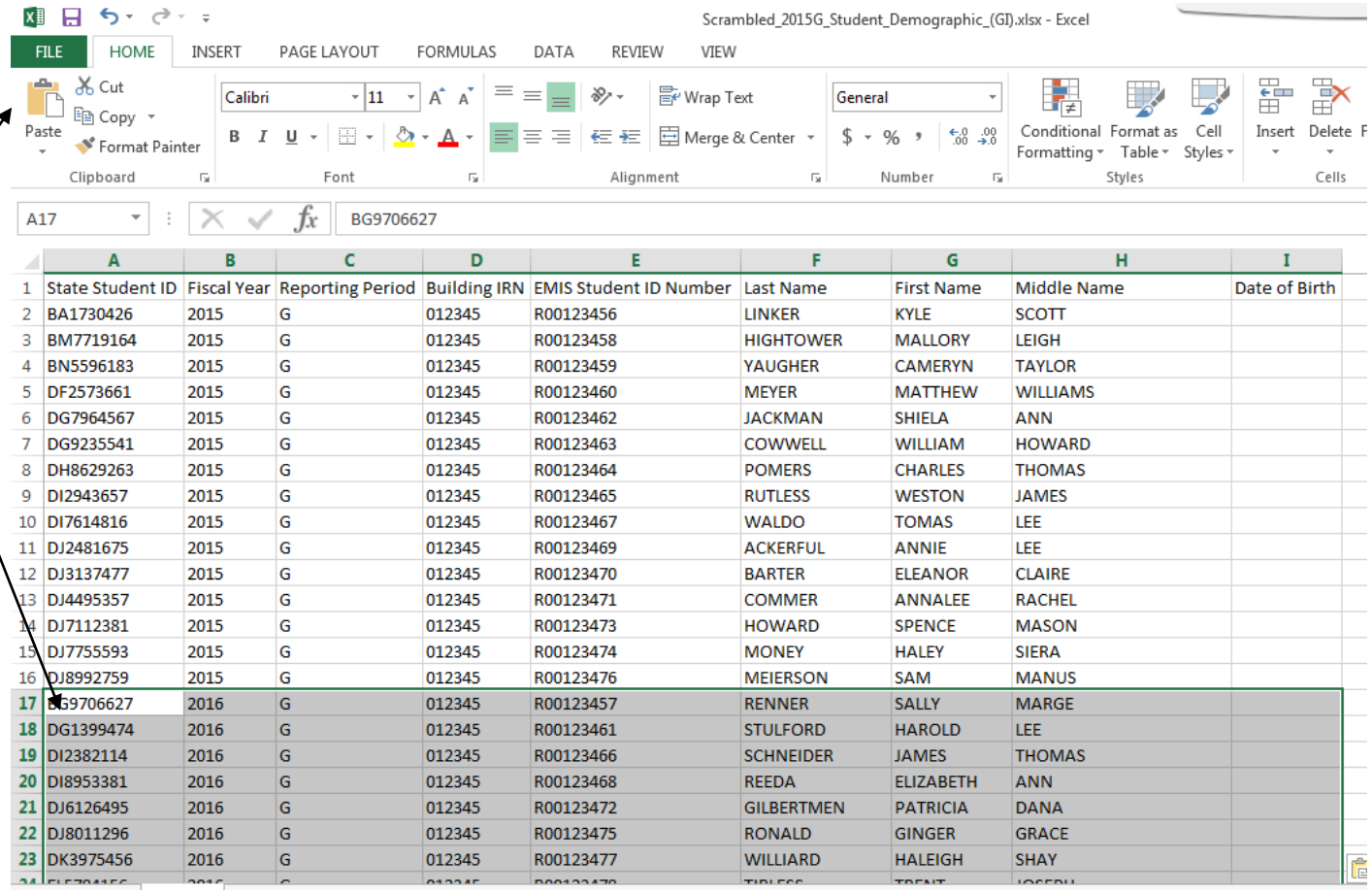
Paste Data into 2015G Demographic File

Select the cell below the last row of data on the 2016G Demographic spreadsheet in this example, Cell A17 then select "Paste"



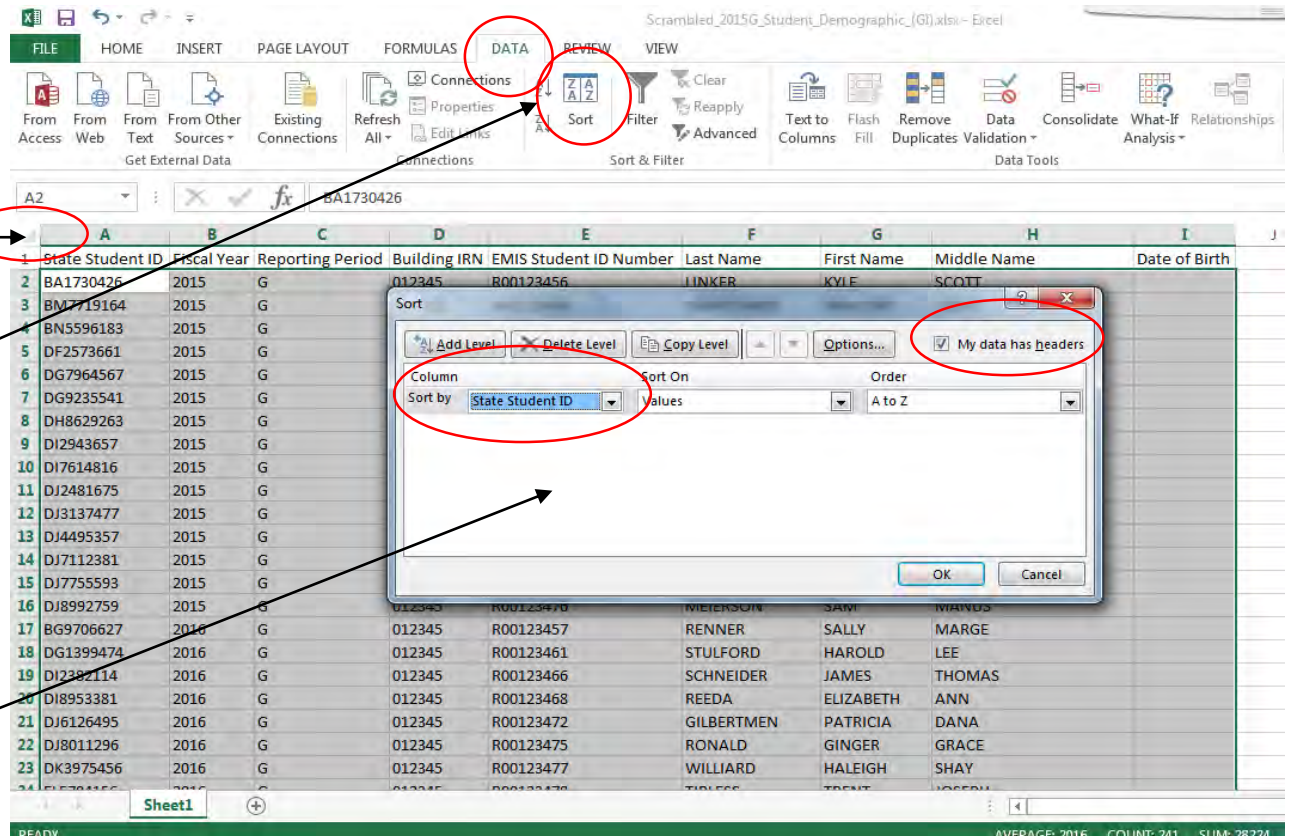
	A	B	C	D	E	F	G	H	I
1	State Student ID	Fiscal Year	Reporting Period	Building IRN	EMIS Student ID Number	Last Name	First Name	Middle Name	Date of Birth
2	BA1730426	2015	G	012345	R00123456	LINKER	KYLE	SCOTT	
3	BM7719164	2015	G	012345	R00123458	HIGHTOWER	MALLORY	LEIGH	
4	BN5596183	2015	G	012345	R00123459	YAUGHER	CAMERYN	TAYLOR	
5	DF2573661	2015	G	012345	R00123460	MEYER	MATTHEW	WILLIAMS	
6	DG7964567	2015	G	012345	R00123462	JACKMAN	SHIELA	ANN	
7	DG9235541	2015	G	012345	R00123463	COWWELL	WILLIAM	HOWARD	
8	DH8629263	2015	G	012345	R00123464	POMERS	CHARLES	THOMAS	
9	DI2943657	2015	G	012345	R00123465	RUTLESS	WESTON	JAMES	
10	DI7614816	2015	G	012345	R00123467	WALDO	TOMAS	LEE	
11	DJ2481675	2015	G	012345	R00123469	ACKERFUL	ANNIE	LEE	
12	DJ3137477	2015	G	012345	R00123470	BARTER	ELEANOR	CLAIRE	
13	DJ4495357	2015	G	012345	R00123471	COMMER	ANNALEE	RACHEL	
14	DJ7112381	2015	G	012345	R00123473	HOWARD	SPENCE	MASON	
15	DJ7755593	2015	G	012345	R00123474	MONEY	HALEY	SIERA	
16	DJ8992759	2015	G	012345	R00123476	MEIERSON	SAM	MANUS	
17	BG9706627	2016	G	012345	R00123457	RENNER	SALLY	MARGE	
18	DG1399474	2016	G	012345	R00123461	STULFORD	HAROLD	LEE	
19	DI2382114	2016	G	012345	R00123466	SCHNEIDER	JAMES	THOMAS	
20	DI8953381	2016	G	012345	R00123468	REEDA	ELIZABETH	ANN	
21	DJ6126495	2016	G	012345	R00123472	GILBERTMEN	PATRICIA	DANA	
22	DJ8011296	2016	G	012345	R00123475	RONALD	GINGER	GRACE	
23	DK3975456	2016	G	012345	R00123477	WILLIARD	HALEIGH	SHAY	

Sort Student Combined Demographic Spreadsheet by SSID

Select all data by clicking on the triangle between the Row 1 and Column A.

Click on the "Data" tab and "Sort"

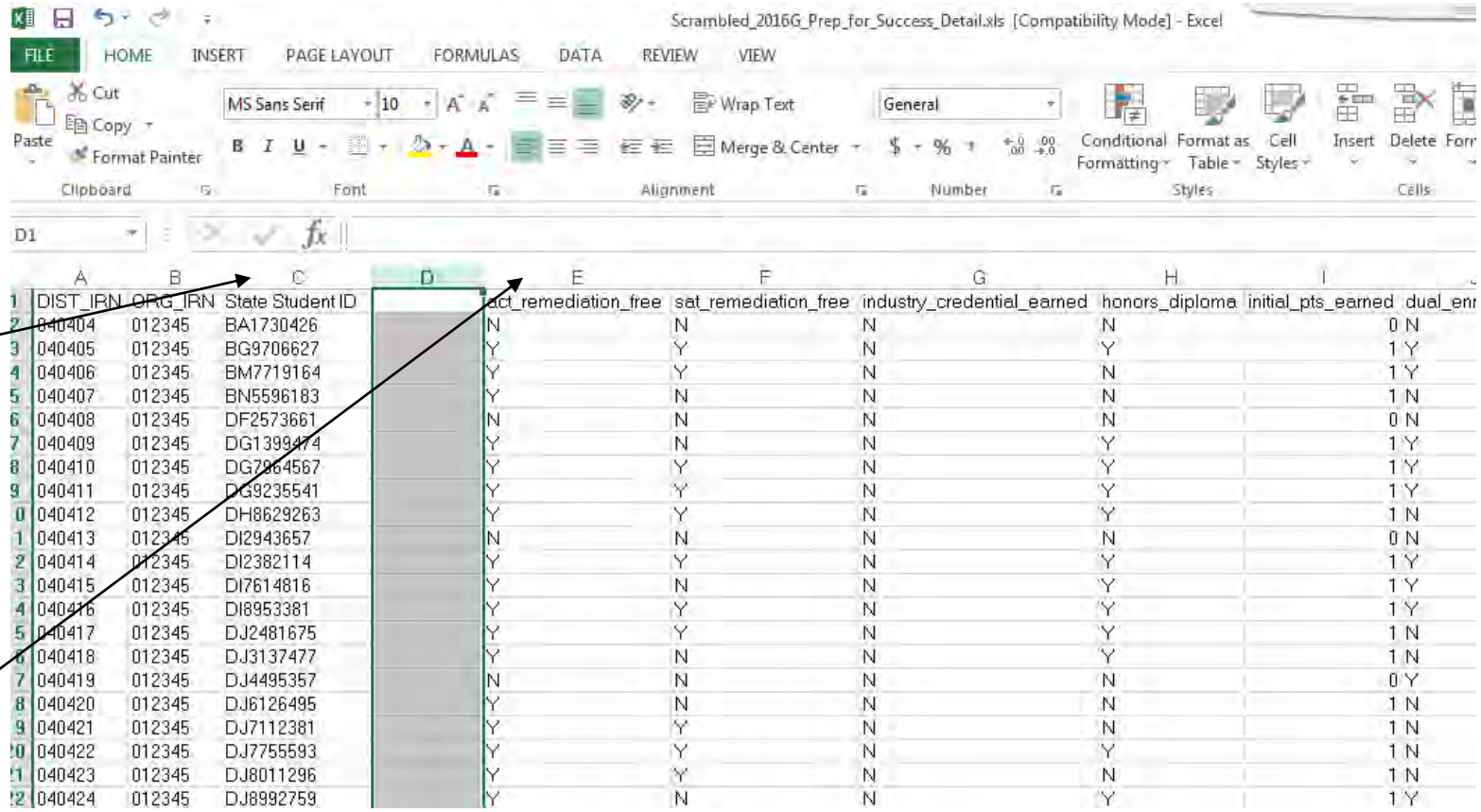
On the Sort Prompt, check "My data has headers" Choose "State Student ID" as the "Sort by" Click Ok



Open and Sort the Prep for Success Report

Sort the file by "State Student ID"

Insert a blank column Highlight column E then right Click and select "Insert"



	A	B	C	D	E	F	G	H	I	
1	DIST_IRN	ORG_IRN	State Student ID		act_remediation_free	sat_remediation_free	industry_credential_earned	honors_diploma	initial_pts_earned	dual_enr
2	040404	012345	BA1730426		N	N	N	N	0	N
3	040405	012345	BG9706627		Y	Y	N	Y	1	Y
4	040406	012345	BM7719164		Y	Y	N	N	1	Y
5	040407	012345	BN5596183		Y	N	N	N	1	N
6	040408	012345	DF2573661		N	N	N	N	0	N
7	040409	012345	DG1399474		Y	N	N	Y	1	Y
8	040410	012345	DG7864567		Y	Y	N	Y	1	Y
9	040411	012345	DG9235541		Y	Y	N	Y	1	Y
10	040412	012345	DH8629263		Y	Y	N	Y	1	N
11	040413	012345	DI2943657		N	N	N	N	0	N
12	040414	012345	DI2382114		Y	Y	N	Y	1	Y
13	040415	012345	DI7614816		Y	N	N	Y	1	Y
14	040416	012345	DI8953381		Y	Y	N	Y	1	Y
15	040417	012345	DJ2481675		Y	Y	N	Y	1	N
16	040418	012345	DJ3137477		Y	N	N	Y	1	N
17	040419	012345	DJ4495357		N	N	N	N	0	Y
18	040420	012345	DJ6126495		Y	N	N	N	1	N
19	040421	012345	DJ7112381		Y	Y	N	N	1	N
20	040422	012345	DJ7755593		Y	Y	N	Y	1	N
21	040423	012345	DJ8011296		Y	Y	N	N	1	N
22	040424	012345	DJ8992759		Y	N	N	Y	1	Y

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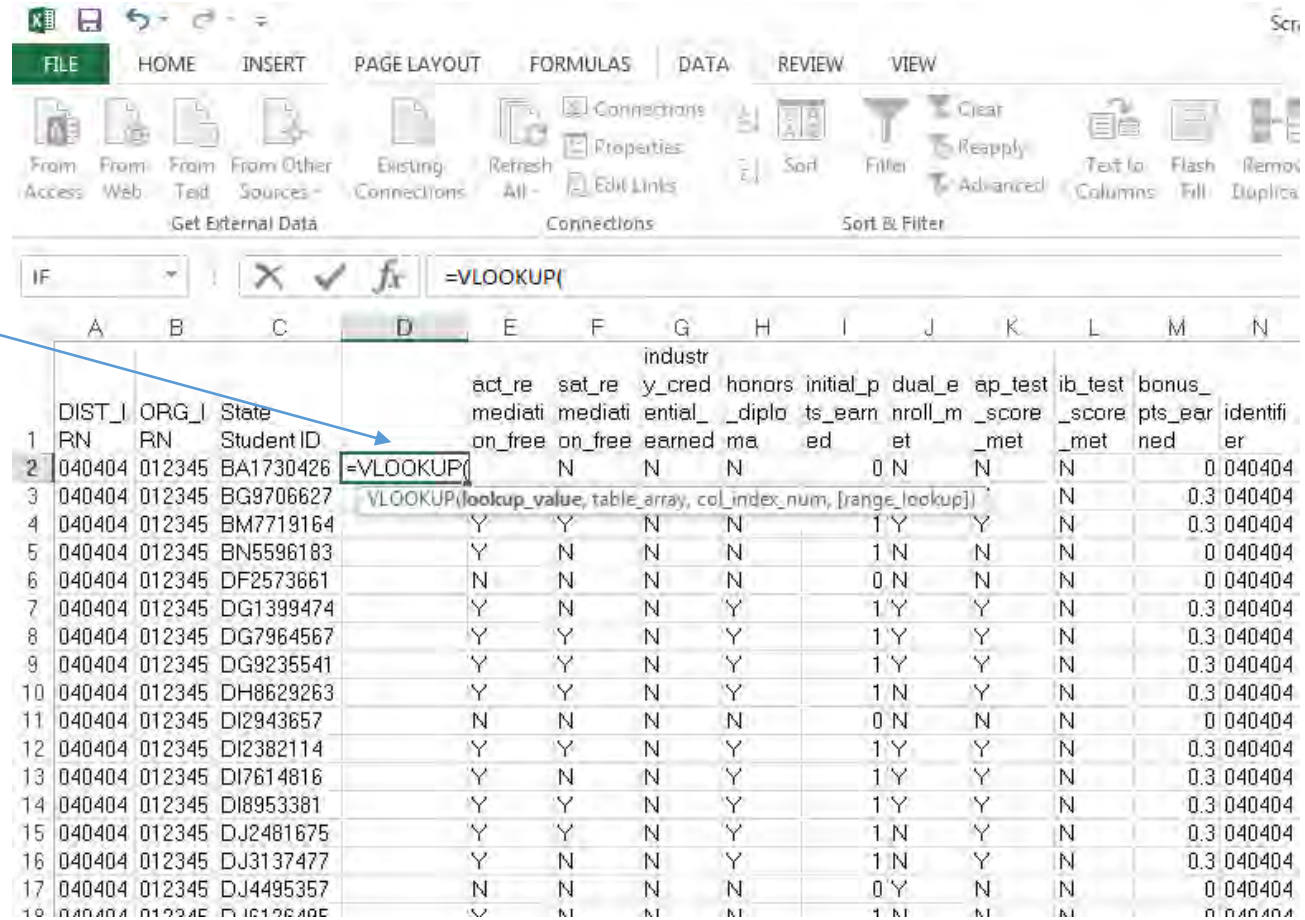
Building a VLOOKUP Function

To build the VLOOKUP Function, we need

- The value to lookup (SSID from Prep for Success Report)
- The range of cells on the Demographic (GI) file to find the values
- The column number within the selected range that contains the value to return (from the Demographic (GI) file)
- Exact Match (FALSE)

VLOOKUP Step One

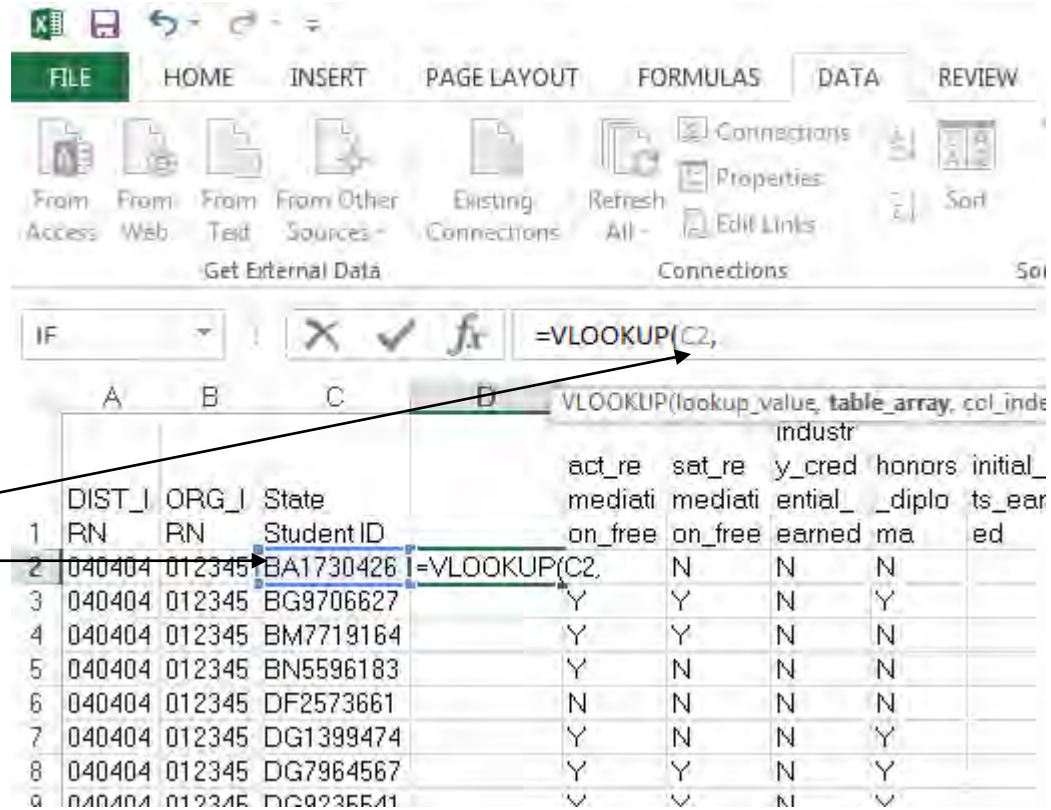
Select Cell D2 on the Prep for Success Report and type =VLOOKUP(



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DIST_IRN	ORG_IRN	State Student ID		act_remediation_free	sat_remediation_free	industry_credential_earned	honors_diploma	initial_pts_earned	dual_enroll_met	ap_test_score_met	ib_test_score_met	bonus_pts_earned	identifier
2	040404	012345	BA1730426	=VLOOKUP(		N	N	N	0	N	N	N	0	040404
3	040404	012345	BG9706627									N	0.3	040404
4	040404	012345	BM7719164		Y	Y	N	N	1	Y	Y	N	0.3	040404
5	040404	012345	BN5596183		Y	N	N	N	1	N	N	N	0	040404
6	040404	012345	DF2573661		N	N	N	N	0	N	N	N	0	040404
7	040404	012345	DG1399474		Y	N	N	Y	1	Y	Y	N	0.3	040404
8	040404	012345	DG7964567		Y	Y	N	Y	1	Y	Y	N	0.3	040404
9	040404	012345	DG9235541		Y	Y	N	Y	1	Y	Y	N	0.3	040404
10	040404	012345	DH8629263		Y	Y	N	Y	1	N	Y	N	0.3	040404
11	040404	012345	DI2943657		N	N	N	N	0	N	N	N	0	040404
12	040404	012345	DI2382114		Y	Y	N	Y	1	Y	Y	N	0.3	040404
13	040404	012345	DI7614816		Y	N	N	Y	1	Y	Y	N	0.3	040404
14	040404	012345	DI8953381		Y	Y	N	Y	1	Y	Y	N	0.3	040404
15	040404	012345	DJ2481675		Y	Y	N	Y	1	N	Y	N	0.3	040404
16	040404	012345	DJ3137477		Y	N	N	Y	1	N	Y	N	0.3	040404
17	040404	012345	DJ4495357		N	N	N	N	0	Y	N	N	0	040404

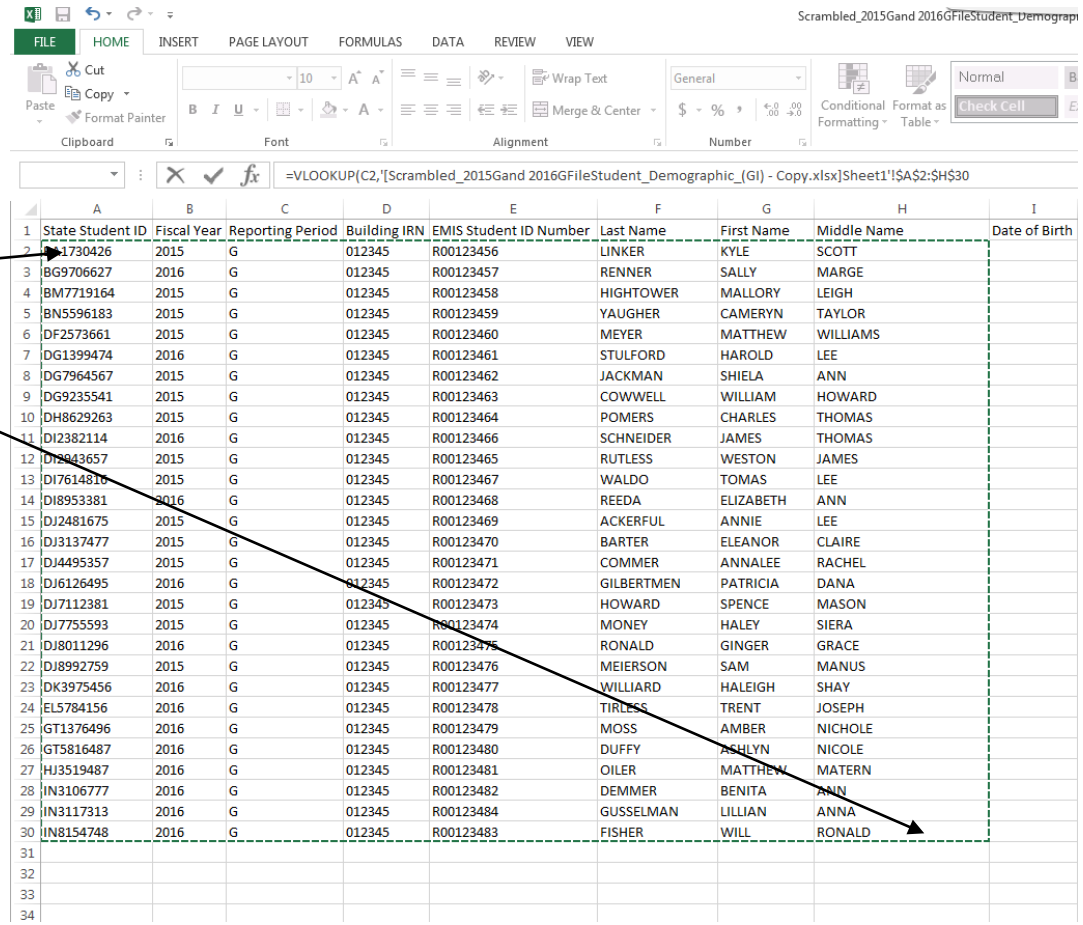
VLOOKUP Step Two

In this step we are indicating that we want to find the State Student ID, Cell C2 value in the demographic file. Add a Comma after the C2 value.



VLOOKUP Step Three

Place your cursor in cell A2 and drag over and down to select all values on the Demographic file.



	A	B	C	D	E	F	G	H	I
1	State Student ID	Fiscal Year	Reporting Period	Building IRN	EMIS Student ID Number	Last Name	First Name	Middle Name	Date of Birth
2	1730426	2015	G	012345	R00123456	LINKER	KYLE	SCOTT	
3	BG9706627	2016	G	012345	R00123457	RENNER	SALLY	MARGE	
4	BM7719164	2015	G	012345	R00123458	HIGHTOWER	MALLORY	LEIGH	
5	BN5596183	2015	G	012345	R00123459	YAUGHER	CAMERYN	TAYLOR	
6	DF2573661	2015	G	012345	R00123460	MEYER	MATTHEW	WILLIAMS	
7	DG1399474	2016	G	012345	R00123461	STULFORD	HAROLD	LEE	
8	DG7964567	2015	G	012345	R00123462	JACKMAN	SHIELA	ANN	
9	DG9235541	2015	G	012345	R00123463	COWWELL	WILLIAM	HOWARD	
10	DH8629263	2015	G	012345	R00123464	POMERS	CHARLES	THOMAS	
11	DI2382114	2016	G	012345	R00123466	SCHNEIDER	JAMES	THOMAS	
12	DI2943657	2015	G	012345	R00123465	RUTLESS	WESTON	JAMES	
13	DI7614816	2015	G	012345	R00123467	WALDO	TOMAS	LEE	
14	DI8953381	2016	G	012345	R00123468	REEDA	ELIZABETH	ANN	
15	DJ2481675	2015	G	012345	R00123469	ACKERFUL	ANNIE	LEE	
16	DJ3137477	2015	G	012345	R00123470	BARTER	ELEANOR	CLAIRE	
17	DJ4495357	2015	G	012345	R00123471	COMMER	ANNALEE	RACHEL	
18	DJ6126495	2016	G	012345	R00123472	GILBERTMEN	PATRICIA	DANA	
19	DJ7112381	2015	G	012345	R00123473	HOWARD	SPENCE	MASON	
20	DJ7755593	2015	G	012345	R00123474	MONEY	HALEY	SIERA	
21	DJ8011296	2016	G	012345	R00123475	RONALD	GINGER	GRACE	
22	DJ8992759	2015	G	012345	R00123476	MEIERSON	SAM	MANUS	
23	DK3975456	2016	G	012345	R00123477	WILLIARD	HALEIGH	SHAY	
24	EL5784156	2016	G	012345	R00123478	TIRLESS	TRENT	JOSEPH	
25	GT1376496	2016	G	012345	R00123479	MOSS	AMBER	NICHOLE	
26	GT5816487	2016	G	012345	R00123480	DUFFY	ASHLYN	NICOLE	
27	HJ3519487	2016	G	012345	R00123481	OILER	MATTHEW	MATERN	
28	IN3106777	2016	G	012345	R00123482	DEMMER	BENITA	ANN	
29	IN3117313	2016	G	012345	R00123484	GUSSELMAN	LILLIAN	ANNA	
30	IN8154748	2016	G	012345	R00123483	FISHER	WILL	RONALD	
31									
32									
33									
34									

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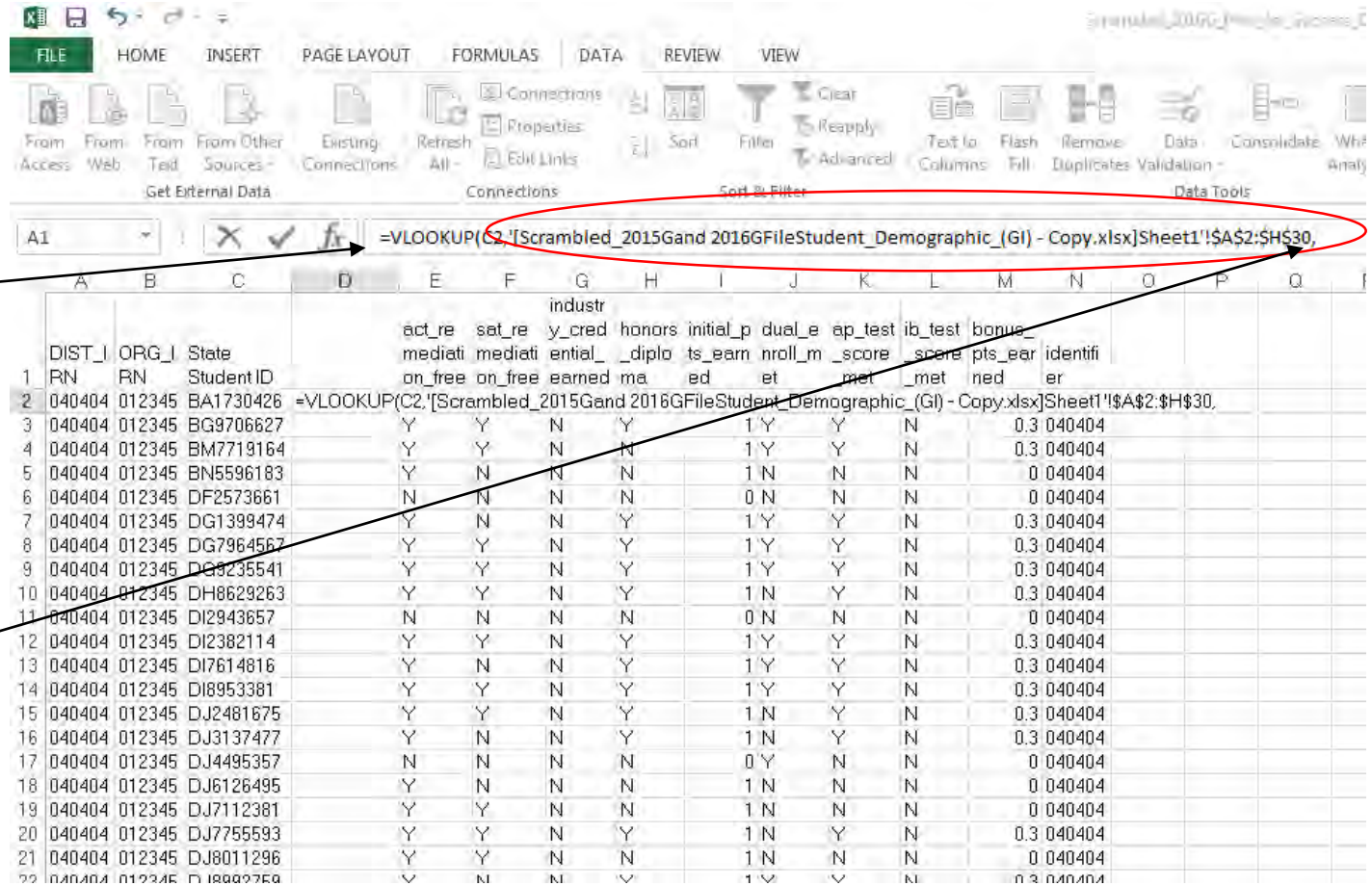
VLOOKUP Step Four

See that the VLOOKUP values will automatically appear in the formula bar on the Prep for Success report based on the value range selected from the demographic spreadsheet.

Enter a comma after the last value in the formula.

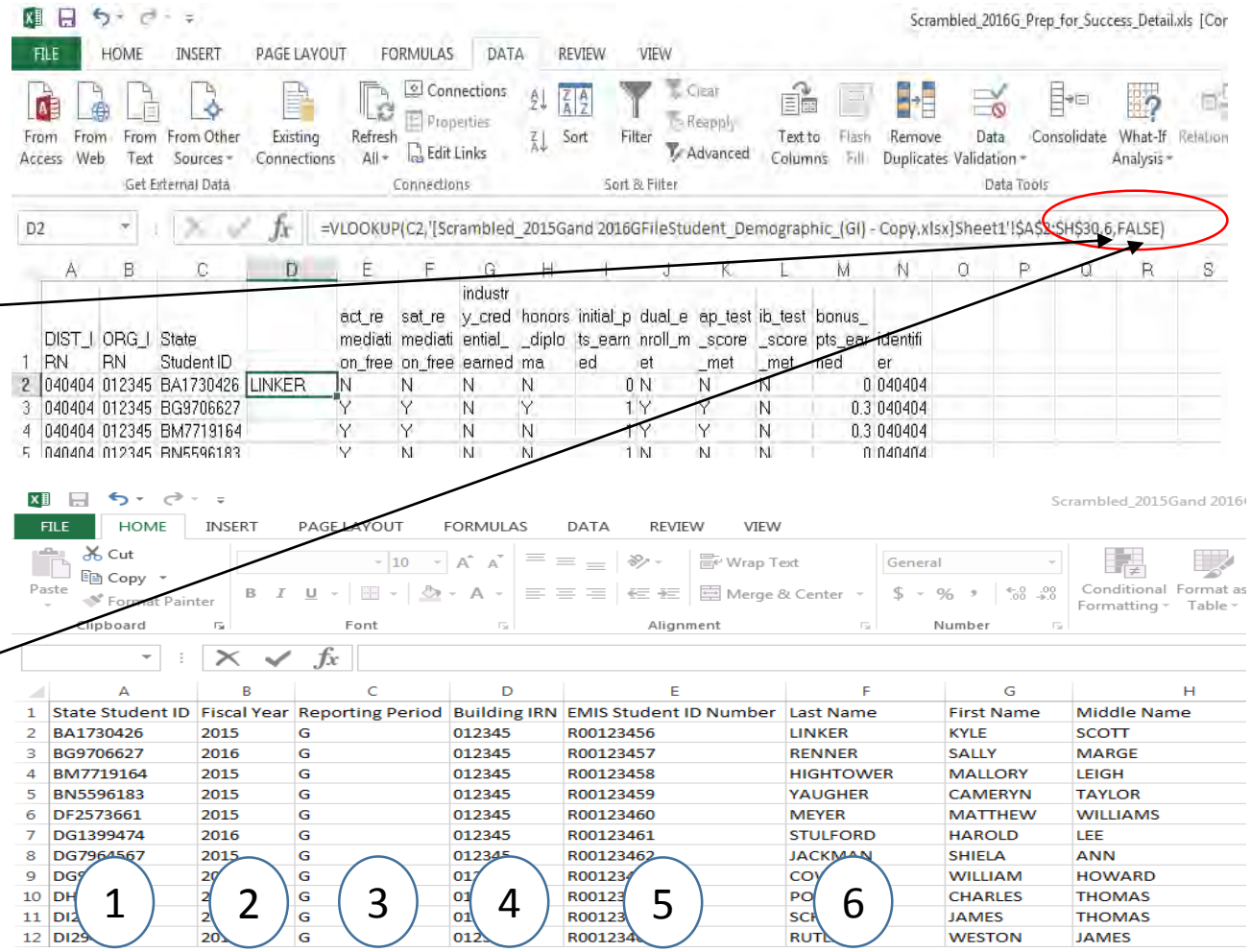


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DIST_IRN	ORG_IRN	State Student ID		act_rediation_free	sat_rediation_free	industry_credential_earned	honors_diploma	initial_pts_earned	dual_enroll_met	ap_test_score_met	ib_test_score_met	bonus_pts_earned	identifier
2	040404	012345	BA1730426	=VLOOKUP(C2,'[Scrambled_2015Gand 2016GFileStudent_Demographic_(GI) - Copy.xlsx]Sheet1'!$A$2:$H$30,										
3	040404	012345	BG9706627		Y	Y	N	Y	1	Y	Y	N	0.3	040404
4	040404	012345	BM7719164		Y	Y	N	N	1	Y	Y	N	0.3	040404
5	040404	012345	BN5596183		Y	N	N	N	1	N	N	N	0	040404
6	040404	012345	DF2573661		N	N	N	N	0	N	N	N	0	040404
7	040404	012345	DG1399474		Y	N	N	Y	1	Y	Y	N	0.3	040404
8	040404	012345	DG7964567		Y	Y	N	Y	1	Y	Y	N	0.3	040404
9	040404	012345	DG8235541		Y	Y	N	Y	1	Y	Y	N	0.3	040404
10	040404	012345	DH8629263		Y	Y	N	Y	1	N	Y	N	0.3	040404
11	040404	012345	DI2943657		N	N	N	N	0	N	N	N	0	040404
12	040404	012345	DI2382114		Y	Y	N	Y	1	Y	Y	N	0.3	040404
13	040404	012345	DI7614816		Y	N	N	Y	1	Y	Y	N	0.3	040404
14	040404	012345	DI8953381		Y	Y	N	Y	1	Y	Y	N	0.3	040404
15	040404	012345	DJ2481675		Y	Y	N	Y	1	N	Y	N	0.3	040404
16	040404	012345	DJ3137477		Y	N	N	Y	1	N	Y	N	0.3	040404
17	040404	012345	DJ4495357		N	N	N	N	0	Y	N	N	0	040404
18	040404	012345	DJ6126495		Y	N	N	N	1	N	N	N	0	040404
19	040404	012345	DJ7112381		Y	Y	N	N	1	N	N	N	0	040404
20	040404	012345	DJ7755593		Y	Y	N	Y	1	N	Y	N	0.3	040404
21	040404	012345	DJ8011296		Y	Y	N	N	1	N	N	N	0	040404

VLOOKUP Step Five

Indicate the column on the Demographic file that contains the value to bring back. In this case it is column number 6. Add a comma after the 6.

To bring back the exact value from column 6, add “FALSE” and then close the function with a parenthesis “)”

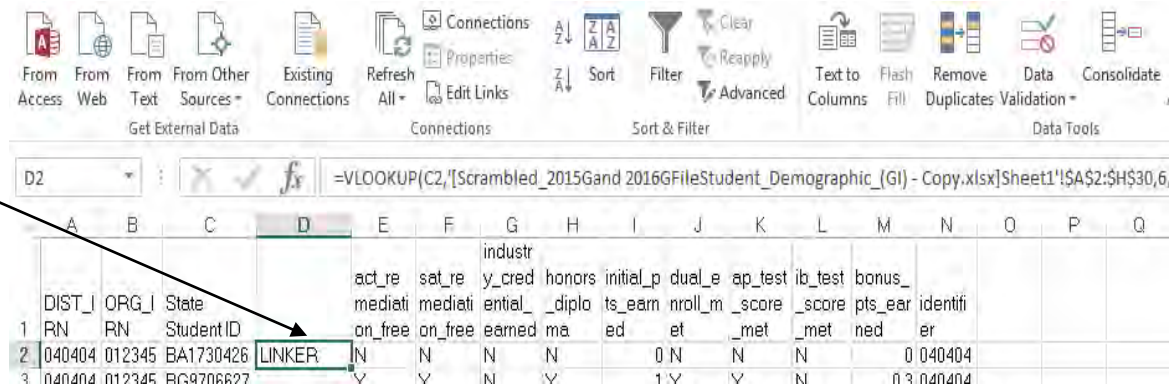


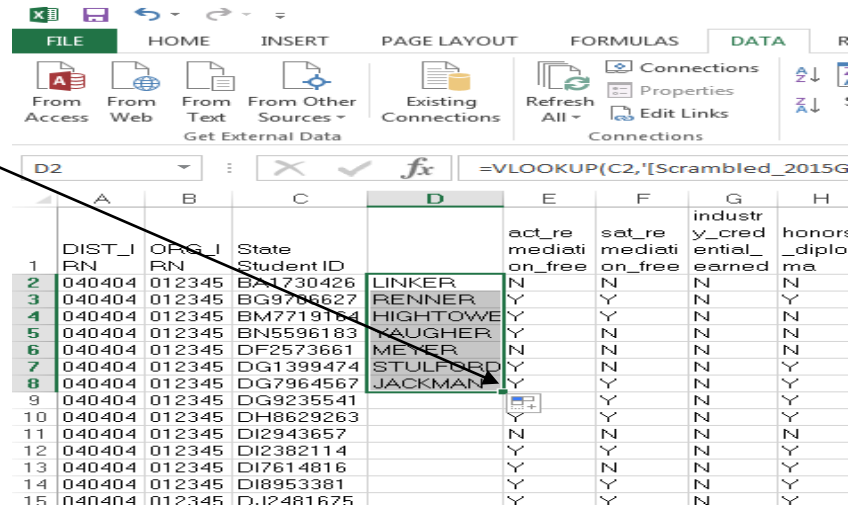
VLOOKUP Step Six

After pressing “Enter” the student’s last name appears in the search.

Click at the bottom right of the D2 cell and get a **+** symbol and then drag down to populate the same function into the cells below.

The same process can be done to bring in first and middle names into the Prep for Success report.





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Quick Check

The VLOOKUP function in Excel can be used to bring data from one spreadsheet to another. When ODE EMIS reports are void of names, or missing a large number of names, the VLOOKUP can be used to add names to the report to aid in troubleshooting the report.

- Can you find a source file that contains the SSIDs and student names that are missing from your report?
- Are you able to write a VLOOKUP function to bring the names into the report?
- Can you think of other instances where the VLOOKUP could be used?

Conditional Formatting to Verify RIMP Code Reporting

Conditional Formatting to Verify RIMP Code Reporting

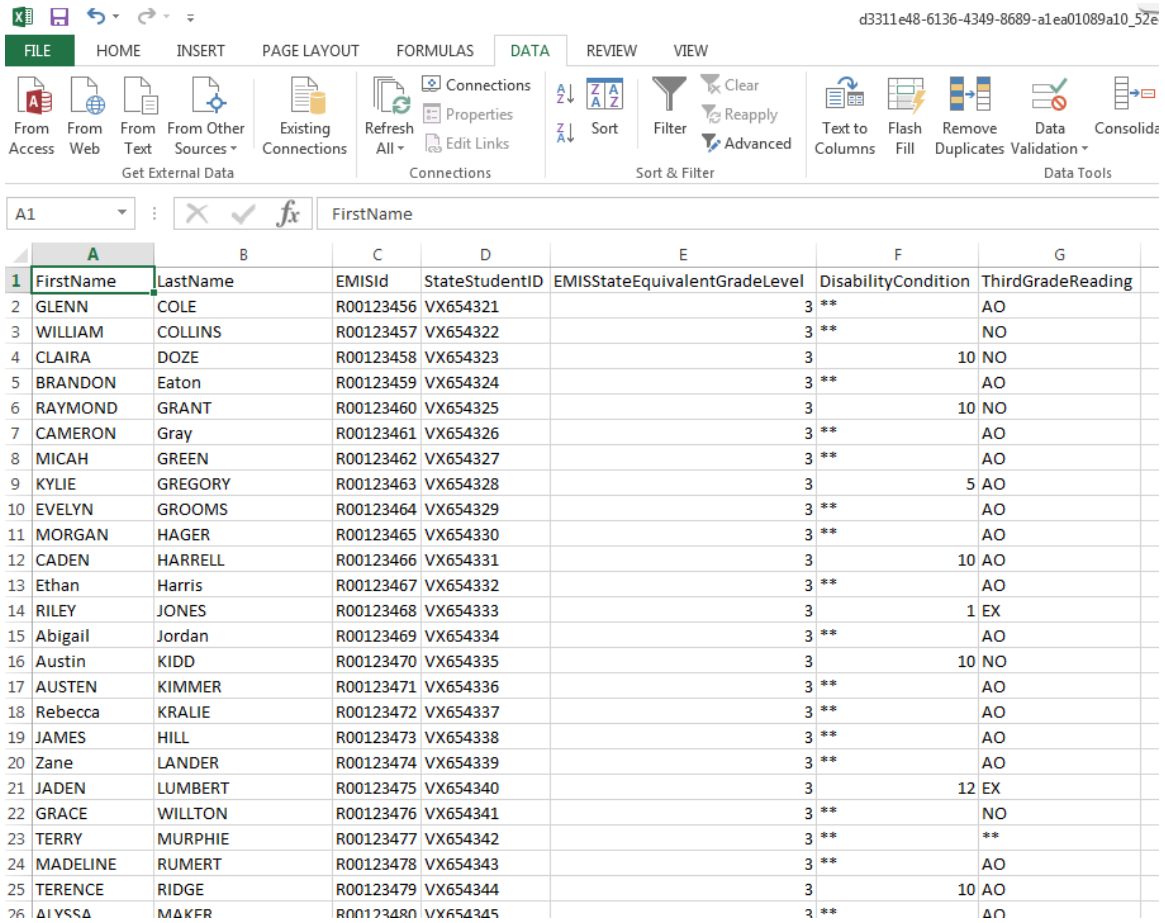
- The next series of slides will look at third grade students, Reading Diagnostic Values, and Reading Improvement and Monitoring Plans (RIMPs)
- Reference data reporting rules for the diagnostic values, which are in EMIS Manual Section 2.6 Student Attributes–No Date (FN) Record
  - ODE Home > Data > EMIS > Documentation > EMIS Manual

SIS Query

This is a sample SIS query (scrambled) of third grade students, disability conditions and Reading Diagnostic values

Sort or filter to identify students with a diagnostic value of "EX" and a disability condition and verify for accuracy

Sort or filter by diagnostic value of "NO" and verify that a RIMP code is being reported



	A	B	C	D	E	F	G
1	FirstName	LastName	EMISId	StateStudentID	EMISStateEquivalentGradeLevel	DisabilityCondition	ThirdGradeReading
2	GLENN	COLE	R00123456	VX654321	3	**	AO
3	WILLIAM	COLLINS	R00123457	VX654322	3	**	NO
4	CLAIRA	DOZE	R00123458	VX654323	3	10	NO
5	BRANDON	Eaton	R00123459	VX654324	3	**	AO
6	RAYMOND	GRANT	R00123460	VX654325	3	10	NO
7	CAMERON	Gray	R00123461	VX654326	3	**	AO
8	MICAH	GREEN	R00123462	VX654327	3	**	AO
9	KYLIE	GREGORY	R00123463	VX654328	3	5	AO
10	EVELYN	GROOMS	R00123464	VX654329	3	**	AO
11	MORGAN	HAGER	R00123465	VX654330	3	**	AO
12	CADEN	HARRELL	R00123466	VX654331	3	10	AO
13	Ethan	Harris	R00123467	VX654332	3	**	AO
14	RILEY	JONES	R00123468	VX654333	3	1	EX
15	Abigail	Jordan	R00123469	VX654334	3	**	AO
16	Austin	KIDD	R00123470	VX654335	3	10	NO
17	AUSTEN	KIMMER	R00123471	VX654336	3	**	AO
18	Rebecca	KRALIE	R00123472	VX654337	3	**	AO
19	JAMES	HILL	R00123473	VX654338	3	**	AO
20	Zane	LANDER	R00123474	VX654339	3	**	AO
21	JADEN	LUMBERT	R00123475	VX654340	3	12	EX
22	GRACE	WILLTON	R00123476	VX654341	3	**	NO
23	TERRY	MURPHIE	R00123477	VX654342	3	**	**
24	MADELINE	RUMERT	R00123478	VX654343	3	**	AO
25	TERENCE	RIDGE	R00123479	VX654344	3	10	AO
26	ALYSSA	MAKER	R00123480	VX654345	3	**	AO

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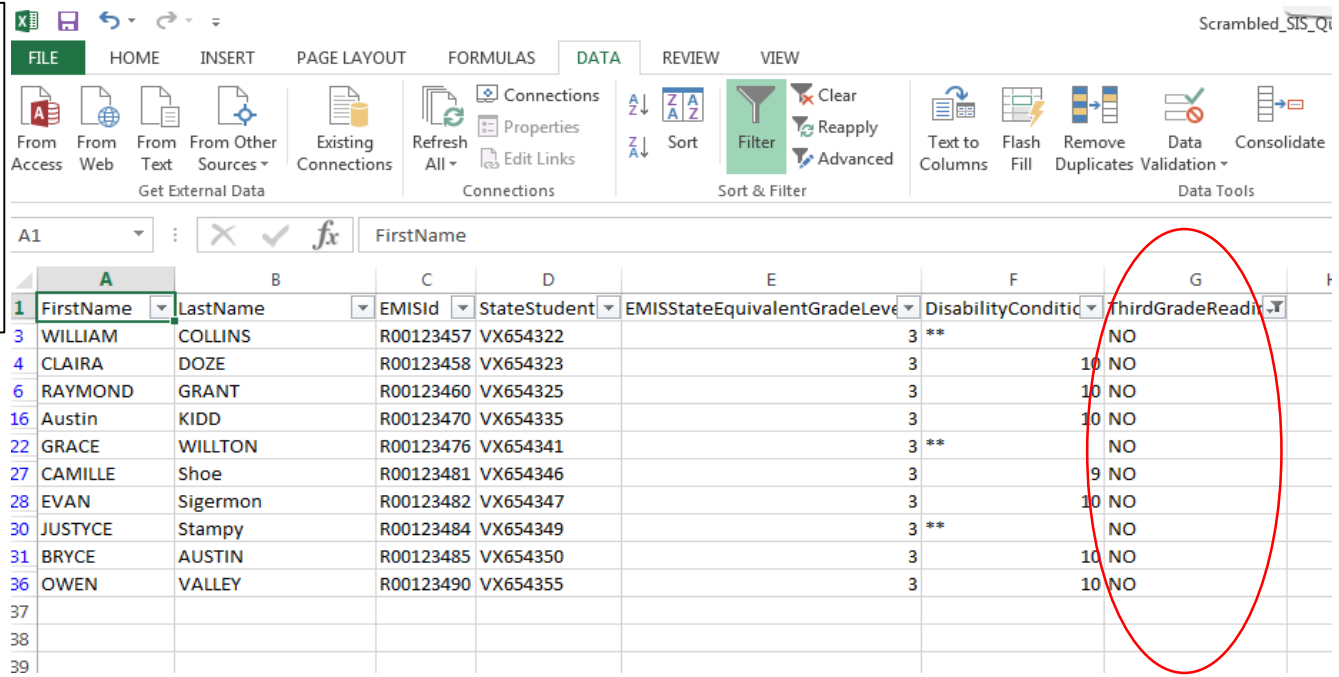
List of Students Not on Track

Students who are not on track for the Third Grade Reading Diagnostic (NO) should be on a (RIMP)

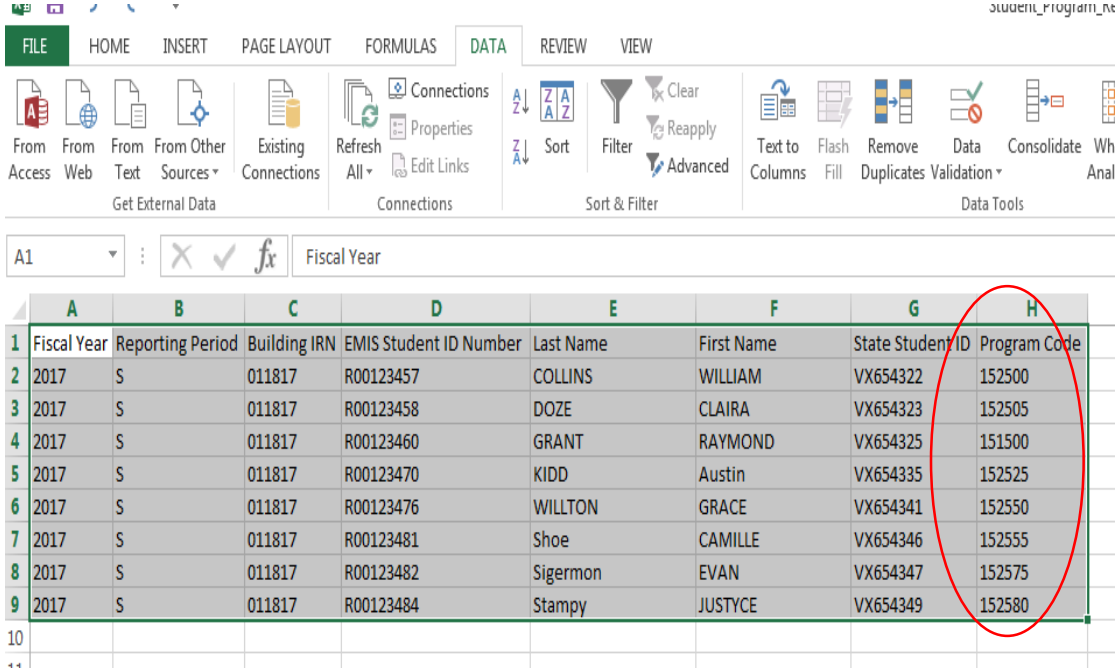


	A	B	C	D	E	F	G
1	FirstName	LastName	EMISId	StateStudent	EMISStateEquivalentGradeLeve	DisabilityConditio	ThirdGradeReadi
3	WILLIAM	COLLINS	R00123457	VX654322	3	**	NO
4	CLAIRA	DOZE	R00123458	VX654323	3	10	NO
6	RAYMOND	GRANT	R00123460	VX654325	3	10	NO
16	Austin	KIDD	R00123470	VX654335	3	10	NO
22	GRACE	WILLTON	R00123476	VX654341	3	**	NO
27	CAMILLE	Shoe	R00123481	VX654346	3	9	NO
28	EVAN	Sigermon	R00123482	VX654347	3	10	NO
30	JUSTYCE	Stampy	R00123484	VX654349	3	**	NO
31	BRYCE	AUSTIN	R00123485	VX654350	3	10	NO
36	OWEN	VALLEY	R00123490	VX654355	3	10	NO
37							
38							
39							

Verify Not on Track Students are on RIMPs

Query the SIS or view the Student Program File (GQ) from the Data Collector current Student Collection

Use filters to identify all students on RIMP Codes 151500 and all 152XXX except 152330

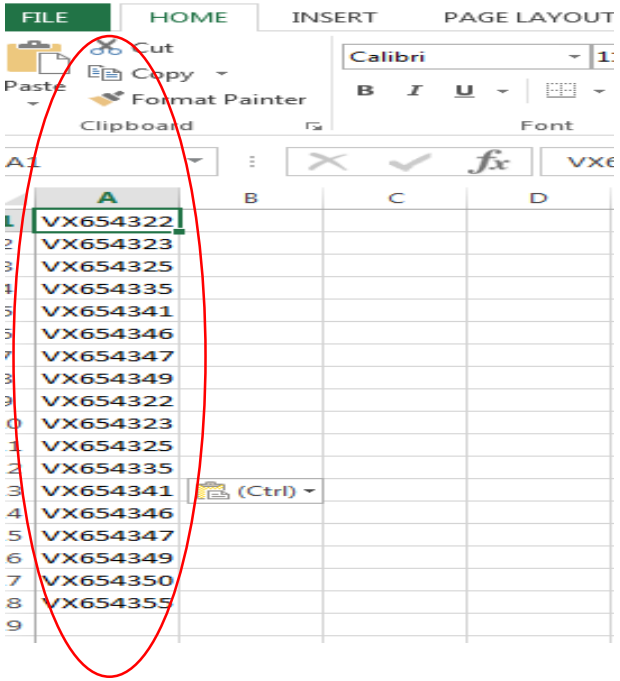


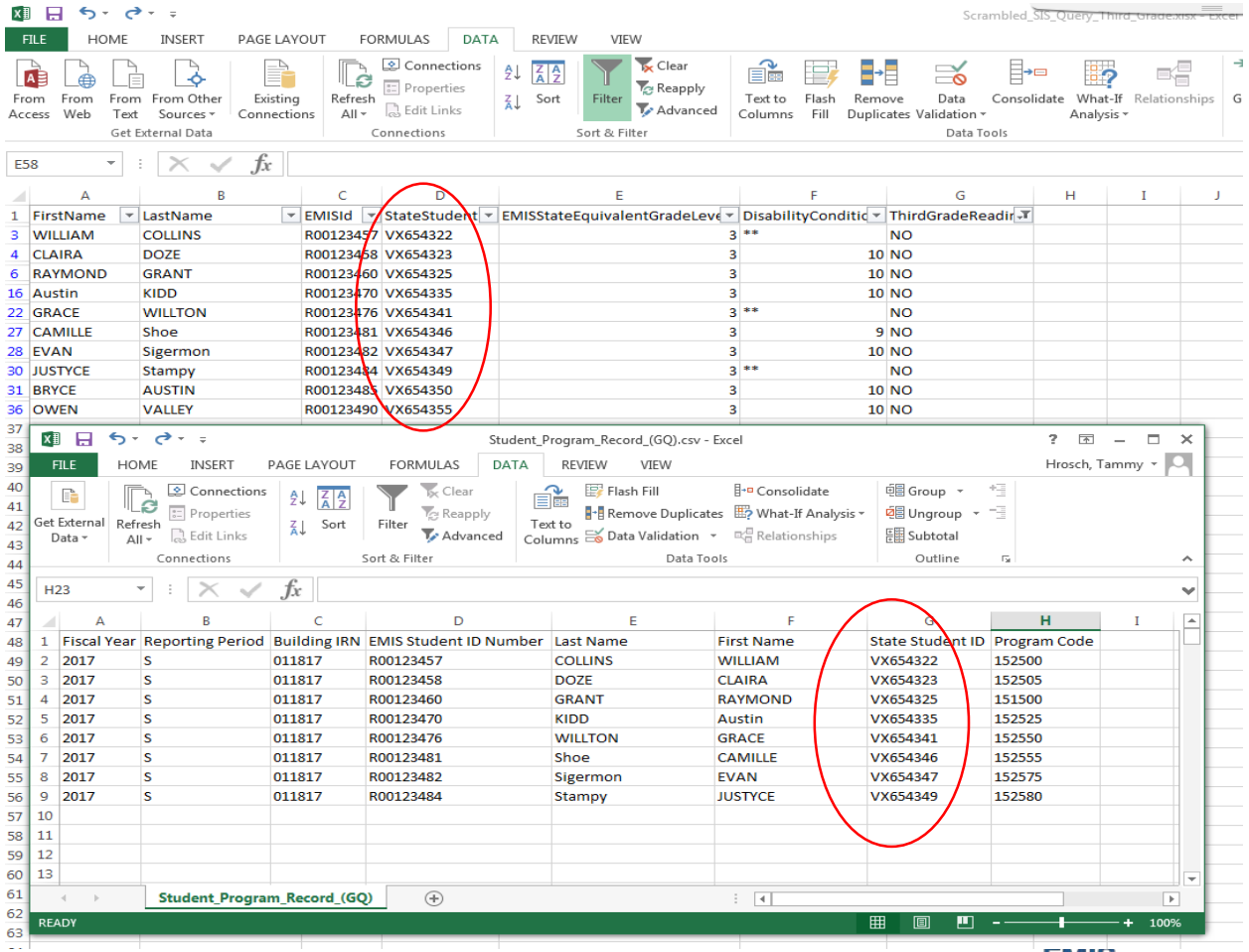
	A	B	C	D	E	F	G	H
1	Fiscal Year	Reporting Period	Building IRN	EMIS Student ID Number	Last Name	First Name	State Student ID	Program Code
2	2017	S	011817	R00123457	COLLINS	WILLIAM	VX654322	152500
3	2017	S	011817	R00123458	DOZE	CLAIRA	VX654323	152505
4	2017	S	011817	R00123460	GRANT	RAYMOND	VX654325	151500
5	2017	S	011817	R00123470	KIDD	Austin	VX654335	152525
6	2017	S	011817	R00123476	WILLTON	GRACE	VX654341	152550
7	2017	S	011817	R00123481	Shoe	CAMILLE	VX654346	152555
8	2017	S	011817	R00123482	Sigermon	EVAN	VX654347	152575
9	2017	S	011817	R00123484	Stampy	JUSTYCE	VX654349	152580
10								

EMIS Alliance

Combine SSIDs from Spreadsheets

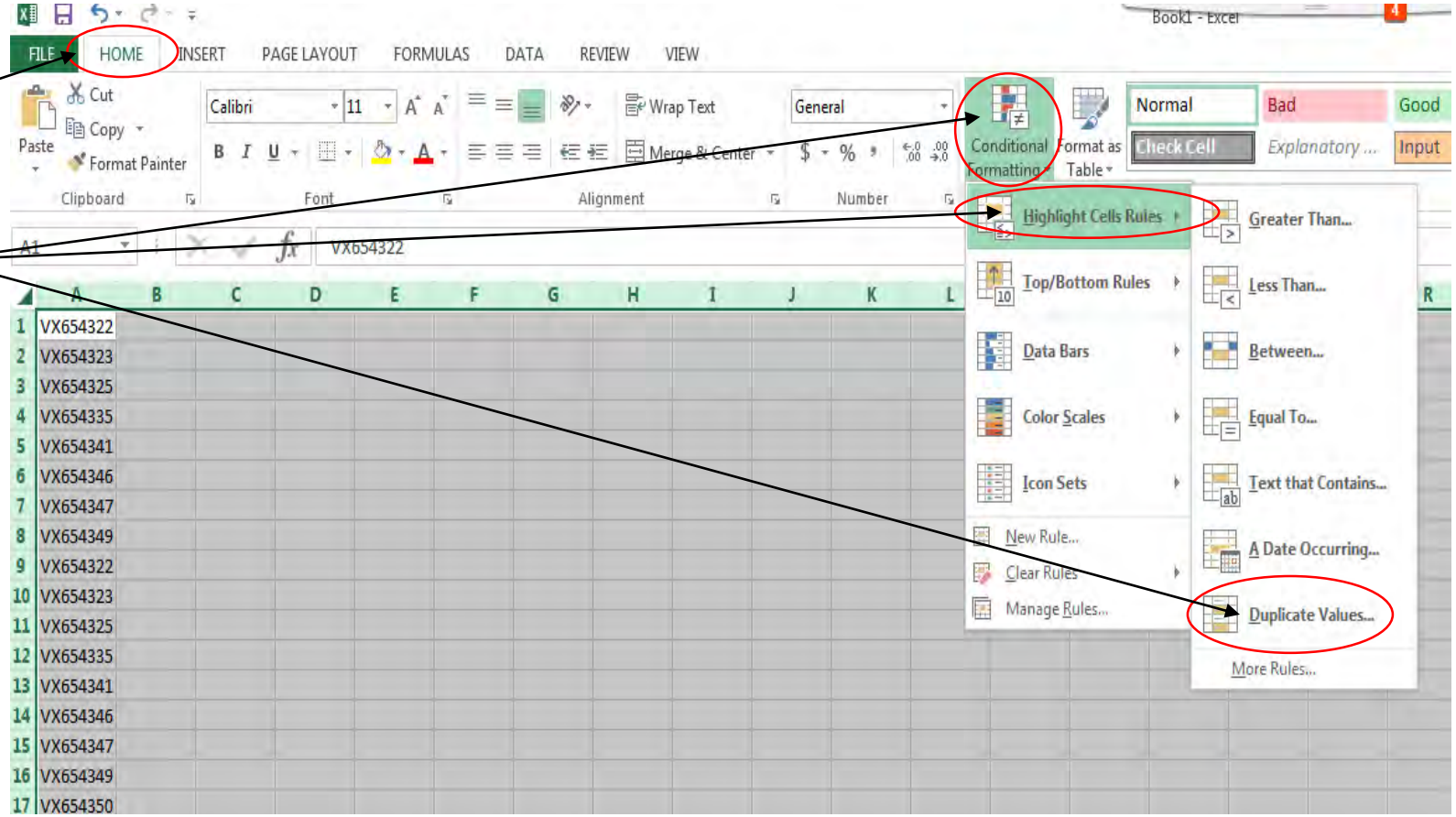
This screenshot shows both spreadsheets (Students Not on Track and Student Program GQ) and below is a new spreadsheet containing all SSIDs from both spreadsheets





Conditional Formatting

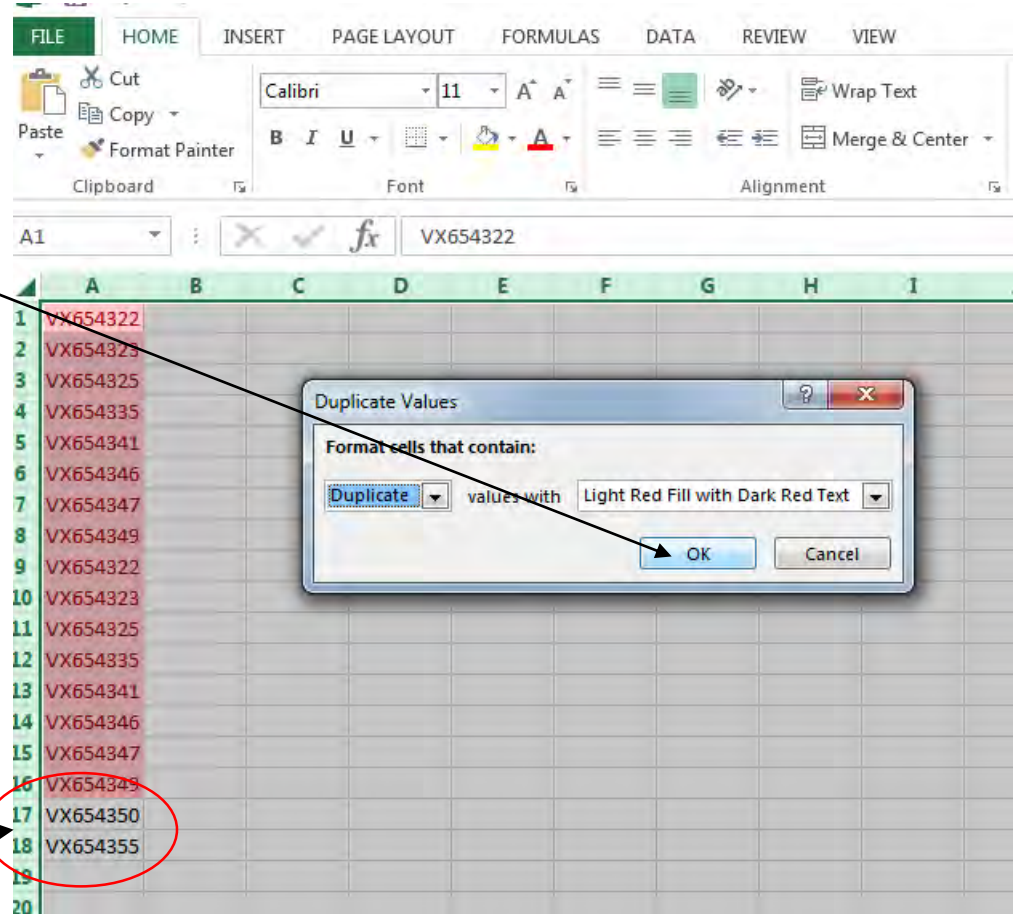
From the Home tab, choose Conditional Formatting, Highlight Cell Rules, then Duplicate Values



Conditional Formatting, cont'd

In the Duplicate Values Prompt, leave the values as defaulted and click "OK"

This function highlighted SSIDs that were in both the "Not on Track" file and in the "RIMP Code" file. The two students who are not highlighted are Not on Track and do not have RIMP Codes reported



Quick Check

Students with a Reading Diagnostic value of “NO - Not on Track” or with a Fall ELA score less than 700 must have RIMP (Reading Improvement and Monitoring Plan) program codes reported to EMIS. Districts who do not place students on required RIMPs will see a deduction in their Third Grade Reading Guarantee Local Report Card measure.

- Have all RIMPs been entered into the SIS?
- Do you have students with Reading Diagnostic values of “NO” who are not on RIMPs?
- Can you think of other instances where the Conditional Formatting could be used?

Summary

- Basic Excel techniques can be very useful
  - when troubleshooting EMIS data in the Student Information System
  - when troubleshooting EMIS reports
  - when troubleshooting preview/review files
- These techniques should be part of your everyday practices

Resources

- Microsoft Excel Help within Excel “?” Articles and Videos
- Google it
- Microsoft Excel Classes
- Your ITC

Questions?