

Analyzing Elementary Student Data (Pre-Surveys and Post-Surveys)

A. Downloading Excel spreadsheet to enter Students' Pre-Survey and Post-Survey data (Must have Microsoft Excel installed on your computer)

1. Click on Student Data Spreadsheet to download from pypm.org, then select download to disk.
2. Save the file. The file is named "PYPMstudentdata.xls". Make sure you remember where you saved the file.
3. Open Microsoft Excel by double clicking on Excel name or icon.
4. Left click on "File", scroll down to select "Open", then select PYPMstudentdata.xls file from the location you chose to save it.
5. Left click on "File", scroll down to select "Save as", and type in your class-specific file name to replace the existing "File name" as follows:^{*}
school name, teacher name, month and year
EXAMPLE: samhoustonadams0402
6. Click on the "save" box in the lower right corner in order to apply the new name.
7. Repeat steps 3 through 6 for each class that you collect data.

B. Entering the students' Pre-survey and Post-survey data.

1. Put all of the Students' Pre-surveys in order of student ID.
2. Next put all of the Students' Post-surveys in order of student ID.
3. Next match Pre-surveys with Post-surveys (If a student is missing a Pre-survey or Post-survey, do not enter any data for that student--put the survey in a different pile).
4. Enter the first student's Pre-Survey. Follow instructions on the spreadsheet. Use your arrow keys to move from block to block.
5. Enter School Name, Teacher's name (not your name, the classroom teacher's name where the program was taught), the Grade, a "1" for the Pre-survey, and then the answers to each of the 10 questions.
6. Enter each student's scores (1, 2, 3 or 4 ONLY) on a single row in the spreadsheet, starting on row 5.
7. If student did not answer the question, selected more than one response, or you can't determine what the answer is, leave it BLANK. Do not enter a "0".
8. Now enter the same student's Post-survey (must have exact same ID #).
9. Enter the rest of the surveys, making sure that the Students' IDs match for the Pre- and Post-surveys in each row.
10. If you make a mistake, use the arrow keys or mouse to go back to the block with the error and simply type the corrected number or information – it will simply write over the existing number.
11. If you try to type a number higher than the number choices on the survey (1, 2, 3, or 4), a box will appear to inform you of your mistake. Simply click on "Retry"

^{*} It is suggested that you create a separate folder (or use a disk) on your computer in order to keep the different classes in one location.

- and type the appropriate number. You will have to use the mouse to advance to the next block after correcting this mistake.
12. If you try to enter data in the restricted blocks after Post Survey Q10, a box will appear alerting you to the restricted use, simply click on “Okay” and return to your data entry in the appropriate blocks.
 13. Left click on “File” on your main menu bar, scroll down to “SAVE” and save the file periodically as you enter the data and again at the end.
 14. Repeat steps 3 through 6 of “Downloading Excel Spreadsheet” and steps 1 through 12 of “Entering the data” for each class.

C. Getting report

1. Click on the tab at bottom left which says “CHART”.
2. The Chart will show you the averaged scores for the class that you just entered.
3. Left click on “FILE” on your main menu bar, scroll down to “PRINT” and print chart if you would like a paper-copy for your records.
4. To return to your data, simply click on the tab at the bottom left labeled “DATA”.

D. Sending data

1. Go to your email and create a new message addressed to Marylou@bellgrp.com
2. In the subject, type “student scores”.
3. Tell me your name, phone number, school and anything else you would like to tell us about your experiences with teaching PY/PM, doing the student surveys, or entering the data.
4. Attach the Excel spreadsheet to your email by clicking on the paperclip or attach feature of your email and then type in the name of the file that has the student scores and select it as the attachment
5. Click on SEND.
6. You will receive an e-mail alerting you to the receipt of your spreadsheet and any problems associated with it within the following week.

If you have any problems with any part of this process, please contact Mary Lou Bell at Marylou@bellgrp.com or 512 441-2900.