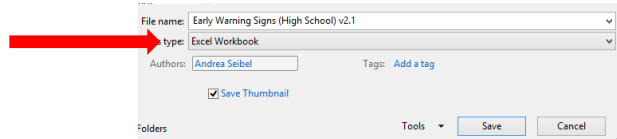


How to put the EWS data into Excel and create a pivot table

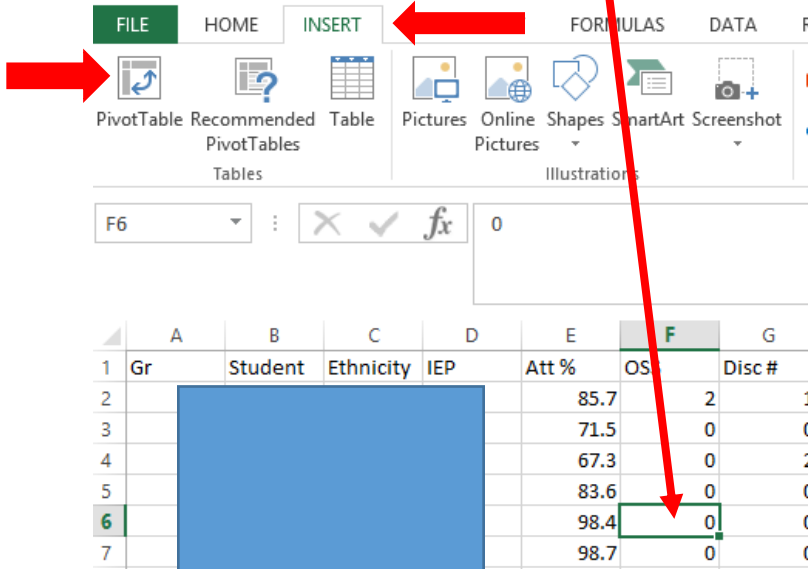
1. Log into Power School
2. Run the EWS report
3. Click on the “copy” button. Paste into a new excel document (double check that rows copied is close to the school population). Save.

OR

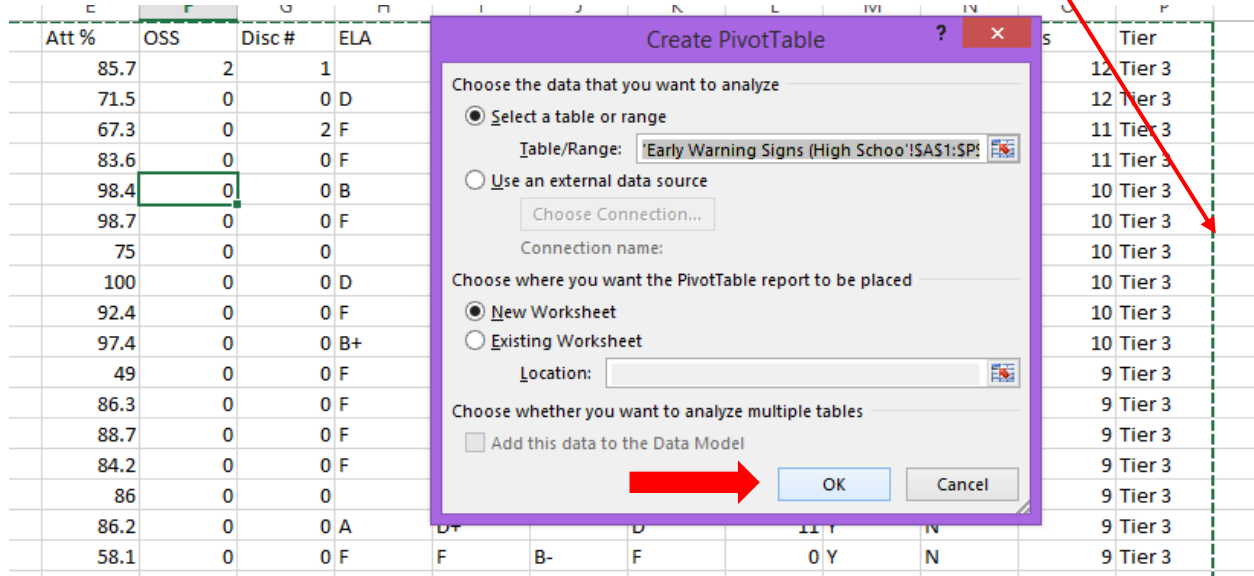
- a. Click on CVS button.
- b. Leave as is, save on your desktop
- c. Open newly saved file on desktop.
- d. Click on File, Click on Save As, Update Name, location, and change file type to Excel Workbook.
- e. Save



4. Open above excel workbook.
5. Click on any box that contains information
6. Click on “Insert” tab
7. Click on “Pivot Table”



8. Before clicking “ok” on pop up box, ensure that there is a running dashed line going around all your data in excel.



9. You are now in a new tab at the bottom of your excel document. Here is where you can select how you want your information to be displayed. Click and drag the pivot table fields into desired areas. For example:

And your data will be displayed as below:

For Middle school, click on drag "Team" and drop it right below 'grade'.

Count of Student	Column Labels				
Row Labels	9	10	11	12	Grand Total
Tier 1	198	172	155	202	727
Tier 2	33	43	49	44	169
Tier 3	104	86	58	44	292
<b>Grand Total</b>	<b>335</b>	<b>301</b>	<b>262</b>	<b>290</b>	<b>1188</b>

If you want your data displayed as percentage or some other way, right-click on one of the numbers, Show values as, % of column total, will give you Tier percentages.

The screenshot shows the Excel interface with the PivotTable Tools ribbon active. The ribbon includes tabs for ANALYZE and DESIGN. The ANALYZE tab contains options like Expand Field, Collapse Field, Group Selection, Ungroup, Group Field, Group, Insert Slicer, Insert Timeline, Filter, Filter Connections, Refresh, Change Data Source, and Clear. The DESIGN tab contains options like PivotTable Name, Active Field, Field Settings, Drill Down, Drill Up, and Active Field. A context menu is open over the PivotTable, with the 'Show Values As' option selected. The sub-menu shows various calculation options, with '% of Column Total' highlighted by a red arrow.

The screenshot shows the PivotTable Fields task pane. It has a title bar 'PivotTable Fields' and a close button. Below the title bar is a 'Choose fields to add to report:' section with a settings icon. A list of fields is shown with checkboxes: Gr (checked), Student (checked), Ethnicity, IEP, Att %, OSS, Disc #, ELA, MAT, SCI, SST, CrHrs, Intervention Crs, Replacement Crs, Pts, and Tier (checked). Below the list is a section titled 'Drag fields between areas below:'. It contains four sections: FILTERS, COLUMNS, ROWS, and VALUES. The COLUMNS section has 'Gr' selected. The ROWS section has 'Tier' selected. The VALUES section has 'Count of Stud...' selected.