**QUESTION 3:** Which areas indicate the overall highest performance?

 Which areas indicate the overall lowest performance?

The district must determine what measurement(s) will be used to determine “*highest performance*” and “*lowest performance*”. This exercise will use Percent and Count Proficient and Percent and Count Below the Standards and will pull data for all subject areas 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***.

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

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

5. To the right is a bar graph displaying the Proficient Percent for each grade level, for the subject selected.

6. Right-click on horizontal label of the school year and select ***Drill Up***.

7. Option (Alt)-click on the horizontal label ***All*** and all years will be displayed.

8. Right-click on the years that have no data and choose ***Remove*** from the menu. Remove all years with no data.

9. Right-click on any of the bars in the chart and choose ***Drill Down To*** and choose ***Subjects***.

10. Again, right-click any of the bars in the chart and choose ***Drill Up***.

11. Again, right-click on any of the bars in the chart and choose ***Drill Down*** (not *Drill Down To.*) All subjects for all years appear on the chart.

12. Right-click on the ***Unknown Subject*** in the legend and ***Remove***.

13. Right-click on the ***Legend*** and choose ***Select Measures***. Select ***Below the Standards Count- NeSA***, ***Below the Standards- Percent NeSA*** , and ***Proficient Count – NeSA*** and ***Proficient Percent – NeSA***. Uncheck any other measures and select ***OK***.

14. Right-click on the legend and choose ***Report Type*** and then ***Grid***.

15. At the right end of the dark blue bar labeled, ***NeSA Performance Levels*** is an upside down triangle. Click- the triangle and choose ***Export to Excel***.

**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.

**Question**:

Why might the district want to see the count of students Proficient and Below the Standards in addition to the percent?

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**Sub-groups**

To find the highest and lowest performance for a sub- group, such as Free and Reduced lunch, follow the steps at the top of the page. On step 3, choose a subject and also a sub-group from the pull-down menu above (low-income, students with disabilities, male/female, etc.).

**Question**: Which grade level had the highest scale score?

**Question**: Which grade level had the lowest scale score?

**Question**: Which grade level had the largest/smallest percent proficient?

**Question**: Which grade level had the largest/smallest percent below standards?

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.

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

5. In the chart below the proficiency table is ***Average scale score” by grade level***. To see the ***Percent Proficient - NeSA*** and ***Percent Below the Standards – NeSA***, right-click the legend and choose ***Select Measures***.

6. Remove the check from ***Average Scale Score*** and check ***Below the Standards Percent – NeSA*** and ***Proficient Percent – NeSA***.

7. Right-click on the set of bars displaying ***Proficient Percent - NeSA*** and choose ***Sort/Largest to Smallest***.

8. Right-click on the legend and choose ***Report Type*** and ***Grid***.

9. On the dark blue line at the top of this chart labeled ***NeSA Average Scale Score by Grade*** find the drop-down triangle at the end of the bar and choose ***Export to Excel***.

Follow the steps above to import the data to Excel.

**Areas of Notable Achievement**

3. Which areas indicate the overall highest performance?

**Areas in Need of Improvement**

3. Which areas indicate the overall lowest performance?