**QUESTION 1:** Which area(s) are above the expected levels of performance?

Which area(s) are below the expected levels of performance?

1. Once in DRS go to ***Advanced Inquiry*** at the top of the page and choose the ***State Assessment Data Category***.

2. Select ***Statewide Assessment (NeSA) All Subjects***.

3. Make sure the appropriate ***Subject*** is selected at the top of the page, either Math or Reading.

4. In the proficiency table, click in column ***Count*** next to ***Performance Levels***.

5. Below the table there is a color chart with the grades and average scale score by grade and to the right side is a tri-color table (bar chart) with the percentages of Below, Meets, and Exceeds.

**Defining Expected Level of Performance** - The school must define expected level of performance. This might be state average scale score, state average percent proficient, school average scale score, etc. It may be those groups exceeding the AYP requirements for percent proficient. Included below are they AYP goals and some state averages.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **2012-13 Goals** | **Reading** | **Math** | | Elementary | 89% | 84% | | Middle School | 90% | 83% | | High School | 89% | 80% | | |  |  |  | | --- | --- | --- | | **2013-14 Goals** | **Reading** | **Math** | | Elementary | 100% | 100% | | Middle School | 100% | 100% | | High School | 100% | 100% | |

**State Average Scale Score all grades and all groups =**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
| Reading | 102 | 107 | 111 | 115 |
| Math |  | 100 | 104 | 106 |

|  |  |
| --- | --- |
| **State Average Scale Score by grade**  **2012-2013** | **State average percent proficient all grades included**  **and all groups included=** |
| |  |  |  | | --- | --- | --- | | [Grade Level](https://drssecured.education.ne.gov/advancedinquiry/Statewide%20Assessments%20NeSA/NeSA%20-%20All%20Subjects%20Dashboard.aspx) | Average Scale score Reading | Average Scale score Math | | 03 | 111 | 110 | | 04 | 115 | 109 | | 05 | 118 | 109 | | 06 | 115 | 106 | | 07 | 122 | 106 | | 08 | 115 | 102 | | 11 | 106 | 100 | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 | | Reading | 68.63% | 71.83% | 74.28% | 76.77% | | Math |  | 62.87% | 67.46% | 69.19% | |

**Areas exceeding the average scale score for the state**

1. After following steps 1-5 above, view the color chart below the table showing performance levels which displays average scale score by grade.

2. Check each grade for higher scale scores than the state average.

3. To see exact scores, hover over each grade and the exact score will be displayed.

4. To see a table with exact numbers, right-click on the legend, select ***Report Type*** and then select ***Grid***.

5. To look for specific groups within grades that may have higher than state average scale scores for the grade level, right-click on the chart where it says ***Average Scale Score-NeSA-Unmasked*** and hover over ***Drill Down To***. Select from the ***Student Characteristics*** menu either ***Student Program Participation*** or ***Student Program Eligibility*** to select the desired group. For example, choose ***Gender***.

6. A chart with males and females by grade level by average scale score will be displayed. (Remember the report type can be changed to a grid to see exact numbers.)

7. Repeat this process for groups other than gender by selecting other groups from the drill down menu.

8. To see other years, select the desired year from the pull down menu at the top of the page before following the steps above.

**Areas exceeding the percent proficient goal for AYP**

1. Follow steps 1-5 above.

2. In the table to the right of the performance level table, right-click on the Year label at the bottom of the table and click on ***Drill Up***.

3. Alt-click (or option-click on a Mac) the word ***All*** to get multiple years of data. To look at 1 year of data at a time, do not follow steps 2 and 3.

4. Right-click on any year that does not show data in the chart and click ***Remove*** to clean up the chart.

5. Right-click anywhere on the legend and choose ***Select Measures***. Uncheck any boxes that are checked.

6. Find the box titled ***Proficient Percent NeSA*** and place a check in the box. Click ***OK***.

7. The chart displays the percent proficient for each year.

8. Right-click on the legend and hover over ***Drill Down To***. Go down the menu and select a group from ***Student*** ***Characteristics***, ***Student Program Participation***, or ***Student Program Eligibility***. For example, select ***Gender***. The resulting chart displays the percent proficient by year by gender. This can be done for any other group listed.

11. Right-click on the chart and select ***Report Type***, then select ***Grid*** for exact numbers.

12. Compare the numbers to the table provided above to see if any groups on the table exceeded the state percent proficient for AYP.

13. To accomplish the same task but to look at groups like gender by grade, before step 2 above go to the menu at the top of the page and select a grade level instead of ***All***.

**Exporting to Excel to look at subgroup charts side by side**.

1. When the desired results are obtained in a chart or graph, in preparation for export into Excel, right-click on the legend in the chart or graph and hover over ***Report Type***. Then click on ***Grid***. This Grid view will allow the creation of different types of charts or graphs in Excel.

2. On the dark blue bar above the chart titled ***NeSA Performance Level***, scroll across until a small black arrow appears.

3. Click on the arrow and select ***Export to Excel***.

4. Open (This may happen automatically depending on browser) the chart in Excel. The chart will likely be named NeSA Performance Level.xlsx. If the chart is correct and displays the desired information, save it to the Desktop or location of choice. (Note: It may necessary to click the ***Enable Editing*** option shown in yellow at the top of the Excel document.) The file may be renamed when saved. This is the master document.

5. Reduce (minimize) the Excel document size so that the DRS can be seen on the screen.

6. Go back to the DRS and run a chart for another group that will be included in the Excel document.

7. Repeat step 1 from above. It is important to have the report in grid format before proceeding.

8. Repeat steps 2 and 3 from above.

9. This time, rather than opening a blank Excel document, choose ***Save As*** and give the file a name other than the name given to the master document.

10. Open the new document and copy the desired chart.

11. Go to the master Excel document and ***Paste*** the information that was copied from the new document into the master document. The chart can be formatted once it is pasted into the master document.

12. Multiple worksheets can be created in an Excel document. Only one document can be uploaded into the AdvancEd ASSIST, however, the document may have multiple worksheets.

13. Charts created in Excel can be copied and pasted into a Word document if desired.

**Areas of Notable Achievement**

1. What areas are above the expected performance levels?

**Areas in Need of Improvement**

1. What areas are below the expected performance levels?