

## Guide to Setting Up Custom Spreadsheets

This guide illustrates how to use Alpine's Custom Spreadsheet design tool. It allows you to select the specific measures and fields you would like to display together.

Full permission users have access to this tool as a default. Other users may be given access to it through their User Permission Profile. Even if a user does not have permission to build their own spreadsheets, they may still download spreadsheets designed by a full user that was shared with them.

### Getting Started:

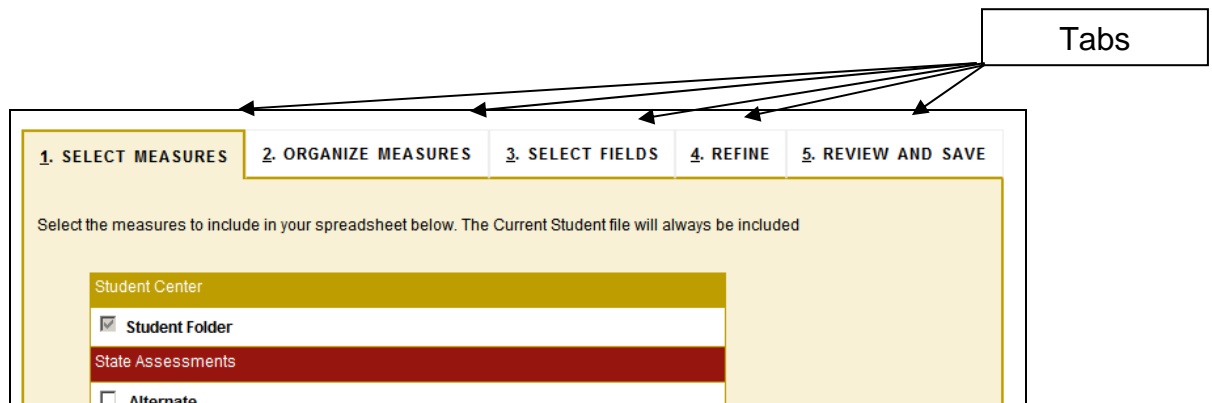
Because these spreadsheets can include data from multiple measures simultaneously, the tool is located in the Student Center.



At first, you will have no rosters on your list, so your only option is to set up a new one. Click the green "+" to get started.



The tool is organized by numbered Tabs. At first, you will want to go through these tabs in order, but you can go back to a previous tab to make adjustments to your selections.



**Tab 1: Select your Measures**

Use the check boxes to select the measures you want to include in your spreadsheet. The types of measures have color coded headers that match throughout the site (yellow=student center, red=state assessments, blue=data warehouse, green=student plans). When you choose a measure by clicking the check box, it turns grey. The student folder is always included as a measure; it includes the demographic information that is loaded through your current student file.

<b>1. SELECT MEASURES</b>	<b>2. ORGANIZE MEASURES</b>	<b>3. SELECT FIELDS</b>	<b>4. REFINE</b>	<b>5. REVIEW AND SAVE</b>
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Select the measures to include in your spreadsheet below. The Current Student file will always be included

<b>Student Center</b>	
<input checked="" type="checkbox"/>	<b>Student Folder</b>
<b>State Assessments</b>	
<input type="checkbox"/>	Alternate
<input type="checkbox"/>	English Language Learner
<input type="checkbox"/>	Growth Model
<input type="checkbox"/>	High School Exit Exam
<input type="checkbox"/>	Standards
<b>Data Warehouse</b>	
<input checked="" type="checkbox"/>	NWEA
<input type="checkbox"/>	6-Trait Writing
<input checked="" type="checkbox"/>	AIMSweb
<input type="checkbox"/>	CogAT
<input type="checkbox"/>	DIBELS
<b>Student Plans</b>	
<input type="checkbox"/>	Advanced Learning
<input type="checkbox"/>	English Language Learner
<input checked="" type="checkbox"/>	Response to Intervention

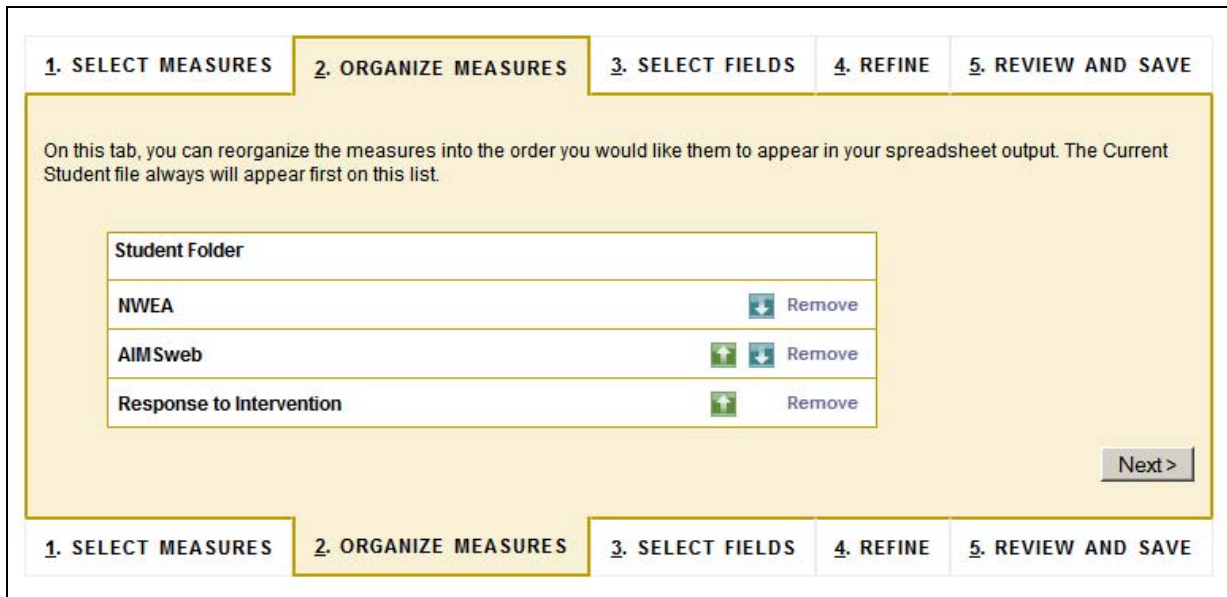
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<b>1. SELECT MEASURES</b>	<b>2. ORGANIZE MEASURES</b>	<b>3. SELECT FIELDS</b>	<b>4. REFINE</b>	<b>5. REVIEW AND SAVE</b>
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To move to the next tab, you can either click the "Next>" button or click on Tab 2.

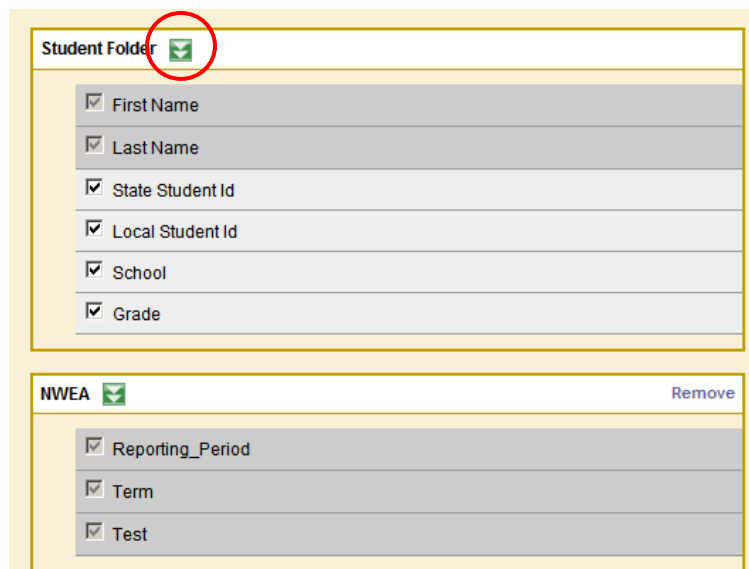
### Tab 2: Organizing your Measures

This tab lets you rearrange the order of your measures. The Student Folder information always appears first. Use the Up and Down arrows to change the order of other measures. You also can remove a measure from here.

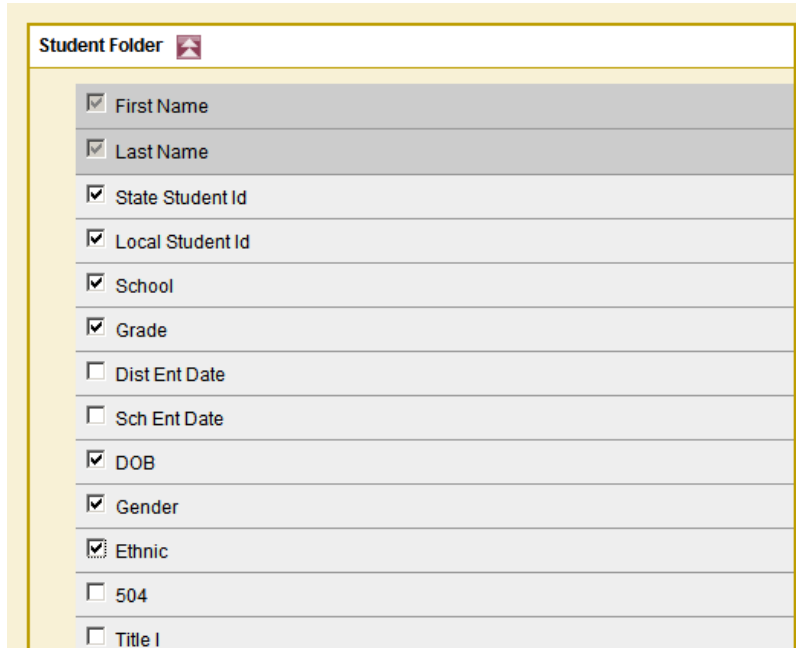


### Tab 3: Selecting Fields

Tab 3 begins with certain fields already checked (fields that help to define unique records). To add more fields to your spreadsheet, click the green extend down arrow.



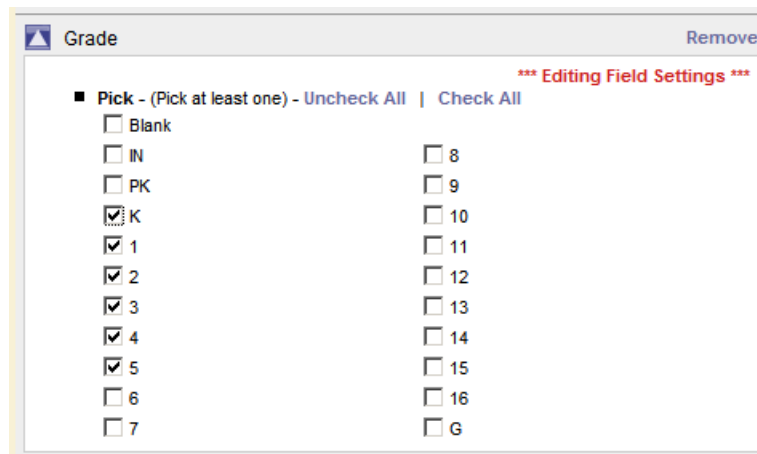
Then click the check boxes of the addition fields you want to include.



Field	Checked
First Name	Yes
Last Name	Yes
State Student Id	Yes
Local Student Id	Yes
School	Yes
Grade	Yes
Dist Ent Date	No
Sch Ent Date	No
DOB	Yes
Gender	Yes
Ethnic	Yes
504	No
Title I	No

Tab 4: Refining your Selections

On Tab 4, you can display the details for a field by clicking the down arrow. Here, you can narrow down your options by selecting only a subset of records. In the illustration below, we are selecting only records for which the grade in the current student folder is K-5.



Grade Remove

\*\*\* Editing Field Settings \*\*\*

■ Pick - (Pick at least one) - Uncheck All | Check All

<input type="checkbox"/> Blank	<input type="checkbox"/> 8
<input type="checkbox"/> IN	<input type="checkbox"/> 9
<input type="checkbox"/> PK	<input type="checkbox"/> 10
<input checked="" type="checkbox"/> K	<input type="checkbox"/> 11
<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 12
<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 13
<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 14
<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 15
<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 16
<input type="checkbox"/> 6	<input type="checkbox"/> G
<input type="checkbox"/> 7	

And here, on NWEA we are limiting the number of years of data to the current year plus 2 years back and only want to include reading records.

**NWEA**

▲ Reporting\_Period

\*\*\* Editing Field Settings \*\*\*

■ How many years back? - (Note: No picks will include all)

Current Plus 2 Years Back ▼

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▼ Term

▲ Test

\*\*\* Editing Field Settings \*\*\*

■ Pick - (Pick at least one) - Uncheck All | Check All

<input type="checkbox"/> Blank	<input type="checkbox"/> Algebra
<input type="checkbox"/> MeasurementScaleName	<input type="checkbox"/> Geometry
<input checked="" type="checkbox"/> Reading	<input type="checkbox"/> Primary Math 1
<input type="checkbox"/> Primary Reading 1	<input type="checkbox"/> Primary Math 2
<input type="checkbox"/> Primary Reading 2	<input type="checkbox"/> General Science
<input type="checkbox"/> Language Usage	<input type="checkbox"/> Concepts And Processes
<input type="checkbox"/> Mathematics	

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RIT Score Remove

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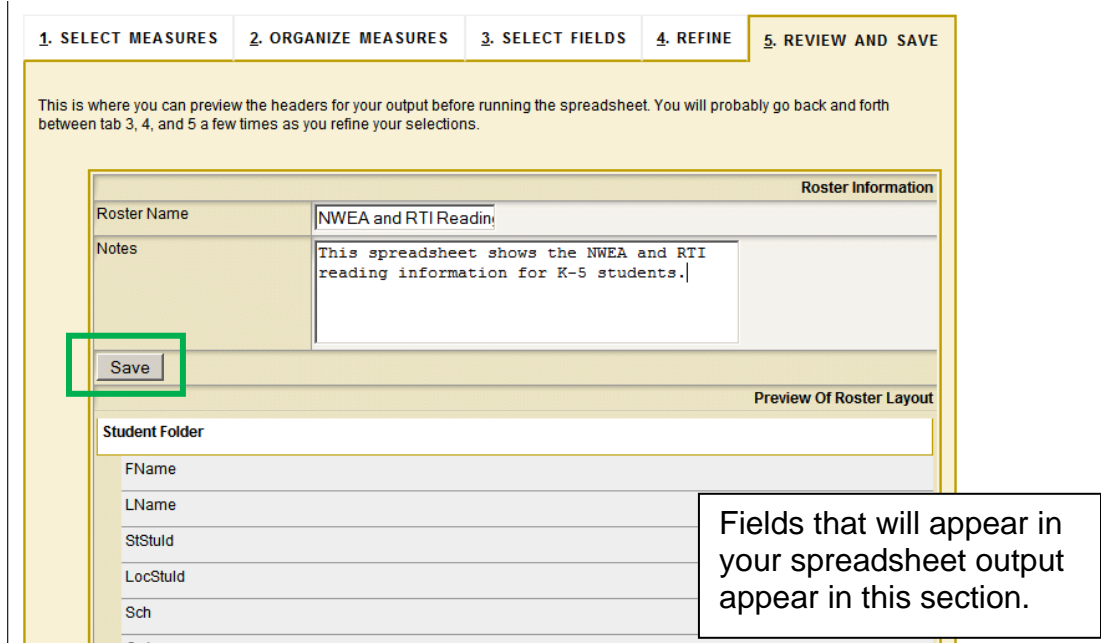
Percentile Remove

So, to summarize the spreadsheet at this point, it will contain:

- Fields from the Current Student Folder, NWEA, AIMSWeb, and RTI
- Limited only to students whose current grade is K-5
- Showing NWEA data for 2 years
- Only including reading records from NWEA (eliminating other tests)

Tab 5: Reviewing your selections and saving the Spreadsheet









Tab 5 is where you name and describe your spreadsheet and review the fields that will appear in the output.



Looking at your output preview may prompt you to want to make changes to the measures (Tab 1 & 2), the fields (Tab 3), and the field filters/conditions (Tab 4). You can jump back to any other tab from here, but please move forward through each tab after you jump back, so the tool can record your changes along the way (ok to jump back from tab 5 to tab 2, but after Tab 2, please click 3 and 4 before returning to Tab 5).

Save your work.

Working with Your Spreadsheet

Actions	Run	Share	Roster Name	Notes	Created	Updated
   		-	 NWEA and RTI Reading (102)		07-09-2010	07-09-2010
		Add New Roster Design				

Sample Spreadsheet														
	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	STUDENT FOLDER							NWEA						
2	FName	LName	Sch	Gr	DOB	Gender	Ethnic	2008*Fall*Rdg* RIT	2008*Fall*Rdg* %ile	2009*Spg*Rdg* *RIT	2009*Spg*Rdg* *%ile	2009*Fall*Rdg* RIT	2009*Fall*Rdg* %ile	
3	Louie	Aiken	Blanc Element	3	3/3/1998	Male	Hispanic	189	74	206	88	203	79	
4	Georgie	Baca	Blanc Element	3	3/2/1998	Female	Am Ind	171	25	175	11			
5	Lawrence	Bartlett	Blanc Element	3	6/9/1998	Male	Am Ind	156	1	162	1	162	1	
6	Sidney	Birdin	Blanc Element	3	7/29/1998	Male	Hispanic	167	14	180	19			
7	Linda	Bourbois	Blanc Element	3	10/3/1997	Female	Black	160	1	185	31	182	22	
8	Aaron	Choi	Blanc Element	3	4/14/1998	Male	Black	174	33	191	48			
9	Anna	Clune	Blanc Element	3	6/24/1998	Female	White	185	64	205	86			
10	Diana	Fair	Blanc Element	3	11/8/1997	Female	White	166	11	183	26	177	13	
11	William	Farmer	Blanc Element	3	6/24/1998	Male	Am Ind			196	63			
12	Celia	Finlayson	Blanc Element	3	5/27/1998	Female	Am Ind					183	24	
13	Tiffany	Forbes	Blanc Element	3	5/8/1998	Female	White	179	47	199	72			
14	Jerry	Frye	Blanc Element	3	5/30/1998	Male	White	193	82	201	77	187	34	
15	Danny	Goodwin	Blanc Element	3	6/2/1998	Male	White	190	76	206	88	191	45	
16	Cassandra	Cady	Blanc Element	2	4/0/1998	Female	White	150	1					