

# Using Student Data Extract spreadsheet in Published Reports to Check Coding

Log into Pearson → Choose Published Reports → Choose the current test administration

Choose the Student Data Extract spreadsheet (usually the first report)

- 1- Freeze Top Row (**View**→**Freeze Panes**→**Freeze Top Row**)
- 2- Delete all of the columns except for:  
**School, Group Name, Last Name, First Name, STI, Student Number, Grade, Transfer, Disability, Project Graduation, Term Grad, AYP-A, AYP-B, AYP-C, Retest, Recovery, Test Name, Score**
- 3- Custom Sort to check for **missing student numbers** (**Home**→**Sort&Filter**→**Custom Sort**→**Student Number**) Make sure that there is a check mark in the “My Data Has Headers” Scroll all the way to the end of the spreadsheet to see if there are missing student numbers or numbers that are 101... instead of 960...
- 4- Custom Sort to check for **Transfers** (**Home**→**Sort & Filter**→**Custom Sort**→**Transfer**→ **Add a level**→**AYP-A**→**Add a level**→**AYP-B**→**Add a level**→**AYP-C**)
- 5- Custom Sort to check for **Recovery**—English and Math ONLY—NO YY for Retest and Expedited Retake or NO YB for z-Code B and Recovery--(**Home**→**Sort & Filter**→**Custom Sort**→**Recovery**)
- 6- Custom Sort to check for **Wrong Student Numbers** on Expedited Retakes (**Home**→**Sort & Filter**→**Custom Sort**→ **Retest**) color code all of the **Retests** in yellow then re-sort again by last name (**Home**→**Sort & Filter**→**Custom Sort**→**Last Name**)
- 7- Custom Sort to check for **PG** (high school only) (**Home**→**Sort & Filter**→**Custom Sort**→**Project Graduation**) -- 12<sup>th</sup> grade can be PG for all subjects, --11<sup>th</sup> grade can be PG for Reading, Writing, & Math,--10<sup>th</sup> grade can be PG for Writing & Math,--9<sup>th</sup> grade can be PG for Math ONLY
- 8- Custom Sort to check for **TG** (high school only) (**Home**→**Sort & Filter**→**Custom Sort**→**Term Graduation**) --12<sup>th</sup> grade can be PG for all subjects
- 9- Custom Sort for Plain English Math and Wrong Student Numbers (**Home**→**Sort & Filter**→**Custom Sort**→**Test Name**) Scroll down the list of tests and find Plain English Math- color code and re-sort by (**Home**→**Sort & Filter**→**Custom Sort**→**Student Name**)

**Record Errors on the sheet provided and then correct mistakes**

**Mistakes should show corrected after Pearson does the next cycled update**

Check for <b>Missing Student Numbers</b>	Student to Correct	Correct
Check for <b>Transfers Missing Y</b>	Student to Correct	Correct
Check for Missing <b>AYP-A, AYP-B, AYP-C</b>	Student to Correct	Correct
Check for <b>Recovery</b> mistakes (Grades 3-8--Reading & Math only, SHOULD have YY for Retest and Expedited Retake HS—SHOULD NOT have YY for Retest and Expedited retakes)	Student to Correct	Corrected
Check for <b>Wrong Student Number</b> on Expedited Retake	Student to Correct	Corrected
Check for <b>Project Graduation</b> --12th grade can be PG for all subjects, --11th grade can be PG for Reading & Math,--10th grade can be PG for Math,--9th grade can be PG for Math ONLY	Student to Correct	Corrected
Check for <b>Term Graduate</b> (Must be grade 12)	Student to Correct	Corrected
Check for Wrong Student Number on <b>Plain English Math</b>	Student to Correct	Corrected
Check On-Demand Reports for <b>CLASS</b> Group Name and <b>Subject Tested</b> to make sure	Group Name to Correct	Corrected

School \_\_\_\_\_

Sign \_\_\_\_\_ Date \_\_\_\_\_