



COLORADO
Department of Education

Drive Your Data

Webinar

Andy Tucker

CDE Director of Postsecondary Readiness

May 8, 2018

Workshop Objectives

- To help SCC counselors be more effective in their practice
- To help SCC counselors be more comfortable looking at and working with data
- To provide ideas on how to share data with stakeholders to drive decisions



ASCA National Model

Comprehensive in Scope

Preventive in Design

Developmental in Nature

Integral Part of the Total Educational Program

Designs a Delivery System

Conducted in Collaboration

Monitors Student Progress

Driven by Data

Seeks Improvement

Shares Successes



DATA!

“It seems so overwhelming, I have no idea, what DATA I am supposed to be collecting and using!”

“I don’t understand how to use data in school counseling.”

“What kind of data do they want?”

“Data doesn’t measure what we do!”

“When will I have time to collect and analyze data?”

“We collect data, I just don’t know if it is the right stuff.”

Data	Data Source	Where I Can Gather data....
Standardized testing <ul style="list-style-type: none"> • CMAS • Access/CELA 	CDE Website - Schoolview	<ul style="list-style-type: none"> •Principal •Instructional coach •Infinite campus •Naviance
Purchased Curriculum/Testing <ul style="list-style-type: none"> • SAT/PSAT 	ACT/Collegeboard)	<ul style="list-style-type: none"> •Testing Coordinator •Principal •SOARS
The school's yearly goals and plan for achieving the goals	The school's UIP	<ul style="list-style-type: none"> •Principal
Attendance, Discipline, Grades, Assessment Data, Course Enrollment Patterns	Student Information Systems (Infinite Campus, Powerschool, SASI etc.) System/Administrators	<ul style="list-style-type: none"> •Infinite Campus •Assistant Principal •Attendance Secretary •Special Ed./ILP/ELL
ICAP's <ul style="list-style-type: none"> • Career pathways • First generation • Future plans/goals 	CIC, Naviance, Paper copy	<ul style="list-style-type: none"> •Naviance •College in Colorado

Data	Data Source	
Systems analysis	Discipline, Grading Scale Policy, Promotion, Retention, School Safety Surveys	Infinite Campus Surveys Needs assessments Evaluation of school policies and practices
Counselor Interactions	You! (notes, email, phone log)	Microsoft Outlook
Student, Faculty, and Family Needs	Surveys, Needs Assessments	Make your voice heard survey Tell survey
Pre-Post Tests	Given before and after an intervention to determine knowledge gained or to measure a change in perspective	
SES info.	Check school, sometimes confidential	

Disaggregation of Data

What is disaggregation?

- Disaggregation: To break up or to break apart
 - <http://www.thefreedictionary.com/Disaggregation>
- What are different ways that we can disaggregate data? We can look at data in so many ways, comparing any given variable (i.e. grade distribution) by different criteria.
 - Grade
 - Gender
 - Race/ethnicity
 - Attendance rate
 - IEP/ILP
 - 504

Why disaggregate data?

If we effectively disaggregate data, we can identify trends and/or areas for which intervention is necessary.

- Achievement gaps between different populations
- Troubling grade distribution patterns by teacher, course, section, etc.
- Grade distribution for students with different attendance patterns

Using Data to Uncover Inequities

Ask questions....

- What do I want to know about my school's ability to educate all students?
- What questions do I have about my students?, My school community?
- What concerns you about your data?
- Does an achievement gap exist? Where?
- What additional information do you need?
- What should you focus on? What data should you collect?



Where to get results data

Ad Hoc reports through your student information systems

- Talk to your registrar, counseling secretary, IT department, and/or other personnel who consistently work with data to learn how to run reports.
- Generally, once you create a report, you only need to tweak it a bit each time new grades are run.

What to do with reports once I have run them?

- Most reporting features allow you to download reports into Microsoft Excel.
- Excel has amazing sorting capabilities.
- The most amazing of them all are “pivot tables.”



A closer look at real data

Let's look at an actual report reflecting grades from a specific grading period at a real area high school.

We will look at grade distribution by grade, gender, ethnicity, and attendance rate.

How to create a pivot table (Slide 1 of 8)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
	student.ge	student.ra	student.ac	9TH ENGLISH LA	grading.scr	grading.task	grading.tei	ZLLA	student.gr	grading.pe	student nu	CustomStu	CustomStu	CustomStu	CustomStu	student.en	CustomStu	CustomStu	grading.tei	CustomStu	CustomStu	CustomStu	CustomStu	CustomStu	CustomStu
1	M	Latino	1	9TH ENGLISH LA	A	Progress Report 2	1	ZLLA	9	90	48973650	No	No	Yes	No		8/1/2012	47.04	1	Unsatisfac	9	Unsatisfac	1	Unsatisfac	
2	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	58.39	48973650	No	No	Yes	No		8/1/2012	47.04	1	Unsatisfac	9	Unsatisfac	1	Unsatisfac	
3	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	0	48974026	No	No	Yes	No		8/1/2012	47.04	1	Unsatisfac	9	Unsatisfac	1	Unsatisfac	
4	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	0	48974026	No	No	Yes	No		8/1/2012	47.04	1	Unsatisfac	9	Unsatisfac	1	Unsatisfac	
5	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	40.86	48974026	No	No	Yes	No		8/1/2012	47.04	1	Unsatisfac	9	Unsatisfac	1	Unsatisfac	
6	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9		48988734	No	No	Yes	No		8/1/2012	47.04	1	Unsatisfac	9	Unsatisfac	1	Unsatisfac	
7	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	0	48988734	No	No	Yes	No		8/1/2012	47.04	1	Unsatisfac	9	Unsatisfac	1	Unsatisfac	
8	F	Latino	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9		48988734	No	No	Yes	No		8/1/2012	88.07	1	Unsatisfac	1	Unsatisfac	9		
9	F	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	21.59	48988734	No	No	Yes	No		8/1/2012	88.07	1	Unsatisfac	1	Unsatisfac	9		
10	F	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	55.95	48988734	No	No	Yes	No		8/1/2012	88.07	1	Unsatisfac	1	Unsatisfac	9		
11	F	Latino	1	9TH ENGLISH LA	D	Progress Report 2	1	ZLLA	9	65.99	48988734	No	No	Yes	No		8/1/2012	88.07	1	Unsatisfac	1	Unsatisfac	9		
12	F	Latino	1	9TH ENGLISH LA	B	Progress Report 2	1	ZLLA	9	80.17	48990859	No	No	Yes	No		8/1/2012	88.07	1	Unsatisfac	1	Unsatisfac	9		
13	F	Latino	1	9TH ENGLISH LA	A	Progress Report 2	1	ZLLA	9	91.06	48990859	No	No	Yes	No		8/1/2012	88.07	1	Unsatisfac	1	Unsatisfac	9		
14	F	Latino	1	9TH ENGLISH LA	B	Progress Report 2	1	ZLLA	9	84.64	48990859	No	No	Yes	No		8/1/2012	88.07	1	Unsatisfac	1	Unsatisfac	9		
15	F	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	56.41	48990859	No	No	Yes	No		8/1/2012	88.07	1	Unsatisfac	1	Unsatisfac	9		
16	M	Latino	1	9TH ENGLISH LA	D	Progress Report 2	1	ZLLA	9	64.17	48990859	No	No	Yes	No		8/1/2012	85.26	1	Unsatisfac	3	Partially Pr	33	Unsatisfac	
17	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	20.41	48990859	No	No	Yes	No		8/1/2012	85.26	1	Unsatisfac	3	Partially Pr	33	Unsatisfac	
18	M	Latino	1	9TH ENGLISH LA	C	Progress Report 2	1	ZLLA	9		48990985	No	No	Yes	No		8/1/2012	85.26	1	Unsatisfac	3	Partially Pr	33	Unsatisfac	
19	M	Latino	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9		48990985	No	No	Yes	No		8/1/2012	85.26	1	Unsatisfac	3	Partially Pr	33	Unsatisfac	
20	M	Latino	1	9TH ENGLISH LA	B	Progress Report 2	1	ZLLA	9		48990985	No	No	Yes	No		8/1/2012	85.26	1	Unsatisfac	3	Partially Pr	33	Unsatisfac	
21	M	Latino	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9		48990985	No	No	Yes	No		8/1/2012	85.26	1	Unsatisfac	3	Partially Pr	33	Unsatisfac	
22	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	36.25	48990985	No	No	Yes	No		8/1/2012	85.26	1	Unsatisfac	3	Partially Pr	33	Unsatisfac	
23	M	Latino	1	9TH ENGLISH LA	A	Progress Report 2	1	ZLLA	9	99.33	48990985	No	No	Yes	No		8/1/2012	85.26	1	Unsatisfac	3	Partially Pr	33	Unsatisfac	
24	M	Latino	1	9TH ENGLISH LA	C	Progress Report 2	1	ZLLA	9	75.53	48990985	No	No	Yes	No		8/1/2012	85.26	1	Unsatisfac	3	Partially Pr	33	Unsatisfac	
25	F	Caucasian	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	37.02	48991004	No	No	Yes	No		8/1/2012	91.38	1	Unsatisfac	9	Partially Pr	35	Unsatisfac	
26	F	Caucasian	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9		48991004	No	No	Yes	No		8/1/2012	91.38	1	Unsatisfac	9	Partially Pr	35	Unsatisfac	
27	F	Caucasian	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	44.96	48991004	No	No	Yes	No		8/1/2012	91.38	1	Unsatisfac	9	Partially Pr	35	Unsatisfac	
28	F	Caucasian	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	47.42	48991004	No	No	Yes	No		8/1/2012	91.38	1	Unsatisfac	9	Partially Pr	35	Unsatisfac	
29	F	Caucasian	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9		48991004	No	No	Yes	No		8/1/2012	91.38	1	Unsatisfac	9	Partially Pr	35	Unsatisfac	
30	F	Caucasian	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	49.72	48991007	No	No	Yes	No		8/1/2012	91.38	1	Unsatisfac	9	Partially Pr	35	Unsatisfac	
31	F	Caucasian	1	9TH ENGLISH LA	D-	Progress Report 2	1	ZLLA	9	61.64	48991007	No	No	Yes	No		8/1/2012	91.38	1	Unsatisfac	9	Partially Pr	35	Unsatisfac	
32	M	Latino	1	9TH ENGLISH LA	B	Progress Report 2	1	ZLLA	9	81.17	48991007	No	No	Yes	No		8/1/2012	99.42	1	Unsatisfac	66	Partially Pr	75	Unsatisfac	
33	M	Latino	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9	83.33	48991007	No	No	Yes	No		8/1/2012	99.42	1	Unsatisfac	66	Partially Pr	75	Unsatisfac	
34	M	Latino	1	9TH ENGLISH LA	C	Progress Report 2	1	ZLLA	9	75.46	48991007	No	No	Yes	No		8/1/2012	99.42	1	Unsatisfac	66	Partially Pr	75	Unsatisfac	
35	M	Latino	1	9TH ENGLISH LA	B	Progress Report 2	1	ZLLA	9	87.66	48991056	No	No	Yes	No		8/1/2012	99.42	1	Unsatisfac	66	Partially Pr	75	Unsatisfac	
36	M	Latino	1	9TH ENGLISH LA	D	Progress Report 2	1	ZLLA	9	64.17	48991056	No	No	Yes	No		8/1/2012	99.42	1	Unsatisfac	66	Partially Pr	75	Unsatisfac	

Start with a data set exported into Excel (usually as a CSV file)

How to create a pivot table (Slide 2 of 8)

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. A red circle highlights the 'PivotTable' button in the 'Tables' group. Another red circle highlights the 'Select All' box (the small square at the top-left of the grid) in the upper left corner. A third red circle highlights the 'PivotTable' button again. Red arrows point from the numbered list on the right to these three elements.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	student.ge	student.ra	student.ac	9TH ENGLISH LA	grading.scr	grading.task	grading.tei	ZLLA	student.gr	grading.pe	student nu	CustomStu	CustomStu	CustomStu	Custom
2	M	Latino	1	9TH ENGLISH LA	A	Progress Report 2	1	ZLLA	9	90	48973650	No	No	Yes	No
3	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	58.39	48973650	No	No	Yes	No
4	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	0	48974026	No	No	Yes	No
5	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	0	48974026	No	No	Yes	No
6	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	40.86	48974026	No	No	Yes	No
7	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	0	48988734	No	No	Yes	No
8	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	0	48988734	No	No	Yes	No
9	F	Latino	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9	0	48988734	No	No	Yes	No
10	F	Latino	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9	21.59	48988734	No	No	Yes	No
11	F	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	55.95	48988734	No	No	Yes	No
12	F	Latino	1	9TH ENGLISH LA	D	Progress Report 2	1	ZLLA	9	65.99	48988734	No	No	Yes	No
13	F	Latino	1	9TH ENGLISH LA	B	Progress Report 2	1	ZLLA	9	80.17	48990859	No	No	Yes	No
14	F	Latino	1	9TH ENGLISH LA	A	Progress Report 2	1	ZLLA	9	91.06	48990859	No	No	Yes	No
15	F	Latino	1	9TH ENGLISH LA	B	Progress Report 2	1	ZLLA	9	84.64	48990859	No	No	Yes	No
16	F	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	56.41	48990859	No	No	Yes	No
17	M	Latino	1	9TH ENGLISH LA	D	Progress Report 2	1	ZLLA	9	64.17	48990859	No	No	Yes	No
18	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	20.41	48990859	No	No	Yes	No
19	M	Latino	1	9TH ENGLISH LA	C	Progress Report 2	1	ZLLA	9	0	48990985	No	No	Yes	No
20	M	Latino	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9	0	48990985	No	No	Yes	No
21	M	Latino	1	9TH ENGLISH LA	B	Progress Report 2	1	ZLLA	9	0	48990985	No	No	Yes	No
22	M	Latino	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9	0	48990985	No	No	Yes	No
23	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	36.25	48990985	No	No	Yes	No
24	M	Latino	1	9TH ENGLISH LA	A	Progress Report 2	1	ZLLA	9	99.33	48990985	No	No	Yes	No
25	M	Latino	1	9TH ENGLISH LA	C	Progress Report 2	1	ZLLA	9	75.53	48990985	No	No	Yes	No
26	F	Caucasian	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	37.02	48991004	No	No	Yes	No
27	F	Caucasian	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9	0	48991004	No	No	Yes	No
28	F	Caucasian	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	44.96	48991004	No	No	Yes	No
29	F	Caucasian	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	47.42	48991004	No	No	Yes	No
30	F	Caucasian	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9	0	48991004	No	No	Yes	No
31	F	Caucasian	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	49.72	48991007	No	No	Yes	No
32	F	Caucasian	1	9TH ENGLISH LA	D	Progress Report 2	1	ZLLA	9	61.64	48991007	No	No	Yes	No
33	M	Latino	1	9TH ENGLISH LA	B	Progress Report 2	1	ZLLA	9	81.17	48991007	No	No	Yes	No
34	M	Latino	1	9TH ENGLISH LA	P	Progress Report 2	1	ZLLA	9	83.33	48991007	No	No	Yes	No
35	M	Latino	1	9TH ENGLISH LA	C	Progress Report 2	1	ZLLA	9	75.46	48991007	No	No	Yes	No
36	M	Latino	1	9TH ENGLISH LA	B	Progress Report 2	1	ZLLA	9	87.66	48991056	No	No	Yes	No
37	M	Latino	1	9TH ENGLISH LA	D	Progress Report 2	1	ZLLA	9	64.17	48991056	No	No	Yes	No
38	M	Latino	1	9TH ENGLISH LA	A	Progress Report 2	1	ZLLA	9	98.33	48991056	No	No	Yes	No
39	M	Latino	1	9TH ENGLISH LA	F	Progress Report 2	1	ZLLA	9	57.08	48991056	No	No	Yes	No
40	M	Latino	1	9TH ENGLISH LA	C	Progress Report 2	1	ZLLA	9	77.08	48991056	No	No	Yes	No

1. Go to the Insert tab
2. Select all cells in the sheet by clicking the box on the upper left corner
3. Select the Pivot Table button

How to create a pivot table (Slide 3 of 8)

The screenshot shows an Excel spreadsheet with columns A through T. The data includes student information, progress reports, and various scores. A 'Create PivotTable' dialog box is open, showing the following options:

- Choose the data that you want to analyze:**
 - ☒ Select a table or range
 - Table/Range: **\$A:\$Z**
 - ☐ Use an external data source
- Choose where you want the PivotTable report to be placed:**
 - ☒ New Worksheet
 - ☐ Existing Worksheet
 - Location: [Empty field]
- Choose whether you want to analyze multiple tables:**
 - ☐ Add this data to the Data Model

Buttons: OK, Cancel

This dialog box will appear. It shows that all of the cells in the sheet are selected and that it will open the pivot table in a new sheet.

How to create a pivot table (Slide 4 of 8)

PivotTable Fields

Choose fields to add to report:

- ☐ student.gender
- ☐ student.race/ethnicity
- ☐ student.activeToday
- ☐ 9TH ENGLISH LA
- ☐ grading.score
- ☐ grading.task
- ☐ grading.termName
- ☐ ZLLA
- ☐ student.grade
- ☐ grading.percent
- ☐ student.number
- ☐ CustomStudent_RTI.504
- ☐ CustomStudent_RTI.1EP
- ☐ CustomStudent_RTI.1LP
- ☐ CustomStudent_RTI.1TAG
- ☐ student.endStatus

Drag fields between areas below:

☐ FILTERS ☐ COLUMNS

☐ ROWS ☐ VALUES

Defer Layout Update... UPDATE

Sheet1 Sheet2 all progress 2.sem 1.CSAP

This screen will appear in a new sheet. Notice that all of the headers in your original data set now appear under “PivotTable fields.”

How to create a pivot table (Slide 5 of 8)

The screenshot shows an Excel worksheet with a PivotTable. The PivotTable Fields task pane on the right is titled 'PivotTable Fields'. Under 'Choose fields to add to report:', several fields are listed with checkboxes: student.gender, student.raceEthnicity, student.activeToday, 9TH ENGLISH LA, grading.score, grading.task, grading.termName, ZLLA, and student.grade. Below this, under 'Drag fields between areas below:', there are four sections: FILTERS, COLUMNS, ROWS, and VALUES. The 'VALUES' section contains a dropdown menu showing 'Count of s...' (short for 'Count of student number'). An orange arrow points from this dropdown to the cell A3 in the worksheet, which contains the value '11923'. Another orange arrow points from the text 'Count of student number' in the task pane to the same cell. The worksheet has a single row of data with the value 11923 in cell A3. The worksheet name is 'Sheet2' and the workbook is 'all.progress 2.sem 1.CSAP'.

We have pulled the student number into the values field. Notice that it is the “count” of student numbers (equal to the total number of individual lines in the data set).

If this comes up with a ridiculously large number, it might be “sum” of student count. Right click on the field and change this to count.

How to create a pivot table (Slide 6 of 8)

The screenshot shows an Excel spreadsheet with a pivot table. The pivot table is located in the range B3:F7. The data is as follows:

Row Labels	A	B	C	D	E	F	Grand Total
F		2223	1450	654	254	298	4879
M		1718	1518	882	393	497	5008
Grand Total		3941	2968	1536	647	795	9887

The PivotTable Fields task pane is open on the right. It shows the following configuration:

- Choose fields to add to report:**
 - ☐ student.raceEthnicity
 - ☐ student.activeToday
 - ☐ 9TH ENGLISH LA
 - ☒ grading.score
 - ☐ grading.task
 - ☐ grading.termName
 - ☐ ZLLA
 - ☐ student.grade
 - ☐ grading.percent
 - ☒ student.number
- Drag fields between areas below:**
 - FILTERS:**
 - COLUMNS:** grading.score
 - ROWS:** student.gender
 - VALUES:** Count of student number
- ☐ Defer Layout Update
- UPDATE**

Now our pivot table is coming together!

We have grading score in the “column” field and student gender in the “rows” field. This is showing the total number of individual grades by gender.

Use the filter box to select only the grades you want to display.

How to create a pivot table (Slide 7 of 8)

The screenshot displays an Excel spreadsheet with a pivot table. The pivot table has 'Row Labels' (A, M, Grand Total) and 'Column Labels' (B, C, D, F, Grand Total). The values are percentages, with the 'Grand Total' row summing to 100.00% for each column. A 'Value Field Settings' dialog box is open, showing 'Source Name: student number' and 'Custom Name: Count of student number'. The 'Summarize Values By' dropdown is set to 'Count of student number', and the 'Show values as' dropdown is set to '% of Column Total'. The 'Base field' dropdown is set to 'student.raceEthnicity'. The 'PivotTable Fields' task pane on the right shows the following configuration:

- Choose fields to add to report:**
 - ☐ student.raceEthnicity
 - ☐ student.activeToday
 - ☐ 9TH ENGLISH LA
 - ☒ grading.score
 - ☐ grading.task
 - ☐ grading.termName
 - ☐ ZLLA
 - ☐ student.grade
 - ☐ grading.percent
 - ☒ student number
- Drag fields between areas below:**
 - FILTERS:**
 - COLUMNS:** grading.score
 - ROWS:** student.gender
 - VALUES:** Count of student number
- ☐ Defer Layout Update
- UPDATE**

The “value field settings” dialog box is your best friend in pivot tables. Access it by right clicking over your data and selecting “field settings.”

This screen shows values as “% of column.” The % add up to 100% going down.

How to create a pivot table (Slide 8 of 8)

The screenshot displays an Excel spreadsheet with a pivot table. The pivot table has 'Row Labels' (F, M, Grand Total) and 'Column Labels' (B, C, D, E, F, Grand Total). The data is summarized as a percentage of row total. The 'Value Field Settings' dialog box is open, showing 'Source Name: student number', 'Custom Name: Count of student number', and 'Summarize Values By: Show Values As'. The 'Show values as' dropdown is set to '% of Row Total'. The 'Base field' list includes student.raceEthnicity, student.activeToday, 9TH ENGLISH LA, grading.score, and grading.task. The 'Base item' is set to 'grading.score'. The 'PivotTable Fields' task pane on the right shows the fields to add to the report, including student.raceEthnicity, student.activeToday, 9TH ENGLISH LA, grading.score, grading.task, grading.termName, ZLLA, student.grade, grading.percent, and student number. The 'student number' field is checked and added to the 'VALUES' area. The 'grading.score' field is added to the 'COLUMNS' area. The 'student.gender' field is added to the 'ROWS' area. The 'Defer Layout Update' checkbox is unchecked, and the 'UPDATE' button is visible.

Row Labels	B	C	D	E	F	Grand Total
F	45.56%	29.72%	13.40%	5.21%	6.11%	100.00%
M	34.31%	30.31%	17.61%	7.85%	9.92%	100.00%
Grand Total	39.86%	30.02%	15.54%	6.54%	8.04%	100.00%

“Value field settings” again. This one shows “% of row total” where the columns add up to 100% horizontally.

Each of these setting provides new information and new ways to look at the data.

Questions you can answer using this data set and pivot tables

- How does grade distribution differ between genders, ethnic groups, course, etc?
- How do grades and standardized test scores correlate?
- What is the difference in performance between students on IEPs and those not on IEPs? 504s?
- How does attendance rate affect course performance?

AND MANY OTHERS!

Action steps to consider....

What data do I need to collect?

What data will I track?

What are my action steps and timeline?

To whom will I present this data?

Data share goal

In the chat box, please write a goal:

- By the end of this school year, (my team and) I will extract type of data to create a pivot table to answer the following question: _____ I/We will acquire this data through process.



Have Questions, Need More Help? Contact me....

Contact information

Andy Tucker	Tucker_a@cde.state.co.us
-------------	--