

RCAS Mean and Median Score Template Excel 2003 with more than 65,000 records

The following instructions will use the District Data File to populate an Excel spreadsheet with the mean and median Reading Comprehension Ability Scores (RCAS). These instructions are designed for use by districts with Excel 2003 and more than 65,000 records ONLY. If you are using Excel 2007 or have less than 65,000 records in your district, please follow the instructions at:

www.fcrr.org/pmrn/fair_correspondence/rcas_excel07.pdf

Before beginning the process to calculate the RCAS mean and median scores for your school, download the District Data File from the PMRN and follow the instructions at the following link to create an Access database from the District Data File:

http://www.fcrr.org/pmrn/fair_download2access_excel.shtm

The instructions referenced above also contain directions on how to export the file to Excel, but this is not necessary in order to generate RCAS means.

After the Access database is created, follow these steps to determine the mean RCAS scores for the students in your school district:

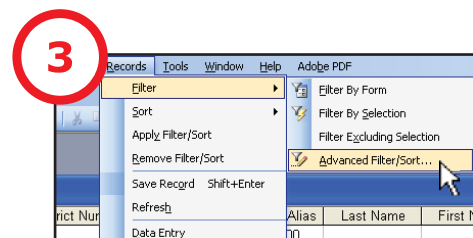
- Download and save the “PMRN RCAS Template” file from:

www.fcrr.org/pmrn/fair_correspondence/rcas.xls

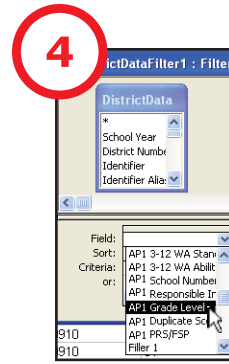
- Double click on the icon of the Access file that contains your district’s data (1)

- Double click the table that contains your district’s data (2)

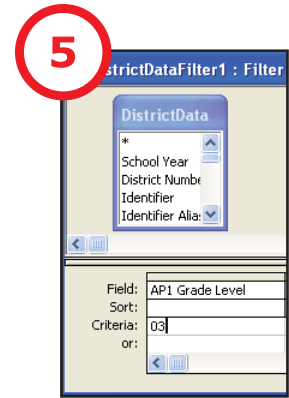
- Under the “Records” menu at the top of the page, select “Filter” and click “Advanced Filter/Sort” (3)



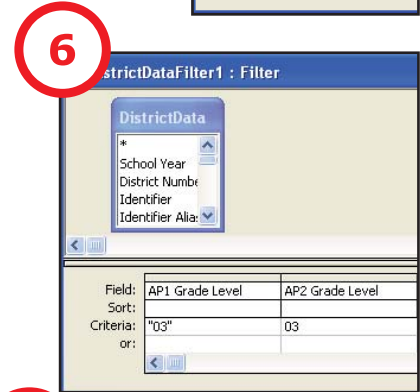
- In the "Field" drop down, click "AP1 Grade Level." AP1 refers to Assessment Period 1 (4)



- Click the "Criteria" field and enter the grade for which you wish to display information. Please remember to use a leading zero if entering a grade between 03 and 09 (5)



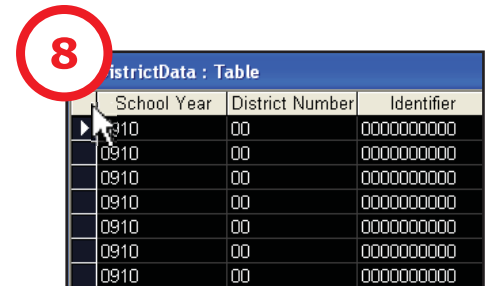
- If you only want to examine full-year students, make the same selection in the next column while selecting the grade level for AP2 and AP3. If your district has not yet started a specific AP, make sure you do not select it as it will cause the query to return no results (6)



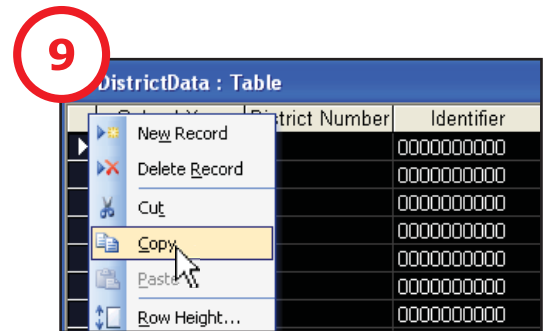
- Click the "Apply Filter" button (7)



- When the filter results are displayed, click the top left box of the table to select all of the records. This box is directly to the left of the "School Year" column header (8)



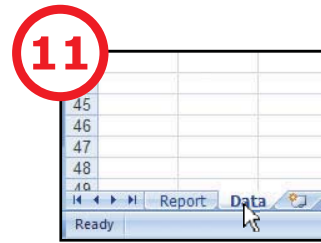
- Right-click the box from step 8 and then left-click "Copy" to copy the records to the clipboard. Depending on the size of the file and the speed of the computer, this may take a few seconds (9)



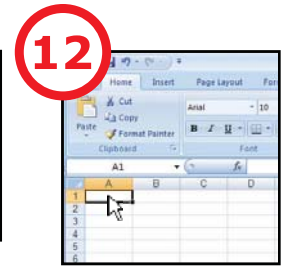
- Double click the Excel spreadsheet "PMRN_RCAS_Template" to open the RCAS spreadsheet (10)



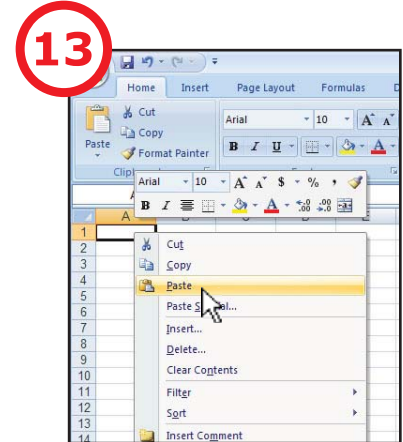
- Make sure that the "Data" tab is selected in the bottom left. If it is not selected, click on it to select it (11)



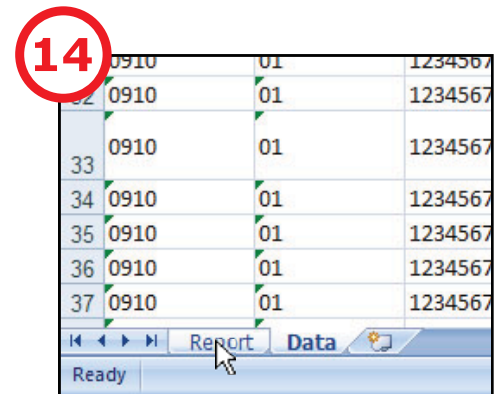
- Left click on cell A1 of the "Data" tab. A1 is the top-left cell of the sheet (12)



- While cell A1 is selected on the "Data" tab, hit CTRL-V or right click and then left click "Paste" to paste the contents of the clipboard. This may take a few moments as Excel runs the necessary calculations (13)

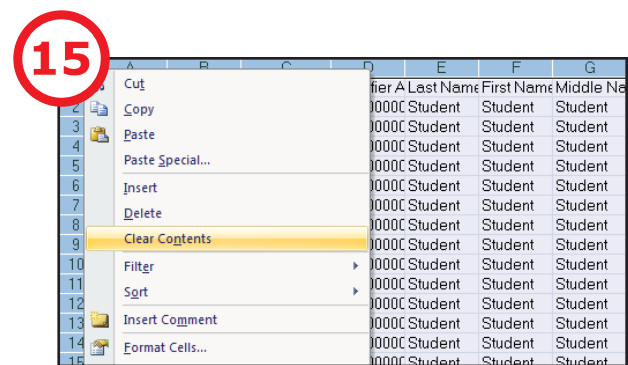


- Click the "Report" tab. Excel will use the data that you pasted on the "Data" tab to populate the "Report" tab with information about your district's RCAS scores (14)



You can repeat these steps for each grade for which you wish to generate RCAS means by selecting a different grade in step 5. Please:

- "Clear Contents" of the "Data" sheet in the PMRN RCAS Template before pasting new data to the sheet. If you select "Delete" instead of select "Clear Contents," the template will not work.



- After the contents of the spreadsheet have been cleared and the new grade's information has been pasted to the spreadsheet (step 13), it will recalculate the RCAS means for the new grade.

If you have any questions, please contact the PMRN Help Desk at 850.644.0931 or helpdesk@fccr.org.