**QUESTION 2:** Describe the area(s) that show a positive trend in performance

 Describe the area(s) that show a negative trend in performance.

The district must determine what measurement(s) will be used to determine “*area(s) that show a positive trend*” and “area*(s) that show a negative trend*”. This exercise will demonstrate one way, Percent Proficient, and will pull data for a specific subject area for all available years.

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 Dashboard***.

3. Make sure the appropriate ***Subject*** is selected from the drop down menu at the top of the page.

4. In the proficiency table click in column ***Count*** next to ***Proficient***.

5. To the right there will be a bar graph displaying the proficient percent for each grade level, for the subject selected.

6. Right-click on the legend that has ***Proficient Percent*** and select ***Drill Down To*** and then ***School Year***.

7. Again right-click on the legend and select ***Drill Up***.

8. Once more, right-click on the legend and select ***Drill Down To*** and then ***School Year***.

9. Right-click on the legend, select ***Report Type*** and then ***Grid***.

10. Right-click on the years in the table for which there is no data and click ***Remove***.

11. Right-click somewhere in the table and select ***Pivot***.

**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.

**(REPEAT THE STEPS ABOVE FOR ALL OTHER SUBJECTS, EXCEPT SCIENCE)**

**Areas of Notable Achievement**

2. Describe the area(s) that show a positive trend in performance

**Areas in Need of Improvement**

2. Describe the area(s) that show a negative trend in performance.