

Class/Standards Profile Tips and Tricks

What are Profiles?

To get the most out of your Class/Standards Profile without a lot of tedious data entry, you may want to bring in existing information from your Student Information System/electronic class roster and from any standards documents your state or district provides. This involves knowing a few Excel tips and tricks that can make bringing data into profiles easier.

NOTE: The tips and tricks noted here were tested in Excel 2007. Most of them should also work in earlier or later versions. Check the online help or documentation for your specific version of Excel if you are not sure.

Including Student Data in the Profile

The student data (Student ID, First Name, Last Name) in your electronic class roster may not appear in the roster in the same order you need it in ScoreIT. There are two ways to address this:

- Copy each column individually

Copying columns individually is simple and can be useful. However, when you copy, be careful to select all the rows in the column (excluding the header row).

- Copy all three columns at the same time

Copying all the student data at once is faster, but you must be sure the columns in your roster are in the same order as the columns in the profile.

In addition, you may only have a single column in your roster called "student name" that includes the students' first and last names in one cell. You can split that column using the Data ribbon in Excel.

CAUTION: We strongly recommend making a copy of your student roster and making changes in the copy before bringing data into ScoreIT profiles.

To split the name column

NOTE: If the names in the column are in last name, first name order, you will need to split the data in your roster, then move the first name column to the left of the last name column before bringing the student data into ScoreIT.

1. Highlight all the cells in the name column except the column heading.
2. Click the Data ribbon at the top of the Excel screen.

3. In the Data Tools section of that ribbon, click **Text to Columns**.
4. Follow the instructions on-screen. See your Excel documentation for details.

To move columns

1. In the copy of your student roster, highlight the entire column you want to move.
2. Cut the column (CTRL+X, right-click+Cut, etc.)
3. Highlight the column to the right-hand side of where you want the column you just cut.
4. Right-click and select **Insert Copied Cells...**

CAUTION: Do not just paste the cut column; this will replace the column you select, which is not what you want. If you should accidentally paste the column instead of inserting it, press CTRL+Z (Undo) and try again.

To copy column by column

1. Open your electronic class roster. If the data is not already in an Excel spreadsheet, export it.

See the documentation for your Student Information System or class roster software for details on how to do this.

2. In the class roster spreadsheet, highlight all the individual cells in the Student ID column. Do not highlight the header cell.
3. Copy the cells (CTRL+C, right-click+copy, etc.)
4. Open or switch to your ScoreIT Class/Standards Profile.

TIP: You may need to create a profile for this class.

5. In the Class/Standards profile, on the Students tab, highlight the first cell under Student ID.
6. Paste the cells you copied in step 3.
7. Repeat for the other two columns.

To copy all three columns at once

1. Open your electronic class roster. If the data is not already in an Excel spreadsheet, export it.

See the documentation for your Student Information System or class roster software for details on how to do this.

NOTE: If the student ID, first name, and last name columns are not next to each other, move them so that they appear in the following order: Student ID, First Name, Last Name. See *To move columns*, above, for details.

2. In the class roster spreadsheet, highlight all the individual cells in the all three columns. Do not highlight the header cells.
3. Copy the cells (CTRL+C, right-click+copy, etc.)
4. Open or switch to your ScoreIT Class/Standards Profile.

TIP: You may need to create a profile for this class.

5. In the Class/Standards profile, on the Students tab, highlight the first cells under the heading row.
6. Paste the cells you copied in step 3.

Including Standards in the Profile

Standards are learning objectives (usually defined by your state) you can associate with items on your test, so you can measure how well your students are attaining grade-level expectations. Associating standards with test items provides additional context to help you remediate lower-performing students and challenge higher-performing students.

Standards documents are typically provided on your state or district website as downloadable files you can use to plan and adjust your instruction. The documents are generally in .DOC, .PDF, or .HTML format, which means you can easily copy text into the Class/Standards Profile to make your ScoreIt reports richer and more useful.

ScoreIT expects each standard to have the following elements:

- **Objective ID:** up to 20 characters of the ID assigned to an objective the ID assigned by the organization who created the standards documents you use to structure instruction (typically your state). It's usually found at the beginning of each standard in the document.
- **Description:** the text associated with the objective ID you just entered. It describes the specific learning outcome for the objective. Keep this text as brief as possible to save paper when printing your results reports. You can use letters, numbers, and/or the following special characters: [.,:;'"!@#\$\$%^&*()]

Copy these elements from the standards document provided by your district or state into the Class/Standards Profile.

To include standards/objectives in the Class/Standards Profile

1. Locate the document on your state or district website containing the standards/objectives you want to use.

TIP: If the standards/objectives are in a .DOC or .PDF format, consider saving a copy locally so you can easily find the document again.

2. Within the document, locate the specific standards/objectives you want to use.
3. Open or create a Class/Standards Profile and click the Objectives tab.
4. If necessary, add more rows to the data entry area. See *To add more objective rows*, below.
5. In the standards document, highlight and copy the standard ID, which is a combination of letters and numbers identifying a specific learning objective.
6. In the Class/Standards Profile, on the Objective tab, paste the standard ID in the first row of the ID column.
7. In the standards document, highlight and copy as much of the description as you want on your ScoreIT reports.
8. In the Class/Standards Profile, on the Objective tab, paste the standard ID in the first row of the Description column. Be aware of the following when you paste:
 - If you highlight multiple paragraphs, each paragraph will paste into a separate row in Excel.
 - ScoreIT requires each combination of objective ID and description to occupy *one* row in the Objectives tab. Sometimes the standard is broken into multiple paragraphs in the standards document. If this is true for a standard you want to use, you must do one of the following:
 - Paste the objective description, then cut the text from subsequent cells and paste it onto the end of the text in the first row. To do this, double-click the cell and press End on your keyboard, then paste the text.
 - Copy and paste only one paragraph at a time into the Description cell.
 - Include the paragraph number with the Objective ID, and only copy a single paragraph. For example, if the standard number is HCC3 and has two sub-paragraphs (a and b), you could create two lines in the profile: HCC3a and HCC3b.
 - All objective IDs/descriptions must appear within the gridlines in the profile. You may need to add more lines to the gridlined area. See *To add more objective rows*, below, for details.
9. Repeat these steps for each objective you want to associate with tests for this class.

TIP: Don't forget that you can use this class profile with multiple tests, so try to include all the objectives you might need for the class.

To add more objective rows

1. In the Class/Standards Profile, on the Objectives tab, highlight any gridlined row.
2. Right-click and select **Insert**.
3. Press F4 on your keyboard or repeat step 2 until there are enough lines to contain all the standards/objectives you plan to associate with test items for this class.

TIP: Don't forget that you can use this class profile with multiple tests, so try to include all the objectives you might need for the class.