Analysis Spreadsheets in Schoolnet

An analysis spreadsheet is a type of report in School & District Data that comprises of a list of students and up to 25 data columns for each student. Each column can show data from a different source, such as demographics, test results or attendance. The spreadsheet can be exported to Excel.

In most other report types you generally view the number of students meeting specific criteria, such as scoring in a particular score group. To view both the student names and more information about these students, use an analysis spreadsheet.

Run an Analysis Spreadsheet from Another Report

When you view an aggregate report (one with the number of students meeting particular criteria), it useful to see not only the names of the students, but also more data about those students.

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 – Click a published column set that was created to be used with any student set

   - My Reports – Click one of your saved column sets

   - Advanced – Build your own columns
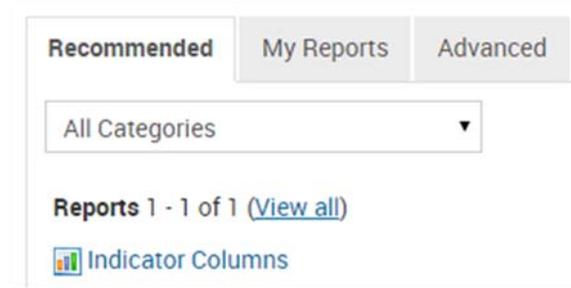
Run a Published Analysis Spreadsheet

In School & District Data, use the Report Bank to view any available published analysis spreadsheets.

To view a published spreadsheet:

1. From the School & District Data menu, select **Report Bank**

2. From the Filter By options, select an view

3. Click the **+** sign if needed to expand a category

4. Identify a report with the report type of Saved Columns Set

5. Click **Run Report** to view the analysis spreadsheet

   If you see the **Build Report** button instead, this means that only the columns were published and you will need to plug in the student set of your choice: either pick a recommended set or click the Advanced Reporting tab to create one.

View an Analysis Spreadsheet

Sort any column by clicking the column header. Click again to sort in the opposite direction. Student names link to the student profile. If the set has more than 500 students, you can preview the report, but must export to view all students.

Student Name ▲	Student ID ⇕	Date of Birth ⇕	Math State Test, Most Recent Scale Score ⇕
Adrian, ROBERT	612415	11/29/1998	745
Allen, ANGELICE	560976	5/29/1998	683

Create a Student Set to Use with a Spreadsheet

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. You will be saving the report parameters, not a list of actual students. This means that each time you view the set, it will be based on the latest data available, such as number of absences or latest test score.

To build a student set:

1. From the School & District Data menu, select **Custom Reports**
2. Select **Define Student Set**
3. Use the filter menus to create a filter
4. Click **Apply Filter**
5. Add more filters as needed

6. Under Define Student Set at the top of the page, notice the number of students in the student set
7. To save the student set, click **Save Student Set**
8. On the Save Student Set page, enter a name and description
9. Click **Save Report**

How to 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, defining a new student set in Custom Reports or using an existing saved or published student set.

Unless the spreadsheet will be exported for further data analysis, a student set of no more than about 200 students is typically a best practice as it is difficult to discern meaningful patterns with a very large list of students.

It is time-consuming to reorder columns, so make a note of the columns you want and the order in which you want them to appear before you start adding them.

To create a spreadsheet for a saved student set:

1. From the School & District Data menu, select Saved Reports
2. Locate a saved student set and click **Build**
3. On the "Choose Report to Run with Student Set" page, select the Advanced Reporting tab
4. On the Advanced Reporting tab, select **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

10. When you have added all the columns you want, click **Go to Spreadsheet**

    If your student set is larger than 500 students, click **Preview Spreadsheet** instead.

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

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 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 the Classrooms module.

15. Click **Save Report**

Mix and Match Student Sets and Column Sets

Choose a saved student set and then choose a saved column set to create a new analysis spreadsheet.

1. From the School & District Data menu, choose Saved Reports

2. On the My Saved Reports page, from the Filter By options, choose Report Type

3. Expand the Student Sets group

4. Find the student set you want to use, and click **Build Report**

5. On the "Choose Report to Run with Student Set" page, select a published column set on the Recommended Reports tab, or one of your saved column sets on the My Reports tab

6. On the analysis spreadsheet that appears, you can save the spreadsheet as a new complete report

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.

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

2. On the Analysis Spreadsheet: Select Columns page, use the Define Column area in the middle of the page to define a new column, then click **Add Column**

3. To edit an existing column, find the column in the Column(s) Selected area on the left and click **edit**

4. To delete an existing column, find the column in the Column(s) Selected area on the left and click **remove**

   Note: To reorder columns, rebuild them in the order you want them to appear on the report.

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

You can change the column heading text.

1. In the Columns area at the top of the report, click **Column Details**

2. Find the column for the heading you want to change, and click the pencil icon

3. In the text field, enter the column heading you want to use for that column

4. Then click **Save**

How to Publish an Analysis Spreadsheet

Report managers can publish student sets and analysis spreadsheets to their institution's report bank.

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**
7. Check the report bank(s) to verify that your report has been published

   Note: A published column set will appear in the report bank(s) and, if saved with 'report parameters only, also in the Classrooms module on the Student Performance page's Student Analysis tab as a report that teachers can run for their own students.

Verify that Published Columns Appear in Classrooms

As a best practice, when you publish analysis spreadsheet columns, verify that the report published as you intended.

1. Roll your cursor over the Classrooms header and select **Student Performance**
2. Select a school, a teacher, and a course or section from the Section Chooser menus
3. Click the Student Analysis tab
4. Verify that the report is there

Troubleshooting Issues Exporting to Excel

Spreadsheets can be exported to Excel. In the event that you are unable to open the file, the Microsoft Office feature that blocks this particular file from being opened can be bypassed as follows:

1. After the file is downloaded to your computer, browse to the folder it is stored in
2. Right click the file and select 'Properties'
3. In the General tab, select 'Unblock' next to the text "This file came from another computer and might be blocked to help protect this computer"
4. Click **OK**

To prevent this from happening to downloaded files in the future:

1. Open Excel

   The following procedures may vary depending on your version; this example is Excel 2013.
2. Click the option to create a new blank worksheet
3. Click **File** > **Options**
4. Click **Trust Center**
5. Click **Trust Center Settings**
6. Click **Protected View**
7. Unselect 'Enable Protected View for files originating from the Internet'
8. Click **OK**
9. Click **OK**
10. Close Excel