

## Detailed Instruction for 2014 Estimating School Grade Data Tool

1. Create 3 folders and name them as follow:
  - a. 2014 School Grade Data Tool
  - b. 2014 Exported CSV Files
  - c. 2014 LG and PF files
2. From <http://oada.dadeschools.net/SchoolPerformanceGrades/SchoolPerformanceGrades.asp>, download the 2014 Estimating School Grade Template and the 2014 Learning Gains and Performance Calculation Template. Place these two files in the “2014 School Grade Data Tool” folder.
3. From the accountability report, export “Math Gains by Grade Level” and “Reading Gains by Grade Level” for each grade. Export in CSV (Comma Separated Delimited) type.

**Accountability**

- Algebra Lowest 25 35 45
- Civics - US History Interim
- Dual Enrolled Active Students
- EOC Testing Roster
- Final Teacher Evaluation Report
- Final Teacher VAMS Detail Report
- Graduation Review
- Math Bubble By Grade Level
- Math FCAT Level 1 or 2 Missing Intensive Course
- Math Gains By Grade Level
- Math Interim
- Math Lowest 25 35 45
- Math Regression By Grade Level
- Principal Teacher Roster Acceptance Report
- Reading Bubble By Grade Level
- Reading FCAT Level 1 or 2 Missing Intensive Course
- Reading Gains By Grade Level

1. Go to Accountability Reports on Portal
2. Open “Math Gains” as indicated below
3. select one grade level at a time and then click on View Report
4. Select “CSV” format and then click Export
5. Save each file and name it appropriately
6. Repeat steps 1 to 5 for “Reading Gains”

The screenshot shows the 'Accountability' portal interface. At the top, there are filters for LOCATION (0041 - AIR BASE ELEMENTARY), GRADE (03), LUNCH\_CODE (All), ETHNICITY, LEP\_CODE (All), and PRIMARY\_EXCEPTIONALITY\_CODE (All). A 'View Report' button is visible. Below the filters is a table with columns for Student ID, Name, Gain, Bubble, Regress, and Sur2. A red arrow points to the 'Click here to export file' link. A dropdown menu is open, showing export options: XML file with report data, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, Word, Excel (No Header), and JPG. A red text overlay says 'Please note the gains, but RETROFITTED scores no...'. On the right side, there is a sidebar with 'SCHOOLS' and 'GAINS' sections.

- a. A separate “CSV” file will be needed for each area and grade.
  - b. Save these files and place them in the “2014 Exported CSV Files” folder.
  - c. Name each file according to the subject and grade, for example: “Reading G3”, “Math G6”
  - d. For science, using reading grades 5 and 8, accordingly.
  - e. For writing, using reading grades 4, 8, and 10, accordingly.
4. From “2014 School Grade Data Tool” folder, open the 2014 Learning Gains and Performance Calculation Template and follow the instructions on the template. Save each file in the “2014 LG and PF files” folder.

Learning Gains and Performance Calculation

Step 1. Select a school.

Step 2. Select Subject area.

Step 3. Select Grade level.

Step 4. Click here to select the file that you downloaded (for Science and Writing, choose the Reading file with the same grade level that you selected in Step 3.)

- Ensure the 2014 scale scores are in the template. If they are not, input manually the student's scale score for reading and math; achievement level for science; and writing score. Save each file after entering student data. Please note, algebra EOC is available in 8<sup>th</sup> grade only and does not include all learning gains computations.
- Print the Summary Scores worksheet.

Math Summary Scores							
Subject Area	Grade	2014 Accountability Students	2014 Performance Point	2014 No. Tested for Learning Gains	2014 Learning Gains Points	2014 No. Tested for Low25%	2014 Low25% Learning Gains Points
Math	99	0	0.0	0	#DIV/0!	0	0.0

- From "2014 School Grade Data Tool" folder, open the 2014 Estimating School Grade Template, click on the appropriate school level.
- Select your school name, enter each score from the Summary Score Sheet into provided space.



School:	<a href="#">Click here and select school from the drop-down arrow at right</a>						
Reading	Grade	2014 Accountability Students	2014 Performance Point	2014 No. Tested for Learning Gains	2014 Learning Gains Points	2014 No. Tested for Low25%	2014 Low25% Learning Gains Points
FCAT 2.0	3						
FCAT 2.0	4						
FCAT 2.0	5						
FCAT 2.0	6						
FCAT 2.0	7						
FAA	3						
FAA	4						
FAA	5						
FAA	6						
FAA	7						
Total Points		0	0	0	0.0	0	0.0
Points for School Grade							

If you have 2014 Florida Alternate Assessment results, you enter the FAA results here as well.

- Your estimating school grading will be displayed in the bottom section of the "2014 Estimating School Grade". Save the file and print.

2014 Estimating School Grade						School Grade Scale Score Points	
Performance Points				Middle School Acceleration Points			
Reading	Math	Writing	Science	Participation	Performance	Point	Grade
						525-800	A
Overall				Low 25% LG		495-524	B
Reading	Math	Reading	Math			435-494	C
						395-434	D
Total Points	0		School Grade			0-394	F

Please note

- For K-8 and middle schools, school needs to calculate the participation and performance data points.
- For high school, school needs to calculate data points for math, science, social studies sections, and Other Components, then enter those values in the provided space. There is no worksheet for 6-12 or K-12.