



Technology Tools for a Test Chairperson:

A Guide to Planning and Organizing a Test
Administration

Written by:

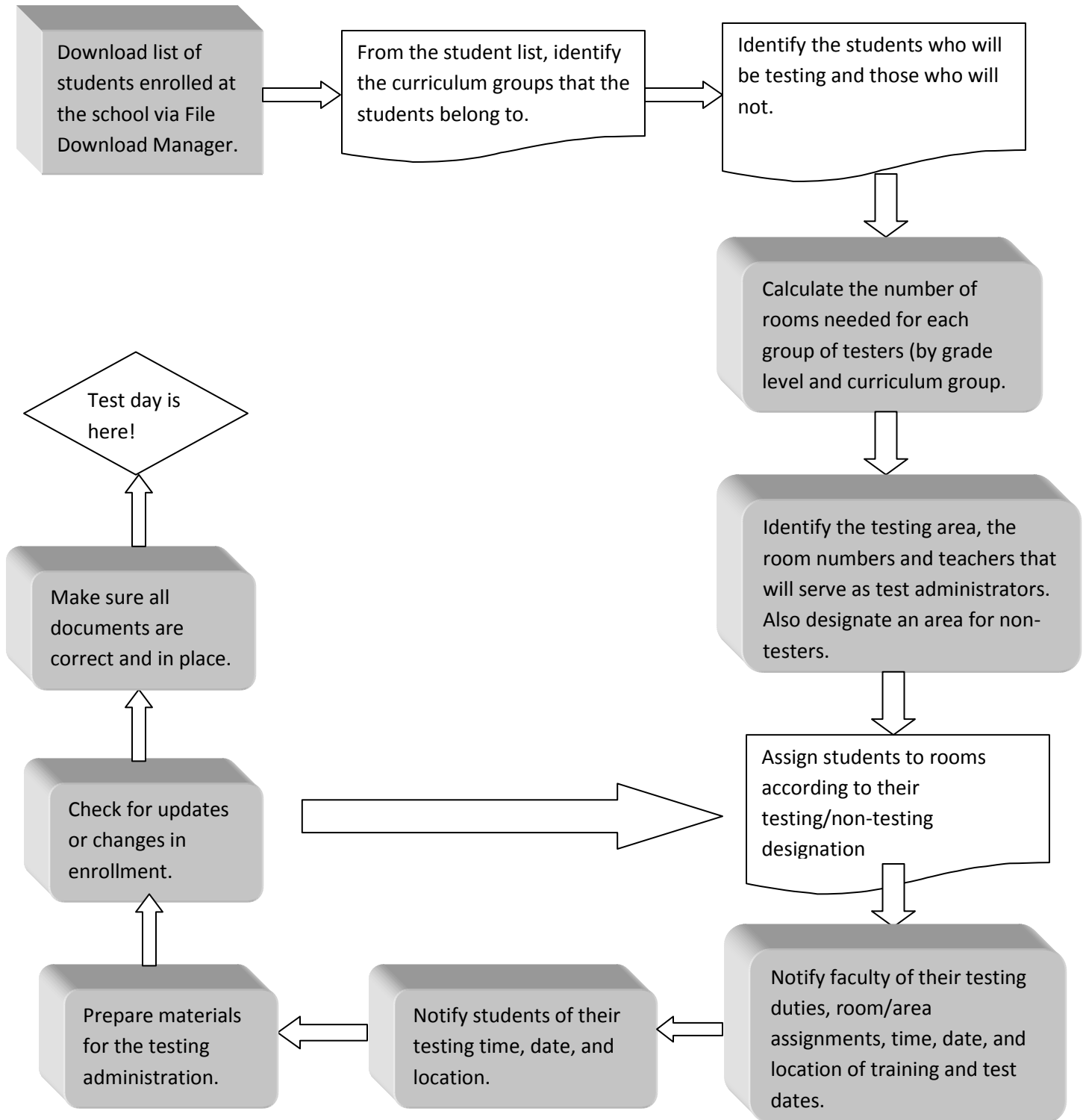
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Testing Timeline

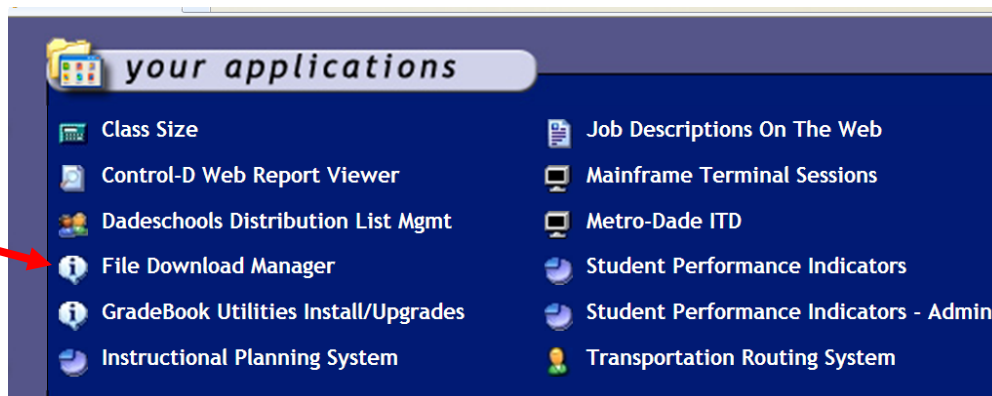
In order to plan effectively for your testing administration, there are several ordered steps that you must take. Here is an overview of the general process of planning for test administration at your school.



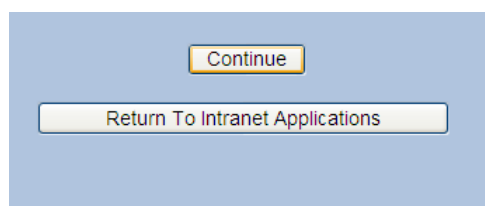
Downloading School's Student List

In order to create a complete listing of all students in your school, you will need access to File Download Manager. Once access is granted, just follow these steps:

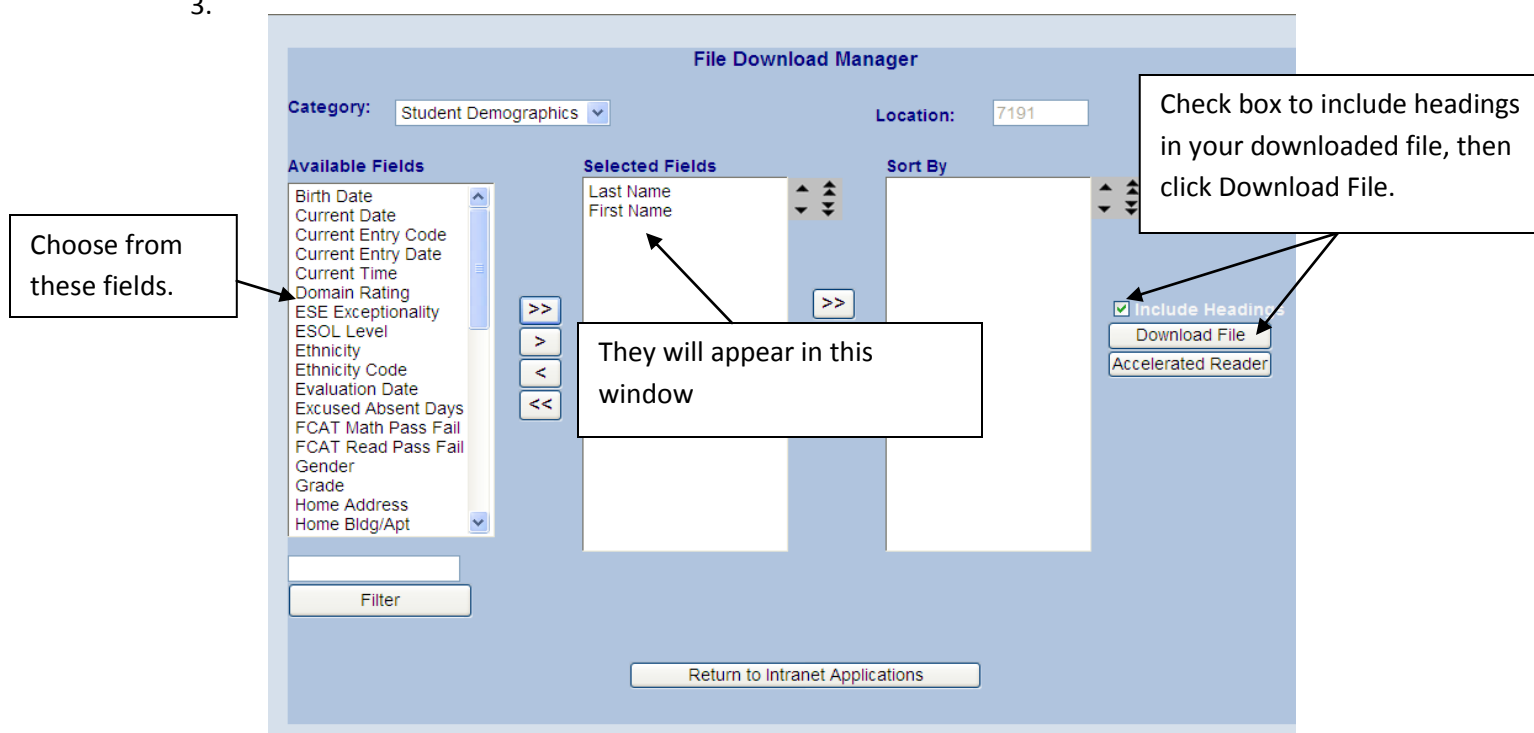
1. Log into the Intranet and click on File Download Manager icon



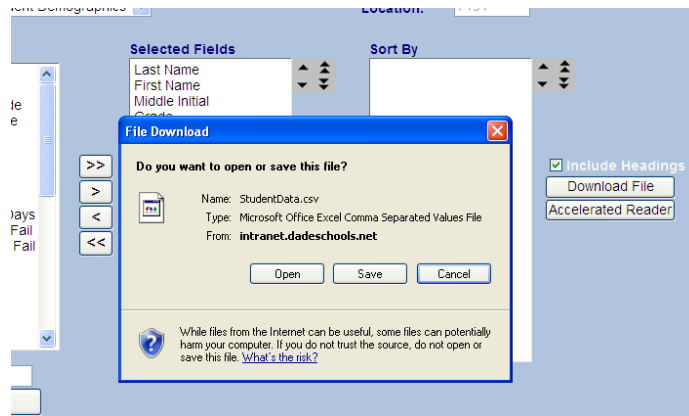
2. Click continue



- 3.

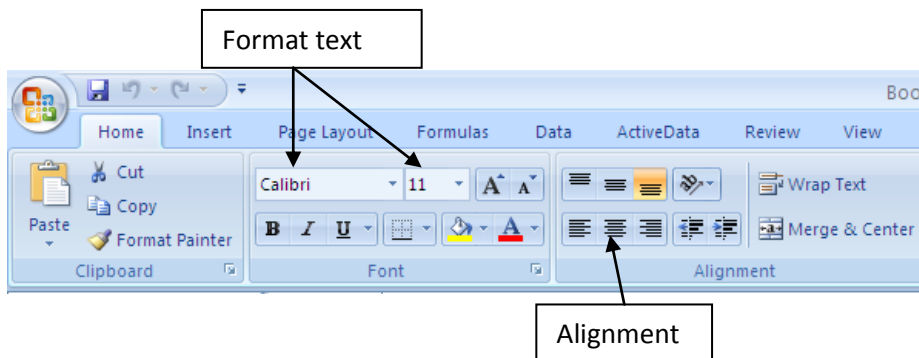


4. Save the file as an Excel spreadsheet and open

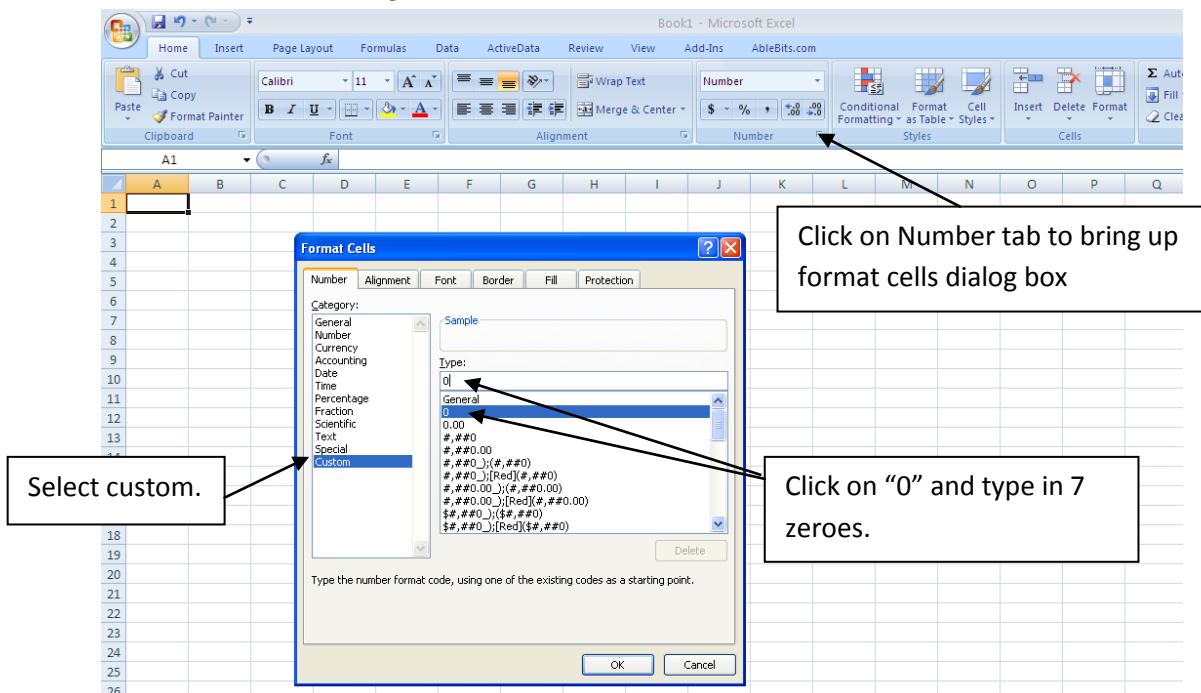


Opening File in Excel

Here are some basic tips for organizing the data in Excel.



Notice that the leading zeros do not show. For example, a student with an ID of 0123456 appears as 123456. To show leading zeroes, use the format tool.

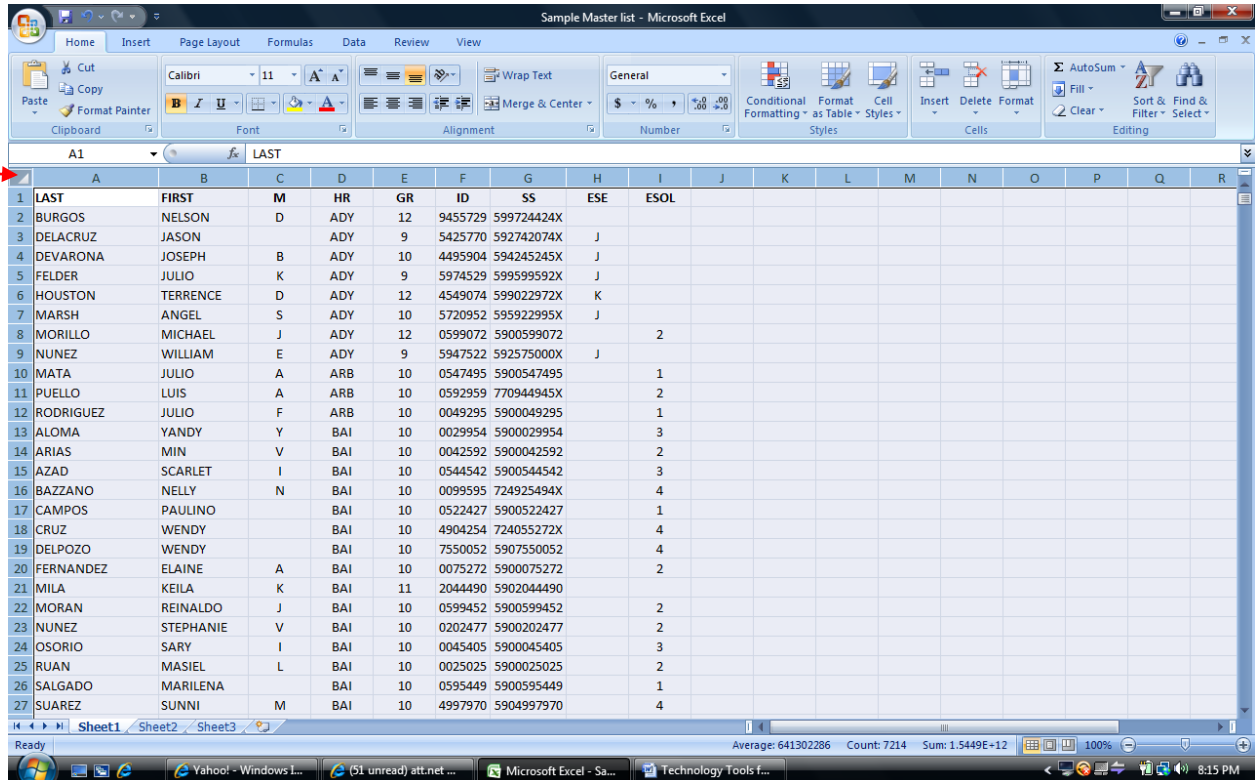


Inserting Curriculum Groups Column

After downloading the student list from File Download Manager, identify the students on the list who will and who will not be participating in the test administration. The first step to doing that is identifying what curriculum group each student belongs to. To accomplish this task the sort and filter feature will be utilized.

Filtering

First open your master list document. Then highlight all of the cells by clicking in the corner box between the column and the row.



The screenshot shows a Microsoft Excel spreadsheet titled "Sample Master list - Microsoft Excel". The spreadsheet has columns labeled A through R and rows numbered 1 through 27. The data is organized into columns: A (LAST), B (FIRST), C (M), D (HR), E (GR), F (ID), G (SS), H (ESE), and I (ESOL). The status bar at the bottom indicates "Average: 641302286", "Count: 7214", and "Sum: 1.5449E+12". A red arrow points to the corner box between column A and row 1, indicating that all cells are selected.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	LAST	FIRST	M	HR	GR	ID	SS	ESE	ESOL									
2	BURGOS	NELSON	D	ADY	12	9455729	599724424X											
3	DELACRUZ	JASON		ADY	9	5425770	592742074X	J										
4	DEVARONA	JOSEPH	B	ADY	10	4495904	594245245X	J										
5	FELDER	JULIO	K	ADY	9	5974529	599599592X	J										
6	HOUSTON	TERRENCE	D	ADY	12	4549074	599022972X	K										
7	MARSH	ANGEL	S	ADY	10	5720952	595922995X	J										
8	MORILLO	MICHAEL	J	ADY	12	0599072	5900599072		2									
9	NUNEZ	WILLIAM	E	ADY	9	5947522	592575000X	J										
10	MATA	JULIO	A	ARB	10	0547495	5900547495		1									
11	PUELLO	LUIS	A	ARB	10	0592959	770944945X		2									
12	RODRIGUEZ	JULIO	F	ARB	10	0049295	5900049295		1									
13	ALOMA	YANDY	Y	BAI	10	0029954	5900029954		3									
14	ARIAS	MIN	V	BAI	10	0042592	5900042592		2									
15	AZAD	SCARLET	I	BAI	10	0544542	5900544542		3									
16	BAZZANO	NELLY	N	BAI	10	0099595	724925494X		4									
17	CAMPOS	PAULINO		BAI	10	0522427	5900522427		1									
18	CRUZ	WENDY		BAI	10	4904254	724055272X		4									
19	DELPOZO	WENDY		BAI	10	7550052	5907550052		4									
20	FERNANDEZ	ELAINE	A	BAI	10	0075272	5900075272		2									
21	MILA	KEILA	K	BAI	11	2044490	5902044490											
22	MORAN	REINALDO	J	BAI	10	0599452	5900599452		2									
23	NUNEZ	STEPHANIE	V	BAI	10	0202477	5900202477		2									
24	OSORIO	SARY	I	BAI	10	0045405	5900045405		3									
25	RUAN	MASIEL	L	BAI	10	0025025	5900025025		2									
26	SALGADO	MARILENA		BAI	10	0595449	5900595449		1									
27	SUAREZ	SUNNI	M	BAI	10	4997970	5904997970		4									

Figure 1 - All cells are selected when they are shaded.

Next, go to the Menu Bar and select the “Data” tab. Then, click on the “Filter” icon.

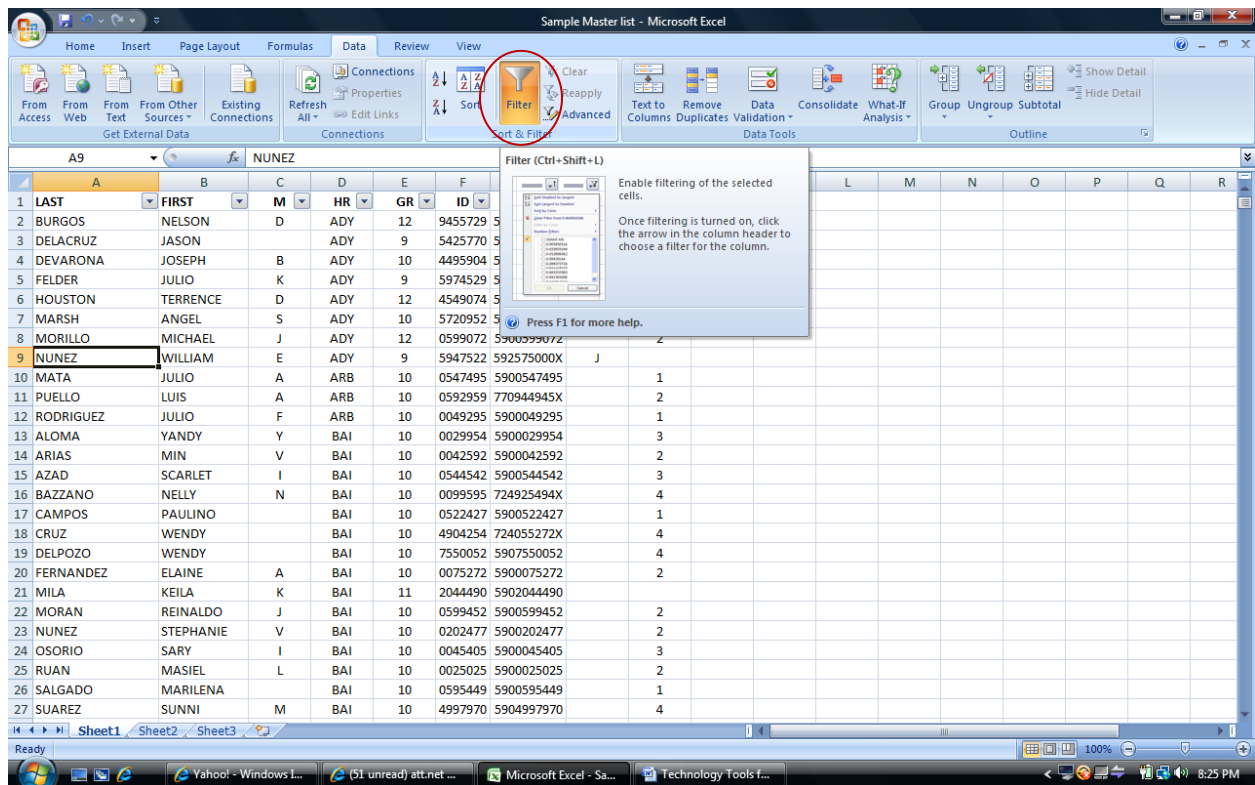


Figure 2

Little arrows show up on the right side of the cells in the header row. When these arrows are clicked, a drop down box appears with a list of every item in that row with checks in them. Select and deselect these checked boxes to only see the information needed. For example, begin with the ESOL column, click on the “(Blanks)” selection. This will tell Excel to only display the rows that contain an ESOL level number in them.

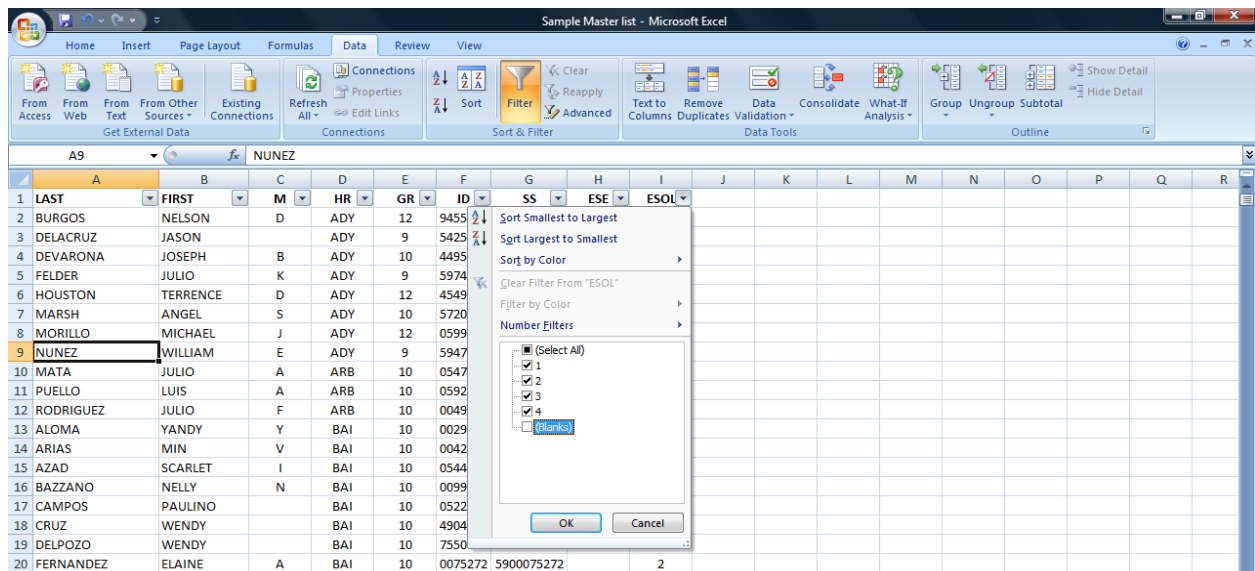


Figure 3 – Clicking on a checked box will deselect that item.

Now, add a column titled “Curr Grp” for curriculum groups. The first curriculum group to identify in this column is “LEP.”

	A	B	C	D	E	F	G	H	I	J
1	LAST	FIRST	M	HR	GR	ID	SS	ESE	ESOL	Curr Grp
8	MORILLO	MICHAEL	J	ADY	12	0599072	5900599072		2	LEP
10	MATA	JULIO	A	ARB	10	0547495	5900547495		1	
11	PUELLO	LUIS	A	ARB	10	0592959	770944945X		2	
12	RODRIGUEZ	JULIO	F	ARB	10	0049295	5900049295		1	
13	ALOMA	YANDY	Y	BAI	10	0029954	5900029954		3	
14	ARIAS	MIN	V	BAI	10	0042592	5900042592		2	
15	AZAD	SCARLET	I	BAI	10	0544542	5900544542		3	
16	BAZZANO	NELLY	N	BAI	10	0099595	724925494X		4	

Next, copy and paste the “LEP” from the first cell (in this case cell J10) to all of the other cells below it that contain data.

	A	B	C	D	E	F	G	H	I	J
1	LAST	FIRST	M	HR	GR	ID	SS	ESE	ESOL	Curr Grp
8	MORILLO	MICHAEL	J	ADY	12	0599072	5900599072		2	LEP
10	MATA	JULIO	A	ARB	10	0547495	5900547495		1	LEP
11	PUELLO	LUIS	A	ARB	10	0592959	770944945X		2	LEP
12	RODRIGUEZ	JULIO	F	ARB	10	0049295	5900049295		1	LEP
13	ALOMA	YANDY	Y	BAI	10	0029954	5900029954		3	LEP
14	ARIAS	MIN	V	BAI	10	0042592	5900042592		2	LEP
15	AZAD	SCARLET	I	BAI	10	0544542	5900544542		3	LEP
16	BAZZANO	NELLY	N	BAI	10	0099595	724925494X		4	LEP
17	CAMPOS	PAULINO		BAI	10	0599072	5900599072		1	LEP
18	CRUZ	WENDY		BAI	10	0547495	5900547495		4	LEP
19	DELPOZO	WENDY		BAI	10	0592959	770944945X		4	LEP
20	FERNANDEZ	ELAINE	A	BAI	10	0049295	5900049295		2	LEP
22	MORAN	REINALDO	J	BAI	10	0029954	5900029954		2	LEP
23	NUNEZ	STEPHANIE	V	BAI	10	0042592	5900042592		2	LEP
24	OSORIO	SARY	I	BAI	10	0544542	5900544542		3	LEP
25	RUAN	MASIEL	L	BAI	10	0099595	724925494X		2	LEP
26	SALGADO	MARILENA		BAI	10	0599072	5900599072		1	LEP
27	SUAREZ	SUNNI	M	BAI	10	0547495	5900547495		4	LEP
28	TAVAREZ	KARLA	E	BAI	10	0592959	770944945X		2	LEP
37	LARRETA	ALEJANDRA	D	BAT	12	0599072	5900599072		4	LEP
79	DOMINGUEZ	PEARLIE	A	BRK	11	0599072	5900599072		4	LEP
101	GUERRA	ROSA		BTN	10	0599072	5900599072		4	LEP
108	MELENDEZ	NESTOR	A	BTN	11	0599072	5900599072		3	LEP
109	MONTILLA	JON	A	BTN	10	0599072	5900599072		4	LEP
119	NALBANDIAN	ASHLEY	Y	BUD	10	0599072	5900599072		2	LEP
141	RODRIGUEZ	DEYANIRA	D	CHI	9	0599072	5900599072		1	LEP
164	BASILIO	FRANK		COO	11	0599072	5900599072		3	LEP
172	CABRERA	CRISTHIAM		COX	9	0599072	5900599072		2	LEP
173	CARDENAS	GRETTER	O	COX	9	0599072	5900599072		2	LEP
178	CRUZ	GILBERTO		COX	9	0599072	5900599072		2	LEP
180	DELEON	VLADIMIR	X	COX	9	0599072	5900599072		2	LEP
181	DELROSARIO	FREDERICK	R	COX	9	0599072	5900599072		2	LEP
187	JIMENEZ	ANDRES	R	COX	9	0599072	5900599072		2	LEP

TIP: click on the right “+” sign on the bottom right of that cell and drag to the last cell in the list.

Repeat this for the other curriculum groups (e.g. ESE and standard students). Before moving on, clear the filter before setting a new one. To clear the filter, go back up to the menu bar next to the filter icon and click on the “Clear” button.

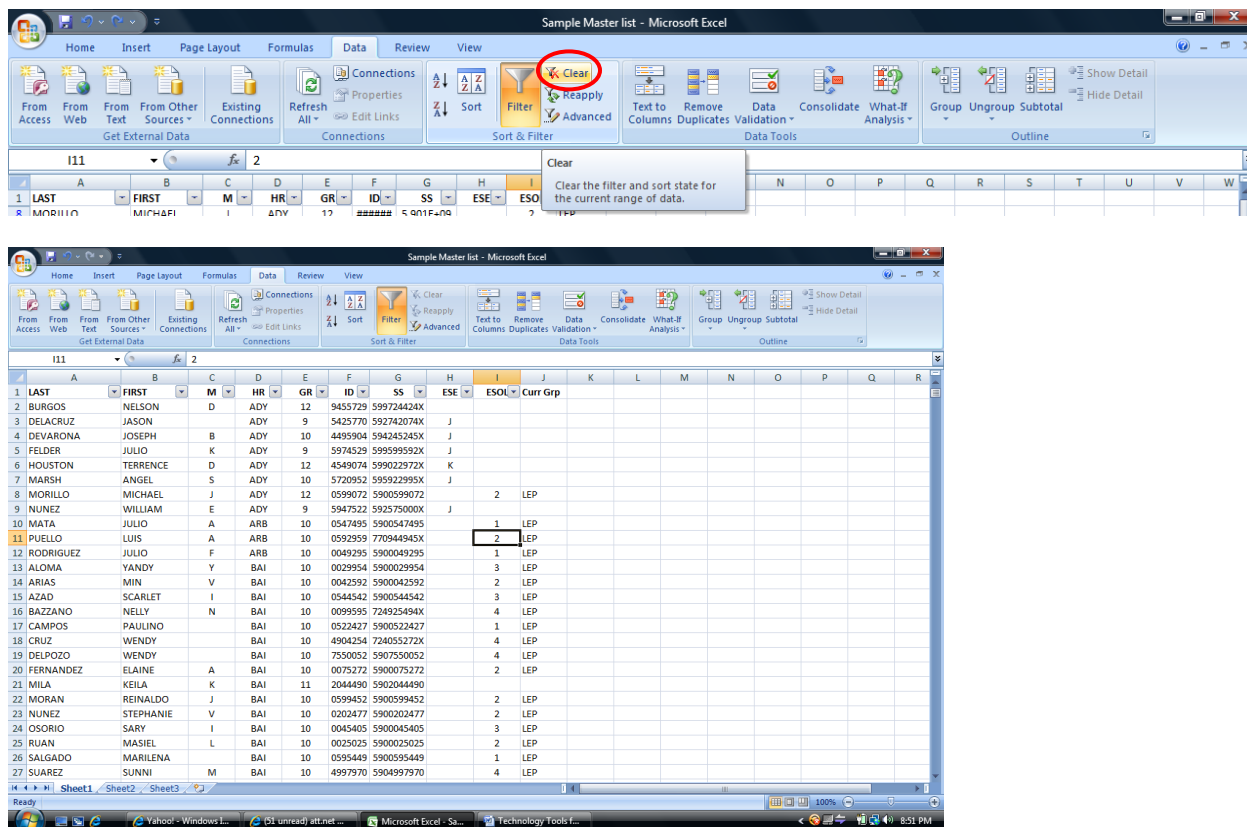
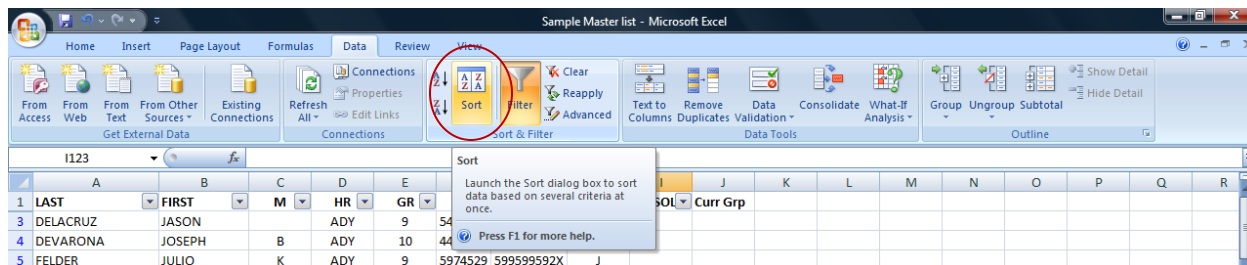


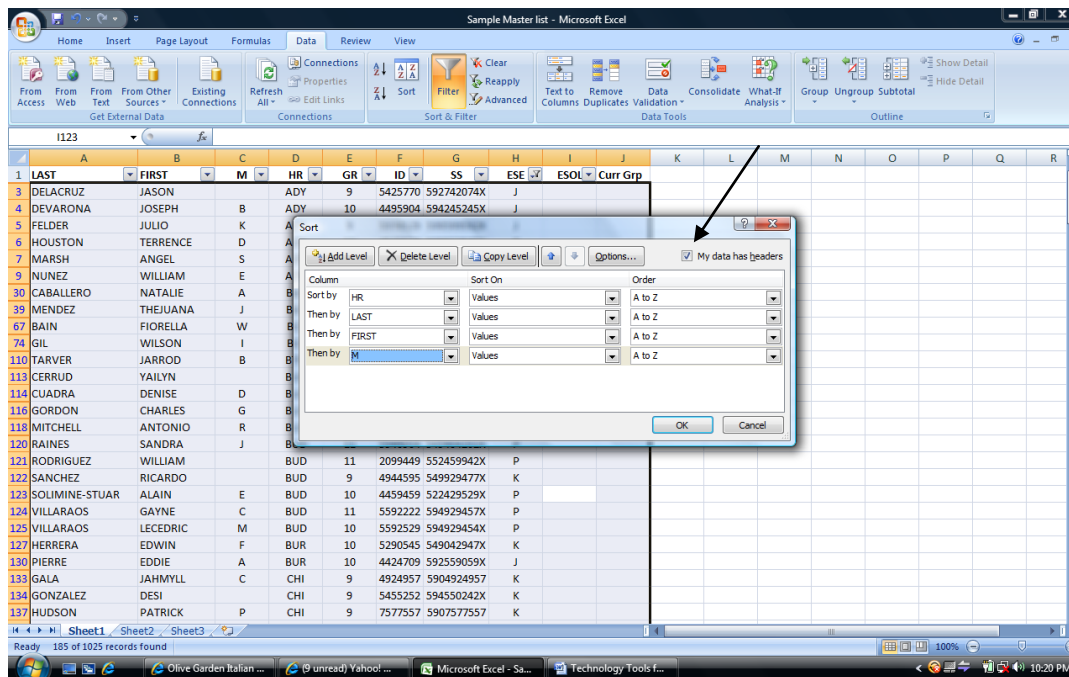
Figure 4 – Clearing the filter will display all of your data again.

Sorting

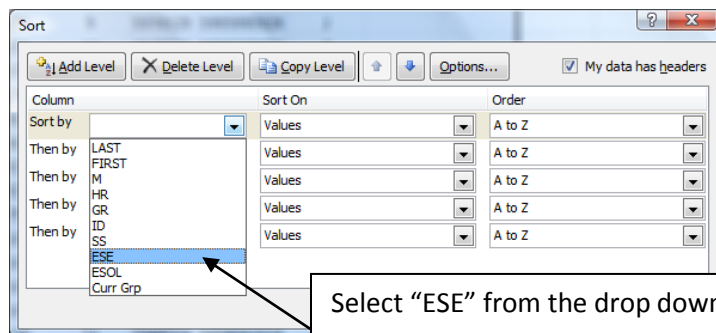
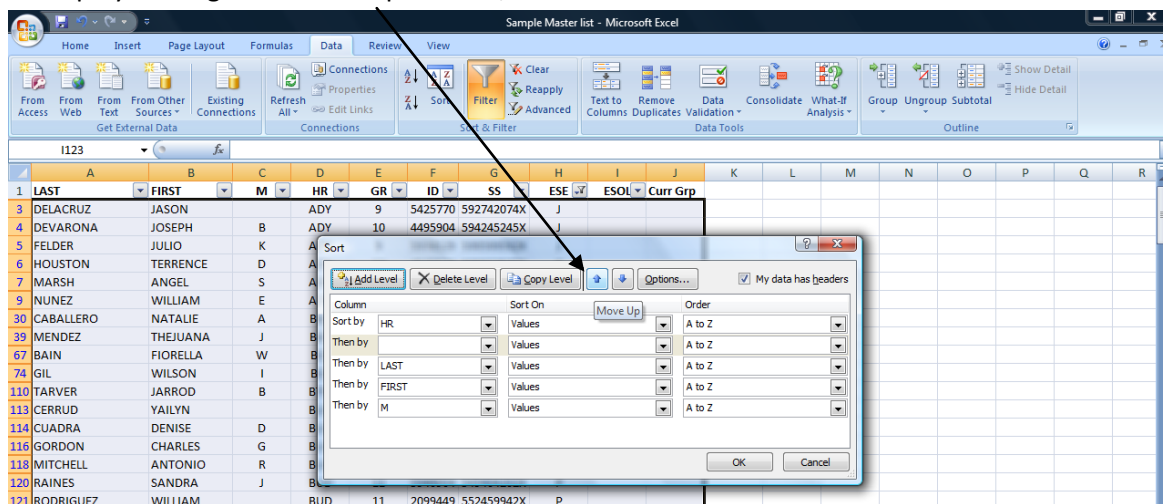
Now follow filtering procedures to identify students with an ESE code. Since some ESE students will be taking the FCAT and others the Florida Alternate Assessment (FAA), it will be easier to identify them by grouping or sorting them according to the ESE code. Once you have filtered by ESE code, locate the “Data” tab in the menu bar and click the “Sort” icon.



The dialogue box will appear. Make sure that the “My data has headers” option is selected.



The “Add Level” button allows the user to continue to add levels to sort as needed. In the example below, ESE is added to the sorting levels. Click “Add Level”. This will add another sort level to the already existing list. Since the sort order will be by ESE code then by name, first move this new level to the top by clicking on the blue up arrow. ;



Select “ESE” from the drop down menu.

Sample Master list - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	LAST	FIRST	M	HR	GR	ID	SS	ESE	ESOL	Curr Grp								
3	HODGE	JONATHAN	J	MAR	9	0545779	5900545779	A		FAA								
4	ALCANTARA	NE'SHARI	A	SEA	9	2545579	595574504X	A		FAA								
5	RODRIGUEZ	RICARDO		TAP	9	5770440	592479592X	A		FAA								
6	BENJAMIN	LATASHA		CON	10	7554757	540254045X	B		FAA								
7	BRYANT	ALEXANDER	K	CON	9	2749547	594294505X	B		FAA								
9	JOHNSON	JAVARIS	W	CON	10	4545402	595559774X	B		FAA								
30	JORGE	SHELLA		CON	9	5529225	599257474X	B		FAA								
39	LEGGETTE	FREDDIE	E	CON	10	4942224	599429997X	B		FAA								
67	MIMS	DARRIELLE		CON	10	9290547	549550544X	B		FAA								
74	WRIGHT	LAQUETTA		CON	11	9447950	592442044X	B		FAA								
110	ROSELL	EDWARD	O	MTV	11	0077547	5900077547	B		FAA								
113	STANLEY	ANDREW	D	MTV	10	9244942	595925072X	B		FAA								
114	BURCH	DECELIA	X	TOV	9	5599945	5905599945	B		FAA								
116	CARTER	LEE	E	TOV	10	7995052	595042547X	B		FAA								
118	FERGUSON	JESSICA	K	TOV	9	5792959	590294240X	B		FAA								
120	GREENE	DANNY	A	TOV	10	9299545	590577405X	B		FAA								
121	HARRIS	MARCUS	J	TOV	10	4545400	549259049X	B		FAA								
122	MORALES	REBEKAH	F	TOV	11	0045274	5900045274	B		FAA								
123	RODRIGUEZ	JAMES		TOV	9	2579255	5902579255	B		FAA								
124	SUAREZ	KALEB		TOV	9	0027449	229249554X	B	4	LEP, FAA								
125	SMITH	GEORGE	L	TAY	10	2272552	5990444744X	H		FAA								
127	DELACRUZ	JASON		ADY	9	5425770	592742074X	J		SPED								
130	DEVARONA	JOSEPH	B	ADY	10	4495904	594245245X	J		SPED								
133	FELDER	JULIO	K	ADY	9	5974529	59599592X	J		SPED								
134	MARSH	ANGEL	S	ADY	10	5720952	595922995X	J		SPED								
137	NUNEZ	WILLIAM	E	ADY	9	5947522	592575000X	J		SPED								

Figure 5 – This example shows the term “FAA” next to the students who do not take the FCAT and the term “SPED” next to those who do.

In this figure notice that the list is sorted alphabetically by “ESE” code first, then last name. Identify the curriculum group for each student in the “Curr Grp” column. If unsure of the test (FCAT or FAA) used to assess the student, consult your ESE program specialist or department head. If a student is both ESE and ESOL, use both codes in the cell to ensure the student receives all appropriate testing accommodations. In the example above, LEP and FAA have been entered into the same cell. Once all ESE students have been identified, clear all filters.

Lastly, identify the “Standard” group. These are the standard diploma students who do not fall into any other special category. Follow the filtering steps to only select the students who have blanks in both the ESE and ESOL columns. Then add the word “Standard” to the “Curr Grp” column for each of these students. Finally, clear your filters and sort your list again by “last” name to verify that every student

Microsoft Excel - Sample Master list

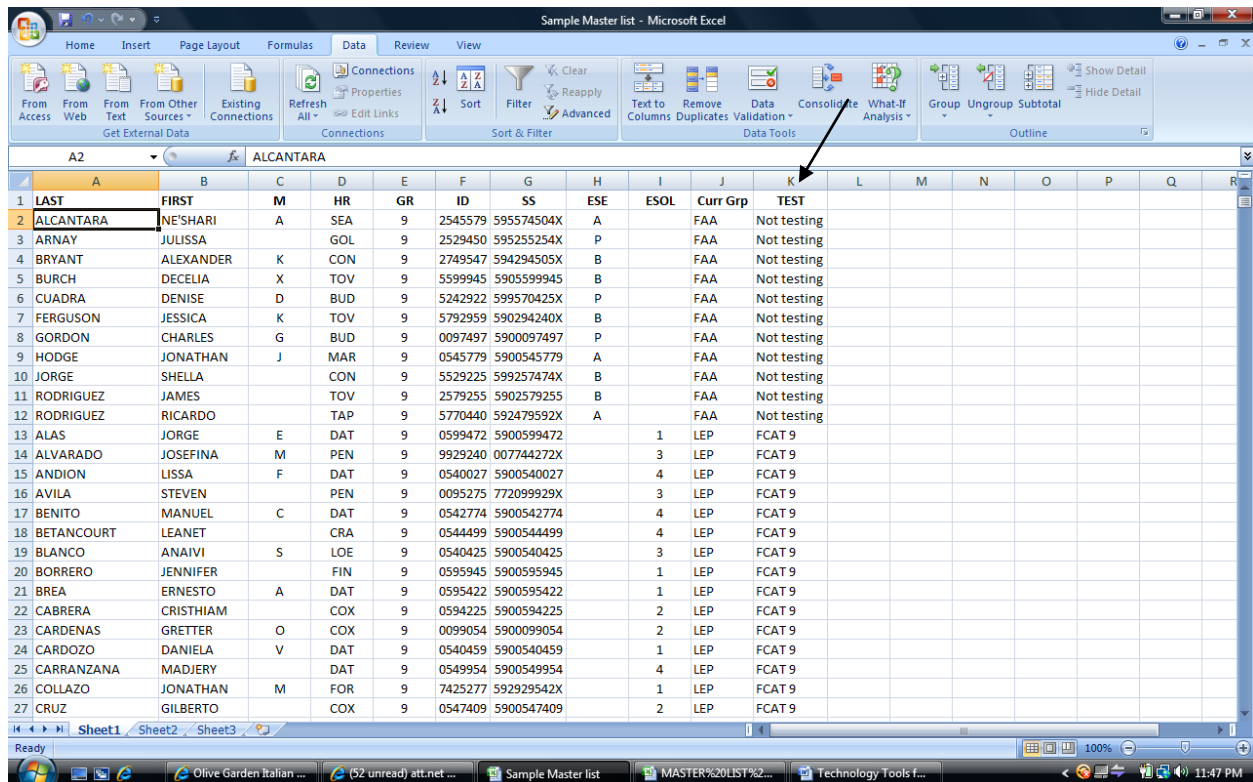
	A	B	C	D	E	F	G	H	I	J	K	L
	LAST	FIRST	M	HR	GR	ID	SS	ESE	ESOL	Curr Grp		
2	ABELED	LUISA	A	LAM	9	4255724	5904255724			Standard		
3	ABRAHAM	JARON	N	YEK	12	5545994	594424520X			Standard		
4	ACEVEDO	ROGER		LOE	10	0022944	727225027X		4	LEP		
5	ACOSTA	JOHN	A	LAF	12	4747444	595429520X			Standard		
6	ADETU	LUIS	O	DIX	9	0545490	592599259X			Standard		
7	ADVINCULA	CHASSITY	A	LAF	12	4944292	599729245X			Standard		
8	AFRICANO	BRIANNA	A	HNT	9	5759997	5905759997			Standard		
9	AGUDELO	JOEL	E	COO	9	5559452	020742494X			Standard		
10	AGUERO	MICHAEL	L	PEL	9	4425492	594559592X	K		SPED		
11	AGUIAR	DAVID	R	PEA	9	5540550	549554924X			Standard		
12	AGUILAR	CARLOS	A	TRO	9	0220220	204425752X			Standard		
13	AGUILAR	SCHACLE		LAM	9	5905205	599592295X			Standard		
14	AGUILAR	WINSTON		LAP	9	2224705	594595022X			Standard		
15	AHMED	ABEL	A	SEA	9	0945424	5900945424			Standard		
16	ALAS	JORGE	E	DAT	9	0599472	5900599472		1	LEP		
17	ALBARRACIN	EDWARD	J	FIN	9	7940297	5907940297			Standard		
18	ALCANTARA	NE'SHARI	A	SEA	9	2545579	595574504X	A		FAA		
19	ALEXANDRE	MARILYN	D	SAI	10	5550707	594555059X	K		SPED		

has been assigned a curriculum group.

Identifying Test for Students

Once a curriculum group has been identified for all students, then identify which students are participating in each of the test administrations. The participants will depend on what test is being administered (i.e. FCAT Writing, FCAT Retake, SAT-10, etc.). The following is an example preparing for the Spring FCAT Reading test for 9th and 10th grade. Retake and FAA students will not be included in this example.

Create a new column titled "TEST". Next, filter out (or deselect) the "FAA" students from the "Curr Grp" column. In the "TEST" column, identify the test for each student. Enter "FCAT 9" for the 9th graders, "FCAT 10" for the 10th graders, and "Not testing" for the 11th and 12th graders.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	LAST	FIRST	M	HR	GR	ID	SS	ESE	ESOL	Curr Grp	TEST							
2	ALCANTARA	NE'SHARI	A	SEA	9	2545579	595574504X	A		FAA	Not testing							
3	ARNAY	JULISSA		GOL	9	2529450	595255254X	P		FAA	Not testing							
4	BRYANT	ALEXANDER	K	CON	9	2749547	594294505X	B		FAA	Not testing							
5	BURCH	DECELIA	X	TOV	9	5599945	5905599945	B		FAA	Not testing							
6	CUADRA	DENISE	D	BUD	9	5242922	599570425X	P		FAA	Not testing							
7	FERGUSON	JESSICA	K	TOV	9	5792959	590294240X	B		FAA	Not testing							
8	GORDON	CHARLES	G	BUD	9	0097497	5900097497	P		FAA	Not testing							
9	HODGE	JONATHAN	J	MAR	9	0545779	5900545779	A		FAA	Not testing							
10	JORGE	SHELLA		CON	9	5529225	599257474X	B		FAA	Not testing							
11	RODRIGUEZ	JAMES		TOV	9	2579255	5902579255	B		FAA	Not testing							
12	RODRIGUEZ	RICARDO		TAP	9	5770440	592479592X	A		FAA	Not testing							
13	ALAS	JORGE	E	DAT	9	0599472	5900599472		1	LEP	FCAT 9							
14	ALVARADO	JOSEFINA	M	PEN	9	9929240	007744272X		3	LEP	FCAT 9							
15	ANDION	LISSA	F	DAT	9	0540027	5900540027		4	LEP	FCAT 9							
16	AVILA	STEVEN		PEN	9	0095275	772099929X		3	LEP	FCAT 9							
17	BENITO	MANUEL	C	DAT	9	0542774	5900542774		4	LEP	FCAT 9							
18	BETANCOURT	LEANET		CRA	9	0544499	5900544499		4	LEP	FCAT 9							
19	BLANCO	ANAIVI	S	LOE	9	0540425	5900540425		3	LEP	FCAT 9							
20	BORRERO	JENNIFER		FIN	9	0595945	5900595945		1	LEP	FCAT 9							
21	BREA	ERNESTO	A	DAT	9	0595422	5900595422		1	LEP	FCAT 9							
22	CABRERA	CRISTHIAM		COX	9	0594225	5900594225		2	LEP	FCAT 9							
23	CARDENAS	GRETTER	O	COX	9	0099054	5900099054		2	LEP	FCAT 9							
24	CARDOZO	DANIELA	V	DAT	9	0540459	5900540459		1	LEP	FCAT 9							
25	CARRANZANA	MADJERY		DAT	9	0549954	5900549954		4	LEP	FCAT 9							
26	COLLAZO	JONATHAN	M	FOR	9	7425277	592929542X		1	LEP	FCAT 9							
27	CRUZ	GILBERTO		COX	9	0547409	5900547409		2	LEP	FCAT 9							

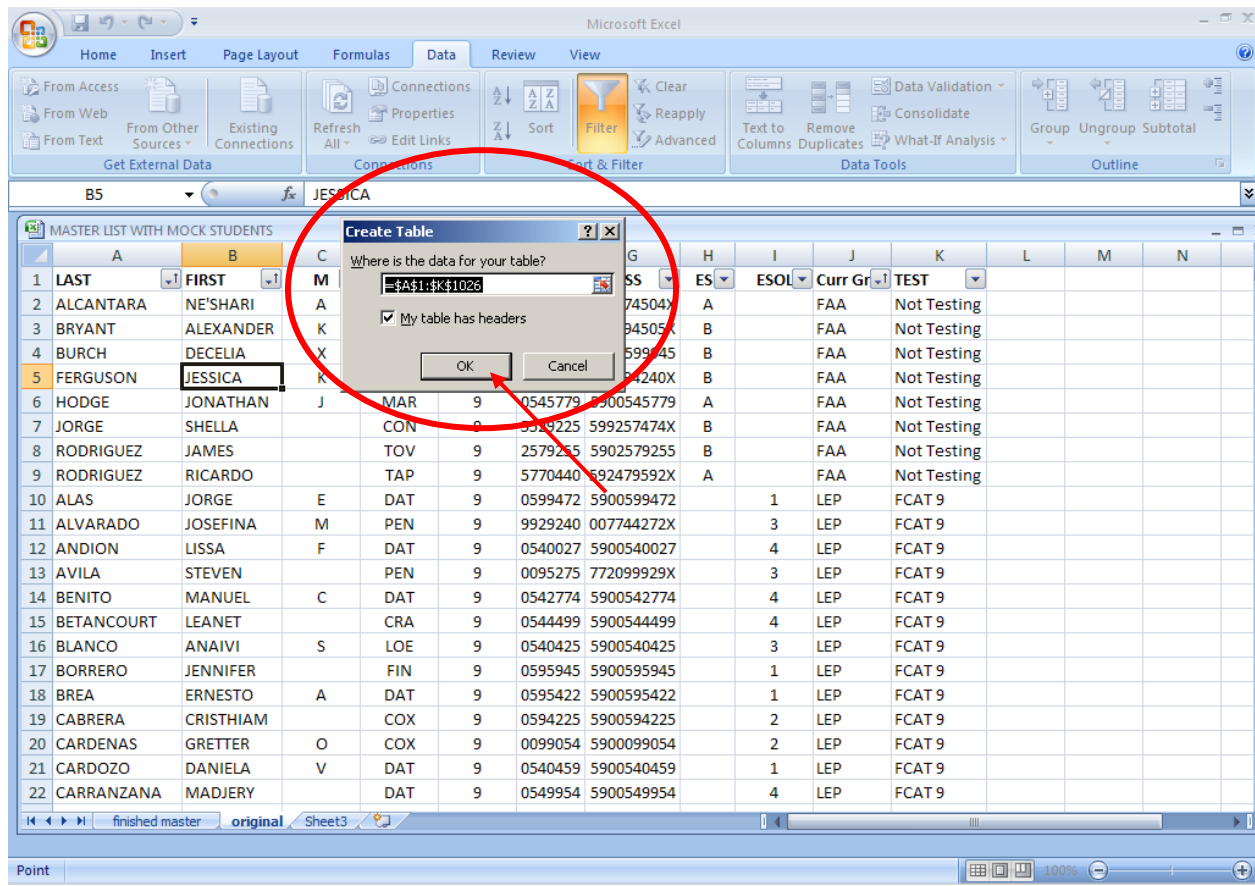
After all of the students have their testing assignments, sort the list by grade, "Curr Grp", and then "last" name to create the room assignments.

Assigning Students to Rooms

Creating a Pivot Table

The master list sorted by each student's last name, grade, curriculum group, and the test the student will be taking. Counting out how many rooms for each curriculum group/grade (SPED 9th grade, SPED 10th grade, ELL 9th grade, Standard 10th grade, etc) can be a tedious and very time-consuming task if one has to look at the entire master list to do this. Time is saved by using a pivot table instead. A pivot table is a tool built into Excel which will quickly count how many students are in various categories.

To create a pivot table, first create a table with your data. Do this by clicking any cell in your master list and then holding Ctrl-T. Excel will create a frame around all the data that will appear as a blinking dashed line and a window will appear as shown below. Scroll down to make sure that Excel is creating the boundary around your entire data. If it is only making a frame around part of your data, go back and delete any empty rows and/or columns and repeat this step. If the frame includes all the data, click "ok".



The master list will now appear with alternating blue/gray rows which will be easier to read. More importantly, making the data a table will ensure that any updates you make to the master list will be reflected in the pivot table without any future problems. Now change the name of the table to “Master” (spaces are not allowed) in the Table Name box.

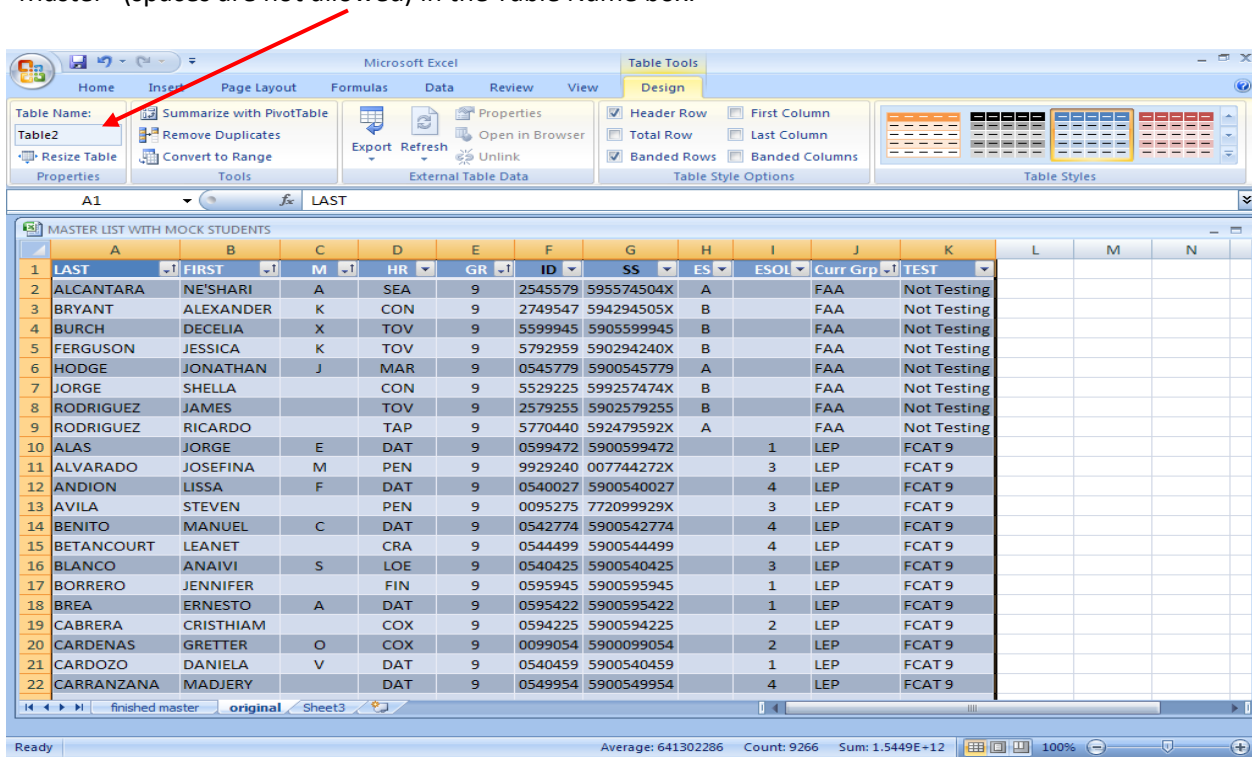
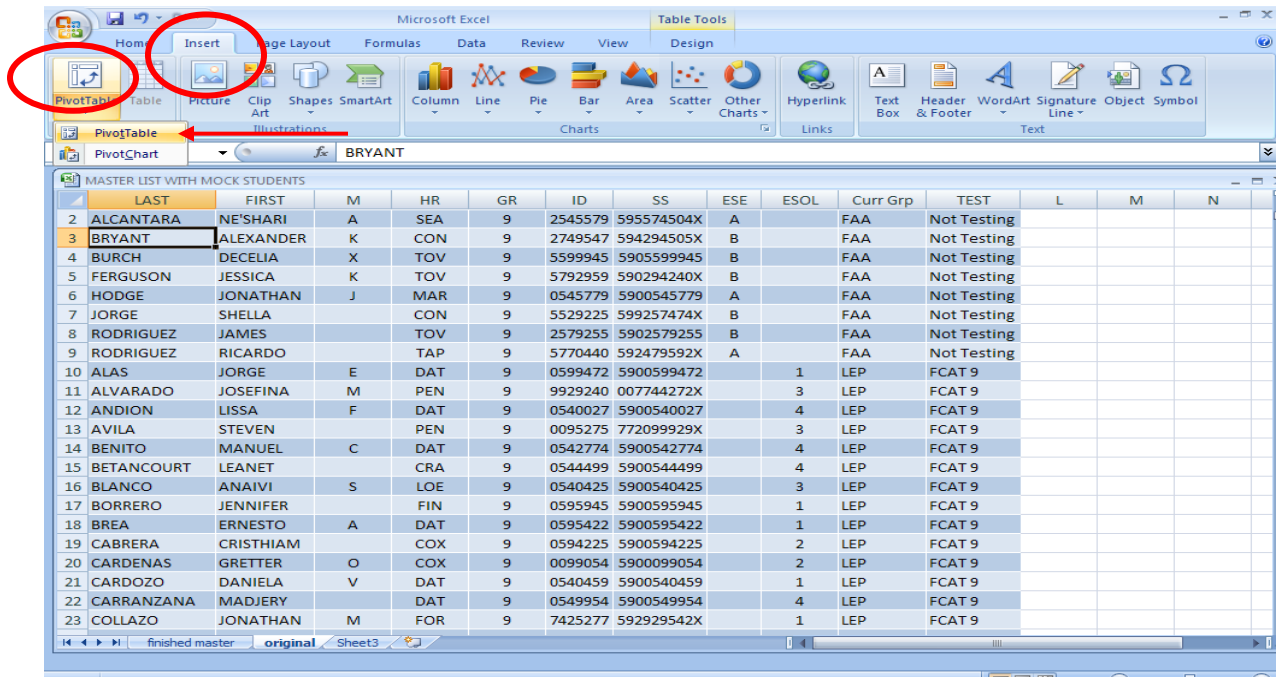
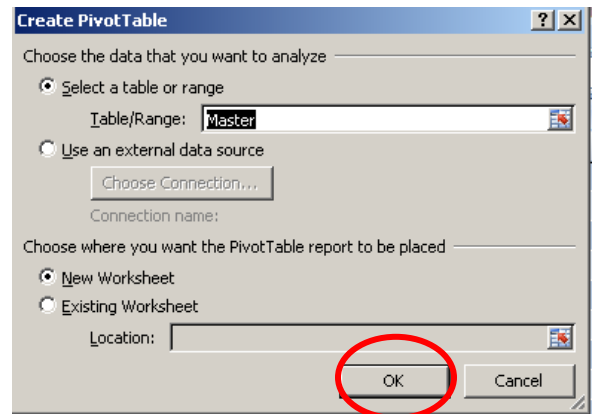


Figure 6: Your master list is now a TABLE.

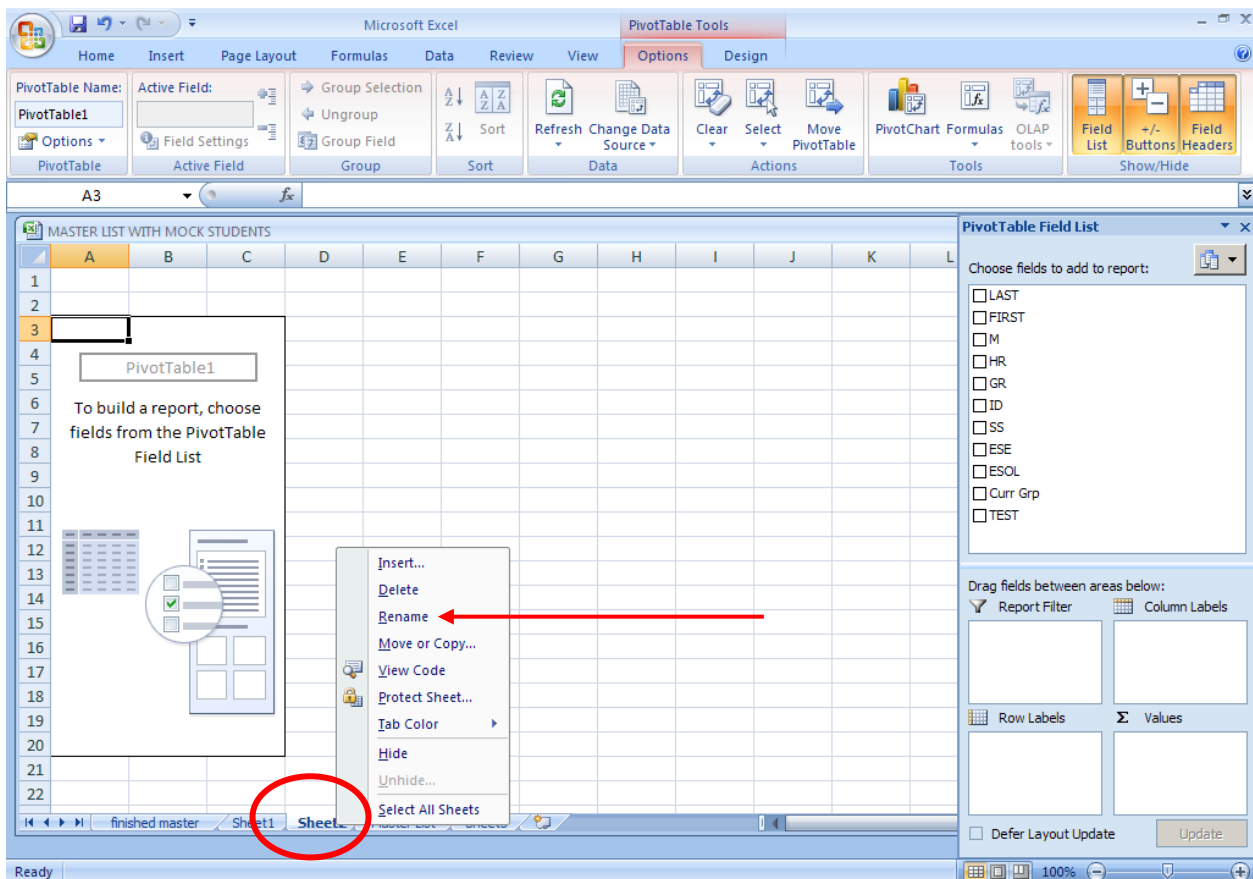
Now click on any cell in your table (Master), select the “Insert” tab, click the “Pivot Table” icon and select “Pivot Table” from the pull-down menu.



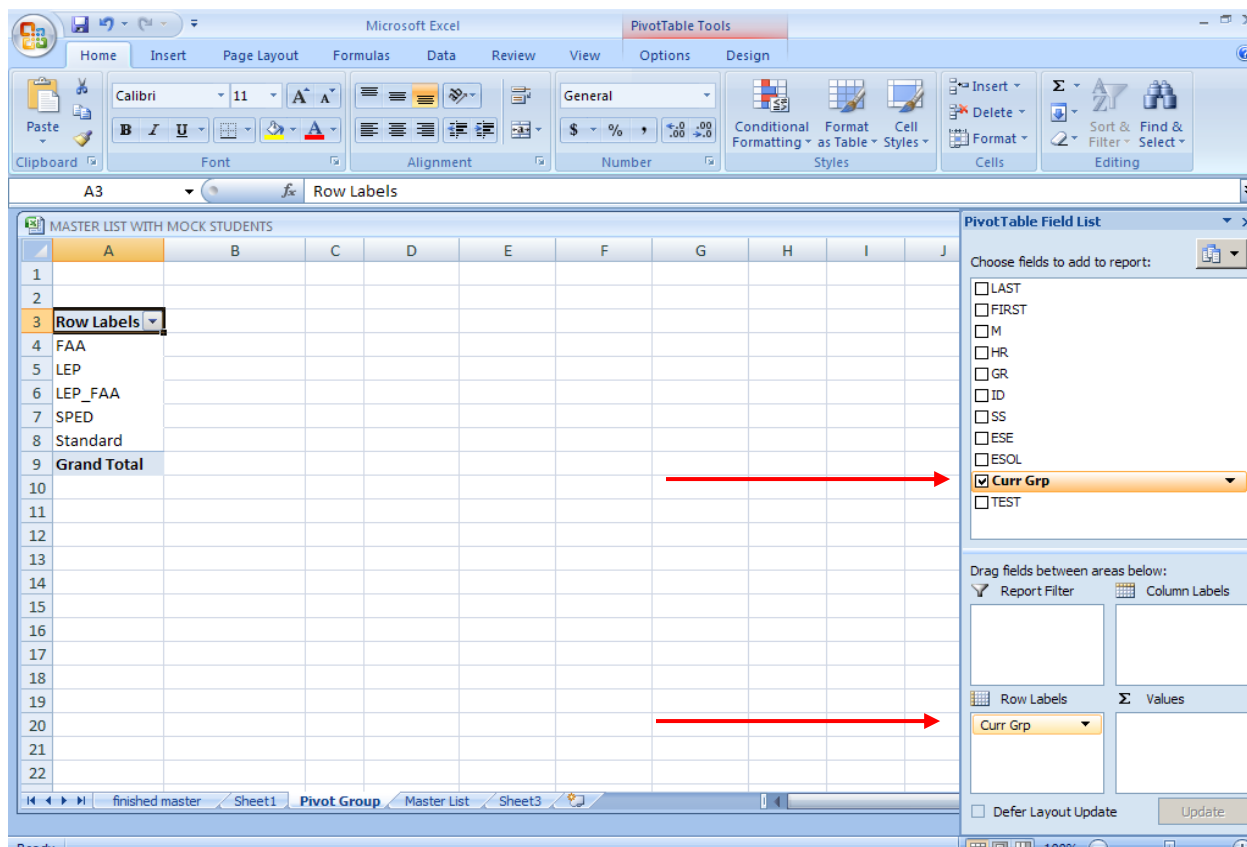
A “Create Pivot Table” window will now appear. It will default to the table you are currently at (Master) and to showing the Pivot Table in a new worksheet. Click “OK”.



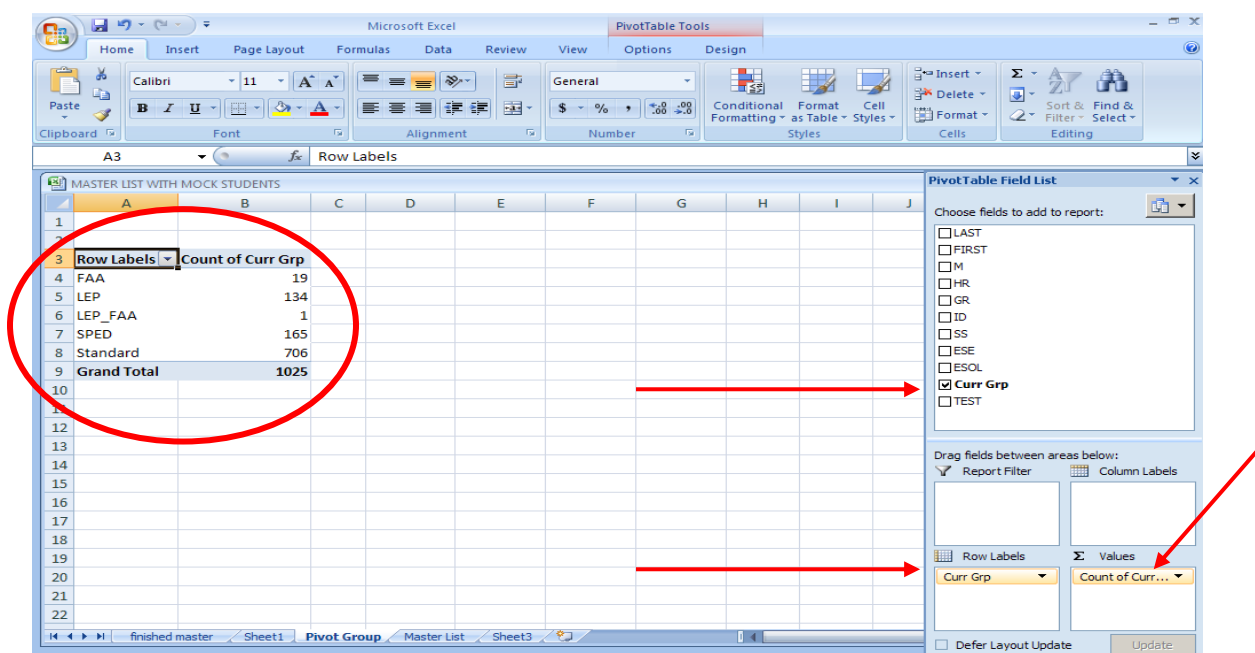
A new sheet appears like the one below. To rename the sheet, locate the sheet name tab on the bottom, right-click the sheet name, select “Rename”, and type in the new name “Pivot Groups”.



Now click “Curr Grp” on the Pivot Table Field List at the right and drag it into the box labeled “Row Labels”. All of the curriculum groups (SPED, ELL, STANDARD, and FAA) will appear on your sheet in rows.



Then click “Curr Grp” in field list again and drag it into the box labeled “Σ Values”. The total number of students in each Curriculum Group will appear next to each group. For instance, the example below shows that there are 134 LEP students, 165 SPED students, 706 Standard Curriculum students, etc. However, it still does not show how many of the 134 LEP students need the 9th grade test and how many



need the 10th grade test, for example.

To determine students by test type, click on “Test” from the field list and drag it into the box titled “Column Labels”. The example now shows that out of the 134 LEP students, 37 will need the 10th grade FCAT, 62 will need the 9th grade FCAT, and 35 students will not be testing.

The screenshot shows a Microsoft Excel window with a PivotTable titled "Count of Curr Grp". The PivotTable is located in the range A3:I10. The PivotTable has "Curr Grp" as the Row Labels and "TEST" as the Column Labels. The data is summarized in the following table:

	FCAT 10	FCAT 9	Not Testing	Grand Total
FAA	19	19		
LEP	37	62	35	134
LEP_FAA	1	1		
SPED	54	69	42	165
Standard	239	127	340	706
Grand Total	330	258	437	1025

The PivotTable Field List on the right shows the following configuration:

- Choose fields to add to report: ☒ TEST
- Drag fields between areas below:
 - Report Filter: (empty)
 - Column Labels: TEST
 - Row Labels: Curr Grp
 - Values: Count of Curr...

Analyze these numbers carefully to determine the number of classrooms needed for each test/curriculum group. Be sure to take into account the number of available seats/tables in each room, the students to test administrator/proctor ratio, and the size of your classroom. It is a good idea to assign extended time students to a wing of the building where they will be able to work with as little interruption from the rest of the school population as possible. Pay particular attention to the number of SPED students you assign to each room and to the mix of students within each SPED room. Also take into account the particular testing accommodations on each student's Individual Education Plan (IEP), the number of available Sign Language Interpreters, the emotional/behavioral needs of certain students, etc. Good communication with your SPED chairperson is essential.

Keep at hand multiple copies of your school's "floor plan" and pencil in where the various testing rooms will be located based on the numbers from the pivot table. Assign test administrators/proctors to rooms and relief personnel to hallways. Because testing often runs for various days, and not all of the students test on the same days, create a "testing floor plan" for each day. Also, begin making a lunch schedule that will provide minimal disruptions to your testing rooms. Color-coding your "testing floor plan" will permit you to easily inform staff about their individual testing assignments during the training

meeting. Providing copies for security and cafeteria staff will help minimize disruptions, particularly during lunch. Below is a sample “testing floor plan”.

Tuesday - March 9, 2010 FCAT Testing Rooms									
Reading									
E Building (1st Floor)									
E140 DelCristo	E139 Marti	E136 Suarez	E134 Milazo	E132 Dacosta	E127 Mendolia	E126 Gene Williams	E124 Arterburn	Stairs	
Collins, M.			G. Campbell			Forteza			
Main Office		Restrooms Elevator		E109	E111 E. Evans	E113 P. Rodriguez	E125 E115		
Duran					Susi				
Stairs	Student Services			E110 Desire	E112 Boulay	E114 O'Brien	E116 Perez	E118 Alea	E119 Fernandez

E Building (2nd Floor)									
E237 Handley	E235 9th SPED Feria	E234 9th SPED Artine	E230 9th SPED (incl DHH) Eson-Briso	E228 9th ELL R. Hernandez	E226 10th SPED (incl DHH) Brooks	E224 10th SPED Mendez- Castrillon	E222 10th ELL L. Martinez	E221 Retake Read SPED Mendez	Stairs
Sanchez			Imafidon		Truitt		Yeager		
Testing Office E238		E236 Retake Read ELL Cuesta	Restrooms Elevator		E227 Green		E225 Retake Reading Walpole & R. Gonzalez	E220 Retake Reading SPED (inc DHH) Ray Rodriguez	
		E201							
Krane			Mixco		Tigerino				
Stairs	E202 Bridings	E204 A. Rodriguez	E205 Robinson	E207 Berges	E209 Corbett	E210 Blazuel	E211 Calvert	E212 Harris	E213 James Williams
								E214 Eson	E215 Ramirez

C Building									
Key									
9th Grade				Room					
10th Grade									
Extended Time									
					C25-SPED Escobar/ Salter/ Lopez- SPED Individual Testing/LP				

In elementary and middle schools, most students will probably be testing with their homeroom teachers. However, in a high school, you may have to allocate rooms for your non-testers as well since homerooms are not homogeneously grouped by grade. It is a good idea to have an extra set of eyes look carefully at your rooms and numbers to create the best possible plan. Be prepared to show your “testing floor plan” to an administrator for review.

Copying and Pasting Room Assignments

Once the plan as to which rooms and test administrators will be used each day is finalized, assign individual students to each testing room. For this demonstration, students will be assigned a test room and test administrator for the Reading test only. Repeat these steps for those students needing other tests.

Select the sheet containing the Master Table. Then add in columns titled “RmRead” (for Reading room numbers), “ReadTA” (for Reading Test Administrators), and “Read Act” (for the name of the test administered). Note: The Reading Activity column is useful to further categorize non-testing students. Some may be going on a field trip, some will be in a supervised area. Filter your table so that it shows only one curriculum group and grade. For example, to assign 9th grade ELL students a classroom, filter the “Test” column so it only shows “FCAT 9” and filter the “Curr Grp” column so it only shows “ELL”. Since students will be assigned to rooms in alphabetical order, sort by last name, then first name, and then middle initial.

The screenshot shows a Microsoft Excel spreadsheet titled "MASTER LIST WITH MOCK STUDENTS". The spreadsheet has columns labeled LAST, FIRST, M, HR, GR, ID, SS, ES, ESOL, Curr Grp, TEST, Rm Read, ReadTA, and ReadAct. A filter is applied to the TEST column, showing only "FCAT 9". A red circle highlights the filter dropdown menu, which is open and shows the "TEST" column header. The filter menu is set to "Filter by Color" and "Text Filters". The "Text Filters" section is expanded, showing a list of values: (Select All), LEP, SPED, and Standard. The "LEP" option is selected. A red arrow points from the "Filter" button in the ribbon to the filter dropdown menu. Another red arrow points from the "LEP" option in the filter menu to the "TEST" column header. The spreadsheet shows 30 rows of student data, with the first 20 rows having "FCAT 9" in the TEST column and the last 10 rows having "LEP" in the TEST column. The status bar at the bottom indicates "Ready 258 of 1025 records found".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	LAST	FIRST	M	HR	GR	ID	SS	ES	ESOL	Curr Grp	TEST	Rm Read	ReadTA	ReadAct
10	ALAS	JORGE	E	DAT	9	0599472	5900				FCAT 9			
11	ALVARADO	JOSEFINA	M	PEN	9	9929240	0077				FCAT 9			
12	ANDION	LISSA	F	DAT	9	0540027	5900				FCAT 9			
13	AVILA	STEVEN		PEN	9	0095275	7720				FCAT 9			
14	BENITO	MANUEL	C	DAT	9	0542774	5900				FCAT 9			
15	BETANCOURT	LEANET		CRA	9	0544499	5900				FCAT 9			
16	BLANCO	ANAIVI	S	LOE	9	0540425	5900				FCAT 9			
17	BORRERO	JENNIFER		FIN	9	0595945	5900				FCAT 9			
18	BREA	ERNESTO	A	DAT	9	0595422	5900				FCAT 9			
19	CABRERA	CRISTHIAM		COX	9	0594225	5900				FCAT 9			
20	CARDENAS	GRETTER	O	COX	9	0099054	5900				FCAT 9			
21	CARDOZO	DANIELA	V	DAT	9	0540459	5900				FCAT 9			
22	CARRANZANA	MADJERY		DAT	9	0549954	5900				FCAT 9			
23	COLLAZO	JONATHAN	M	FOR	9	7425277	5929				FCAT 9			
24	CRUZ	GILBERTO		COX	9	0547409	5900				FCAT 9			
25	DELEON	VLADIMIR	X	COX	9	0599529	5955				FCAT 9			
26	DELROSARIO	FREDERICK	R	COX	9	0594274	5900				FCAT 9			
27	DELROSARIO	JULIO		CRA	9	0092994	7242				FCAT 9			
28	DIAZ	ANGELICA	K	PEN	9	0524222	722922955X		3	LEP	FCAT 9			
29	GOMEZ	ROSMERY	A	DAT	9	0549424	5900549424		4	LEP	FCAT 9			
30	GONZALEZ	MIGUEL		DAT	9	0545054	5900545054		4	LEP	FCAT 9			

There are 62 ELL 9th grade students listed alphabetically. For this example, the first 20 will be assigned to room 101 with Mr. Lucas, the second 20 to room 102 with Ms. Leia, and the remaining 22 students to room 103 with Mr. Skywalker. Type in the information for the first student. Then copy/paste so the first 20 students in alphabetical order have the same room, test administrator, and test for that day.

Microsoft Excel - Table Tools

Home Insert Page Layout Formulas Data Review View Design

From Access From Web From Other Sources Existing Connections Get External Data

Connections Refresh All Properties Edit Links

Sort & Filter Sort Filter Clear Reapply Advanced

Data Tools Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis

Group Ungroup Subtotal Outline

N77 FCAT Read Gr 9

MASTER LIST WITH MOCK STUDENTS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	LAST	FIRST	M.	HR	GI	ID	SS	ES	ESC	Curr	TEST	Rm Read	ReadTA	ReadAct		
58	ALAS	JORGE	E	DAT	9	0599472	5900599472		1	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
59	ALVARADO	JOSEFINA	M	PEN	9	9929240	007744272X		3	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
60	ANDION	LISSA	F	DAT	9	0540027	5900540027		4	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
61	AVILA	STEVEN		PEN	9	0095275	772099929X		3	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
62	BENITO	MANUEL	C	DAT	9	0542774	5900542774		4	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
63	BETANCOURT	LEANET		CRA	9	0544499	5900544499		4	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
64	BLANCO	ANAIVI	S	LOE	9	0540425	5900540425		3	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
65	BORRERO	JENNIFER		FIN	9	0595945	5900595945		1	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
66	BREA	ERNESTO	A	DAT	9	0595422	5900595422		1	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
67	CABRERA	CRISTHIAM		COX	9	0594225	5900594225		2	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
68	CARDENAS	GRETTER	O	COX	9	0099054	5900099054		2	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
69	CARDOZO	DANIELA	V	DAT	9	0540459	5900540459		1	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
70	CARRANZANA	MADJERY		DAT	9	0549954	5900549954		4	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
71	COLLAZO	JONATHAN	M	FOR	9	7425277	592929542X		1	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
72	CRUZ	GILBERTO		COX	9	0547409	5900547409		2	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
73	DELEON	VLADIMIR	X	COX	9	0599529	59555470X		2	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
74	DELROSARIO	FREDERICK	R	COX	9	0594274	5900594274		2	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
75	DELROSARIO	JULIO		CRA	9	0092994	724244702X		4	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
76	DIAZ	ANGELICA	K	PEN	9	0524222	722922955X		3	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
77	GOMEZ	ROSMERY	A	DAT	9	0549424	5900549424		4	LEP	FCAT 9	102 Lucas	FCAT Read Gr 9			
78	GONZALEZ	MIGUEL		DAT	9	0545054	5900545054		4	LEP	FCAT 9					

Ready 62 of 1025 records found

Start Technology Tools for a T... Master Volume Microsoft Excel Spring FCAT

Then filter the “Rm Read” column so it only shows “Blanks” (students who have still not been assigned a room but still meet our criteria (9th grade ELL) and assign the next 20 students a room.

Microsoft Excel - Table Tools

Home Insert Page Layout Formulas Data Review View Design

From Access From Web From Other Sources Existing Connections Get External Data

Connections Refresh All Properties Edit Links

Sort & Filter Sort Filter Clear Reapply Advanced

Data Tools Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis

Group Ungroup Subtotal Outline

L79

MASTER LIST WITH MOCK STUDENTS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	LAST	FIRST	M.	HR	GI	ID	SS	ES	ESC	Curr	TEST	Rm Read	ReadTA	ReadAct		
78	GONZALEZ	MIGUEL		DAT	9	0545054	5900545054									
79	GRISALES	JUAN		CRA	9	0095592	079944000X									
80	JIMENEZ	ANDRES	R	COX	9	0549904	5900549904									
81	LEONARDO	KARLA	K	SEA	9	0027752	59000027752									
82	LOPEZ	JOSUE	J	LAP	9	0449945	5900449945									
83	MAO	TATIANA		DAT	9	0549592	5900549592									
84	MARROQUIN	LISENLLY	M	DAT	9	0057457	5900057457									
85	MEDINA	MARIA	A	DAV	9	4452455	5904452455									
86	MOGOLLON	MAYRA	A	DAT	9	5254244	592294925X									
87	MOGOLLON	MIGUEL	E	DAT	9	5254747	592259999X									
88	MORA	SASHA		DAT	9	0542544	5900542544									
89	MORENO	HECTOR		COX	9	0547504	5900547504									
90	MUNOZ	ALFREDO	F	COX	9	0055542	5900055542									
91	NUNEZ	LINA	L	DAT	9	0592494	5900592494									
92	OROZCO	CRISTIAM		COX	9	0545527	5900545527									
93	ORTIZ	SEBASTIAN		FOR	9	4447422	592922274X									
94	OSNER	YESICA		SEA	9	5542752	594049245X									
95	PADILLA	MICHELLE		PEA	9	2049525	5902049525									
96	PASTRANA	IVELIZ		FOR	9	2945709	597922720X		1	LEP	FCAT 9					
97	PENARANDA	LAUREL	J	QUI	9	0052005	5900052005		3	LEP	FCAT 9					
98	PERDOMO	JAY	A	SEA	9	0009250	5900009250		3	LEP	FCAT 9					

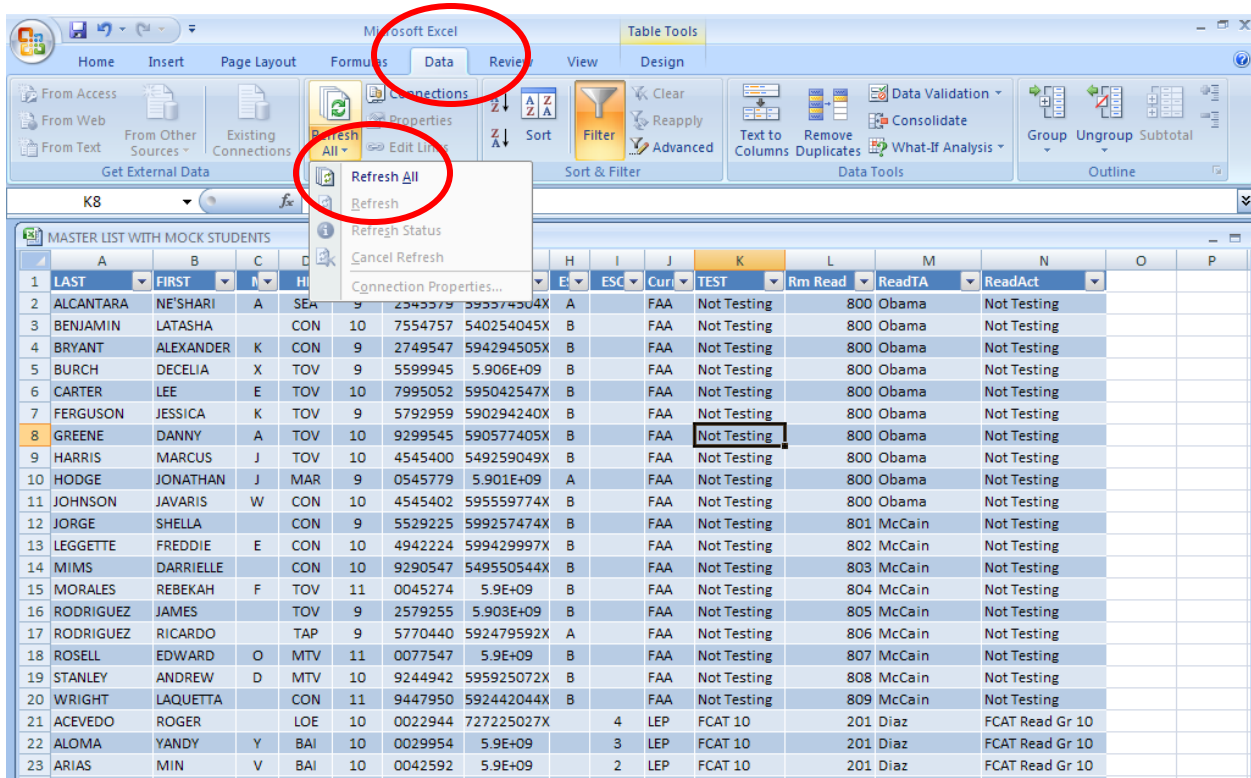
Ready 42 of 1025 records found

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Figure 7: Note the total at the bottom has now changed to show the 42 students who have still not been assigned a room.

Continue to assign students to testing rooms in this manner until every student is accounted for. Elementary and middle school test chairs would assign the majority of their students through homeroom, by filtering the “Curr Grp” column to only show “Standard” and then sorting by Homeroom and then by last name. High School test chairs may have to assign non-testers to non-testing rooms; non-testing students’ rows might read “Auditorium, Johnson, Not Testing” for example. Though it is more work, assigning every student in a high school a room for each day of testing helps ensure that non-testers will not disturb your students who are testing.

Once every student has been assigned to a room, create another pivot table to double check the room counts and curriculum groups. Because information has been added to the Master Table, the data must be refreshed so that any pivot tables made before or after our additions will contain the new information. To do this, select the “Data” tab from the menu and click “Refresh All”.



Next click any cell inside the Master Table and then select the “Insert” tab and click “Pivot Table”. Leave the default options and click “ok”. From the field list, click and drag “Curr Grp” into the Row Labels. From the field list, click “Rm Read” and drag it under “Curr Grp” into the “Row Labels” box also. This will show where each curriculum group will be located and then break it down into the various rooms being used for particular curriculum group. Also from the field list, click and drag “Read Act” into the “Column labels” box. Finally click from field list, “Rm Read” and drag it into the “Σ Values” box.

The screenshot shows the Microsoft Excel interface with the PivotTable Tools ribbon active. The PivotTable is titled "MASTER LIST WITH MOCK STUDENTS" and is located in the range B4:I22. The PivotTable has "Curr Grp" and "Rm Read" as row labels and "Read Act" as column labels. The values are "Count of Rm Read". The task pane on the right shows the field list with "Curr Grp", "Rm Read", and "Read Act" selected. Red arrows point from the task pane to the corresponding areas in the PivotTable.

Count of Rm Read	Column Labels				
Row Labels	FCAT Read Gr 10	FCAT Read Gr 9	Not Testing	Grand Total	
FAA				19	19
800				10	10
801				9	9
LEP	37	62	35	134	
101		20		20	
102		20		20	
103		22		22	
201	19			19	
202	18			18	
Media Ctr			35	35	
LEP_FAA			1	1	
800			1	1	
SPED	54	69	42	165	
300		18		18	
301		18		18	
302		18		18	
303		15		15	
400	16			16	
401	17			17	
403	11			11	

This pivot table view allows the user to double check room assignments quickly. In the screen above, notice 19 ELL students in room 201 will be taking the 10th Grade FCAT test and the other 18 ELL 10th graders will be in room 202. Study this pivot table carefully and compare it to your “testing floor plan”. Also, make sure that you did not inadvertently mix curriculum groups. For example, extended time rooms should not have Standard curriculum students in them.

If you have to make any corrections in the Master Table, be sure to select “Data” tab and “Refresh All” so the changes will be reflected in the Pivot Table. Note that pivot table values do NOT automatically change unless the data is refreshed.

Once the room counts are correct, double check the test administrators in each room. From the field list click and drag “ReadTA” under “Rm Read” in the “Row Labels” box.

The screenshot displays the Microsoft Excel interface with a PivotTable titled "MASTER LIST WITH MOCK STUDENTS". The PivotTable is structured with "Count of Rm Read" as the column header and "Rm Read" as the row header. The data is organized by curriculum groups (Curr Grp) and rooms (Rm Read). The PivotTable Field List on the right shows the current configuration: "ReadAct" is in the Column Labels, "Curr Grp", "Rm Read", and "ReadTA" are in the Row Labels, and "Count of Rm ..." is in the Values. Red arrows indicate the relationship between the "ReadTA" field in the Row Labels and the "ReadTA" field in the PivotTable grid.

Count of Rm Read	Column Labels	C	D	E	F	G	H	I
Row Labels	FCAT Read Gr 10	FCAT Read Gr 9	Not Testing	Grand Total				
FAA				19	19			
800				10	10			
Obama				10	10			
801				9	9			
McCain				9	9			
LEP	37	62	35	134				
101		20		20				
Lucas		20		20				
102		20		20				
Leia		20		20				
103		22		22				
Skywalker		22		22				
201	19			19				
Diaz	19			19				
202	18			18				
Fernandez	18			18				
Media Ctr			35	35				
Chavez			35	35				
LEP_FAA			1	1				
800			1	1				

The pivot table may seem a bit confusing because it shows the room count next to the room number and next to the test administrator. To fix this click a room number, select the “options” tab and click “Field Settings”. When the new window appears, change “Subtotals” to “None” and click “ok”.

The screenshot shows the Microsoft Excel interface with a PivotTable and the Field Settings dialog box. The PivotTable is titled "Count of Rm Read" and has "Rm Read" as the Row Labels. The Field Settings dialog box is open, showing the "Subtotals & Filters" tab. The "Subtotals" section is set to "None". The "Filter" section is checked. The "PivotTable Field List" task pane is also visible on the right.

Count of Rm Read	Rm Read
1	800
1	Obama
1	801
1	McCain
1	LEP
1	101
1	Lucas
1	102
1	Leia
1	103
1	Skywalker
1	201
1	Diaz
1	202
1	Fernandez
1	Media Ctr
1	Chavez
1	LEP FAA
1	800

Mail Merges

Mail Merge is the joining together of two sources of information into a single document, usually a list of names and a standard letter to whom a personalized copy of the letter must be sent. This is most commonly done in creating address labels or creating a form letter. Only certain details on the letter change, for example having the same form letter addressed to a number of different people. For testing purposes, the mail merge feature can be used for room assignment letters, passes, or letters to send home to parents regarding the students' accommodations. You would create one copy of the letter and another file with a list of the data elements that need to be inserted into the letter.

Begin in Excel with the master list which will be our "source data". As you will see, each column has a header or field. These fields will act as placeholders for our unique data in our form letter. Make sure your Excel file is SORTED according to the order you would like the letters printed out.

	A1							
	A	B	C	D	E	F	G	H
1	LAST	FIRST	M	HR	GR	ID	SS	ESE
2	BURGOS	NELSON	D	ADY	12	9455729	599724424X	
3	DELACRUZ	JASON		ADY	9	5425770	592742074X	J
4	DEVARONA	JOSEPH	B	ADY	10	4495904	594245245X	J
5	FELDER	JULIO	K	ADY	9	5974529	599599592X	J
6	HOUSTON	TERRENCE	D	ADY	12	4549074	599022972X	K
7	MARSH	ANGEL	S	ADY	10	5720952	595922995X	J
8	MORILLO	MICHAEL	J	ADY	12	0599072	5900599072	
9	NUNEZ	WILLIAM	E	ADY	9	5947522	592575000X	J
10	MATA	JULIO	A	ARB	10	0547495	5900547495	

Figure 1 – In this example, we have sorted according to HR as this is the order the letters will print out.

Once the Excel file is ready, save and close it. Next, create the form letter. Blank spaces should be placed where personalized information will go:

August 27, 2010

HR: _____

TO: _____

GR: _____

ID: _____

FROM: Ms. Sierra, Test Chairperson

SUBJECT: ROOM ASSIGNMENT FOR FCAT

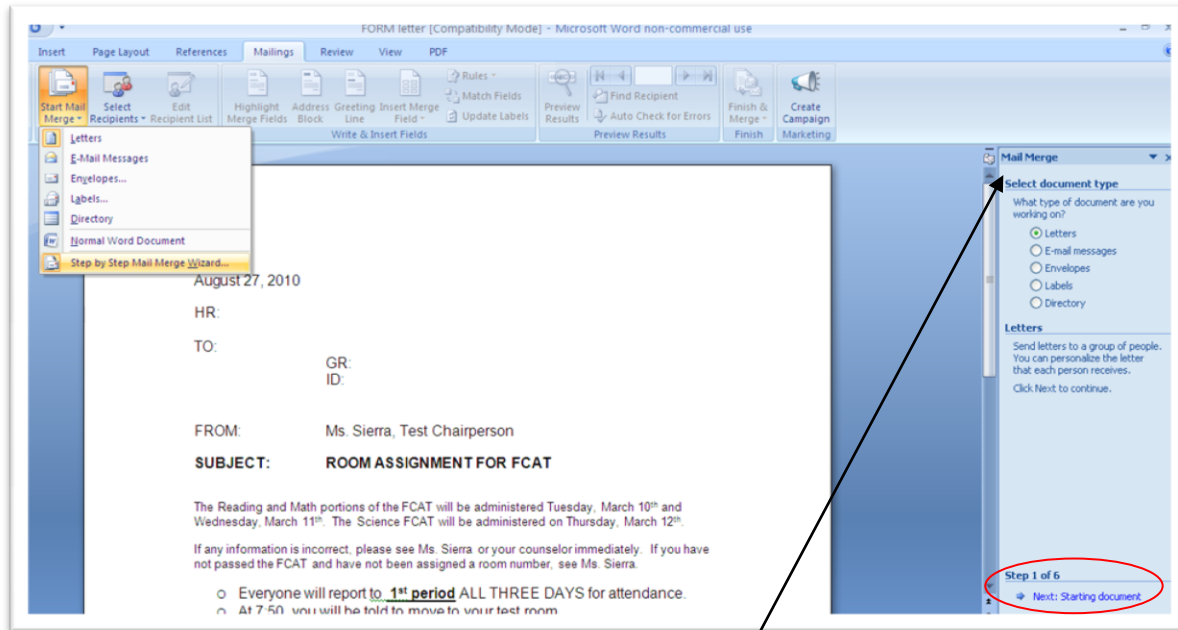
The Reading and Math portions of the FCAT will be administered Tuesday, March 10th and Wednesday, March 11th. The Science FCAT will be administered on Thursday, March 12th.

If any information is incorrect, please see Ms. Sierra or your counselor immediately. If you have not passed the FCAT and have not been assigned a room number, see Ms. Sierra.

- o Everyone will report to 1st period ALL THREE DAYS for attendance.
- o At 7:50, you will be told to move to your test room

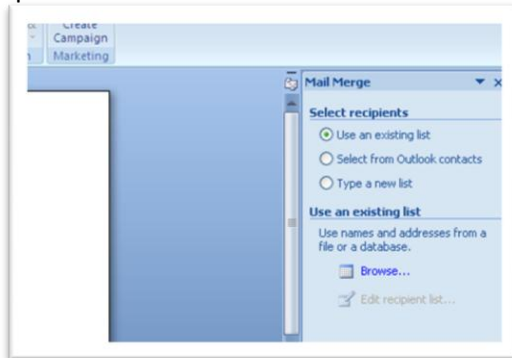
DATE	ROOM/AREA	TEST PROCTOR	TEST/Activity
Tuesday, March 10, 2009			
Wednesday, March 11, 2009			
Thursday, March 12, 2009			

From the menu, select “Mailings” tab, click on Start mail merge, then select Step by Step mail merge wizard

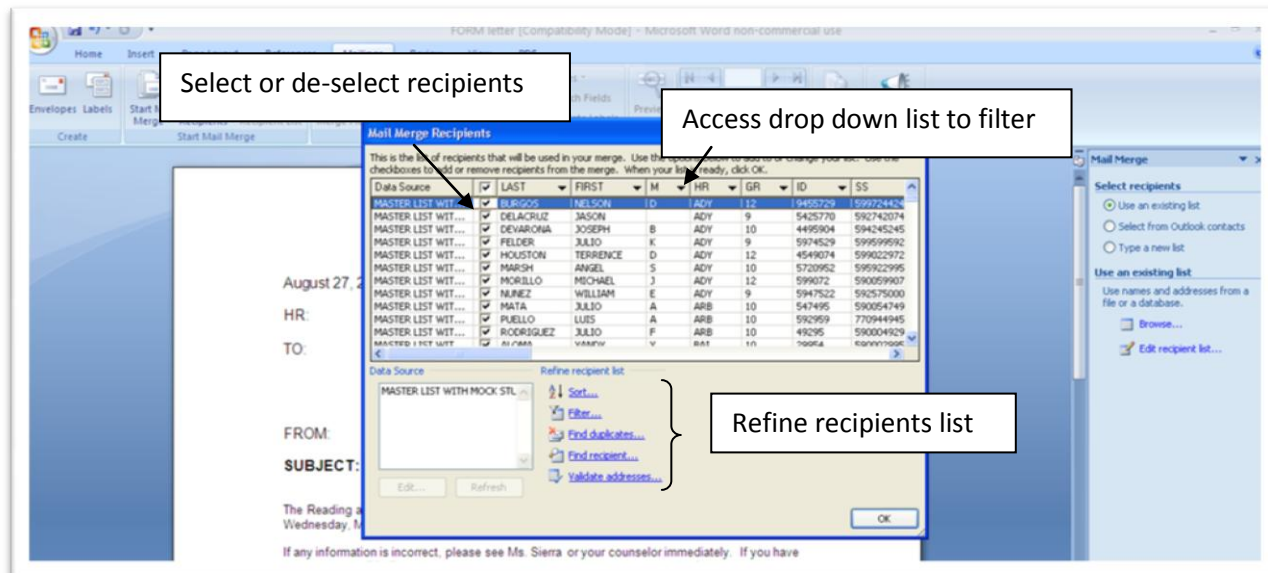
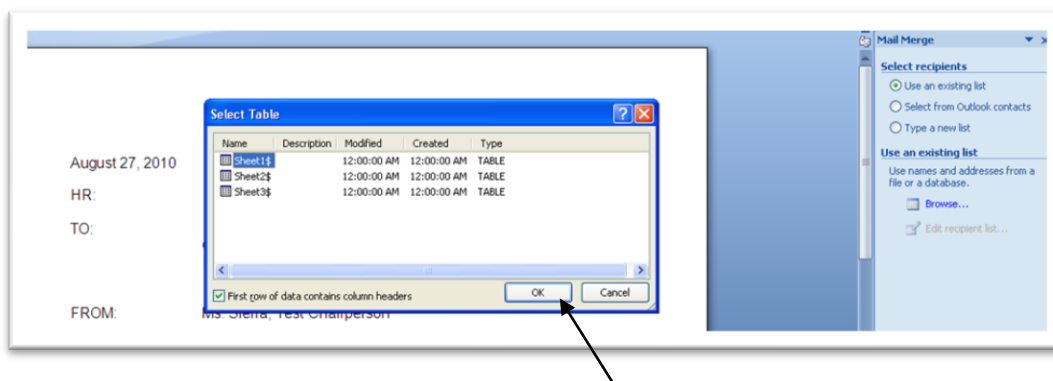


You will see the mail merge wizard dialog box to the right of your screen.

- Step 1 of 6: Choose Letters for the Document type
- Click Next: Starting document.
- Step 2 of 6: Choose “Use the current document”
- Click “Next: Select recipients”
- Step 3 of 6: Click “Browse” to select Excel file (your data source file)

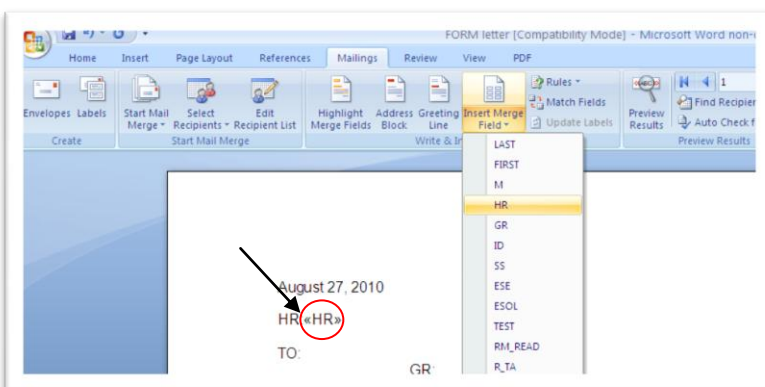


- Select the correct sheet and click OK

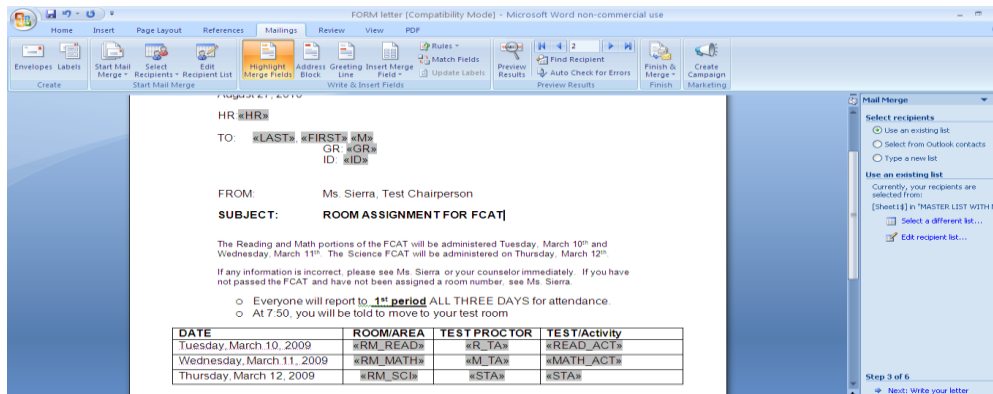


This opens the **Mail Merge Recipients** dialog box. Here you can select which recipients to include or deselect by unchecking the check box by the name. You can sort and filter the list using the drop-down list located on each field name indicated by the triangular black arrow. Note there are also links to Sort and Filter or Find Duplicates and recipients in the “Refine recipient list” section.

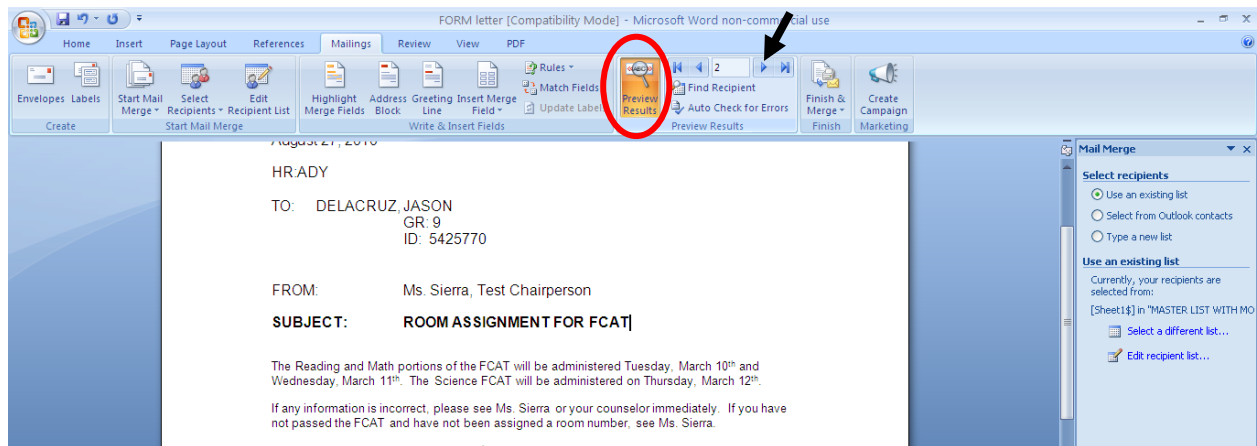
Now you are ready to insert the merge fields into your letter. First place your cursor where you need to insert a field. Select Mailings tab and click on Insert Merge Field. The merge field will appear where you have placed your cursor:



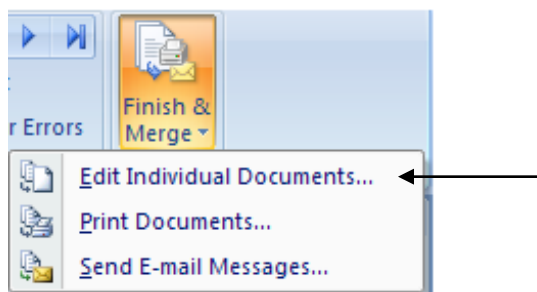
Repeat procedures and place the merge fields where needed throughout document.



Click on **Preview Results** and the arrow to view different recipient information in the document.



To complete the mail merge, click on Finish & Merge and "Edit Individual Documents".

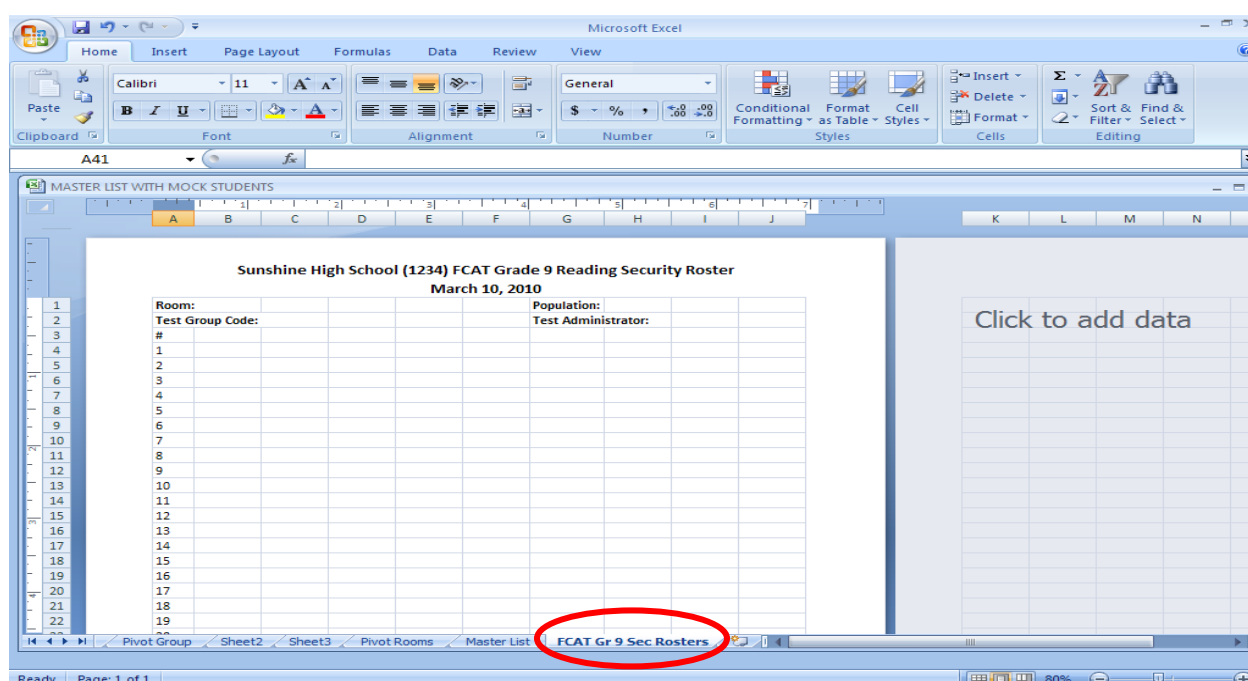


This will open the letters into a new file that is merged with the data source information. You can save the letters or print.

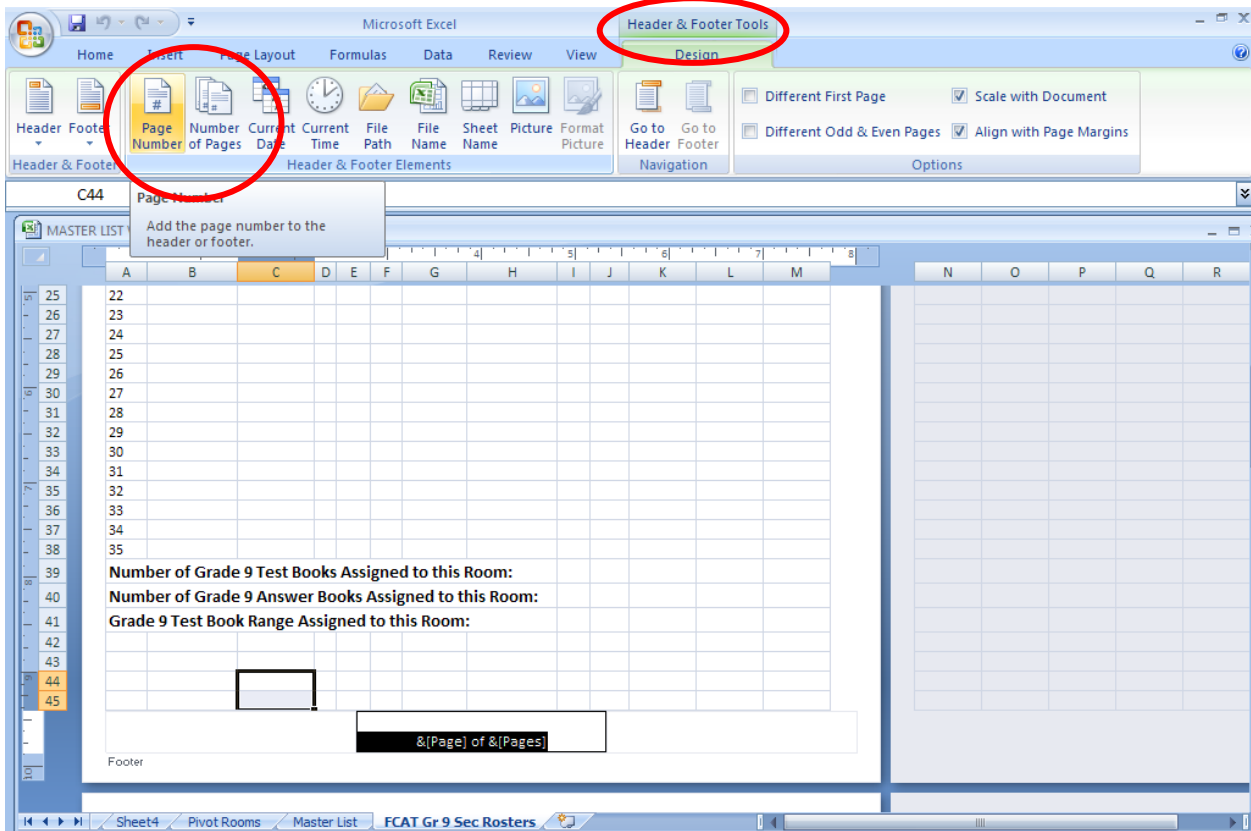
Preparing Security Rosters

Security rosters may also be created in Microsoft Access in a more time-efficient manner. If you wish to use Microsoft Access to create your security rosters, please view the video demonstrations on the M-DCPS Test Chair's Website.

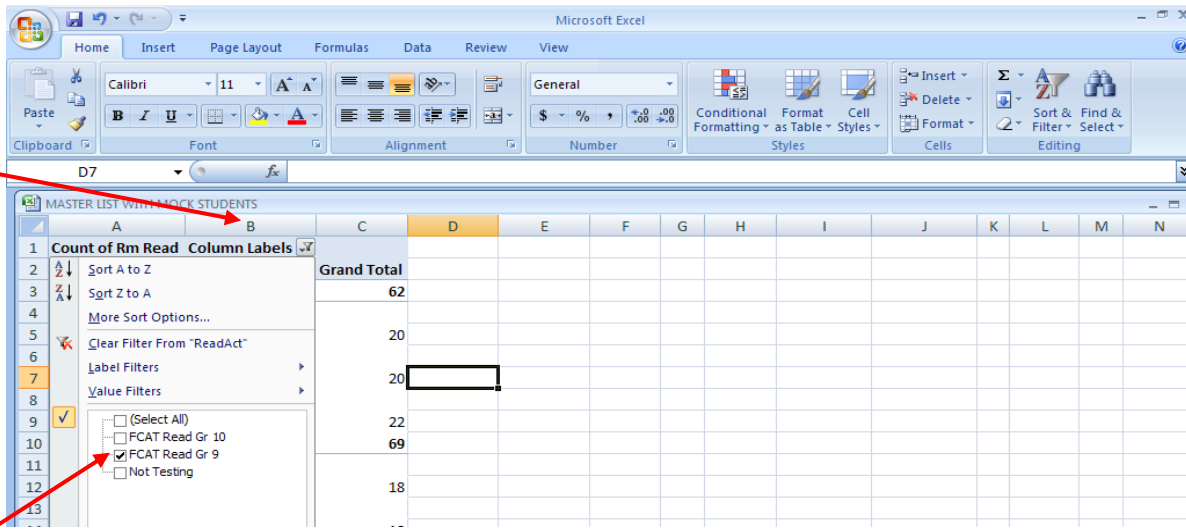
To create the template in Excel, select a new sheet and rename it. In this example, we will use "FCAT Gr 9 Read Security Rosters". Select "Insert" and then select "Header and Footer" and enter the general information such as the school name, school number, test name, title, and date. Enter the following prompts in the first two rows: room number, test group code, population, and test administrator's name. The actual room information will be entered later. Type in a number sign (#) below your test group code and below it type the numbers from 1 to thirty-five. See sample Roster below.

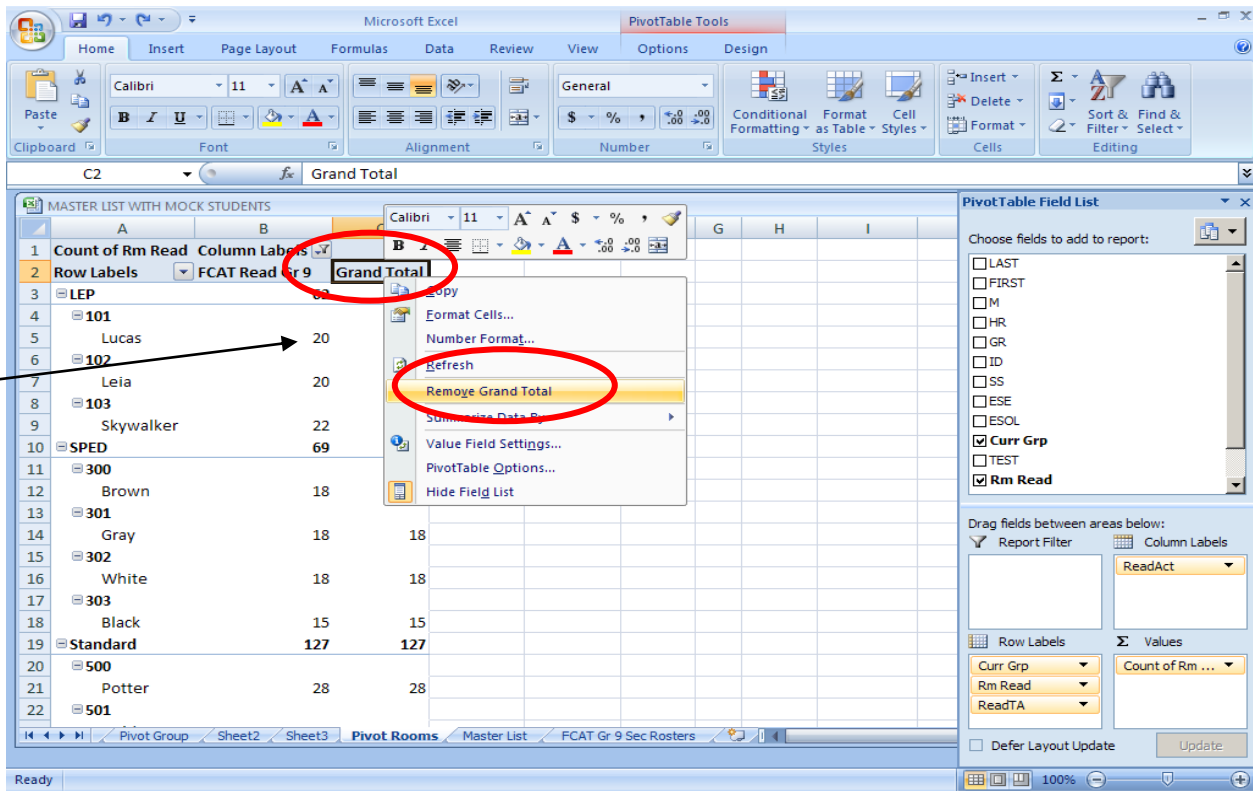


Under the number 35, type in secure test book distribution information. The example below shows “Number of Grade 9 Test Books Assigned to this Room:,” “Number of Grade 9 Answer Books Assigned to this Room:” and “Grade 9 Test Book Range Assigned to this Room”. Select the “Insert” tab, click “Header and Footer” and place your cursor in the footer section of the page. Click the “Page Number” tool, leave a space and type “of” enter a space, and click the “Number of Pages” icon again. Once printed, the footer will display 1 of 35, 2 of 35, etc. (for a 35 page document).



Select the sheet showing your pivot table room count. Filter by “Test grade”. In this example, filter Column B and deselect all options except “FCAT Read Gr 9”.





Then right-click “Grand Total” and select “Remove Grand Total”.

Then double click the first room’s student count. In this case double click the number 20, which represents the twenty students assigned to Mr. Lucas in Room 101. This will automatically show all of Mr. Lucas’ testing students in a new sheet.

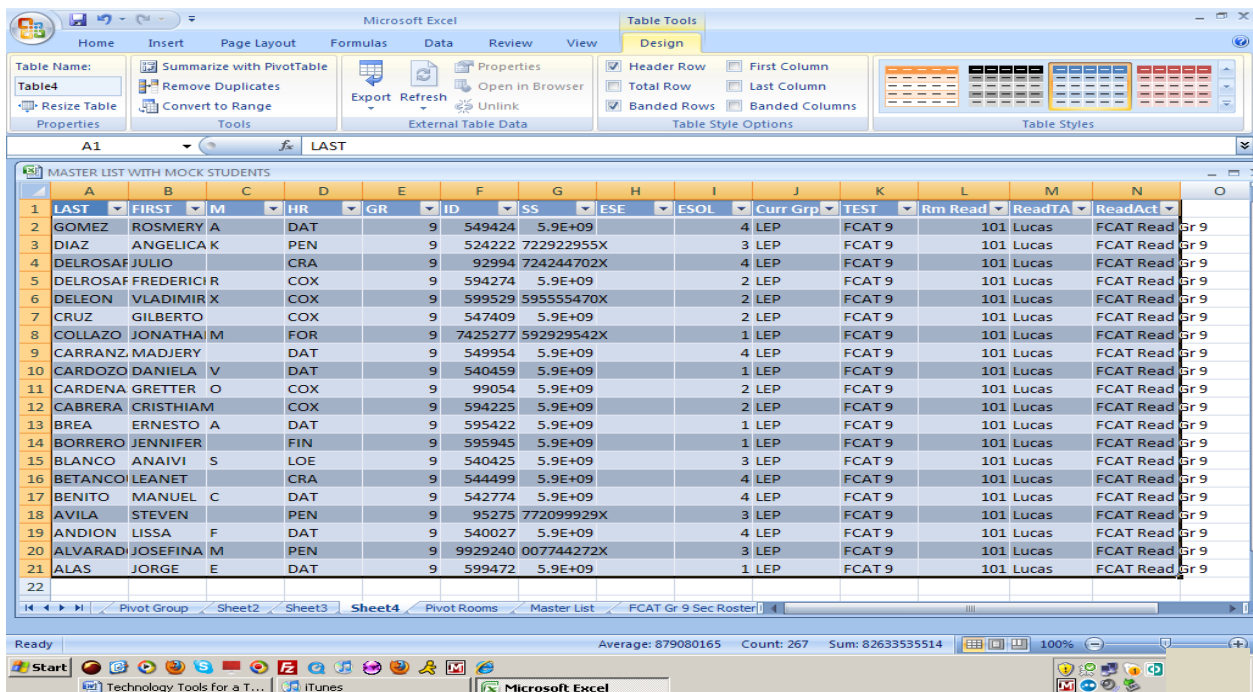
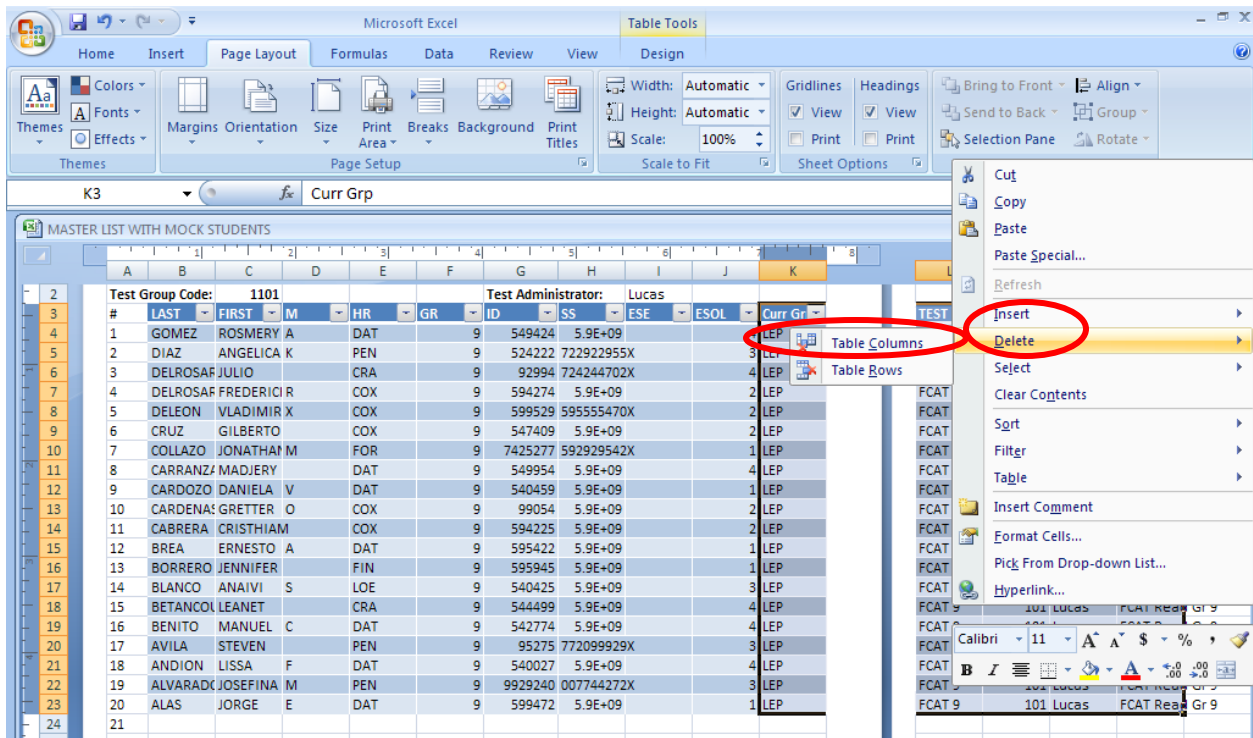


Figure 8: All of the students' information for the room selected will appear in a new sheet.

Sunshine High School (1234) FCAT Grade 9 Reading Security Roster
March 10, 2010

Room:	101	Population:	ELL	Test Administrator:	Lucas					
Test Group Code:	1101									
#	LAST	FIRST	MI	HR	GR	ID	SS	TEST	ESOL	Curr Gr
1	GOMEZ	ROSMERY	A	DAT	9	549424	5.9E+09			1 LEP
2	DIAZ	ANGELICA	K	PEN	9	524222	722922955X			4 LEP
3	DELROSAR	JULIO		CRA	9	92994	724244702X			4 LEP
4	DELROSAR	FREDERIC	R	COX	9	594274	5.9E+09			2 LEP
5	DELEON	VLADIMIR	X	COX	9	599529	595555470X			2 LEP
6	CRUZ	GILBERTO		COX	9	547409	5.9E+09			2 LEP
7	COLLAZO	JONATHAN	M	FOR	9	7425277	592929542X			1 LEP
8	CARRANZA	MADJERY		DAT	9	549954	5.9E+09			4 LEP
9	CARDOZO	DANIELA	V	DAT	9	540459	5.9E+09			1 LEP
10	CARDENA	GRETHER	O	COX	9	99054	5.9E+09			2 LEP
11	CABRERA	CRISTHIAN		COX	9	594225	5.9E+09			2 LEP
12	BREA	ERNESTO	A	DAT	9	595422	5.9E+09			1 LEP
13	BORRERO	JENNIFER		FIN	9	595945	5.9E+09			1 LEP
14	BLANCO	ANAIVI	S	LOE	9	540425	5.9E+09			3 LEP
15	BETANCOL	LEANET		CRA	9	544499	5.9E+09			4 LEP
16	BENITO	MANUEL	C	DAT	9	542774	5.9E+09			4 LEP
17	AVILA	STEVEN		PEN	9	95275	772099929X			8 LEP
18	ANDION	LISSA	F	DAT	9	540027	5.9E+09			4 LEP
19	ALVARADO	JOSEFINA	M	PEN	9	9929240	007744272X			3 LEP



To resize column width, click on the small line between the column names letters (the small line between the letters “B” and “C”, for example). Also, select the entire columns that should be centered and adjust the alignment. If needed, sort the student data by last name, first name, and middle initial. Add columns for the test administrator to hand write the Attendance Code, the Test Book Security Number, and answer book security number for each student. Adjust the page margins (in “Page Layout” tab) as needed. Fill in the number of test books and answer books assigned to the test administrator in the room at the bottom. Also type in the test book range given.

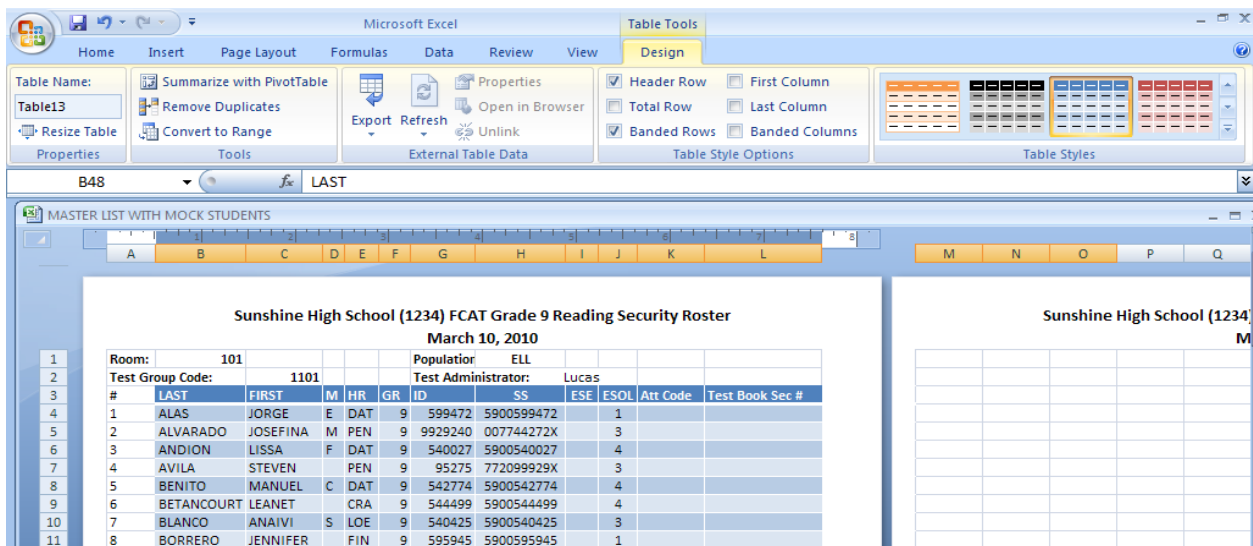


Figure 9: Sample 9th Grade Reading Room Security Roster

Now that a template has been created, highlight all the cells in page 1 of your security roster and copy (Ctrl-C) and paste (Ctrl-V) into cell A1 of page 2 to create a new roster on page 2. Overwrite the student information that was copied to page 2 by returning to the pivot table containing your room counts and double clicking the next testing room count. Again, the room list will appear in a new sheet.

Simply cut (Ctrl-X) it and paste it into cell equivalent to B3 (first cell below the test group code field) on

Microsoft Excel

Home

Insert

Page Layout

Formulas

Data

Review

View

Paste

Clipboard

Calibri

11

A

B

I

U

Font

Alignment

General

\$ %

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Insert

Delete

Format

Cells

Sort & Find & Filter

Select

Editing

G46

Population:

MASTER LIST WITH MOCK STUDENTS

1 of 3

Sunshine High School (1234) FCAT Grade 9 Reading Security Roster

March 10, 2010

Room:	102	Population:	ELL								
Test Group Code:	1102	Test Administrator:	Leila								
#	LAST	FIRST	M	HR	GR	ID	SS	ESE	ESOL	Att Code	Test Book Sec #
1	GONZALEZ	MIGUEL		DAT	9	545054	5900545054			4	
2	GRISALES	JUAN		CRA	9	95592	079944000X			4	
3	JIMENEZ	ANDRES	R	COX	9	549904	5900549904			2	
4	LEONARDO	KARLA	K	SEA	9	27752	5900027752			3	
5	LOPEZ	JOSUE	J	LAP	9	449945	5900449945			3	
6	MAO	TATIANA		DAT	9	549592	5900549592			4	
7	MARROQUIN	LISENLLY	M	DAT	9	57457	5900057457			4	
8	MEDINA	MARIA	A	DAV	9	4452455	5904452455			1	
9	MOGOLLON	MAYRA	A	DAT	9	5254244	592294925X			4	
10	MOGOLLON	MIGUEL	E	DAT	9	5254747	592259999X			4	
11	MORA	SASHA		DAT	9	542544	5900542544			4	
12	MORENO	HECTOR		COX	9	547504	5900547504			2	
13	MUNOZ	ALFREDO	F	COX	9	55542	5900055542			2	
14	NUÑEZ	LINA		DAT	9	592494	5900592494			4	

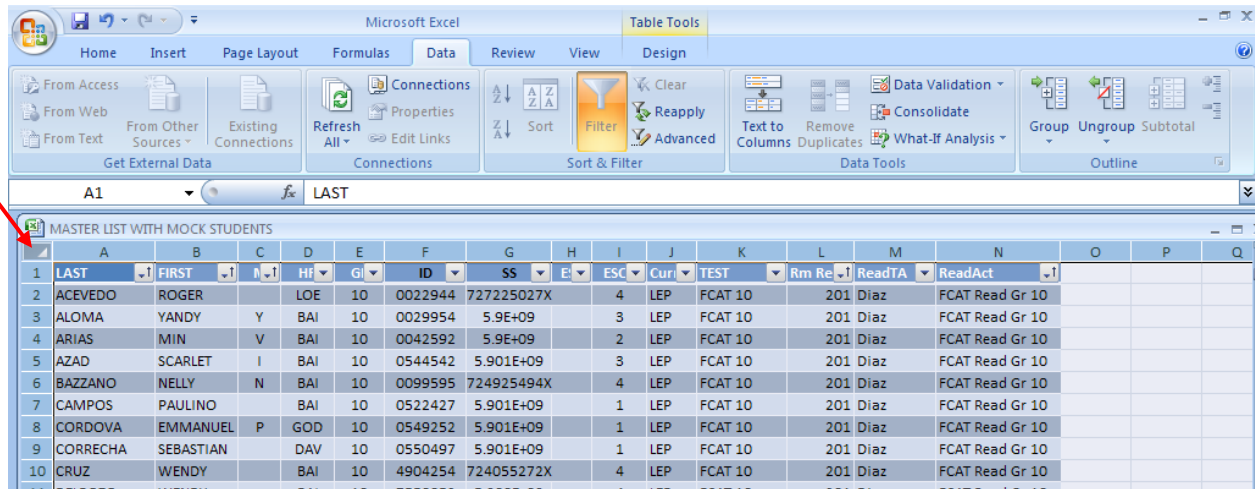
Figure 10: Next Room's Security Roster (page 2)

page 2. Update the top two rows for this room as well as the number and range of the test books assigned to this room at the bottom. Once again, delete any unnecessary columns and keep the rest of the formatting the same.

Checking for Changes in Enrollment

Using the “Remove Duplicates” Tool

Select your entire Master Table worksheet by clicking on the small white triangle located in the upper left-hand corner of your table. Copy the entire table (Ctrl-C) and paste it into cell A1 of a new sheet.



Obtain an updated list of students enrolled from File Download Manager and paste it, using a different color, underneath your Master Table.

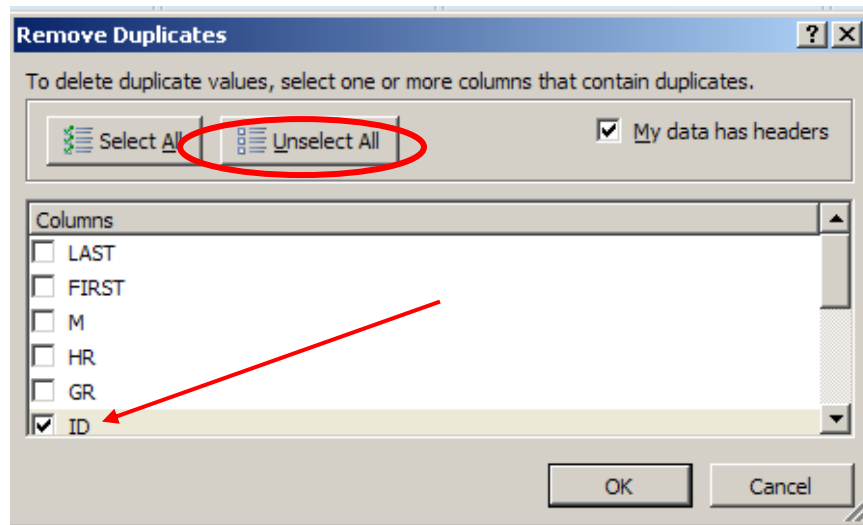
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1016	PEREZ	ELIANA	C	FAI	11	0099904	5900099904		3	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1017	RODRIGUEZ	IZAJAX	A	SAN	12	0045992	5900045992		2	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1018	RODRIGUEZ	SALOME		NAD	11	0075705	770909252X		4	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1019	ROJAS	LEIDY	F	MIT	11	0055747	775249299X		3	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1020	SILVA	JOSE	A	NAG	12	0599909	5900599909		1	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1021	TOBON	LENNA	F	NAG	12	9959450	5909959450		2	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1022	TRENCO	RADHAICA	R	SAN	12	4299027	5904299027		4	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1023	USATORRES	EDUARDO		TOR	12	0029990	5900029990		2	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1024	VALDEZ	VIRGINIA	M	LAM	12	0077425	775922529X		3	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1025	ZHONG	JOHN	M	SAN	12	0550995	225552455X		1	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1026	ZULOETA	AURA	P	SAN	12	0540529	5900540529		2	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1027	LAST	FIRST	M	HR	GR	ID	SS	ESE	ESOL						
1028	ACEVEDO	ROGER		LOE	10	0022944	727225027X		4						
1029	ALOMA	YANDY	Y	BAI	10	0029954	5900029954		3						
1030	ARIAS	MIN	V	BAI	10	0042592	5900042592		2						
1031	AZAD	SCARLET	I	BAI	10	0544542	5900544542		3						
1032	CORDOVA	EMMANUEL	P	GOD	10	0549252	5900549252		1						
1033	CORRECHA	SEBASTIAN		DAV	10	0550497	5900550497		1						
1034	CRUZ	WENDY		BAI	10	4904254	724055272X		4						
1035	DELPOZO	WENDY		BAI	10	7550052	5907550052		4						
1036	FALLA	DAMIAN	C	GOD	10	0042059	075747909X		1						
1037	FERNANDEZ	ELAINE	A	BAI	10	0075272	5900075272		2						

Figure 11: Paste your new File Download Manager List in a different color underneath a copy of your original master list copy.

Then select “Data” tab and “Remove Duplicates”.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1469	PORTELA	DOMONIQUE	A	HER	9	5940009	590294750X	J							
1470	RAMIREZ	ALEXIS		PEL	9	0529725	5900529725	K							
1471	RAMOS	BRYAN	A	CHI	9	5922009	549599299X	K							
1472	REINHART	ANGEL	M	LAP	9	5945592	594292422X	J							
1473	REYES	ANETT		SEA	9	2575255	079407279X	K							
1474	RIVERA	BRIAN		CHI	9	5927942	595297407X	J							
1475	SANCHEZ	RICARDO		BUD	9	4944595	549929477X	K							
1476	SILVA	JAILENE	M	FOR	9	2059049	590294597X	K							
1477	SMITH	SAMUEL	J	HNT	9	9254294	5909254294	J							
1478	STANLEY	CARLOS	L	USH	9	5524425	549554055X	J							
1479	TALENO	FRANCISCO	C	JOC	9	2522242	595259024X	K							
1480	TAPANES	CLAUDIA	R	PEA	9	2599950	595574022X	K							
1481	TYLER	BERNARD	L	JOC	9	5245924	440927229X	J							
1482	VAZQUEZ	LATEEFAH	M	JOC	9	4474047	052742259X	K							
1483	WEDDERBURN	JOSE	M	JOC	9	0294974	595554005X	K							
1484	WILLIAMS	KENDRICK	L	HER	9	5202029	594590595X	J							

The “Remove Duplicates” tool will look for duplicate entries throughout the table’s rows and delete the second instances of any duplicate found, leaving the first entry row found . Because it is possible for two students to have exactly the same name, click “Unselect All” in the Remove Duplicates window and select only the ID number field and click “ok”. A window will appear with the count of number of duplicates, click” OK”.



Scroll back to the end of the list, to see the newly entered students (in the second color chosen) appear at the bottom. In this case, our new student is “Clark Kent”. Because he is a SPED 9th grader his name and information will need to be added to a SPED 9th grade room security roster.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1020	SILVA	JOSE	A	NAG	12	0599909	5900599909		1	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1021	TOBON	LENNA	F	NAG	12	9959450	5909959450		2	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1022	TRENCO	RADHAICA	R	SAN	12	4299027	5904299027		4	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1023	USATORRES	EDUARDO		TOR	12	0029990	5900029990		2	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1024	VALDEZ	VIRGINIA	M	LAM	12	0077425	775922529X		3	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1025	ZHONG	JOHN	M	SAN	12	0550995	225552455X		1	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1026	ZULOETA	AURA	P	SAN	12	0540529	5900540529		2	LEP	Not Testing	Media Ctr Chavez	Not Testing		
1027	LAST	FIRST	M	HR	GR	ID	SS	ESE	ESOL	Column1	Column2	Column3	Column4	Column5	
1028	KENT	CLARK	S	MET	9	0000001	123456789X								
1029															

Doing the same procedure in reverse order (placing the new File Download Manager list at the top in one color and the copy of the old Master Table copy at the bottom) will yield the list of students who have been withdrawn at the bottom. Their names will need to be removed from their testing room security rosters and their testing book(s) placed in the Do Not Score boxes.

In high school, particularly, students are promoted/demoted throughout the year. This occurs because students finish missing credits through night school and/or Virtual School throughout the year. Keeping

track of these changes for testing purposes can be very challenging but the “Remove Duplicates” tool makes it easy.

The same procedure is followed to look for new students, but instead of clicking only “ID #” for matched records, also click the grade column check box. Excel will look for any students whose grade has changed.

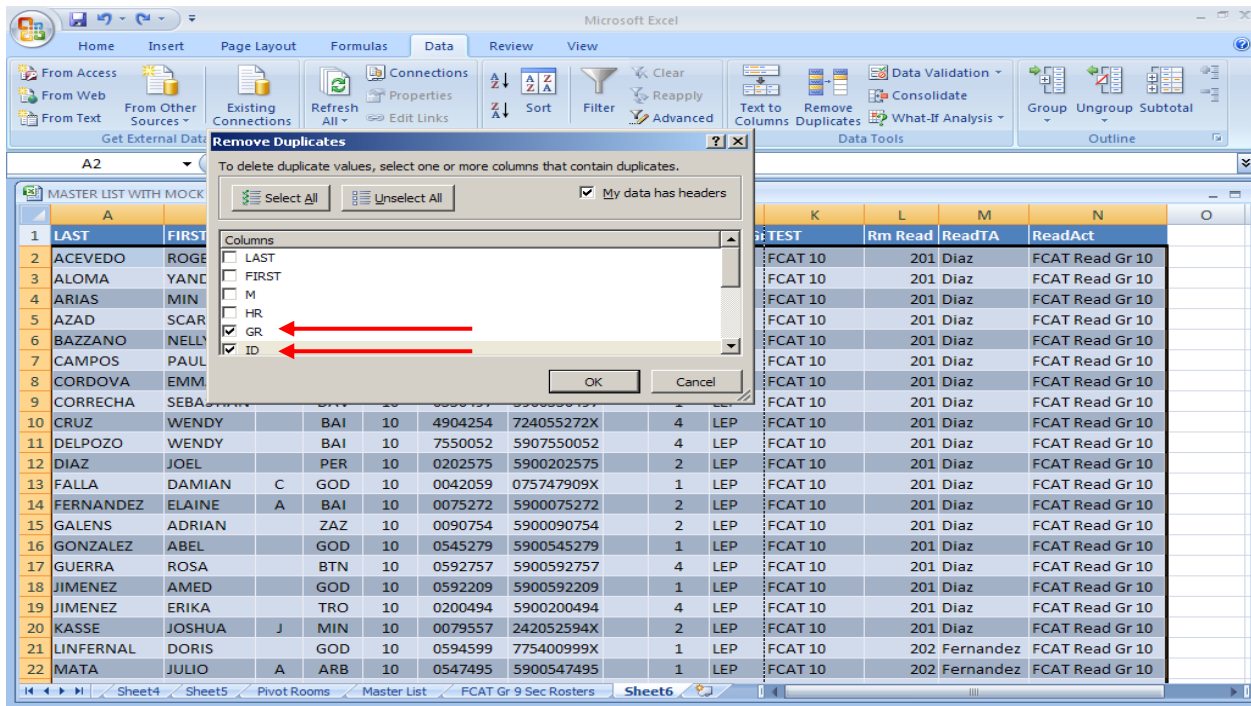
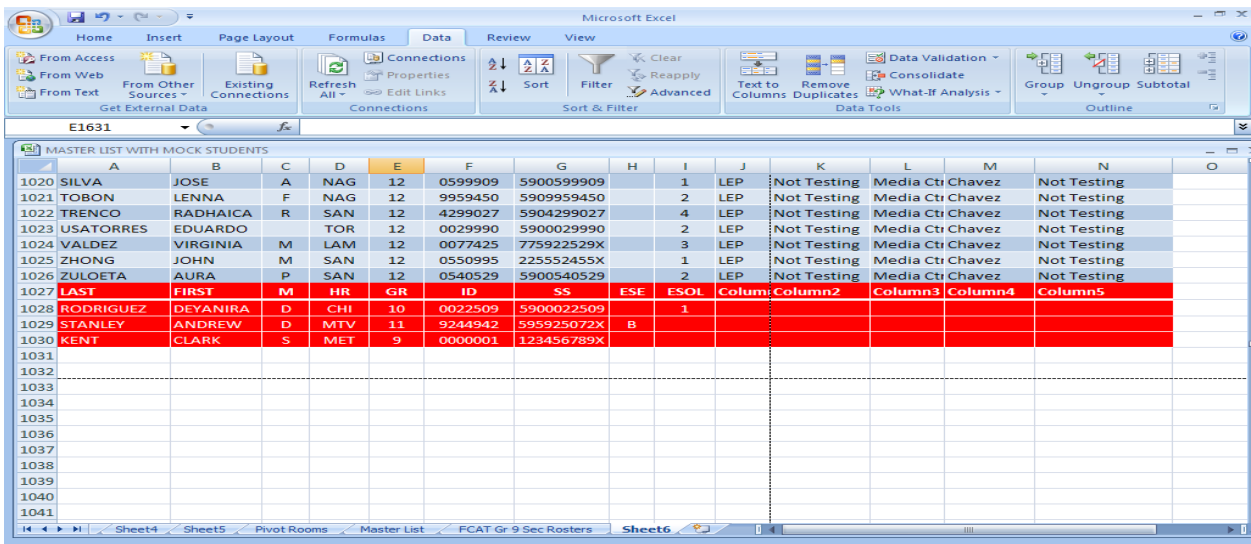


Figure 12: Excel produces a list at the end of the original table showing those students whose grade level has changed.



It is recommended to check for changes to your enrollment up to the day before or even the day of the testing.