

Excel as a Tool to Troubleshoot SIS Data for EMIS Reporting



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

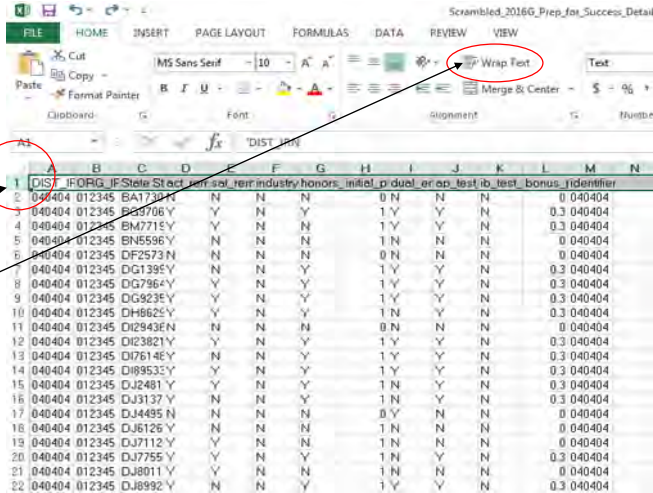


Basic Excel Functions

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



Wrap Text Header Row

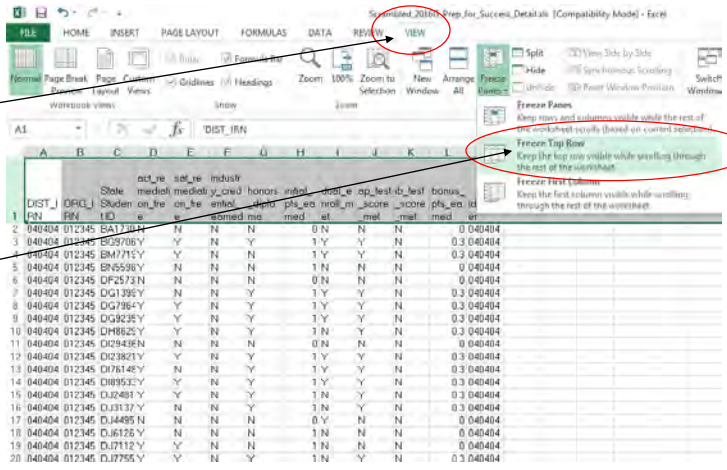


Select the header row by clicking on the number "1"

Then select "Wrap Text"



Freeze Top Row



Select the "View" Tab

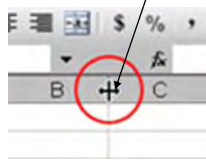
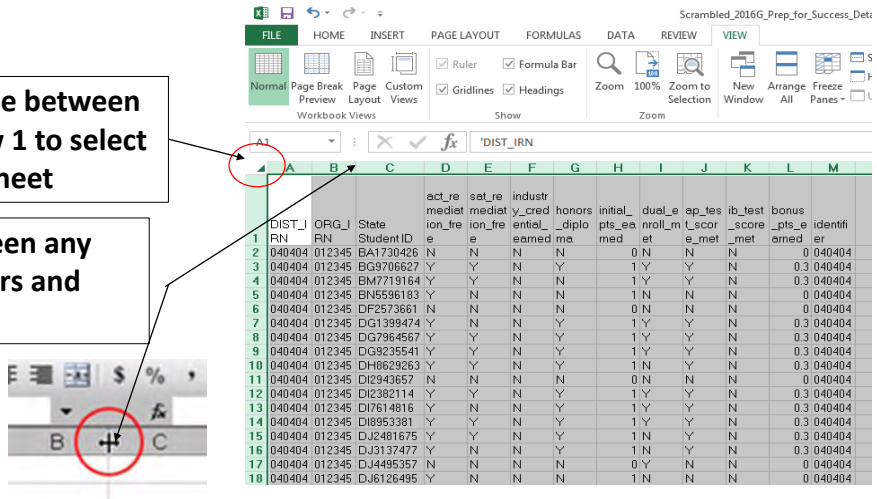
Then select "Freeze Panes" And "Freeze Top Row"



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

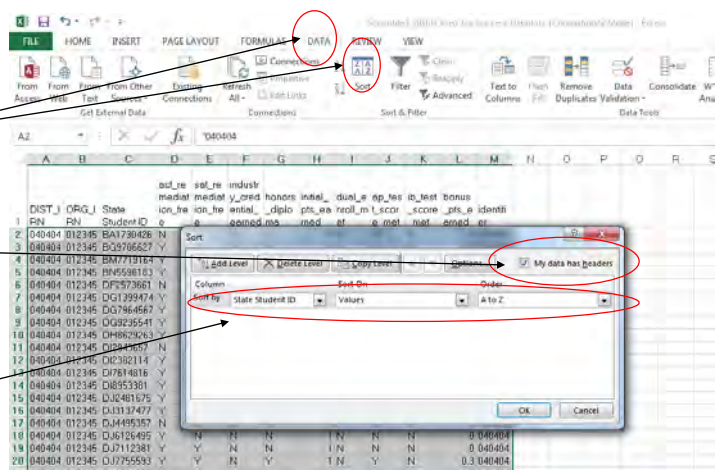


Sort

From the "Data" tab choose "Sort"

Check "My Data has Headers"

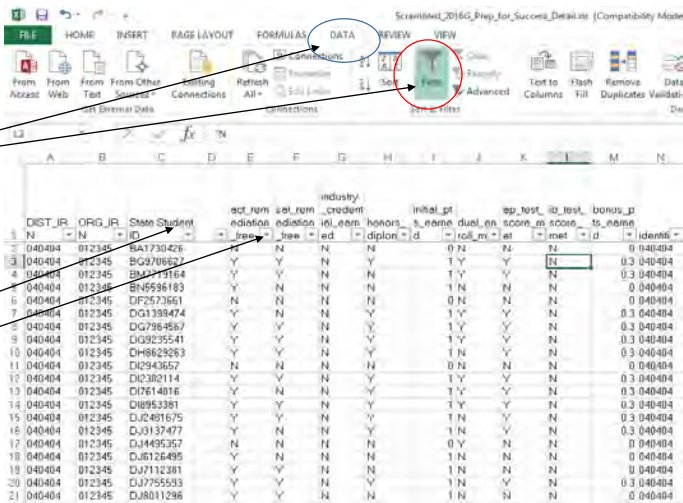
Sort by "State Student ID"
Sort on "Values"
Order "A to Z"



Filters

From the "Data" tab choose "Filter"

Filters will be available to select in each column header

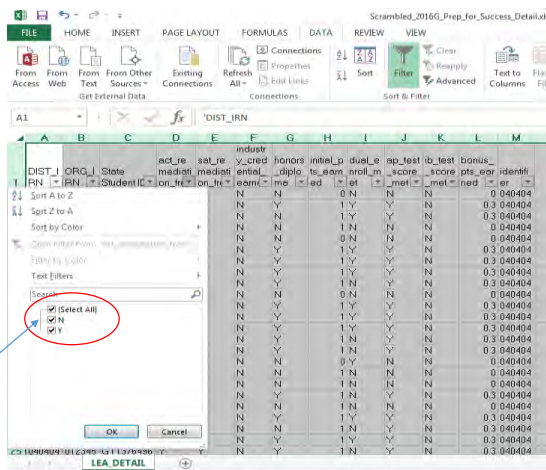


Filters, cont'd

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

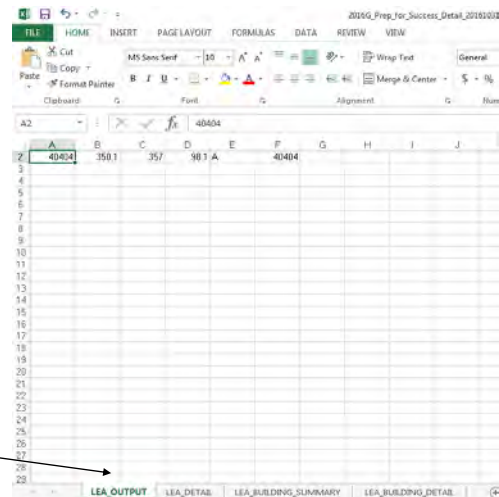


Tabs in a Workbook

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



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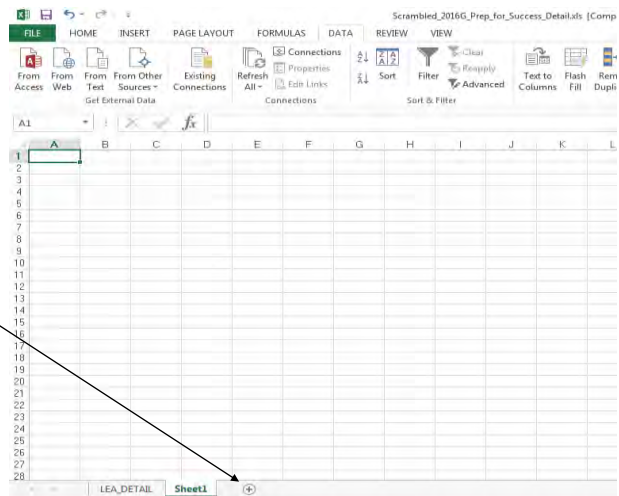
Create a Workbook

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



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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?



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Text to Columns



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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_ENVMT_COD","DIST_LRE_SOURCE_CODE","DIST_LRE_SOURCE_DESCR","USDOE_CHILD_COUNT_FLAG","USDOE_LEAST
2	040404,"S"9823517","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,"S"9928464","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,"S"V2930224","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,"V"9247177","R00007092","REAVEN,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,"V"4698457","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”

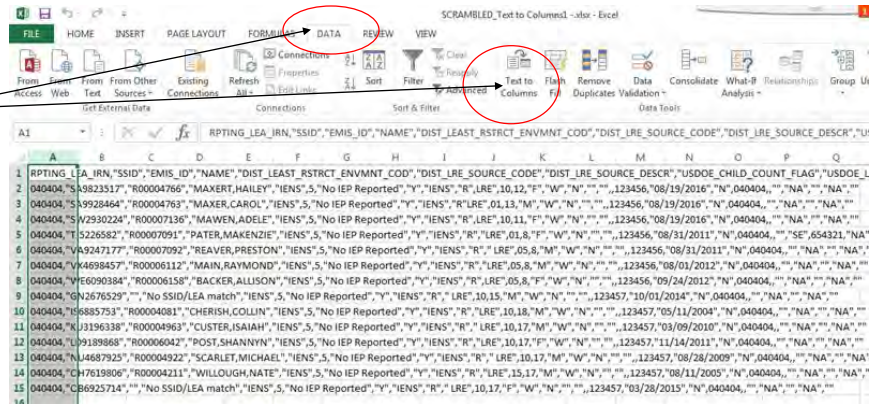
The screenshot shows the Microsoft Excel interface with the 'Text to Columns' wizard open. The 'Text to Columns' button in the 'Data' tab is circled in red. A text box with an arrow points to column A, labeled 'Select Column A'. The spreadsheet data is visible in the background, showing the same data as in the previous image.



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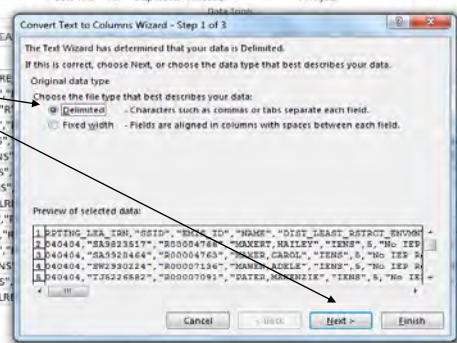
Text to Columns, cont'd

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



Convert Text to Columns Wizard Step 1

Choose "Delimited" and "Next"



Convert Text to Columns Wizard Step 2

“Tab” will be selected by default, select “Comma” and “Finish”



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_LISSID	EMIS_ID	NAME	DIST_LEAS	DIST_LRE	DIST_LRE_USDOE	CI_USDOE	LE_DCC	STAT	DCC	STAT	DISAB	CN	AGE	GENDER	ETHNIC	CC	LEP_CODE	SPCED_E	SPCED_C	UPDATE_C	CAT	DNG_ADMI	
2	40404	SA923551	R0000476; MAXERT,I	IENS	5	No IEP	Rej	Y	IENS	R	LRE*	10	12	F	W	N	N						123456	##### N
3	40404	SA992846	R0000476; MAXER,C	IENS	5	No IEP	Rej	Y	IENS	R	LRE*	10	13	M	W	N	N						123456	##### N
4	40404	SW293022	R0000713; MAWEN,P	IENS	5	No IEP	Rej	Y	IENS	R	LRE*	10	11	F	W	N	N						123456	##### N
5	40404	IJS226582	R0000709; PATER,M	IENS	5	No IEP	Rej	Y	IENS	R	LRE	5	8	F	W	N	N						123456	##### N
6	40404	VA924717	R0000709; REAVER,P	IENS	5	No IEP	Rej	Y	IENS	R	LRE	5	8	M	W	N	N						123456	##### N
7	40404	VX469845	R0000611; MAIN,R	IENS	5	No IEP	Rej	Y	IENS	R	LRE	5	8	M	W	N	N						123456	8/1/2
8	40404	WE609038	R0000615; BACKER,A	IENS	5	No IEP	Rej	Y	IENS	R	LRE*	5	8	F	W	N	N						123456	##### N
9	40404	GN2676529	No SSID/L	IENS	5	No IEP	Rej	Y	IENS	R	LRE	10	15	M	W	N	N						123457	##### N
10	40404	IS6885753	R0000408; CHERISH,C	IENS	5	No IEP	Rej	Y	IENS	R	LRE	10	18	M	W	N	N						123457	##### N
11	40404	KJ3196338	R0000496; CUSTER,I	IENS	5	No IEP	Rej	Y	IENS	R	LRE	10	17	M	W	N	N						123457	3/9/2
12	40404	LD9189868	R0000604; POST,SHA	IENS	5	No IEP	Rej	Y	IENS	R	LRE	10	17	F	W	N	N						123457	##### N
13	40404	NU468792	R0000492; SCARLET,P	IENS	5	No IEP	Rej	Y	IENS	R	LRE	10	17	M	W	N	N						123457	##### N
14	40404	OH761980	R0000421; WILLOUGH,N	IENS	5	No IEP	Rej	Y	IENS	R	LRE	15	17	M	W	N	N						123457	##### N
15	40404	QB6925714	No SSID/L	IENS	5	No IEP	Rej	Y	IENS	R	LRE	10	17	F	W	N	N						123457	##### N



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?



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



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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

1	A	B	C	D	E	F	G	H
	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	Kriopp	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	Adawinn	MW6543217	100	012345		3.**	
10	Dash	Adams	MW6543219	0	012345		3.DN	
11	Sean	Binocone	MW6543220	100	012345		3.GC	
12								
13								
14								



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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.

Calendar For: Dist-Bldg-Grade-AP	Row Numbr	Mont	Sund	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul-26	03	04	05	06	07	08	09	10	11
Jul-26	10	11	12	13	14	15	16	17	18
Jul-26	17	18	19	20	21	22	23	24	25
Jul-26	24	25	26	27	28	29	30	31	
Aug-16	01	02	03	04	05	06	07	08	09
Aug-16	10	11	12	13	14	15	16	17	18
Aug-16	19	20	21	22	23	24	25	26	27
Aug-16	28	29	30	31					
Sep-16	01	02	03	04	05	06	07	08	09
Sep-16	10	11	12	13	14	15	16	17	18
Sep-16	19	20	21	22	23	24	25	26	27
Sep-16	28	29	30						
Oct-16	01	02	03	04	05	06	07	08	09
Oct-16	10	11	12	13	14	15	16	17	18
Oct-16	19	20	21	22	23	24	25	26	27
Oct-16	28	29	30						



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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?



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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



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Open Demographic Files

EXCEL_5_2015G_Student_Demographic_(GI).xls
EXCEL_6_2016G_Student_Demographic

State Student ID	Fiscal Year	Reporting Period	Building IRN	EMIS Student ID Number	Last Name	First
BG9706627	2016	G	012345	R00123457	RENNER	SALL
DG1399474	2016	G	012345	R00123461	STULFORD	HARC
DI2382114	2016	G	012345	R00123466	SCHNEIDER	JAME
DI8953381	2016	G	012345	R00123468	REEDA	ELIZA
DI6126495	2016	G	012345	R00123472	GILBERTMEN	PATR
DI8011296	2016	G	012345	R00123475	RONALD	GING
DK3975456	2016	G	012345	R00123477	WILLIARD	HALE
EL5784156	2016	G	012345	R00123478	THIRLESS	TREN
GT1376496	2016	G	012345	R00123479	MOSS	AMBI
GT5816487	2016	G	012345	R00123480	DUFFY	ASHL
HJ519487	2016	G	012345	R00123481	OILER	MAT
IN3106777	2016	G	012345	R00123482	DENMMER	BENI
IN8154748	2016	G	012345	R00123483	FISHER	WILL



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Copy Data from 2016G Demographic File

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

Scrambled_2016G_Student_demographic_(G).xlsx - Excel

State	Student ID	Fiscal Year	Reporting Period	Building	IRN	EMIS Student ID Number	Last Name	First Name	Middle Name	Date of Birth
BG9706627	2016	G	012345	R00123457	RENNER	SALLY	MARGE			
DG1299474	2016	G	012345	R00123461	STULFORD	HAROLD	LEE			
DI2382114	2016	G	012345	R00123466	SCHNEIDER	JAMES	THOMAS			
DI8953381	2016	G	012345	R00123468	REEDA	ELIZABETH	ANN			
DI6126495	2016	G	012345	R00123472	GILBERTMEN	PATRICIA	DANA			
DI8011296	2016	G	012345	R00123475	RONALD	GINGER	GRACE			
DK3975456	2016	G	012345	R00123477	WILLIARD	HALEIGH	SHAY			
EL5784156	2016	G	012345	R00123478	TIRLESS	TRENT	JOSEPH			
GT1376496	2016	G	012345	R00123479	MOSS	AMBER	NICHOLE			
GT5816487	2016	G	012345	R00123480	DUFFY	ASHLYN	NICOLE			
HJ3519487	2016	G	012345	R00123481	OILER	MATTHEW	MATERN			
IN3106777	2016	G	012345	R00123482	DEMNER	BENITA	ANN			
IN8154748	2016	G	012345	R00123483	FISHER	WILL	RONALD			
IN3117313	2016	G	012345	R00123484	GUSSELMAN	LILLIAN	ANNA			



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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"

Scrambled_2015G_Student_Demographic_(G).xlsx - Excel

State	Student ID	Fiscal Year	Reporting Period	Building	IRN	EMIS Student ID Number	Last Name	First Name	Middle Name	Date of Birth
BA1730426	2015	G	012345	R00123456	LINKER	KYLE	SCOTT			
BN7731644	2015	G	012345	R00123458	HIGHTOWER	MALLORY	LEIGH			
BN5596183	2015	G	012345	R00123459	YAUGER	CAMERYN	TAYLOR			
DF2573661	2015	G	012345	R00123460	MEYER	MATTHEW	WILLIAMS			
DG7964567	2015	G	012345	R00123462	JACKMAN	SHIELA	ANN			
DG9235541	2015	G	012345	R00123463	COWWELL	WILLIAM	HOWARD			
DH8629269	2015	G	012345	R00123464	POMERS	CHARLES	THOMAS			
DI2940657	2015	G	012345	R00123465	RUTLESS	CHARLES	WESTON			
DI7614816	2015	G	012345	R00123467	WALDO	TOMAS	LEE			
DI2481675	2015	G	012345	R00123469	ACKERFUL	ANNIE	LEE			
DI3137477	2015	G	012345	R00123470	BARTER	ELEANOR	CLAIRE			
DI4493357	2015	G	012345	R00123471	COMMER	ANNALIE	RACHEL			
DJ7112381	2015	G	012345	R00123473	HOWARD	SPENCE	MASON			
DI7535993	2015	G	012345	R00123474	MOONEY	HALEY	SIERA			
DI8927259	2015	G	012345	R00123476	MEIERSON	SAM	MANUS			
BG9706627	2016	G	012345	R00123457	RENNER	SALLY	MARGE			
DG1399474	2016	G	012345	R00123461	STULFORD	HAROLD	LEE			
DI2382114	2016	G	012345	R00123466	SCHNEIDER	JAMES	THOMAS			
DI6126495	2016	G	012345	R00123472	REEDA	ELIZABETH	ANN			
DI8011296	2016	G	012345	R00123475	GILBERTMEN	PATRICIA	DANA			
DK3975456	2016	G	012345	R00123477	RONALD	GINGER	GRACE			
EL5784156	2016	G	012345	R00123478	WILLIARD	HALEIGH	SHAY			



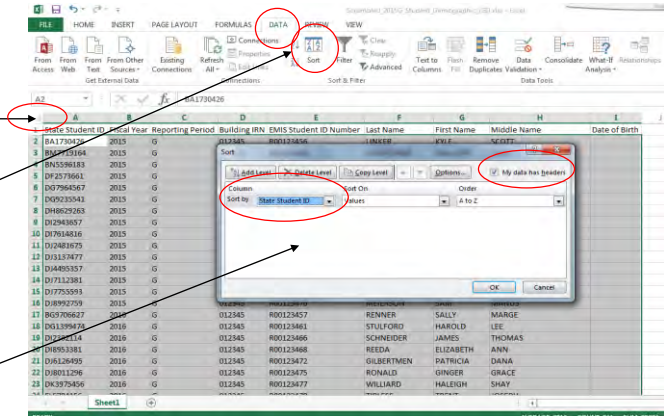
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Sort Student Combined Demographic Spreadsheet by SSID

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

Click on the "Data" tab and "Sort"

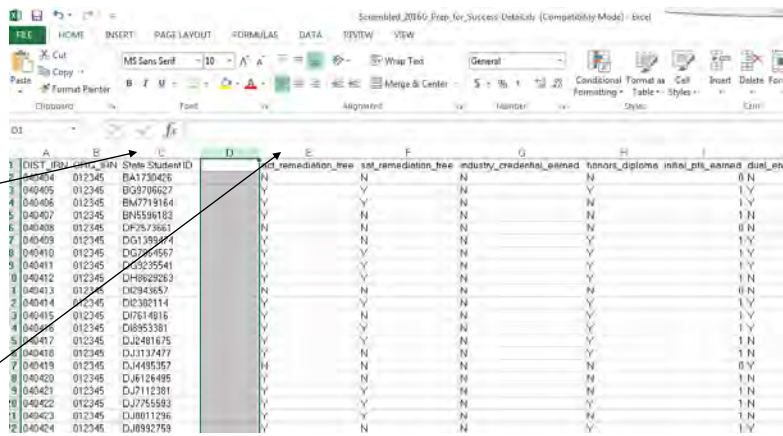
On the Sort Prompt, check "My data has headers" Choose "State Student ID" as the "Sort by" Click Ok



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"



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)



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VLOOKUP Step One

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

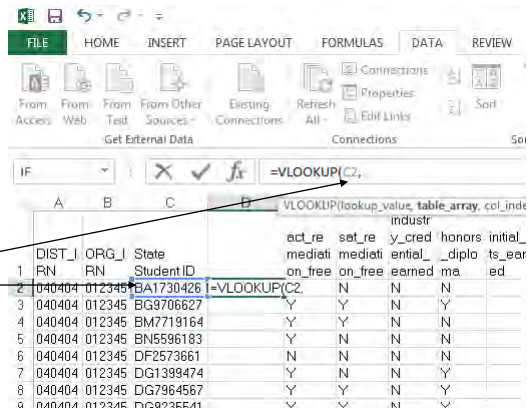
CIST_J	ORG_J	State	indus	act_jr	act_jr	y_cred	honors	initial_p	duel_e	ap_test	ib_test	bonus	identifi
RN	RN	Student ID	on_base	on_base	stemed	ma	ud	at	met	met	met	met	er
040404	012345	BA1730426	N	N	N	N	N	N	N	N	N	N	0.040404
040404	012345	RG9706627	Y	Y	N	N	N	1	Y	Y	N	N	0.304040
040404	012345	RM7719164	Y	N	N	N	N	1	N	N	N	N	0.040404
040404	012345	BN5596183	N	N	N	N	N	0	N	N	N	N	0.040404
040404	012345	DF2573661	Y	N	N	N	Y	1	Y	Y	N	N	0.304040
040404	012345	DC1393474	Y	Y	N	N	Y	1	Y	Y	N	N	0.304040
040404	012345	DG7964967	Y	Y	N	N	Y	1	Y	Y	N	N	0.304040
040404	012345	DG3235541	Y	Y	N	N	Y	1	Y	Y	N	N	0.304040
040404	012345	DH8623263	Y	Y	N	N	Y	1	Y	Y	N	N	0.304040
040404	012345	DI2343657	N	N	N	N	N	0	N	N	N	N	0.040404
040404	012345	DI2382114	Y	Y	N	N	Y	1	Y	Y	N	N	0.304040
040404	012345	DI7614816	Y	N	N	N	Y	1	Y	Y	N	N	0.304040
040404	012345	DI8953301	Y	Y	N	N	Y	1	Y	Y	N	N	0.304040
040404	012345	DJ2481079	Y	N	N	N	Y	1	N	Y	N	N	0.304040
040404	012345	DJ3137477	Y	N	N	N	Y	1	N	Y	N	N	0.304040
040404	012345	DJ4495357	N	N	N	N	N	0	Y	N	N	N	0.040404



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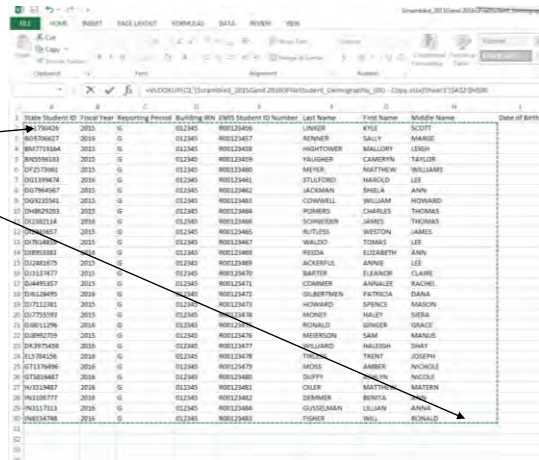
VLOOKUP Step Two

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

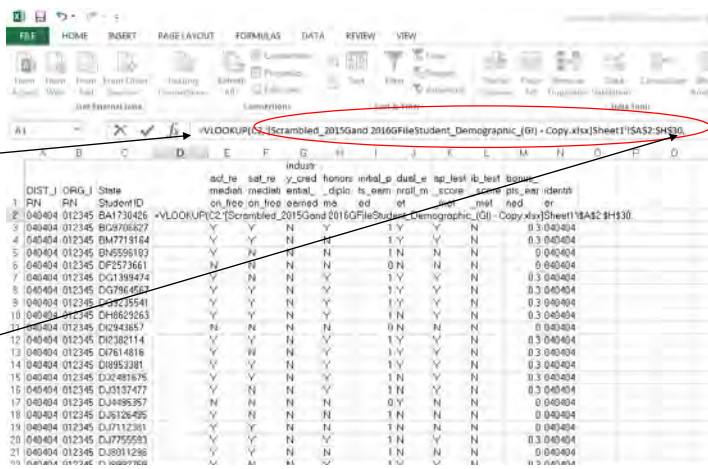
Place your cursor in cell A2 and drag over and down to select all values on the Demographic file.



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.

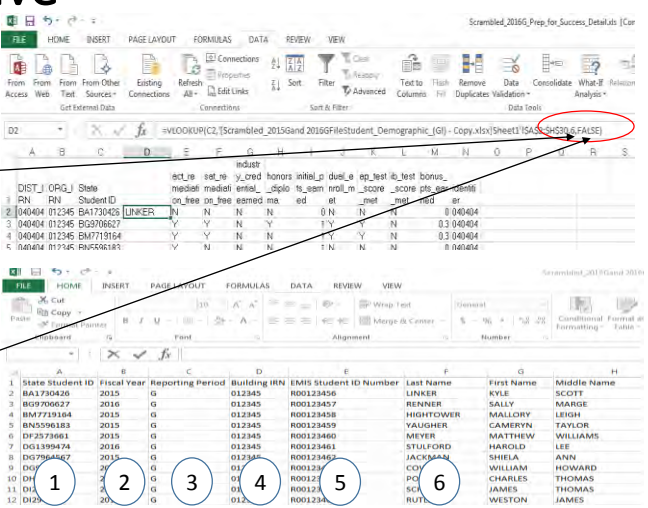
Enter a comma after the last value in the formula.



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.

DIST	ORG	I	State	Student ID	acadre	setre	v_cred	honors	initial	dup	le	ap	test	ib	test	bonus			
1	RN	RN			mediat	mediat	entel	_diplo	ts	sem	roll	m	score	score	pts	per	identif		
2	0404	012345	04173465	LINKER	on_tree	on_tree	earned	ma	ed	et	_met	_met	ned	er			0	040-04	
3	natura	ntrig	ROBINSO		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	0	040-04

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1	GLENN	COLE	R00123456	VX654321																					
2	WILLIAM	COLLINS	R00123457	VX654322																					
3	CLAIRA	DOZE	R00123458	VX654323																					
4	BRANDON	Eaton	R00123459	VX654324																					
5	RAYMOND	GRANT	R00123460	VX654325																					
6	CAMERON	Gray	R00123461	VX654326																					
7	MICAH	GREEN	R00123462	VX654327																					
8	KYLEE	GREGORY	R00123463	VX654328																					
9	EVELYN	GROOMS	R00123464	VX654329																					
10	MORGAN	HAGER	R00123465	VX654330																					
11	CADEN	HARRELL	R00123466	VX654331																					
12	Ethan	Harris	R00123467	VX654332																					
13	RILEY	JONES	R00123468	VX654333																					
14	Abigail	Jordan	R00123469	VX654334																					
15	Austin	KIDD	R00123470	VX654335																					
16	AUSTEN	KIMMER	R00123471	VX654336																					
17	Rebecca	KRALIE	R00123472	VX654337																					
18	JAMES	HILL	R00123473	VX654338																					
19	Zane	LANDER	R00123474	VX654339																					
20	JADEN	LUMBERT	R00123475	VX654340																					
21	GRACE	WILLTON	R00123476	VX654341																					
22	TERRY	MURPHY	R00123477	VX654342																					
23	MADOLINE	RUMERT	R00123478	VX654343																					
24	TERENCE	RIDGE	R00123479	VX654344																					
25	AI VEVA	MAKER	R00123480	VX654345																					



List of Students Not on Track

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1	WILLIAM	COLLINS	R00123457	VX654322																					
2	CLAIRA	DOZE	R00123458	VX654323																					
3	RAYMOND	GRANT	R00123460	VX654325																					
4	Austin	KIDD	R00123470	VX654335																					
5	GRACE	WILLTON	R00123476	VX654341																					
6	CAMILLE	Shoe	R00123481	VX654346																					
7	EVAN	Sigerman	R00123482	VX654347																					
8	JUSTYCE	Stampy	R00123484	VX654349																					
9	BRYCE	AUSTIN	R00123485	VX654350																					
10	OWEN	VALLEY	R00123490	VX654355																					



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

Fiscal Year	Reporting Period	Building ID#N	EMIS Student ID Number	Last Name	First Name	State Student ID	Program Code
2017	S	011817	R00129457	COLLINS	WILLIAM	VX654322	152500
2017	S	011817	R00129458	DOZE	CLAIRA	VX654323	152505
2017	S	011817	R00129460	GRANT	RAYMOND	VX654325	151500
2017	S	011817	R00129470	KIDD	Austin	VX654335	152525
2017	S	011817	R00129476	WILLTON	GRACE	VX654341	152550
2017	S	011817	R00129481	Shoe	CAMILLE	VX654346	152555
2017	S	011817	R00129482	Sigerman	EVAN	VX654347	152575
2017	S	011817	R00129484	Stampy	JUSTYCE	VX654348	152580



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

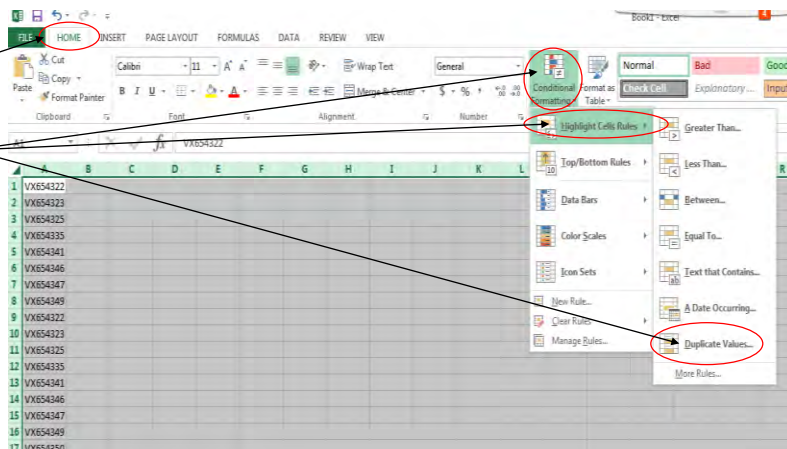
SSID
VX654322
VX654323
VX654325
VX654341
VX654347
VX654349
VX654352
VX654328
VX654325
VX654335
VX654341
VX654346
VX654347
VX654349
VX654350
VX654355

First Name	Last Name	EMISID	State Student ID	EMISStateEquivalentGradeLevel	DisabilityCondition	ThirdGradeReading
WILLIAM	COLLINS	R00129457	VX654322	3	**	NO
CLAIRA	DOZE	R00129458	VX654323	3	**	NO
RAYMOND	GRANT	R00129460	VX654325	3	**	NO
Austin	KIDD	R00129470	VX654335	3	**	NO
GRACE	WILLTON	R00129476	VX654341	3	**	NO
Shoe	CAMILLE	R00129481	VX654346	3	**	NO
Sigerman	EVAN	R00129482	VX654347	3	**	NO
Stampy	JUSTYCE	R00129484	VX654348	3	**	NO
OWEN	VALLEY	R00129480	VX654350	3	**	NO



Conditional Formatting

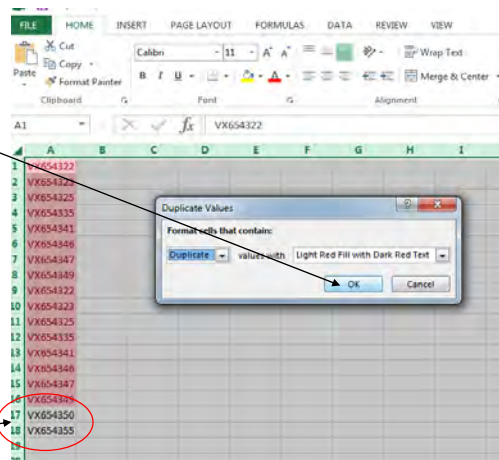
From the Home tab, choose Conditional Formatting, Highlight Cell Rules, then Duplicate Values



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?

