View Students in an Analysis Spreadsheet

*Audience: School and district administrators*

In Schoolnet, an analysis spreadsheet is a type of report that comprises of a list of students and up to 35 data columns for each student. The spreadsheet can be exported to Excel. Most of the data available in the Student Profile can be included as spreadsheet column to enable sorting across a group of students.

Some analysis spreadsheets are available with the student set already defined; others can be run with different sets of students each time. See the last page for details on how to sort, filter and modify an analysis spreadsheet.

View a Spreadsheet for Students in a Class

When filtered on a class in the Reporting Dashboard, both teachers and administrators can view or create an analysis spreadsheet for the selected class. For details, see: *View Class by Student Across Columns of Data Quick Reference Card*.

Report managers can add to the list of spreadsheets that appear here.
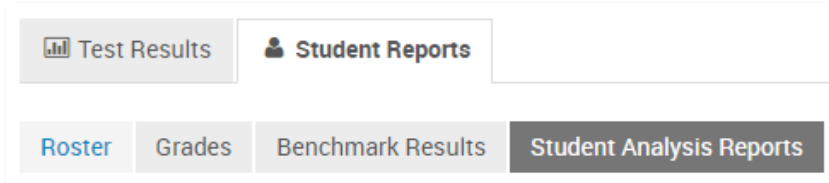
Access an Analysis Spreadsheet from Within a Report

Some analysis spreadsheets may be available to you in the Reporting Dashboard Published Reports area. Additionally, you can access spreadsheets right from other types of reports. When running many aggregate reports, you can drill into not only the names of the students, but also more data about them.

To drill into a report:

1. From any report, select a number link or a section of a graph or chart to view the list of students included in that data point

2. Under "Create a report with this Student Set," you will see up to three tabs with the following options:

- Recommended – If made available by a report manager, click a published column set to view

- My Reports – If you have saved a spreadsheet previously, click one of your saved column sets

- Advanced – click **Build an Analysis Spreadsheet** (see *Create and Save an Analysis Spreadsheet* below)
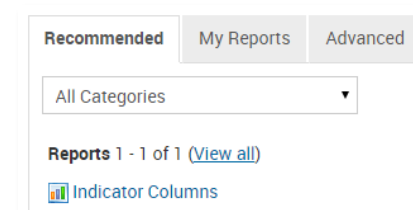
Tip: Create a Student Set to Use with Spreadsheets

If there is a group of students you wish to report on regularly, create and save a student set that you can use with multiple column sets. 'Column sets' is a way to refer to analysis spreadsheets that are saved without a designated student set so that you can view columns with a variety of different students. For example, you might have a one student set for LEP students and another for Special Education

that can both be run with the same spreadsheet of benchmark results. See also: *Define and Save a Student Set Quick Reference Card*.

Create and Save an Analysis Spreadsheet

First decide if you will be saving the spreadsheet with or without a student set. Either way, you will need to pick an initial set of students to view as you build your columns. Do this by clicking on a report cell as described on the previous page, defining a new student set in Custom Reports or using an existing saved or published student set.

To create a spreadsheet for a previously saved student set:

1. From the **Reporting** menu in the navigation sidebar, select **My Saved Reports**

2. Locate a saved student set and click **Build Report**

   If you do not have a student set, start in Custom Reports > Define a Student Set.

3. On the "Choose Report to Run with Student Set" page, select the **Advanced Reporting** tab

4. Click **Build an Analysis Spreadsheet**

5. Under Define Column 1, enter a name for the first column

6. Open the Analyze By menu and choose an option

7. Use the menus that appear to define the column

8. Save the column by clicking **Add Column**

9. Define additional columns as needed: you can sort already identified columns by 'drag and drop'
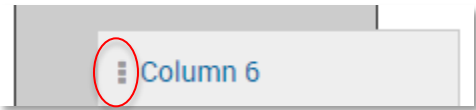
10. When you have added all the columns you want, click **Go to Spreadsheet**

11. At the top of the page, click **Save Columns**

12. On the Save Report page, enter a name, description and optional footer text

13. Choose a category, grade range and subject

   If you will be publishing the spreadsheet to teachers in Student Reports, note that that selecting a subject or grade level will restrict the report from appearing to only courses matching your selection.

14. Under Saved as, choose one of the following:

   - To save the columns with the student set you used to build the report, choose Complete Report.

   - To save only the columns so that you can choose a differed student set when you run it again, choose Report Parameters only. Always use this option if you will be publishing these columns for teachers in Student Reports.

15. Click **Save Report**

Tip: If you want to add two columns with similar selections, use **copy** to speed the process.

Special Data Notes

A few things to note when selecting column data:

- My Classroom and Common Classroom category tests are not available on the analysis spreadsheet

- If you have defined test windows, at the start of the year you can set up a column for each benchmark test cycle. Select a
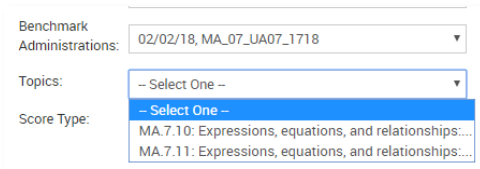
school year and designate the start and end week. It will display the latest test in the selected subject and test category for that range per student. This makes it easy to set up columns that work across multiple grade levels and courses for viewing assessments over time.

- Topics are restricted to the selected benchmark administration to facilitate including skill level columns

- When adding report card grades you must select the school, grade level and subject. This means that spreadsheets that will be published across multiple grades and schools should not include marks.
- You can specify a date range within the selected school year for the Attendance and Disciplinary Infraction options

How to Modify an Analysis Spreadsheet

You can add, edit or delete columns on an analysis spreadsheet. Changes you make do not impact a saved or published spreadsheet, but you can save a new version with your edits.

To change spreadsheet columns:

1. When viewing an analysis spreadsheet, in the Columns area at the top of the report, click **Edit Columns**

2. You can do the following:
   - Use the Define Column area in the middle of the page to define a new column, then click **Add Column**
   - To edit an existing column, find the column in the Column(s) Selected area on the left and click **edit**
   - To delete an existing column, find the column in the Column(s) Selected area on the left and click **remove**

3. View your changes by clicking **Go to Spreadsheet**

How to Publish an Analysis Spreadsheet

Report managers can publish analysis spreadsheets to their institution. District level report managers can publish to multiple school banks at once.

To publish a report:

1. Find the report in your Saved Reports report bank

2. For the report you want to publish, click **Publish**

3. On the Publish Report page, choose the report bank(s) to publish the report to

4. If you have district publishing rights and a report with students from one school, under Select Publication Options, use the default selection of **Contextualize Student Filter** if you want to publish a version of this report to multiple schools at once

5. Under Select Security Options, choose the system roles that should have access to the report

6. At the bottom of the page, click **Publish Report**

   Note: A published column set will appear in the report bank(s) and, if saved with 'report parameters only, also in Student Reports for teachers to run for their own students.

Add, edit or delete columns

Export only your filtered data set

Show in full screen mode

Tools: Export Full Report to Excel | Save Columns

Add or remove students

⊞ **Student Set:** 8 Student(s) (edit)

Columns: 4 Columns Defined

⊞ Column Details ✏ Edit columns

Note that only students you have permission to view, if any, are displayed.

↺ Reset view   ≡ Hide / show columns ▾

⬆ Export visible data to Excel   ⤢ Open expanded view

Hide columns or pin columns to the left from the column menu; click on a column title to sort

Student Name ▲ ≡	Student ID ≡	Grade Level ≡	Programs ≡	Math State Test, Most Recent ≡
🔍	🔍	Select All ▾	Select All ▾	Select All ▾
...ll	1082939	Gr 4		
...moree	1234834	Kindergarten		
Abercrombie-James, ...	1137947	Gr 3	LC-Specific Learning	
Aberdeen, Asriel	1013253	Gr 8		Basic
Abou Hashish, Asres	1056...	Gr 7		Proficient
ADU-ADJEI, Ashley	1...	Gr 11		
Poulson, Herman Jr	521412	Gr 10		Basic
Smith Alston, Jeffery	752262	Gr 12	205065-AP Course(s),...	

Filters for each column (filter type varies by the data type)

☐ Basic
☐ Limited
☐ Proficient

Names go to Student Profile

Actions for Selected Students: Save as a new student set

Save checked students to a new Student Set