

Achievement/Attendance Analysis - with Excel



From CIMS you can download all course grading, absences, and drop information and create Pivot Tables and Charts to largely enhance analyzing achievement and attendance per course, teacher, or course group. The purpose of this document is to review the main steps. Once the information is in Excel, you are only limited by your own power to group/sort/total the information.

1. Run GRD.555 Option to build a file containing the latest information on achievement.

** remember to select to build file 'Y' else you will have the contents from your last build.

** VERY IMPORTANT ** the spreadsheet is expecting that you are utilizing terms:

- exceed expectation
- meet expectation
- fails to meet expectation

SO, when you are executing GRD.555 the bottom portion should contain ONLY 3 columns. I do have an alternate grd555 pivot table to handle 5 columns for those that want to record A,B,C,D,F ... contact Take Two if you need this version.

```

11/16/05 FY 05 TAKE TWO INC. 16:33:21 QPADEV000B
CANSMS Print Grade Distribution by Course Ref: GRD.555P.01

District: 444
School: 001
Term: 1 1
Grade Title: F% T1%

Absence Date Range MMDDYY : 090105 063006 *INCL ABSENCES TAKES 1/2HR*
Build File SMSTRANS/PGRD555 (USERID) Y ** SUMMARY REPORT ONLY
Limit to Course : Limit to Class :
Limit to Students with TAG: Include Course Drops After: 091505
Limit to Student SEX M/F : Exclude Students with TAG :
Limit to District Group :
Limit to Master Sched Grd :
Summary No/Count/Percent : N

Colm Heading Grade Symbols Numeric Low-High
1. EXCED A B 85 - 100
2. MEET C D 50 - 84
3. FAIL F 49
4.
5.
6.
7.
8.

F3=Exit F4=Index F5=Reset F12=Cancel
    
```

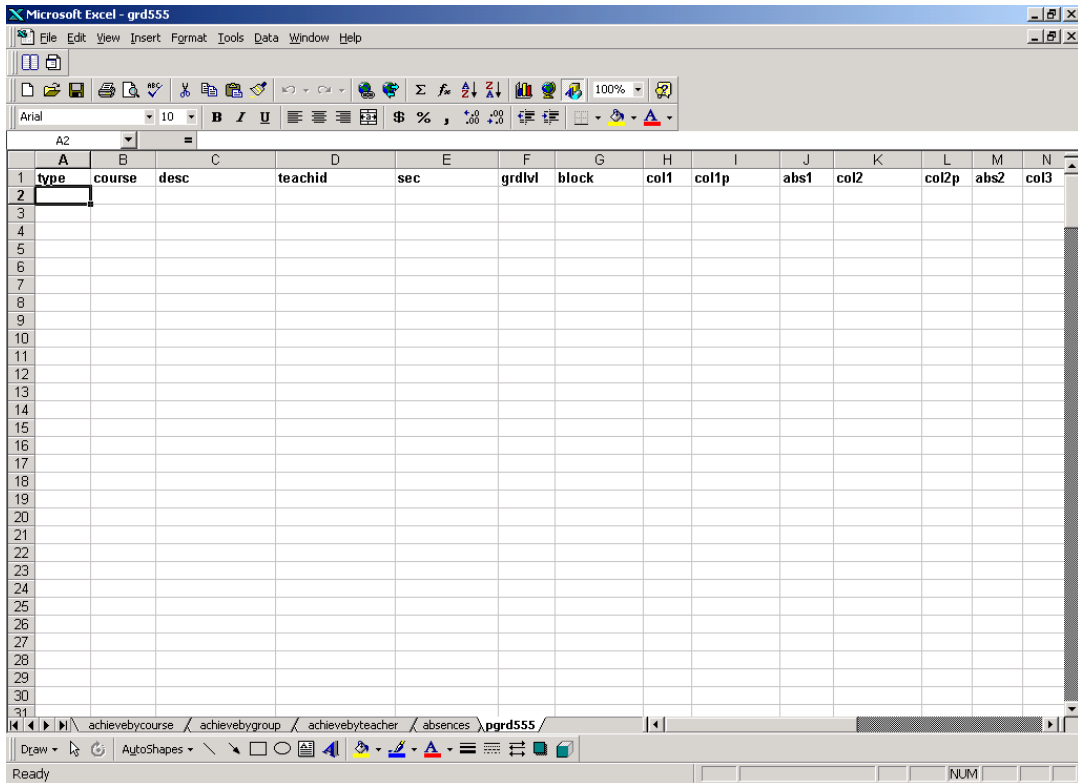
** leave Terms BLANK

** make sure to ask to Build File 'Y'

2. Open the GRD555 spreadsheet and Populate/refresh

The easiest method for updating your results, is to utilize the Bible option from within Excel.

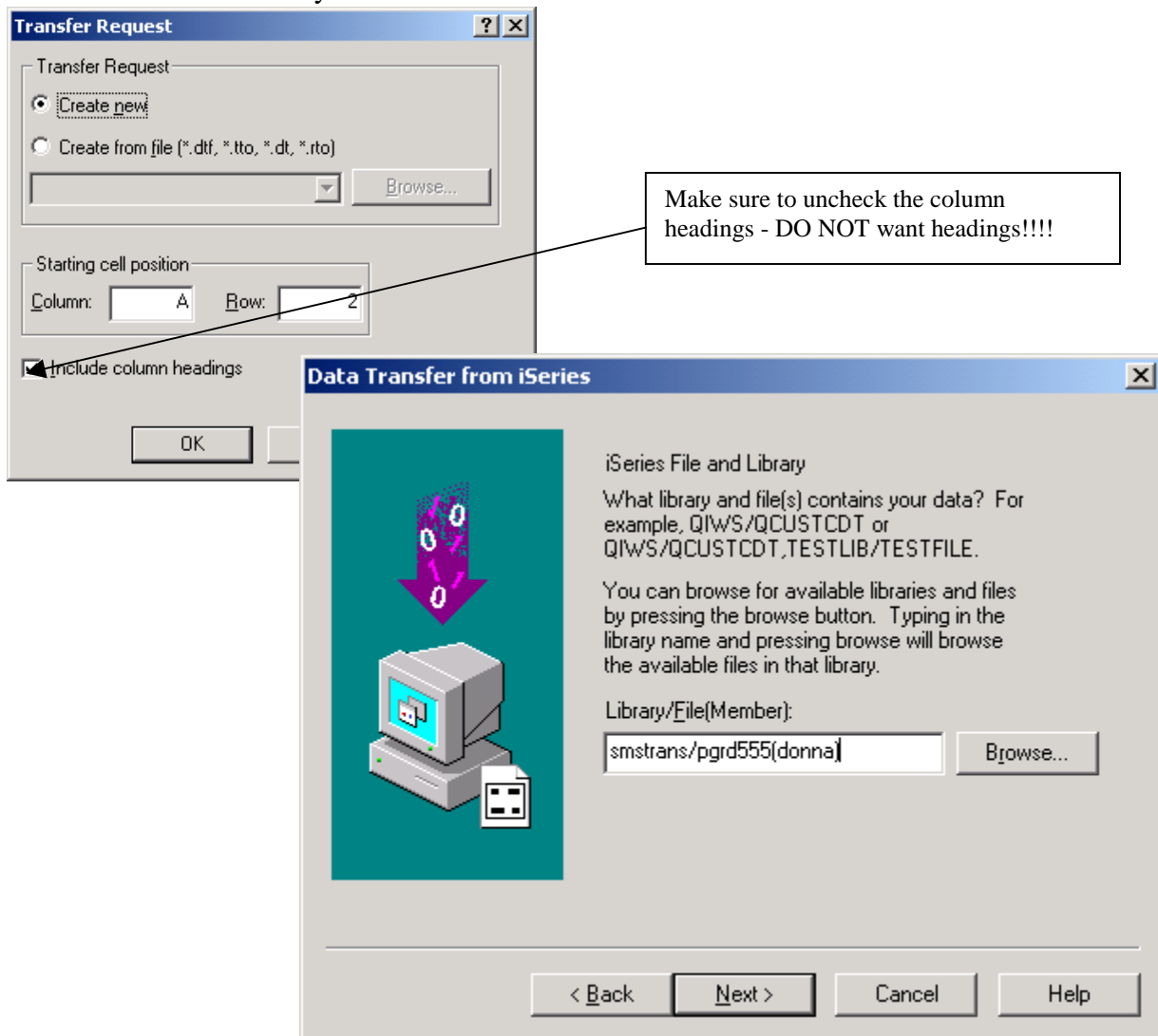
- a) Open the grd555 spreadsheet
- b) Position your cursor in the pgrd555 data tab at row 2 (critical not to wipe out the original column headings) .. CRITICAL to be on the pgrd555 tab as shown below.



c) Select to Transfer From AS/400. Ask to Create New

*** The spreadsheet is designed to handle maximum 999 rows. If you have more rows, the pivot tables will have to be re-done!!!!

*** Careful to clear old contents. If your old contents has more rows than the new - there could be old data not overwritten when you refresh the sheet.



Once file name is entered - NEXT, NEXT, FINISH - Do not fill in any other information !!!

The system may ask you to sign in to CIMS - then all information will fill the spreadsheet. In order to refresh all the tabs AND to ensure that you do not wreck the good grd555 pivot template:

- a) Choose to Save as - and name the spreadsheet something like grade 2005/06 term1
- b) Close - then re-open your new spreadsheet.

Understanding the Information Presented

The spreadsheet is set with 5 tabs, namely:

- pgrd555 which is the data tab and should never be manually altered. This information comes straight from CIMS and populates/drives all other sheets
- achievebycourse tab - shows achievement by course along with drop and absence information. User can limit by grade level or course type or teacher or block (achievement related to time of day?)
- achievebygroup - shows achievement summarized by course group. User can drill down to the courses that make up the group by doubleclicking on the totals cell.
- Achievebyteacher - shows achievement and absences by teacher
- absences - shows absences by group, then summarized visually per teacher

Exceeds Expectations%		Meet Expectations%		Fail to Meet Expectation%		Average Mark		Total Kids		Total Drops	
Total	course	Total	course	Total	course	Total	course	Total	course	Total	course
57.50	AC 101	42.50	AC 101	0.00	AC 101	85.00	AC 101	21	AC 101		
11.10	AF 101	87.30	AF 101	0.33	AF 101	58.33	AF 101	25	AF 101		
48.10	AF 201	48.10	AF 201	1.00	AF 201	79.00	AF 201	27	AF 201		
7.76	AMA1A1	86.96	AMA1A1	1.20	AMA1A1	67.00	AMA1A1	129	AMA1A1		
80.00	ARC2C1	20.00	ARC2C1	0.00	ARC2C1	88.00	ARC2C1	15	ARC2C1		
10.00	ASL101	81.65	ASL101	1.50	ASL101	66.00	ASL101	33	ASL101		
31.45	AT 101	59.45	AT 101	2.00	AT 101	71.00	AT 101	44	AT 101		
0.00	AT 201	92.85	AT 201	0.50	AT 201	60.00	AT 201	12	AT 201		
15.50	ATD201	53.55	ATD201	2.00	ATD201	58.50	ATD201	13	ATD201		
20.85	ATE201	79.15	ATE201	0.00	ATE201	73.00	ATE201	14	ATE201		
17.90	BGE101	72.00	BGE101	2.50	BGE101	72.00	BGE101	49	BGE101		
14.20	BI 101	82.10	BI 101	0.67	BI 101	69.33	BI 101	79	BI 101		
12.50	BI 1H1	87.50	BI 1H1	0.00	BI 1H1	76.00	BI 1H1	16	BI 1H1		
0.00	BI 201	73.33	BI 201	1.33	BI 201	52.00	BI 201	13	BI 201		
25.80	BJA101	64.50	BJA101	3.00	BJA101	69.00	BJA101	31	BJA101		
66.70	CAN0X1	33.30	CAN0X1	0.00	CAN0X1	84.00	CAN0X1	27	CAN0X1		
25.00	CAN1C1	66.70	CAN1C1	1.00	CAN1C1	71.00	CAN1C1	12	CAN1C1		
27.30	CAN2C1	54.50	CAN2C1	2.00	CAN2C1	68.00	CAN2C1	11	CAN2C1		
16.70	CCN201	88.30	CCN201	0.00	CCN201	72.00	CCN201	24	CCN201		

Note that top of all items allows user to select/narrow results. Make sure to change the selection for all columns to ensure consistent data to each column.

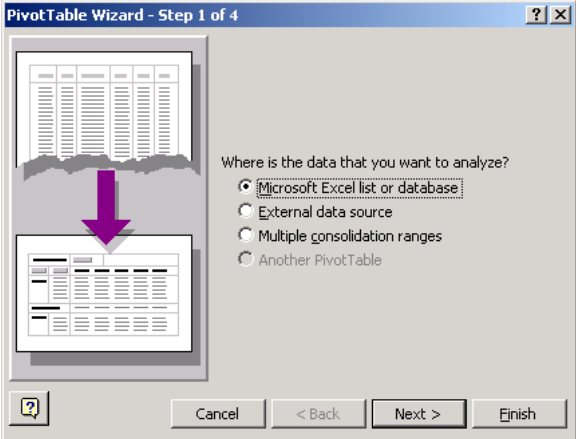
Designing Pivot Tables

Pivot tables summarize detail information into charts/tables. They will allow you to drill down to the details to assist in acknowledging which detail entries made up the totals.

It is important to review the data first to ensure columns look reasonable, ie: If you use class to breakup your students eg: AK, AL = Grade 11 - then this will have to be modified in your data before you request to build the pivot table.

The easiest pivot table to understand is one by course that shows grade level breakdown and allows limits to course group or ancestry.

a) Data tab, then Pivot Table

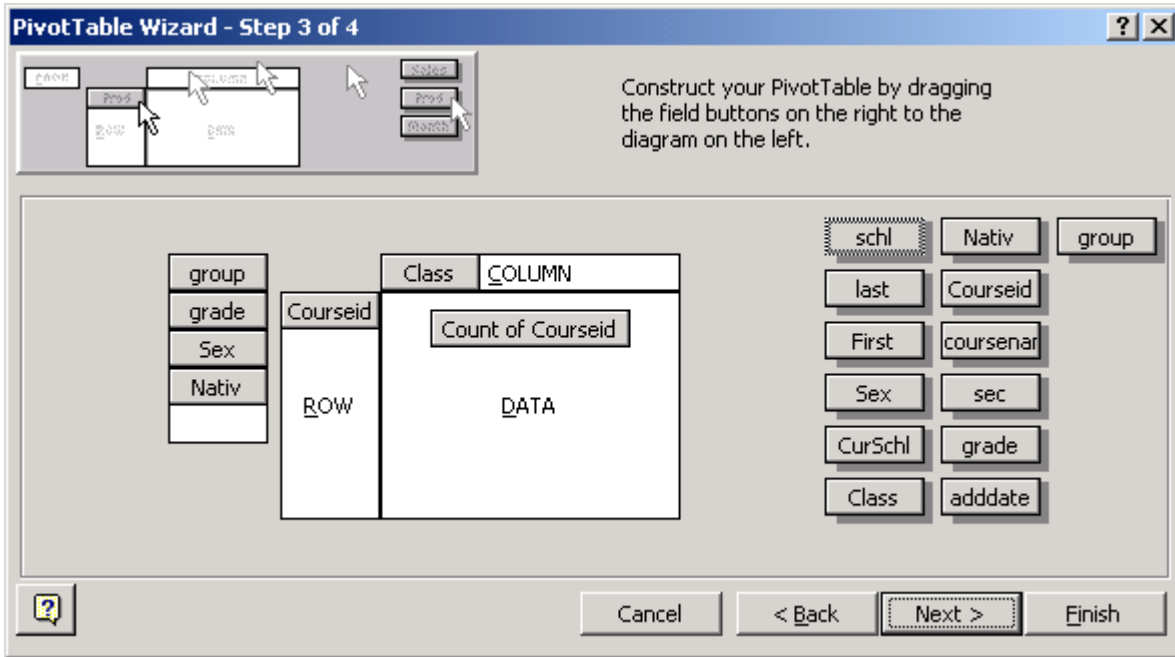


Press NEXT

b) It is critical to mark the information you want to pivot. Make sure to include extra rows at the bottom to account for future downloads where more information may appear. If you do not select a long enough range, when you refresh with new data you risk showing inaccurate totals! In the example below information is being retrieved to row 307 even though my last row of current information is at 240 . Select #kids * potential number of courses as your row value.



c) Select Pivot Information



- Sex, Native Ancestry, and Group are all selection items (eg: Limit course list to just group MAT)
- Class at Column position will give course breakdown by Grade Level

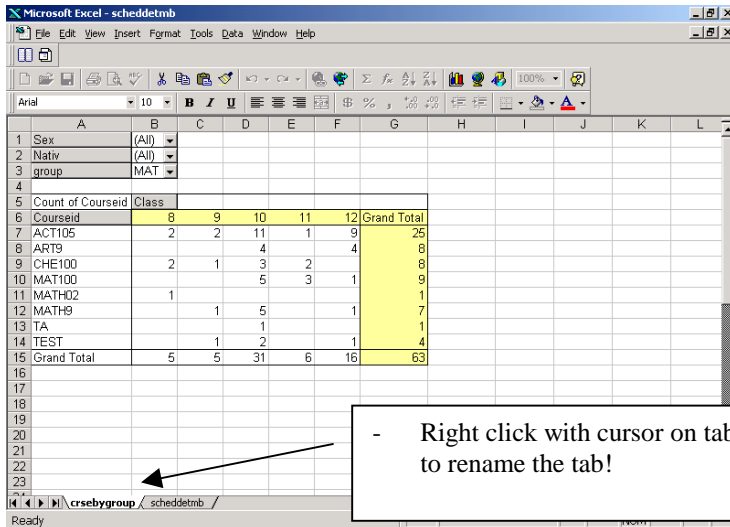
Count of Courseid	Class	8	9	10	11	12	Grand Total
ACT105		2	2	11	1	9	25
ART9				4		4	8
CHE100		2	1	3	2		8
MAT100				5	3	1	9
MATH02		1					1
MATH9			1	5		1	7
TA				1			1
TEST			1	2		1	4
Grand Total		5	5	31	6	16	63

1. Limit by Sex, Nativ or Group
2. Doubleclick on a cell to drilldown to student detail contents

Schl	Last	First	Sex	CurSchl	Class	Nativ	Courseid	coursenam	sec	adddate	group
30	LNAWR	GERRY	F	30	10		MAT100	MATH 100	1	10202	MAT
30	LCENRIPU	BGIVEN	F	30	10		MAT100	MATH 100	0	990528	MAT
30	GNILAWUCKO	DEBRA	F		10		MAT100	MATH 100	0	990528	MAT
30	CILAENOR	BERNADETTE	F	16	10		MAT100	MATH 100	1	10202	MAT
30	CILAENOR	ALAIN	M	13	10		MAT100	MATH 100	1	10202	MAT

Special Hints and Tricks

1. Always nice to rename your spreadsheet tabs to reflect what the pivot is about. It is desirable to have only one spreadsheet with several tabs accumulating your pivot requirements



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - scheddetmb". The spreadsheet contains a pivot table with the following data:

Count of Courseid	Class	8	9	10	11	12	Grand Total
ACT105		2	2	11	1	9	25
ART9				4		4	8
CHE100		2	1	3	2		8
MAT100				5	3	1	9
MATH02		1					1
MATH9			1	5		1	7
TA				1			1
TEST			1	2		1	4
Grand Total		5	5	31	6	16	63

A callout box with a black border and white background is positioned over the bottom of the spreadsheet. It contains the text: "- Right click with cursor on tab and system will allow you to rename the tab!". An arrow points from the text to the "scheddetmb" tab in the Excel window's tab bar.

2. When you drill down to the students AND you are finished/complete with the list - select to close and delete the drill down sheet else your spreadsheet will become unmanageable.