

Add student names to the FY20 Prep for Success Report

10/15/2019

1. Login to Data Collector
2. Since there are 2018 and 2019 graduates in the Prep for Success report, we're going to pull student names from the GI file of your final FY18 Student collection. First, we need to prepare this spreadsheet.
 - a. Archives tab
 - b. Collection Request dropdown: FY18-S-TRAD Final
 - c. List Archives
 - d. Last Collection Preview (for 2018S3TRD)
 - e. Student_Demographic_Record_(GI).csv
 - f. Move State Student ID to the first column
 - i. Click on H to highlight that column
 - ii. right click
 - iii. Cut
 - iv. right click on A
 - v. Insert Cut Cells
 - g. Sort by State Student ID
 - i. click on the triangle to the left of A and above 1 to highlight entire spreadsheet
 - ii. Data
 - iii. Sort
 - iv. check the 'My data has headers' box
 - v. in the Sort by dropdown box select State Student ID
 - vi. OK
 - h. Create a blank column for full student name
 - i. click on B to highlight just that column
 - ii. right click on B
 - iii. select Insert
 - iv. click in cell B1
 - v. enter the title 'Full Name'
 - i. Concatenate Student Names
 - i. click in cell B2
 - ii. click on the function icon 'fx'
 - iii. Search for concatenate or select it from the list
 - iv. OK
 - v. click in Text1 box
 - vi. click in cell G2
 - vii. click in Text2 box and enter a comma followed by space
 - viii. click in box Text3
 - ix. click in cell H2
 - x. click in box Text4
 - xi. enter a space
 - xii. click in box Text5

- xiii. click in cell I2
 - xiv. OK
 - xv. you should see in cell B2 student last name, comma space, student first name, space, student middle name, you may see student id also
 - xvi. click in cell B2
 - xvii. this will outline the cell and put a small box in the lower right corner of the cell
 - xviii. double click the small box to copy the formula down for each row
 - xix. verify that names filled in column B all rows
- j. Click in cell A2
3. Prepare the Prep for Success spreadsheet and pull in student names
- a. Reports tab
 - b. Received Files Detail
 - c. File name includes: success
 - d. List Files
 - e. Select the most recent Prep for Success Detail report
 - f. LEA_DETAIL tab on bottom of screen
 - g. Sort by SSID
 - i. click on the triangle to the left of A and above 1 to highlight entire spreadsheet
 - ii. Data
 - iii. Sort
 - iv. check the 'My data has headers' box
 - v. in the Sort by dropdown box select SSID
 - vi. OK
 - h. Create a blank column for full student name
 - i. click on D to highlight just that column
 - ii. right click on D
 - iii. select Insert
 - iv. click in cell D1 and enter the title 'Full Name'
 - i. VLOOKUP to add student names
 - i. click in cell D2
 - ii. click on the function icon 'fx'
 - iii. Search for vlookup or select it from the list
 - iv. OK
 - v. click in the Lookup_value box
 - vi. click on cell C2
 - vii. click in the Table_array box
 - viii. click on your Student_Demographic_Record_(GI) spreadsheet
 - ix. click in cell A2
 - x. hold down the Shift and Ctrl keys together and press the right arrow once then the down arrow once
 - xi. let up on the Shift and Ctrl keys
 - xii. click in the Col_index_num box
 - xiii. enter the number 2
 - xiv. click in the Range_lookup box and type the word false

- xv. OK
 - xvi. verify the correct student name was loaded into cell D2 based on the SSID in cell C2
- j. Complete the name process
- i. click in cell D2
 - ii. this will outline that cell and in the lower right corner will be a small box
 - iii. double click on that small box to copy down the formula
 - iv. verify that student names show to the bottom of the spreadsheet
 - v. you may have some rows with #N/A in column D
 - 1. this means the student enrolled in your district after the final FY18 Student collection
 - 2. you can lookup these SSIDs in 2018-2019 DASL and hand enter the names in your spreadsheet
 - vi. click on D to highlight that column
 - vii. right click on D
 - viii. Copy
 - ix. right click on D again
 - x. Paste values (icon is a clipboard with 123)
 - xi. press the Esc key on your keyboard
 - xii. this allows you to share the spreadsheet with others and have actual student names in column D instead of a formula that references the other spreadsheet
 - xiii. click in cell A2
4. Save your prep for success spreadsheet with student names now included