**QUESTION 5:** Between which subgroup is the achievement gap closing?

 Between which subgroup is the achievement gap becoming greater?

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 performance level table click in column ***Count*** next to ***Performance Levels***.

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

**Method 1:** **What is the trend in the gap in regard to average scale score?** Reading and gender will be used for this example, however the process can be done with any subgroup in the same manner.

1. On the bar chart to the right of the chart right-click in the year on the bottom label or legend and click on “Drill Up.” The word “All” will be displayed in place of the specific year.

2. Hold down the “Alt” or “Option” key and click on the work “All” at the bottom of that chart. A chart with the percentage of Below, Meets, and Exceeds for all available years will be displayed.

3. Right-click on the years that have no data and choose “Remove” from the menu. Remove all years with no data.

4. Right-click” on any colored bar in the chart and hover over ***Drill Down To***. For this example, click on the color representing ***Meets***. To look at other measures click on the desired category.

5. From the menu that appears, select ***Student Characteristics***, hover over it and select ***Gender***.

6. The color chart will display gender breakout by year. In this example it is the measure of ***Meets the Standards Percent*** by year, by gender.

7. Right-click anywhere on the legend and a menu will appear with one option to ***Select Measure***.

8. Choose ***Select Measure*** and a menu of options will appear.

9. In the menu find ***Average Scale Score NeSA*** and check that box. Uncheck any other boxes that are selected. Click ***OK***.

10. The bar chart will show four years of reading data and the average scale score for males and females.

11. To see a bar chart that shows trends more clearly, right-click on the legend and hover over ***Report Type*** from the menu that appears. There will be options for several types of charts.

12. Select ***Line Chart*** and a line chart will be displayed that shows the trends over the four years for males and females in terms of average scale scores.

13. This can be done for different groups found in the drill down menu.

14. To view this analysis by grade 1, select Grade 1 from the pull down menu at the top of the page and follow steps 1-12.

**Method 2: What is the trend in the gap of percent proficient?** Reading and gender will be used for this The example will usePercent Proficient however it is possible to view Percent Below, Meets, or Exceeds in a like manner.

1. On the bar chart to the right of the Proficiency table right-click in the year on the bottom label or legend and click on ***Drill Up***. The word ***All*** is now displayed.

2. Hold down the Alt or Option key and click on the work ***All*** at the bottom of that chart. A chart with the percentage of Below, Meets, and Exceeds for all available years is now displayed.

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

4. Right-click on any colored bar in the chart and hover over ***Drill Down To***. Click the color representing ***Meets***. To view other measures click on the desired category.

5. Scroll down to the selection titled ***Student Characteristics***, hover over it and select ***Gender***”from the menu that appears.

6. The color chart will display gender breakout by year. In this example it is the measure of ***Meets the Standards Percent*** by year, by gender.

7. Right-click anywhere on the legend and a menu will appear with one option to ***Select Measure***.

8. Choose ***Select Measure*** and a menu of options will appear.

9. In the menu find ***Percent Proficient NeSA***”and check that box. Uncheck any other boxes that are selected. Click ***OK***.

10. The bar chart will display the percent proficient for the years.

11. To see a bar chart that shows trends more clearly right-click on the legend and hover over ***Report Type*** from the menu that will appear. There will be options for several types of charts.

12. Select ***Line Chart with Markers*** and a line chart will be displayed that shows the trends over three years for males and females in terms of percent proficient.

**You may repeat the above steps to look at other subgroups by following these steps.**

1. On the blue bar above your line chart titled ***NeSA Performance Level*** scroll right until a small black arrow appears.

2. The screen will reset to starting point where the steps above can be repeated for other subgroups.

4. Choose ***Drill Down To*** to will find groups of interest under ***Student Characteristics***, ***Student Program Eligibility***” and ***Student Program Participation***.

5. All three headings will be needed to find all the subgroups.

**You may look at different content areas by following these steps.**

1. Before starting any of the steps listed above, find the pull down menu area for ***Subject*** near the top of the page on ***Advanced Inquiry***.

2. Select the content area of interest from the pull down before beginning any other steps.

**You may look at trends by grade level by following these steps.**

1. Follow all of the above steps, however, when choosing ***Drill Down To*** select ***Grade Level*** instead of ***Student Characteristics***.

2. Right-click on grades that are not tested (PK, K, 1 etc.) in the legend and select ***Remove*** to leave only the grades that are tested. If the chart is still too crowded other grades may be removed as well.

**Look for a narrowing or widening of the gap *within* grades as well as school or district wide by following these steps.**

1. Before clicking next to Performance Level to activate the charts, select a grade from the pull down menu toward the top of the page.

2. Follow previous steps for drilling down and selecting measures.

**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**

**5.** What areas are showing a widening of the achievement gap?

**Areas in Need of Achievement**

**5.** Between which subgroup is the achievement gap becoming greater?