

RCAS Mean and Median Score Template

Excel 2007 and Excel 2003 with less than 65,000 records

The following instructions will use the School or District Data File to populate an Excel spreadsheet with the mean and median Reading Comprehension Ability scores (RCAS). These instructions are designed for Excel 2003 users with LESS THAN 65,000 records and ALL Excel 2007 users.

Before beginning the process to calculate the RCAS mean and median scores for your school, follow the instructions at the following link to create an Excel spreadsheet from the School or District Data File.

http://www.fcrr.org/pmrn/fair_download2access_excel_2007.shtm

After the Excel file is created, follow these steps to view the RCAS scores:

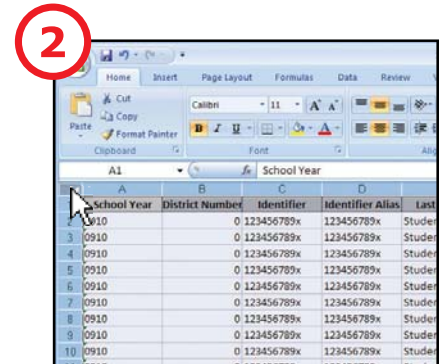
- Download and save to your computer the "PMRN RCAS07 Template" file from:

www.fcrr.org/pmrn/fair_correspondence/rcas07.xlsx

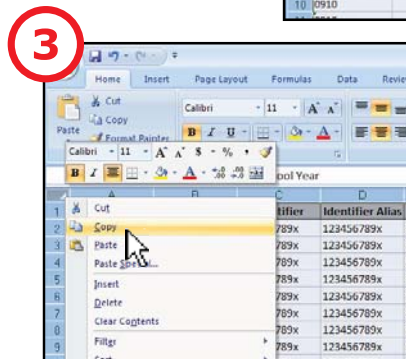
- Double click on the icon of the file that contains your school's data to open the Excel file (1)



- Left-Click the top left of the spreadsheet to select all of the data (2)



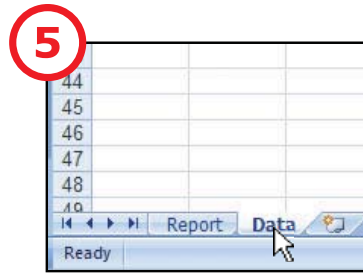
- While all of the data is selected, hit CTRL-C or right click and then left click "Copy" to copy the entire selected sheet (3)



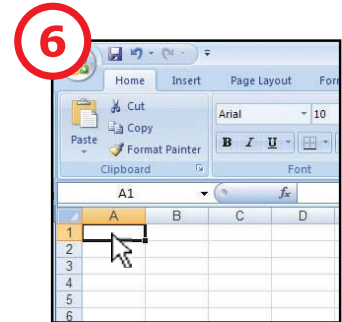
- Open up the "PMRN RCAS Template" spreadsheet by double clicking on the icon (4)



- Make sure that the "Data" tab is selected in the bottom left. If it is not selected, click on it to select it (5)



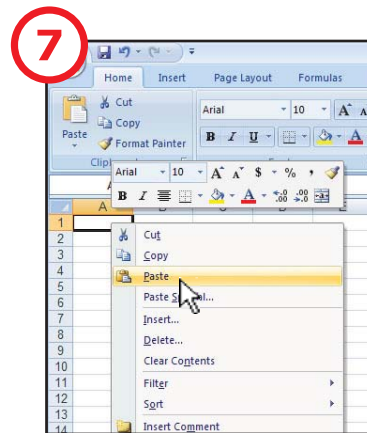
- Left click on cell A1 of the "Data" tab. A1 is the top left cell of the sheet (6)



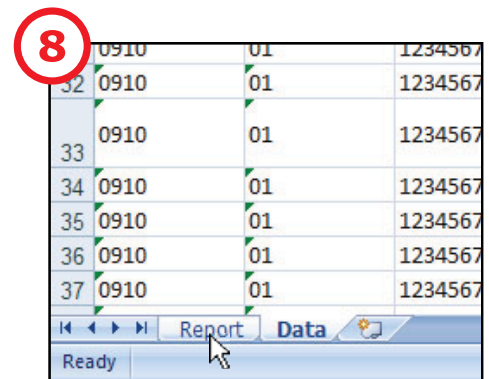
- While cell A1 is selected on the "Data" tab, hit CTRL-V or right click and then left click "Paste" to paste the contents of the clipboard (7)

- Click the "Report" tab (8)

- Excel will use the data that you pasted on the "Data" tab to populate the "Report" tab with information about your school's RCAS scores. (9)



Please note that since the spreadsheet use all of the students in the data file, including those whose scores are outside the norming window for PMRN reporting, the number of students on the spreadsheet may differ from those numbers displayed on the PMRN reports.



If you have any questions, please contact the PMRN Help Desk at 866.471.5019 or helpdesk@fccr.org.

AP1 RC Ability				AP2 RC Ability				AP3 RC Ability			
Grade	Median	Average	N with	Grade	Median	Average	N with	Grade	Median	Average	N with
03	222	271.69	71	03	269.5	296.66	69	03			
04	358	365.84	62	04	374	375.73	60	04			
05	373.5	362.93	74	05	424.5	426.85	89	05			
06				06				06			
07				07				07			
08				08				08			
09				09				09			
10				10				10			
11				11				11			
12				12				12			