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**School & District Data:
Analysis Spreadsheets**

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Hello, Idaho! I'm Beth Klineman from Pearson Education. Welcome to Schoolnet's Analysis Spreadsheets, accessed through the ISEE Portal.

School & District Data reports come in three flavors: the pre-formatted report, the custom report, and the analysis spreadsheet.

The analysis spreadsheet is a report that always shows your data in a student list format. You'll see a row for each student and columns of different types of information such as attendance, ISAT scores, benchmark results, grades, program enrollment, and personal information all in one report.

Today on the ISEE demo site, we'll create an analysis spreadsheet showing several columns of data for each of the students in a saved student set. We'll modify the report and discuss saving and exporting. Then I'll show you how teachers can use analysis spreadsheets in the Classrooms module too.

So let's get started!

For this example, you are the principal of Sandpoint Middle School and you have a saved student set of chronically absent 8th-grade students. You want to learn more about each student such as number of absences, test results, and program enrollment. Instead of running several different reports to try to get all of that information, let's see what you can do with an analysis spreadsheet.

Roll your cursor over School & District Data, and under Report Builder, click **Custom Reports**.

Then click **Choose a Saved Student Set**.

On the My Saved Reports page, find your saved student set and click **Build Report**.

To create an analysis spreadsheet, select the Advanced Reporting tab.

Now click **Build an Analysis Spreadsheet**.

On this page, define each column to add to the report. The student's name will always appear in the first column automatically.

Make sure you plan ahead for the order you want your columns to appear on the report. To reorder columns, you'd have to redefine each one as needed.

You can add up to 25 columns, but for this example, let's start by adding columns to show the number of absences, reading ISAT score, and language arts benchmark results.

First, define a column for the number of absences. Under Define Column 1, open the Analyze By menu and select **Attendance**.

Additional menus appear to help you define which data to show in that column.

Keep in mind that just because menus are available, you don't have to choose options from every menu.

From Analysis Groups, select **Days Absent**.

Then click **Add Column**.

Now on the left sidebar, you see your first data column defined.

Let's define the next column. From the Analyze By menu, select **Standardized Tests**.

The menus default to the ISAT math scale score, but we will choose **Reading** from the subject menu. Then click **Add Column**.

Next, add a column to show the students' latest ELA benchmark test results. Select **Benchmark** from the Analyze By menu, then from the Subjects menu, choose **English Language and Literature**.

The default setting of most recent test administration means that you'll get the latest current year test results, regardless of which test each student took.

Click **Add Column**.

You have some options for how to run this report.

Schoolnet will only display up to 500 students in an analysis spreadsheet. If you are reporting on more than 500 students, you must export the results to Excel to view the data.

You can also save the report you just defined to your personal report bank to run or continue building later.

But let's see the analysis spreadsheet now. Click **Go to Spreadsheet**.

There's your report. The first column shows the name of each student in your

student set.

Notice the names are blue links. Clicking any of these student names will take you to that student's digital backpack.

Next, you see the number of days absent, ISAT reading scale score, and the latest ELA benchmark test results for each student.

From here, you can click a column heading to sort by that column. For example, click **Most Recent: Days Absent**. Click it again to reverse sort. Now you can tell which 8th-grade student has been absent the most this school year.

You can edit the column headings by choosing the pencil icon to edit each label. And you can go back to modify the student set or columns to tweak your report. Let's add another column to show program enrollment, and change the ISAT score to show performance level instead of scale score. Click **Edit Columns**.

To edit or delete a column, find it in the left sidebar and click **edit** or **remove**.

Let's change the ISAT reading score to show performance level instead. Under column 2, click **edit**.

Now open the Score Type menu and select **Performance Level**. Then click **Update Column**.

To add a column for program enrollment, open the Analyze By menu and choose **School and Program Enrollment**. This column will show you the programs each student is participating in for the current school year. Click **Add Column**.

Now view your updated report by clicking **Go to Spreadsheet**.

The report shows the ISAT performance levels and the added column at the end.

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It's time to save your report.

Keep in mind that if you run this same report at a later date, you might see different students and different data for each student. Schoolnet will use your student set criteria and column definitions to create a report based on the most current information at the time you run the report.

To keep a snapshot of the data exactly as you see it here today, export it to Excel and save it there.

For this example, let's save the report to your Saved Reports bank. Click **Save Columns**.

Now you have the option to save the complete report, which will keep your student set criteria along with your column definitions. Or you can save just the column definitions as an incomplete report type called Report Parameters, otherwise known as a column set.

Column sets can be mixed and matched with different student sets to create analysis spreadsheets for different groups of students.

Users with the right permissions can publish column sets to appear in report banks as report parameters, and also in the Classrooms module for your teachers to create analysis spreadsheets for their own students as well.

In the Classrooms module on the Student Performance page, you'll find published column sets on the Student Analysis tab under Reports.

Teachers can run an analysis spreadsheet for any of their courses, classes, or student groups. And they can create their own analysis spreadsheets for the students they teach from here too.

Remember, analysis spreadsheets are student lists with data columns for each student. You can save your analysis spreadsheets as complete reports or column sets, and teachers can run published column sets or create their own analysis spreadsheets for the students they teach.

Try creating your own analysis spreadsheets and experiment with the menus for defining columns to see what information is available to you for each student.

To learn more about School & District Data reports, view the training resources for pre-formatted reports, student sets, and custom reports.

But before you go, let's hear from Sandra Miller, the Student Achievement and School Improvement Director for Minnedoka County School District.

"It has helped because, in the past, we would have to gather all the information we needed, at student-led conferences, at parent meetings, Back to School nights, anything like that, that we wanted to use data for, we would have to gather it individually, and maybe put it in a PowerPoint or create slides or something like that. Well now, it's all houses right within Schoolnet and so it's just the click of a button. So we really have been working more efficiently using a lot less time because it's already there. And Schoolnet provides the information for us. Each year, current information is placed in there. After each state mandated test, the information is uploaded and it's right there for us. We don't have to go to three different sites. We go to one spot in Schoolnet and we find all the information we need. This has really made a difference in the time, in our management of time, in the efficiency of communicating and collaborating and planning. The tool is just phenomenal for helping us work smarter not harder."

For more information on ISEE's Schoolnet, be sure to check out the training resources posted on PowerSource, and go to PD Planner for additional training opportunities.

https://powersource.pearsonschoolsystems.com/portal/isee/