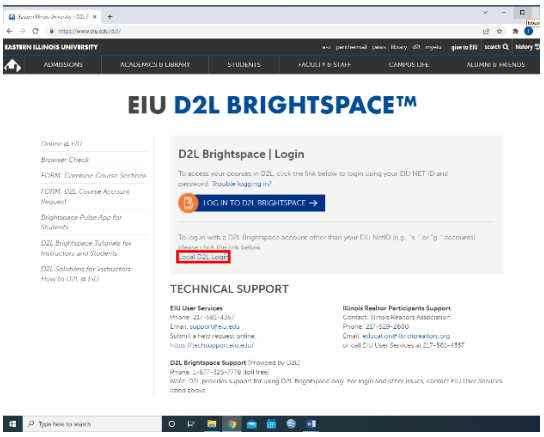
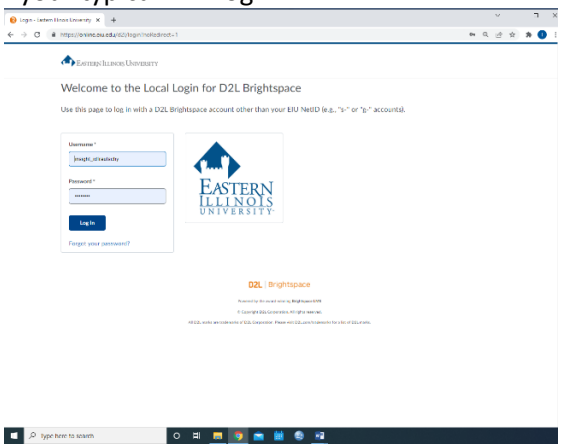
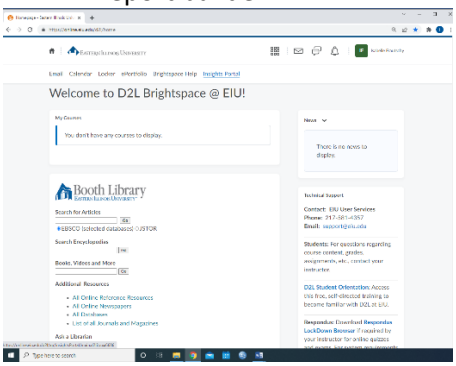
D2L Insights Tutorial: Extracting Rubrics from D2L

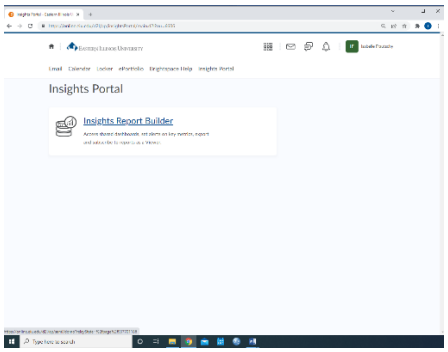
1. You will need to log all the way out of D2L and make it to this screen. Once here you will want to select Local D2L Login and it will take you to the login site. You will need your insight login information here which is different from your typical D2L login.



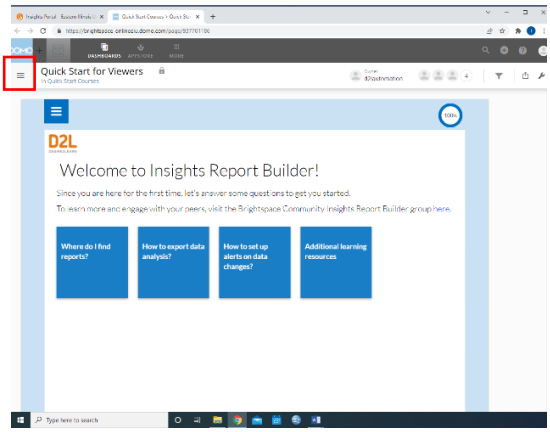


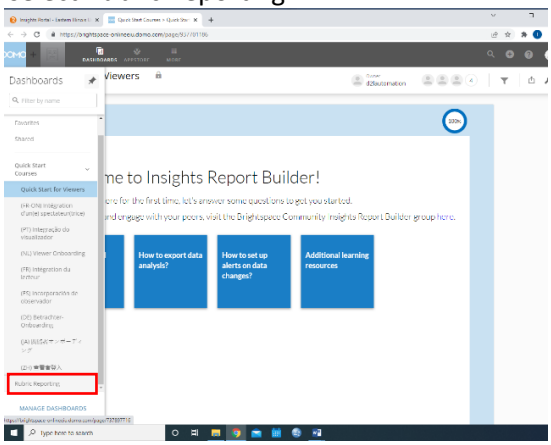
2. Once logged in, your home page should look like the first picture below. You will want to select Insights Portal from the tabs along the top of the page, and then from there select the insights report builder



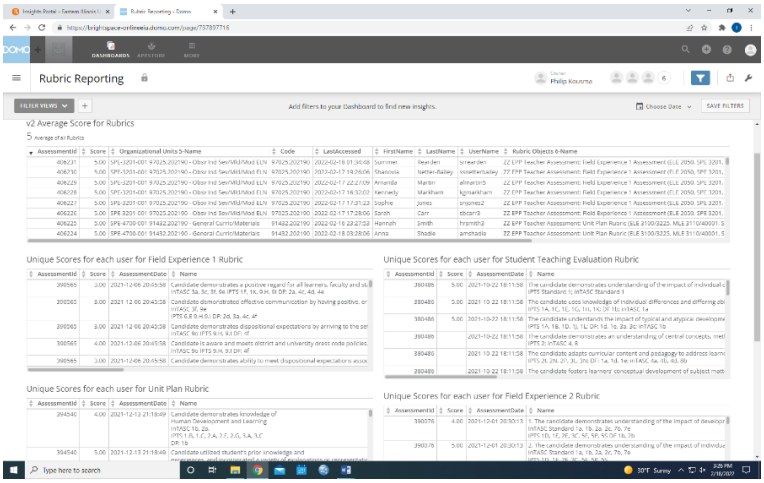


3. This will take you to the site where all the assessment data can be found. Once on this homepage, you will want to select the symbol of the three lines at the top left hand corner, scroll to the bottom of the list, and then select Rubric Reporting

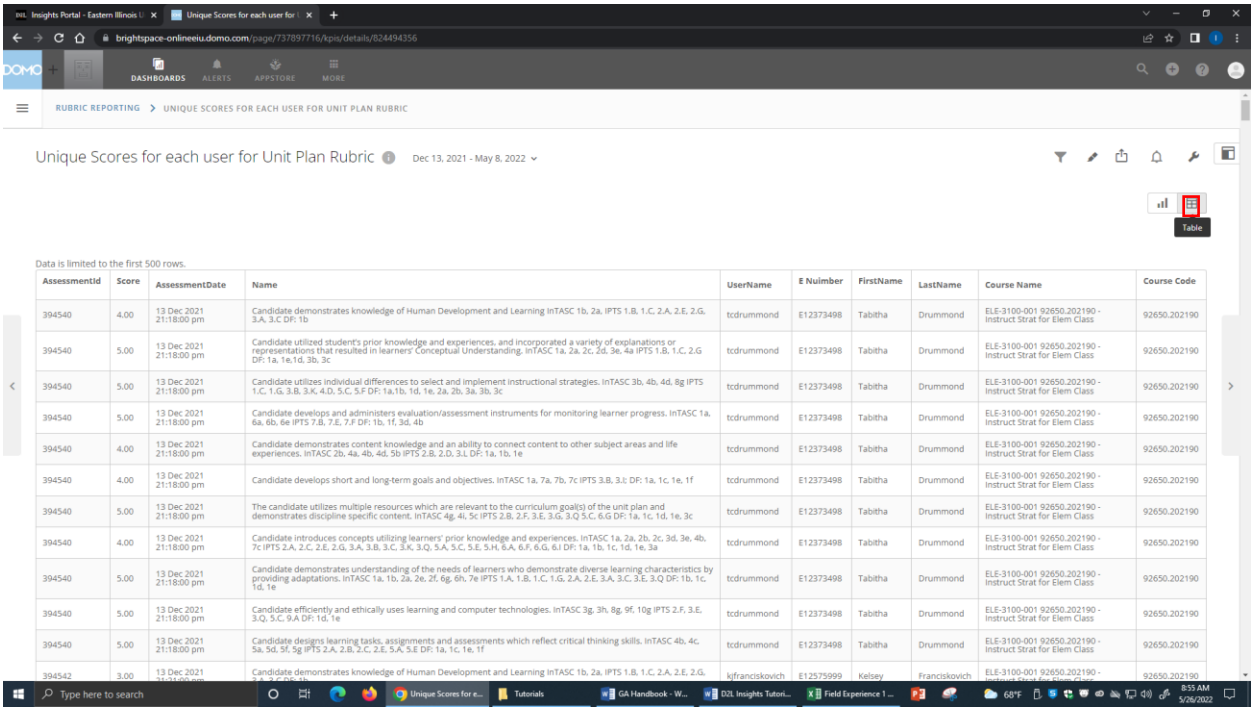




4. When on the rubric page, it should look like this with all assessments data being displayed in separate tables. You will then choose which assessment you want to export and analyze data on.



5. When you have selected the assessment you will be working on, it may be helpful to change it to the table view using the icons directly above the table.



AssessmentId	Score	AssessmentDate	Name	UserName	E Nuimber	FirstName	LastName	Course Name	Course Code
394540	4.00	13 Dec 2021 21:18:00 pm	Candidate demonstrates knowledge of Human Development and Learning InTASC 1b, 2a. IPTS 1.B, 1.C, 2.A, 2.E, 2.G, 3.A, 3.C DF: 1b	tcdrummond	E12373498	Tabitha	Drummond	ELE-3100-001 92650.202190 - Instruct Strat for Elem Class	92650.202190
394540	5.00	13 Dec 2021 21:18:00 pm	Candidate utilized student's prior knowledge and experiences, and incorporated a variety of explanations or representations that resulted in learners' Conceptual Understanding. InTASC 1a, 2a, 2c, 2d, 3e, 4a IPTS 1.B, 1.C, 2.G DF: 1a, 1e,1d, 3b, 3c	tcdrummond	E12373498	Tabitha	Drummond	ELE-3100-001 92650.202190 - Instruct Strat for Elem Class	92650.202190
394540	5.00	13 Dec 2021 21:18:00 pm	Candidate utilizes individual differences to select and implement instructional strategies. InTASC 3b, 4b, 4d, 8g IPTS 1.C, 1.G, 3.B, 3.K, 4.D, 5.C, 5.F DF: 1a,1b, 1d, 1e, 2a, 2b, 3a, 3b, 3c	tcdrummond	E12373498	Tabitha	Drummond	ELE-3100-001 92650.202190 - Instruct Strat for Elem Class	92650.202190
394540	5.00	13 Dec 2021 21:18:00 pm	Candidate develops and administers evaluation/assessment instruments for monitoring learner progress. InTASC 1a, 6a, 6b, 6e IPTS 7.B, 7.E, 7.F DF: 1b, 1f, 3d, 4b	tcdrummond	E12373498	Tabitha	Drummond	ELE-3100-001 92650.202190 - Instruct Strat for Elem Class	92650.202190
394540	4.00	13 Dec 2021 21:18:00 pm	Candidate demonstrates content knowledge and an ability to connect content to other subject areas and life experiences. InTASC 2b, 4a, 4b, 4d, 5b IPTS 2.B, 2.D, 3.L DF: 1a, 1b, 1e	tcdrummond	E12373498	Tabitha	Drummond	ELE-3100-001 92650.202190 - Instruct Strat for Elem Class	92650.202190
394540	4.00	13 Dec 2021 21:18:00 pm	Candidate develops short and long-term goals and objectives. InTASC 1a, 7a, 7b, 7c IPTS 3.B, 3.E DF: 1a, 1c, 1e, 1f	tcdrummond	E12373498	Tabitha	Drummond	ELE-3100-001 92650.202190 - Instruct Strat for Elem Class	92650.202190
394540	5.00	13 Dec 2021 21:18:00 pm	The candidate utilizes multiple resources which are relevant to the curriculum goal(s) of the unit plan and demonstrates discipline specific content. InTASC 4g, 4i, 5c IPTS 2.B, 2.F, 3.E, 3.G, 3.Q 5.C, 6.G DF: 1a, 1c, 1d, 1e, 3c	tcdrummond	E12373498	Tabitha	Drummond	ELE-3100-001 92650.202190 - Instruct Strat for Elem Class	92650.202190
394540	4.00	13 Dec 2021 21:18:00 pm	Candidate introduces concepts utilizing learners' prior knowledge and experiences. InTASC 1a, 2a, 2b, 2c, 3d, 3e, 4b, 7c IPTS 2.A, 2.C, 2.E, 2.G, 3.A, 3.B, 3.C, 3.K, 3.Q, 5.A, 5.C, 5.E, 5.H, 6.A, 6.F, 6.G, 6.I DF: 1a, 1b, 1c, 1d, 1e, 3a	tcdrummond	E12373498	Tabitha	Drummond	ELE-3100-001 92650.202190 - Instruct Strat for Elem Class	92650.202190
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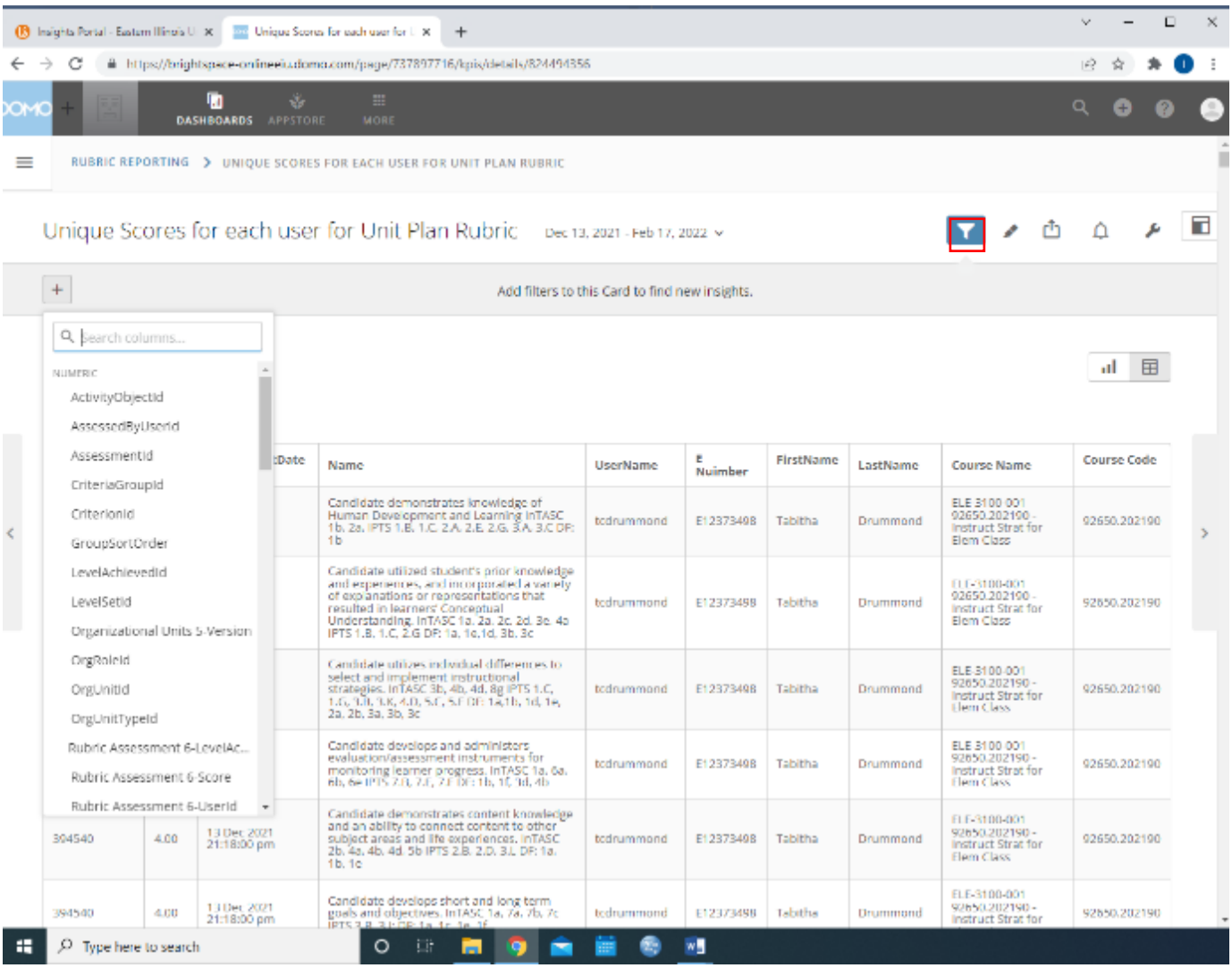
394540	5.00	13 Dec 2021 21:18:00 pm	Candidate efficiently and ethically uses learning and computer technologies. InTASC 3g, 3h, 8g, 9f, 10g IPTS 2.F, 3.E, 3.Q, 5.C, 9.A DF: 1d, 1e	tcdrummond	E12373498	Tabitha	Drummond	ELE-3100-001 92650.202190 - Instruct Strat for Elem Class	92650.202190
394540	5.00	13 Dec 2021 21:18:00 pm	Candidate designs learning tasks, assignments and assessments which reflect critical thinking skills. InTASC 4b, 4c, 5a, 5d, 5f, 5g IPTS 2.A, 2.B, 2.C, 2.E, 5.A, 5.E DF: 1a, 1c, 1e, 1f	tcdrummond	E12373498	Tabitha	Drummond	ELE-3100-001 92650.202190 - Instruct Strat for Elem Class	92650.202190
394542	3.00	13 Dec 2021	Candidate demonstrates knowledge of Human Development and Learning InTASC 1b, 2a. IPTS 1.B, 1.C, 2.A, 2.E, 2.G,	kjfranciskovich	E12575999	Kelsey	Franciskovich	ELE-3100-001 92650.202190 -	92650.202190

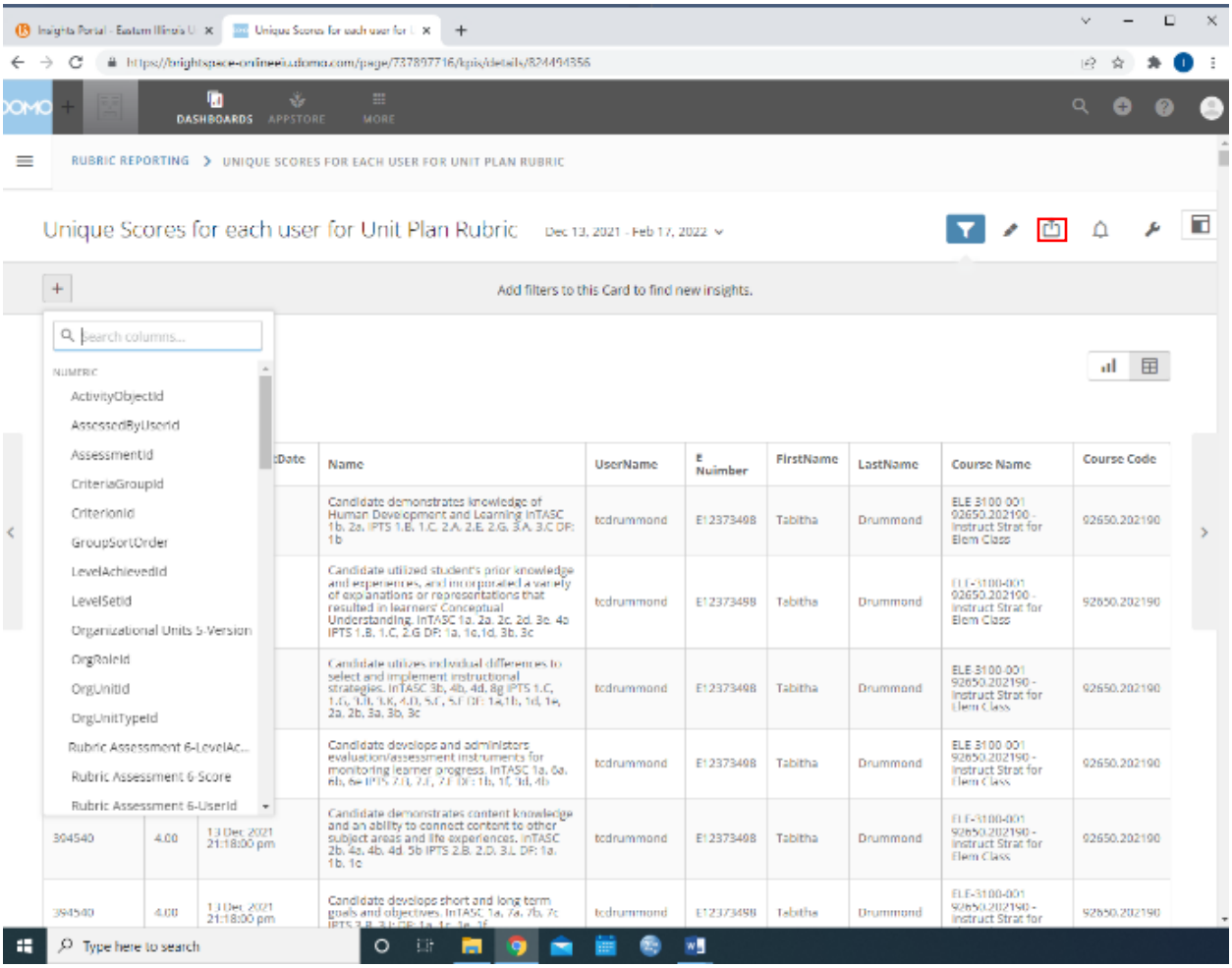
6. Then you will filter the information in order to export the data sorted in the way that it will need to be analyzed. By doing it in here vs excel is it saves some formatting time making the process more efficient. Plus once in excel, you may need to filter and sort in there which can make it confusing if not done right from the start in Insight.
   a. The filters you do will depend on if you are analyzing assessments with more than one course (i.e., unit plan rubric with just ELE-3100 vs unit plan rubric with ELE 3100, ART 3410, and CTE 3405)

b. To select filters, in the row where it displays the data set's title, there are 6 different icons you can choose from. Select the one on the far left that looks like a golf tee. It will display a drop down menu where you can search for the type of filter you'd like to apply

c. If there are multiple courses, you will filter by *Code,* which is the course code number. Select each code number and it will sort the data set by the courses.

d. To export into excel, select the icon that is 2 to the right of the filter icon that says share. Then select excel as the place you want the data set to be exported.

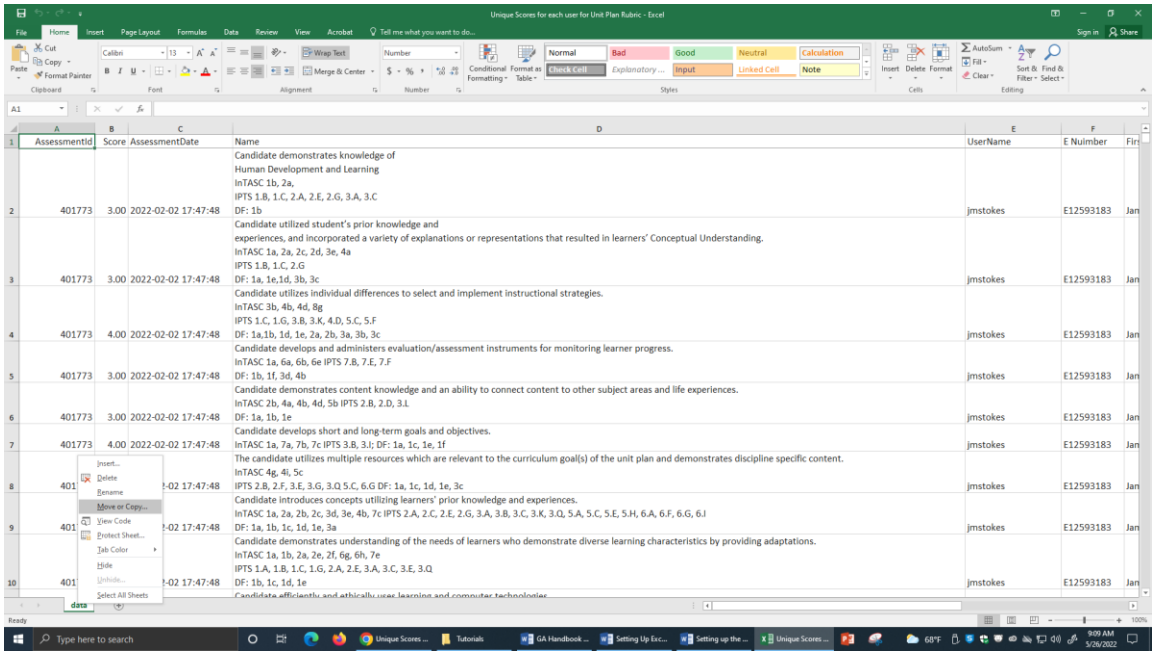




Filtering in excel may be better. Although you can filter by course code, it still doesn't group each program together since there may be multiple sections of one class. For example, you may have SPE 3400-001, SPE 3400-002, and SPE 3400-041 that would be grouped together according to the last three numbers and stay together that way. But there may be other classes in between like SOS 3400-001 that separates the grouping by program. This is something that can be filtered in excel and may save a headache

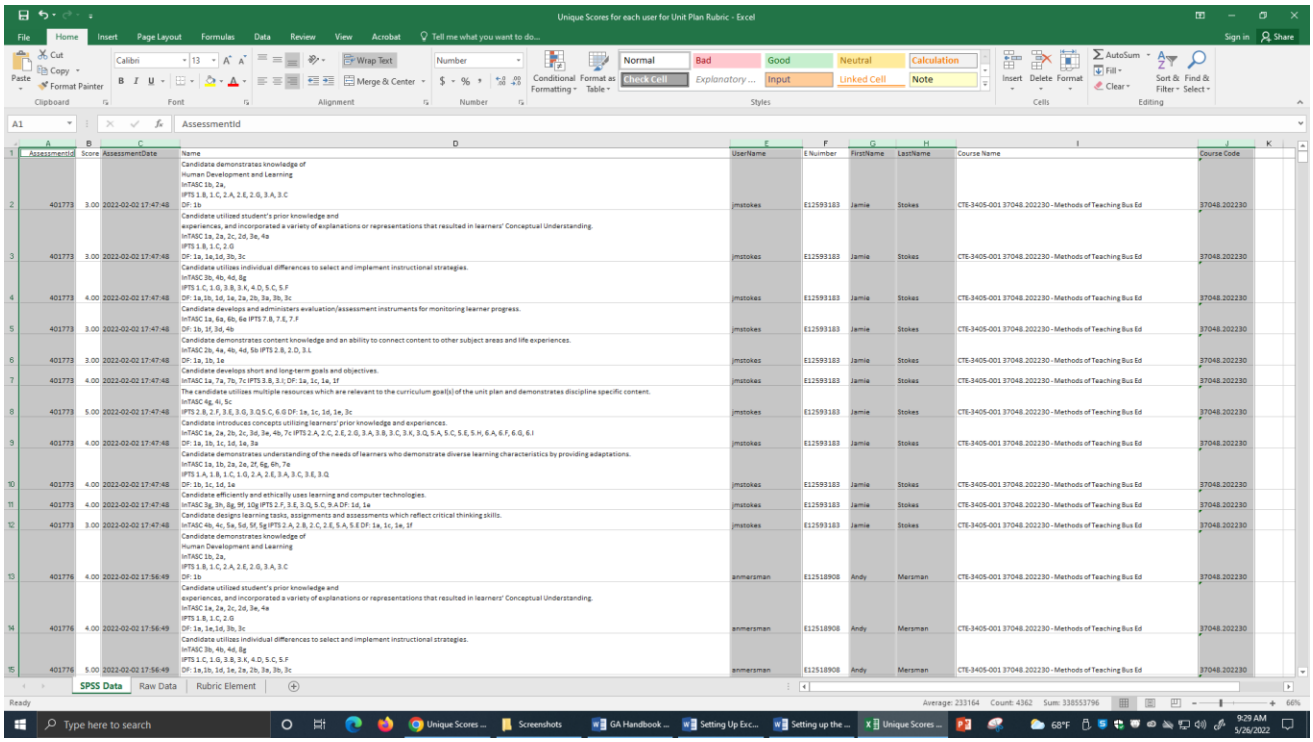
Setting up the Excel Sheet

1. Once exported to excel, you will want to make a copy of the data sheet so you can edit the information needed to be included to analyze the data. In total you will have 3 sheets: SPSS data sheet with the formatted data, raw data sheet with the information exactly how it exported from insight, and rubric element sheet.
    a. This may not need to be done. Most rubrics should have a file already set up (i.e., master sheet, program sheet). New ones may need to be made for new programs now that all will be run through D2L



	AssessmentId	Score	AssessmentDate	Name	UserName	E Number
2	401773	3.00	2022-02-02 17:47:48	Candidate demonstrates knowledge of Human Development and Learning InTASC 1b, 2a, IPTS 1.B, 1.C, 2.A, 2.E, 2.G, 3.A, 3.C DF: 1b	jmstokes	E12593183
3	401773	3.00	2022-02-02 17:47:48	Candidate utilized student's prior knowledge and experiences, and incorporated a variety of explanations or representations that resulted in learners' Conceptual Understanding. InTASC 1a, 2a, 2c, 2d, 3e, 4a IPTS 1.B, 1.C, 2.G DF: 1a, 1e,1d, 3b, 3c	jmstokes	E12593183
4	401773	4.00	2022-02-02 17:47:48	Candidate utilizes individual differences to select and implement instructional strategies. InTASC 3b, 4b, 4d, 8g IPTS 1.C, 1.G, 3.B, 3.K, 4.D, 5.C, 5.F DF: 1a,1b, 1d, 1e, 2a, 2b, 3a, 3b, 3c	jmstokes	E12593183
5	401773	3.00	2022-02-02 17:47:48	Candidate develops and administers evaluation/assessment instruments for monitoring learner progress. InTASC 1a, 6a, 6b, 6e IPTS 7.B, 7.E, 7.F DF: 1b, 1f, 3d, 4b	jmstokes	E12593183
6	401773	3.00	2022-02-02 17:47:48	Candidate demonstrates content knowledge and an ability to connect content to other subject areas and life experiences. InTASC 2b, 4a, 4b, 4d, 5b IPTS 2.B, 2.D, 3.L DF: 1a, 1b, 1e	jmstokes	E12593183
7	401773	4.00	2022-02-02 17:47:48	Candidate develops short and long-term goals and objectives. InTASC 1a, 7a, 7b, 7c IPTS 3.B, 3.I; DF: 1a, 1c, 1e, 1f	jmstokes	E12593183
8	401		-02 17:47:48	The candidate utilizes multiple resources which are relevant to the curriculum goal(s) of the unit plan and demonstrates discipline specific content. InTASC 4g, 4i, 5c IPTS 2.B, 2.F, 3.E, 3.G, 3.Q 5.C, 6.G DF: 1a, 1c, 1d, 1e, 3c	jmstokes	E12593183
9	401		-02 17:47:48	Candidate introduces concepts utilizing learners' prior knowledge and experiences. InTASC 1a, 2a, 2b, 2c, 3d, 3e, 4b, 7c IPTS 2.A, 2.C, 2.E, 2.G, 3.A, 3.B, 3.C, 3.K, 3.Q, 5.A, 5.C, 5.E, 5.H, 6.A, 6.F, 6.G, 6.I DF: 1a, 1b, 1c, 1d, 1e, 3a	jmstokes	E12593183
10	401		-02 17:47:48	Candidate demonstrates understanding of the needs of learners who demonstrate diverse learning characteristics by providing adaptations. InTASC 1a, 1b, 2a, 2e, 2f, 6g, 6h, 7e IPTS 1.A, 1.B, 1.C, 1.G, 2.A, 2.E, 3.A, 3.C, 3.E, 3.Q DF: 1b, 1c, 1d, 1e	jmstokes	E12593183

2. Under the SPSS Data Sheet, delete the assessment number, assessment date, username, first name, last name, and course code columns



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3	401773	3.00	2022-02-02 17:47:48	Candidate utilized student's prior knowledge and experiences, and incorporated a variety of explanations or representations that resulted in learners' Conceptual Understanding. InTASC 1a, 2a, 2c, 2d, 3e, 4a IPTS 1.B, 1.C, 2.G DF: 1a, 1e,1d, 3b, 3c	jmstokes	E12593183	Jamie	Stokes	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
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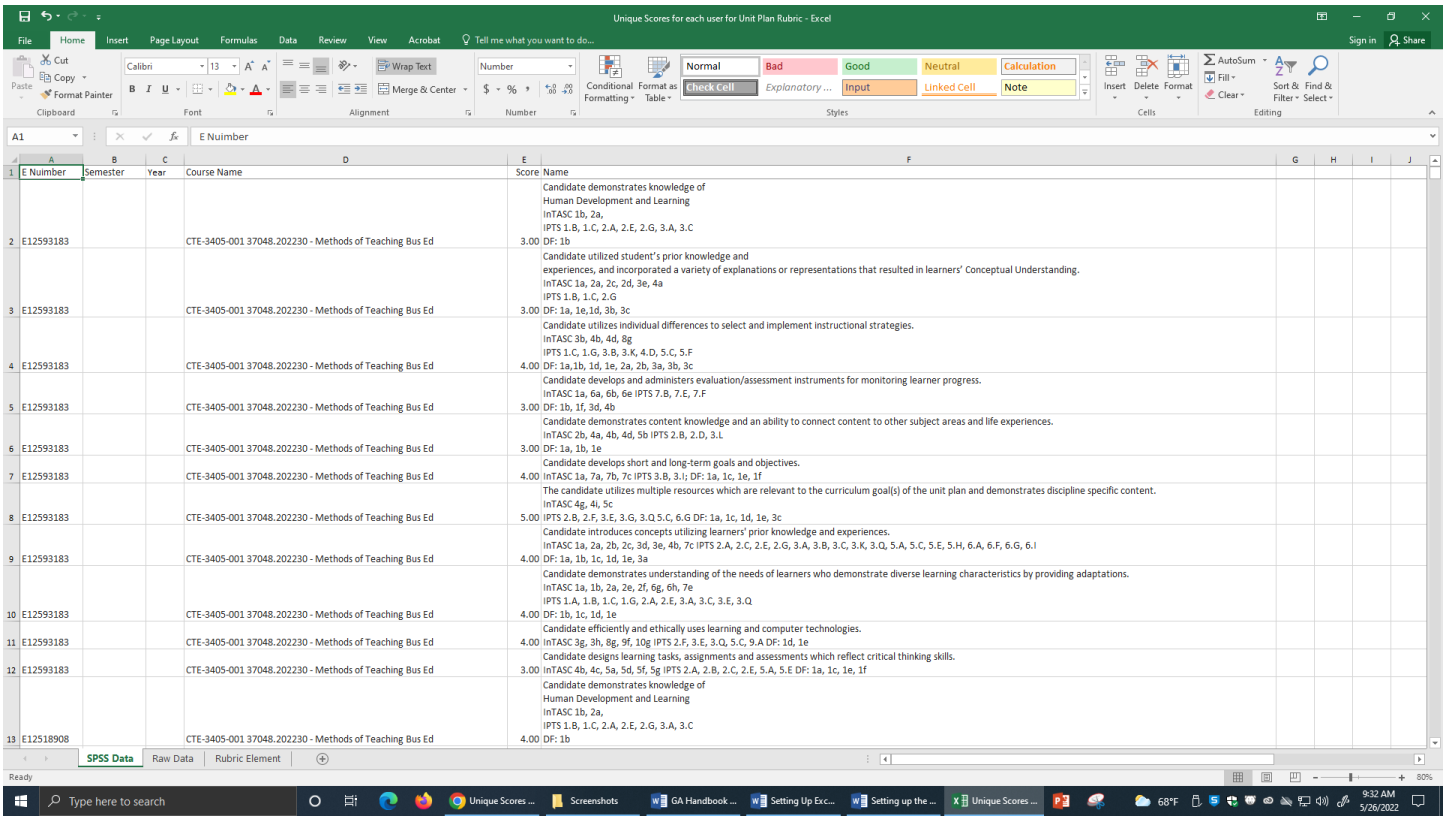
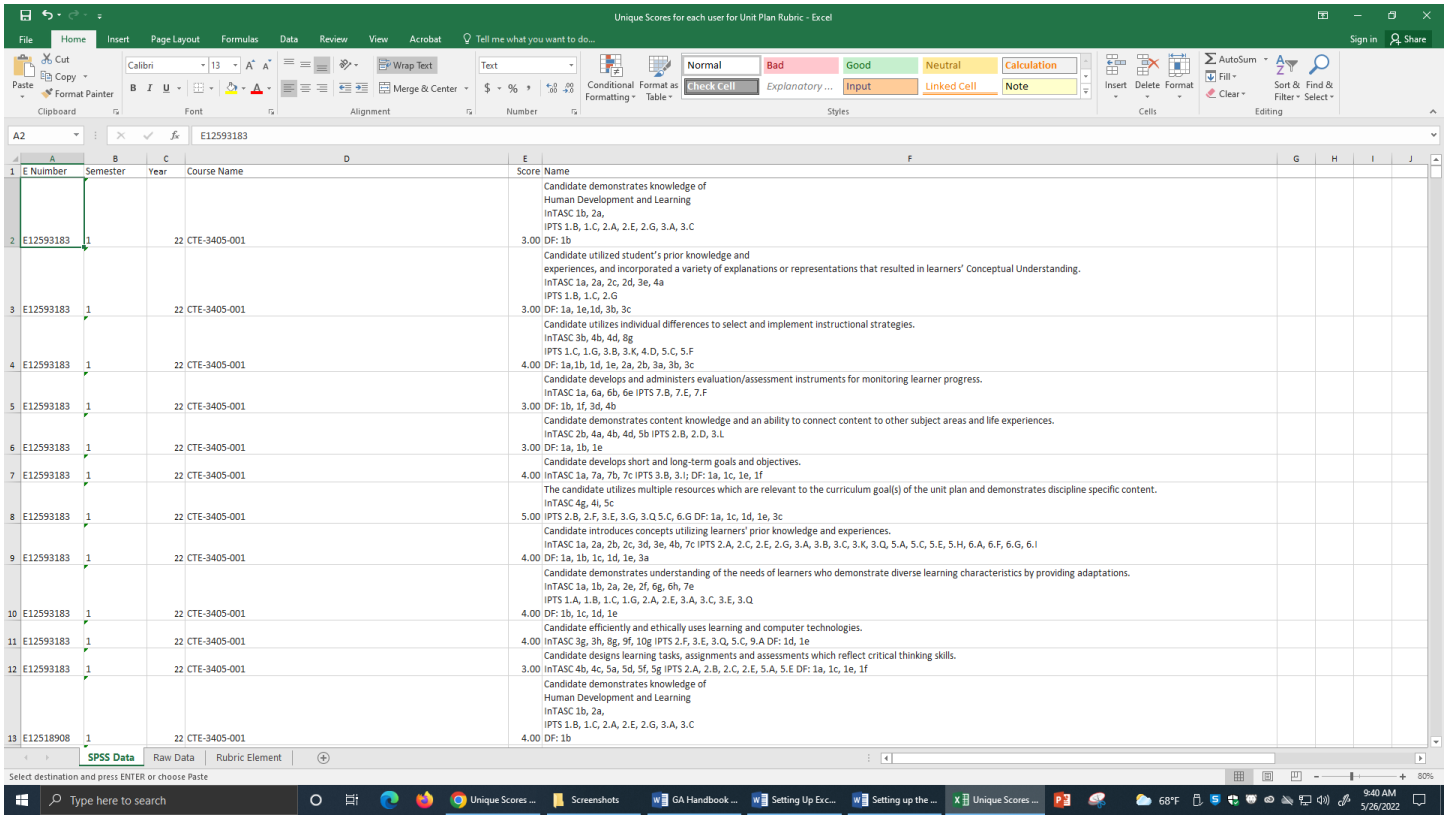
5	401773	3.00	2022-02-02 17:47:48	Candidate develops and administers evaluation/assessment instruments for monitoring learner progress. InTASC 1a, 6a, 6b, 6e IPTS 7.B, 7.E, 7.F DF: 1b, 1f, 3d, 4b	jmstokes	E12593183	Jamie	Stokes	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
6	401773	3.00	2022-02-02 17:47:48	Candidate demonstrates content knowledge and an ability to connect content to other subject areas and life experiences. InTASC 2b, 4a, 4b, 4d, 5b IPTS 2.B, 2.D, 3.L DF: 1a, 1b, 1e	jmstokes	E12593183	Jamie	Stokes	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
7	401773	4.00	2022-02-02 17:47:48	Candidate develops short and long-term goals and objectives. InTASC 1a, 7a, 7b, 7c IPTS 3.B, 3.I; DF: 1a, 1c, 1e, 1f	jmstokes	E12593183	Jamie	Stokes	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
8	401773	5.00	2022-02-02 17:47:48	The candidate utilizes multiple resources which are relevant to the curriculum goal(s) of the unit plan and demonstrates discipline specific content. InTASC 4g, 4i, 5c IPTS 2.B, 2.F, 3.E, 3.G, 3.Q 5.C, 6.G DF: 1a, 1c, 1d, 1e, 3c	jmstokes	E12593183	Jamie	Stokes	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
9	401773	4.00	2022-02-02 17:47:48	Candidate introduces concepts utilizing learners' prior knowledge and experiences. InTASC 1a, 2a, 2b, 2c, 3d, 3e, 4b, 7c IPTS 2.A, 2.C, 2.E, 2.G, 3.A, 3.B, 3.C, 3.K, 3.Q, 5.A, 5.C, 5.E, 5.H, 6.A, 6.F, 6.G, 6.I DF: 1a, 1b, 1c, 1d, 1e, 3a	jmstokes	E12593183	Jamie	Stokes	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
10	401773	4.00	2022-02-02 17:47:48	Candidate demonstrates understanding of the needs of learners who demonstrate diverse learning characteristics by providing adaptations. InTASC 1a, 1b, 2a, 2e, 2f, 6g, 6h, 7e IPTS 1.A, 1.B, 1.C, 1.G, 2.A, 2.E, 3.A, 3.C, 3.E, 3.Q DF: 1b, 1c, 1d, 1e	jmstokes	E12593183	Jamie	Stokes	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
11	401773	4.00	2022-02-02 17:47:48	Candidate efficiently and ethically uses learning and computer technologies. InTASC 3g, 3h, 8g, 9f, 10g IPTS 2.F, 3.E, 3.Q, 5.C, 9.A DF: 1d, 1e	jmstokes	E12593183	Jamie	Stokes	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
12	401773	3.00	2022-02-02 17:47:48	Candidate designs learning tasks, assignments and assessments which reflect critical thinking skills. InTASC 4b, 4c, 5a, 5d, 5f, 5g IPTS 2.A, 2.B, 2.C, 2.E, 5.A, 5.E DF: 1a, 1c, 1e, 1f	jmstokes	E12593183	Jamie	Stokes	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
13	401776	4.00	2022-02-02 17:56:49	Candidate demonstrates knowledge of Human Development and Learning InTASC 1b, 2a, IPTS 1.B, 1.C, 2.A, 2.E, 2.G, 3.A, 3.C DF: 1b	anmersman	E12518908	Andy	Mersman	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
14	401776	4.00	2022-02-02 17:56:49	Candidate utilized student's prior knowledge and experiences, and incorporated a variety of explanations or representations that resulted in learners' Conceptual Understanding. InTASC 1a, 2a, 2c, 2d, 3e, 4a IPTS 1.B, 1.C, 2.G DF: 1a, 1e,1d, 3b, 3c	anmersman	E12518908	Andy	Mersman	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230
15	401776	5.00	2022-02-02 17:56:49	Candidate utilizes individual differences to select and implement instructional strategies. InTASC 3b, 4b, 4d, 8g IPTS 1.C, 1.G, 3.B, 3.K, 4.D, 5.C, 5.F DF: 1a,1b, 1d, 1e, 2a, 2b, 3a, 3b, 3c	anmersman	E12518908	Andy	Mersman	CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	37048.202230

3. Add 4 columns left of the score. Move the E-Numbers to the first column, name the second column semester, the third column year, and move the course name to the fourth column.
    a. The semesters are assigned a number for SPSS purposes. Spring=1, Summer=2, and Fall=3
    b. Courses just needs to include the class title, number, and section number.
    c. Copy and paste the semester, year, and corresponding course name all the way down

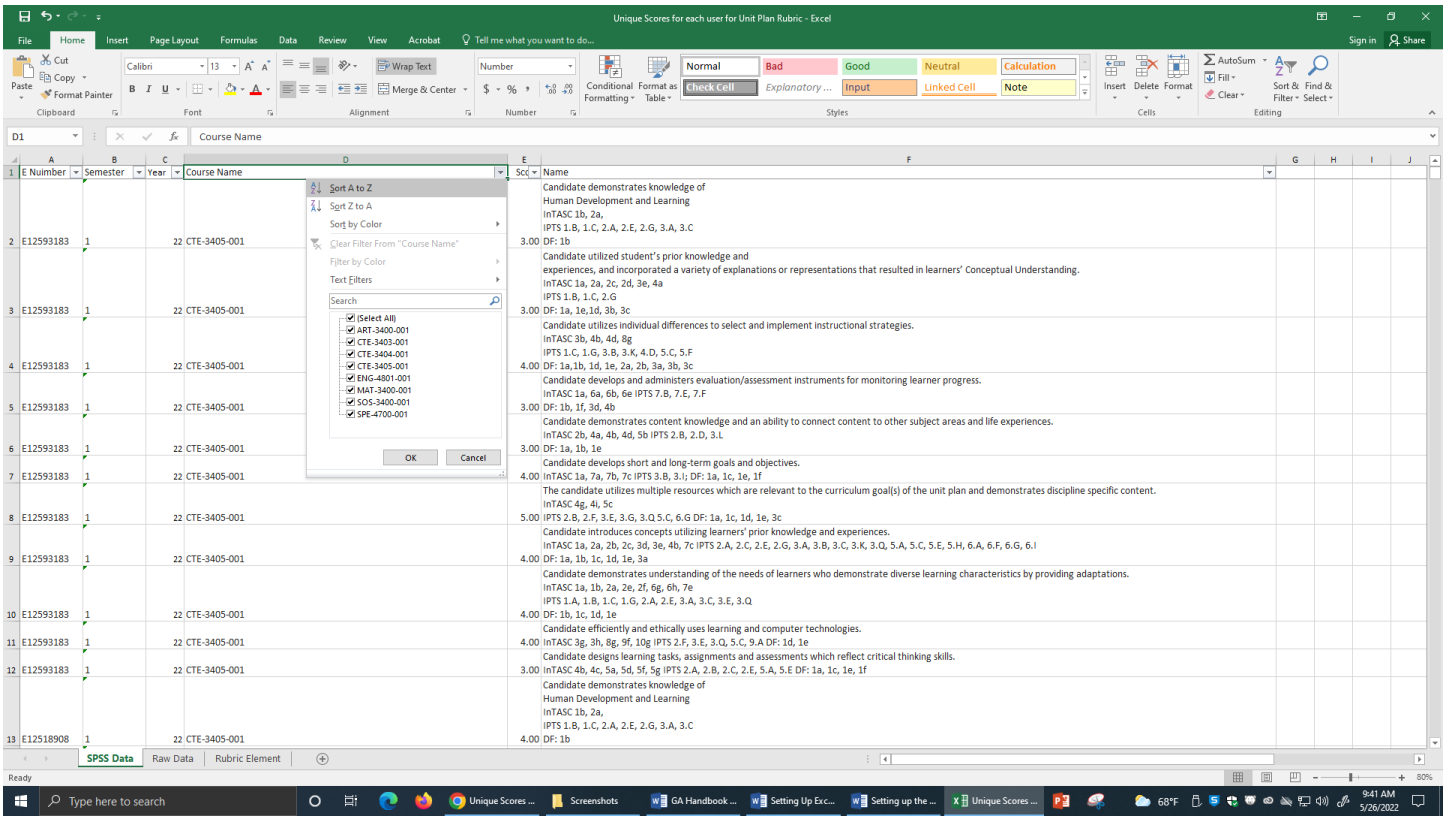


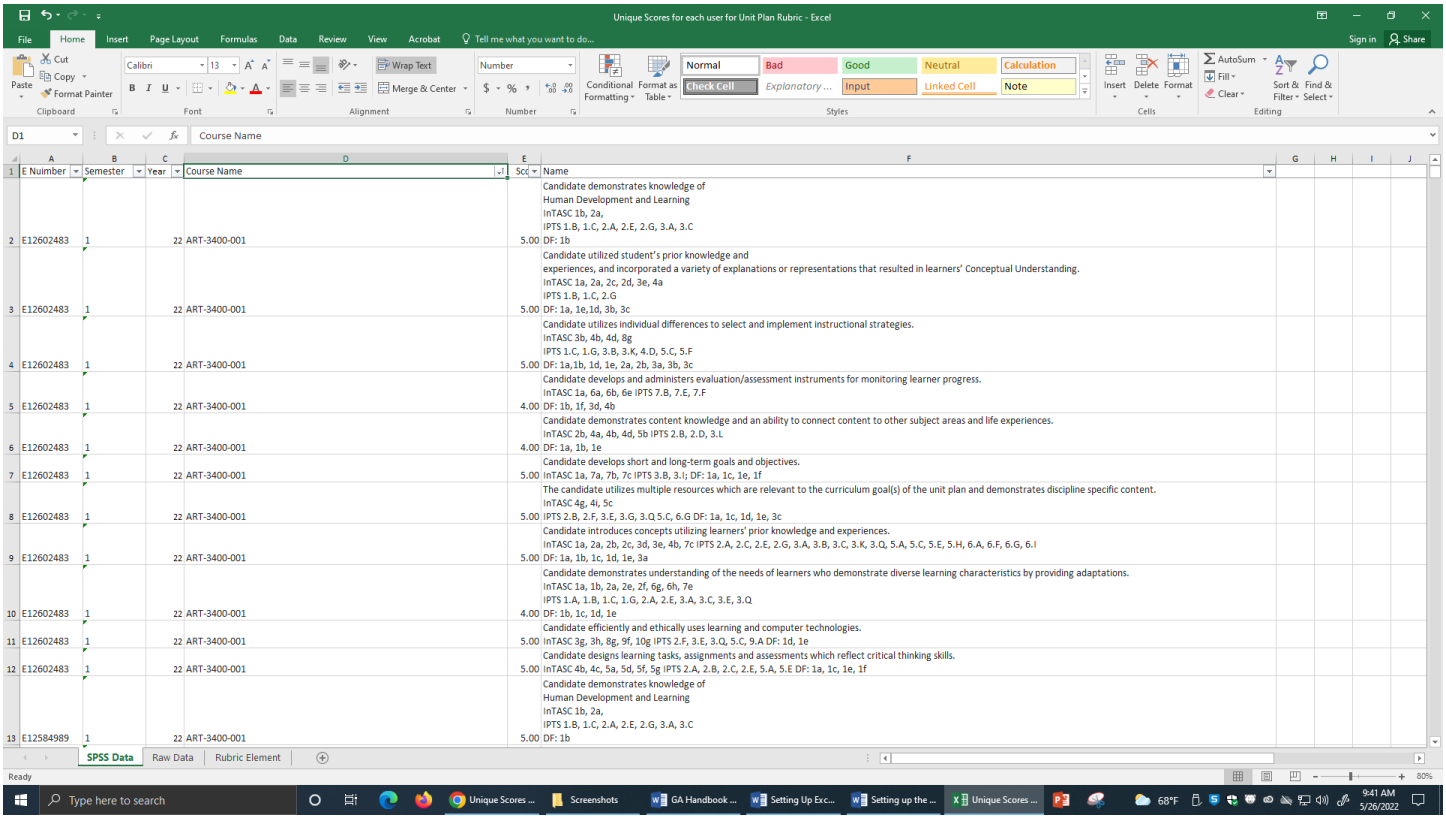
E Nuimber	Semester	Year	Course Name	Score	Name
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	3.00	Candidate demonstrates knowledge of Human Development and Learning InTASC 1b, 2a, IPTS 1.B, 1.C, 2.A, 2.E, 2.G, 3.A, 3.C DF: 1b
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	3.00	Candidate utilized student's prior knowledge and experiences, and incorporated a variety of explanations or representations that resulted in learners' Conceptual Understanding. InTASC 1a, 2a, 2c, 2d, 3e, 4a IPTS 1.B, 1.C, 2.G DF: 1a, 1e,1d, 3b, 3c
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	4.00	Candidate utilizes individual differences to select and implement instructional strategies. InTASC 3b, 4b, 4d, 8g IPTS 1.C, 1.G, 3.B, 3.K, 4.D, 5.C, 5.F DF: 1a,1b, 1d, 1e, 2a, 2b, 3a, 3b, 3c
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	3.00	Candidate develops and administers evaluation/assessment instruments for monitoring learner progress. InTASC 1a, 6a, 6b, 6e IPTS 7.B, 7.E, 7.F DF: 1b, 1f, 3d, 4b
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	3.00	Candidate demonstrates content knowledge and an ability to connect content to other subject areas and life experiences. InTASC 2b, 4a, 4b, 4d, 5b IPTS 2.B, 2.D, 3.L DF: 1a, 1b, 1e
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	4.00	Candidate develops short and long-term goals and objectives. InTASC 1a, 7a, 7b, 7c IPTS 3.B, 3.I; DF: 1a, 1c, 1e, 1f
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	5.00	The candidate utilizes multiple resources which are relevant to the curriculum goal(s) of the unit plan and demonstrates discipline specific content. InTASC 4g, 4i, 5c IPTS 2.B, 2.F, 3.E, 3.G, 3.Q 5.C, 6.G DF: 1a, 1c, 1d, 1e, 3c
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	4.00	Candidate introduces concepts utilizing learners' prior knowledge and experiences. InTASC 1a, 2a, 2b, 2c, 3d, 3e, 4b, 7c IPTS 2.A, 2.C, 2.E, 2.G, 3.A, 3.B, 3.C, 3.K, 3.Q, 5.A, 5.C, 5.E, 5.H, 6.A, 6.F, 6.G, 6.I DF: 1a, 1b, 1c, 1d, 1e, 3a
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	4.00	Candidate demonstrates understanding of the needs of learners who demonstrate diverse learning characteristics by providing adaptations. InTASC 1a, 1b, 2a, 2e, 2f, 6g, 6h, 7e IPTS 1.A, 1.B, 1.C, 1.G, 2.A, 2.E, 3.A, 3.C, 3.E, 3.Q DF: 1b, 1c, 1d, 1e
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	4.00	Candidate efficiently and ethically uses learning and computer technologies. InTASC 3g, 3h, 8g, 9f, 10g IPTS 2.F, 3.E, 3.Q, 5.C, 9.A DF: 1d, 1e
E12593183			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	3.00	Candidate designs learning tasks, assignments and assessments which reflect critical thinking skills. InTASC 4b, 4c, 5a, 5d, 5f, 5g IPTS 2.A, 2.B, 2.C, 2.E, 5.A, 5.E DF: 1a, 1c, 1e, 1f
E12518908			CTE-3405-001 37048.202230 - Methods of Teaching Bus Ed	4.00	Candidate demonstrates knowledge of Human Development and Learning InTASC 1b, 2a, IPTS 1.B, 1.C, 2.A, 2.E, 2.G, 3.A, 3.C DF: 1b



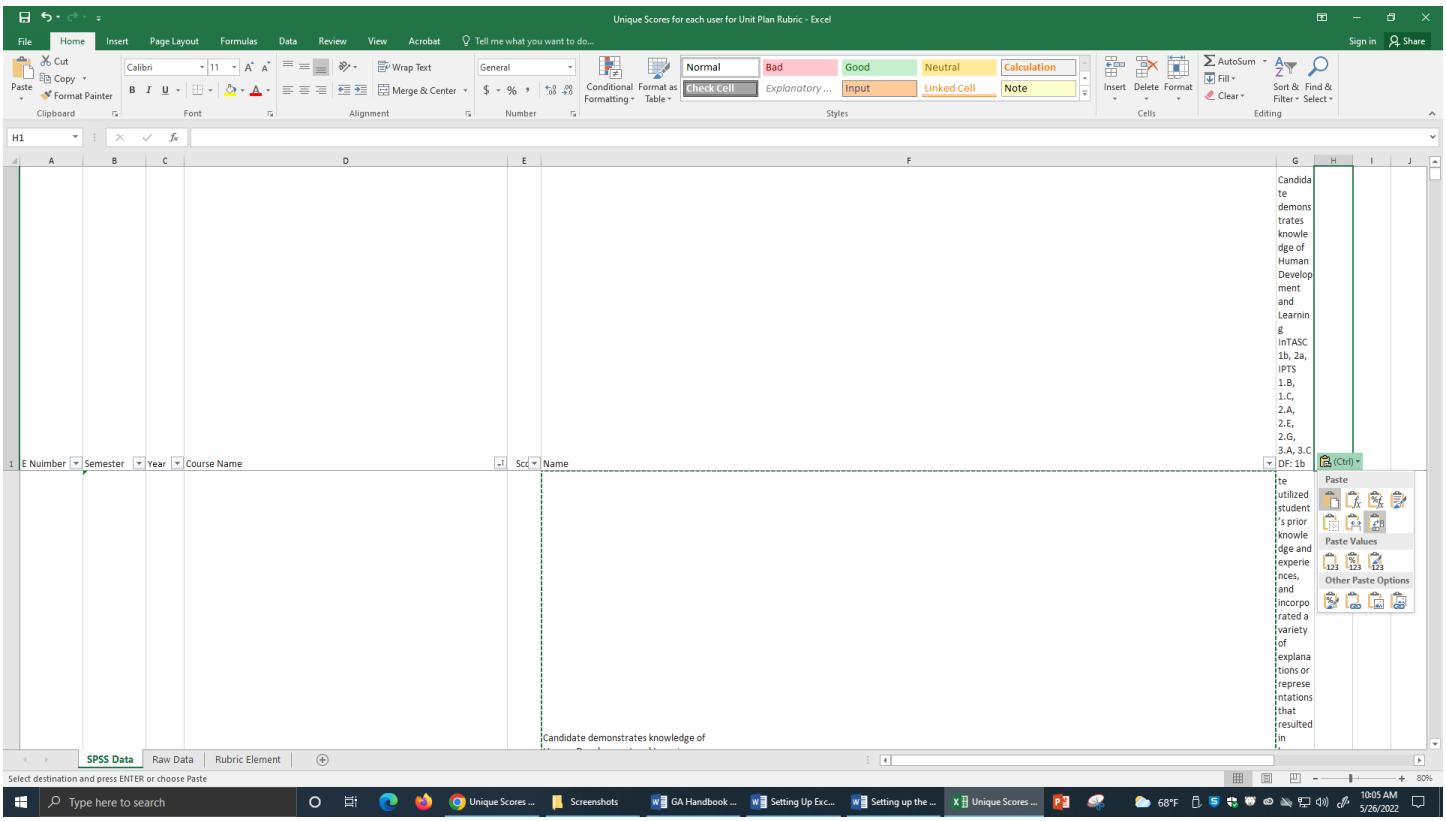
E Nuimber	Semester	Year	Course Name	Score	Name
E12593183	1	22	CTE-3405-001	3.00	Candidate demonstrates knowledge of Human Development and Learning InTASC 1b, 2a, IPTS 1.B, 1.C, 2.A, 2.E, 2.G, 3.A, 3.C DF: 1b
E12593183	1	22	CTE-3405-001	3.00	Candidate utilized student's prior knowledge and experiences, and incorporated a variety of explanations or representations that resulted in learners' Conceptual Understanding. InTASC 1a, 2a, 2c, 2d, 3e, 4a IPTS 1.B, 1.C, 2.G DF: 1a, 1e,1d, 3b, 3c
E12593183	1	22	CTE-3405-001	4.00	Candidate utilizes individual differences to select and implement instructional strategies. InTASC 3b, 4b, 4d, 8g IPTS 1.C, 1.G, 3.B, 3.K, 4.D, 5.C, 5.F DF: 1a,1b, 1d, 1e, 2a, 2b, 3a, 3b, 3c
E12593183	1	22	CTE-3405-001	3.00	Candidate develops and administers evaluation/assessment instruments for monitoring learner progress. InTASC 1a, 6a, 6b, 6e IPTS 7.B, 7.E, 7.F DF: 1b, 1f, 3d, 4b
E12593183	1	22	CTE-3405-001	3.00	Candidate demonstrates content knowledge and an ability to connect content to other subject areas and life experiences. InTASC 2b, 4a, 4b, 4d, 5b IPTS 2.B, 2.D, 3.L DF: 1a, 1b, 1e
E12593183	1	22	CTE-3405-001	4.00	Candidate develops short and long-term goals and objectives. InTASC 1a, 7a, 7b, 7c IPTS 3.B, 3.I; DF: 1a, 1c, 1e, 1f
E12593183	1	22	CTE-3405-001	5.00	The candidate utilizes multiple resources which are relevant to the curriculum goal(s) of the unit plan and demonstrates discipline specific content. InTASC 4g, 4i, 5c IPTS 2.B, 2.F, 3.E, 3.G, 3.Q 5.C, 6.G DF: 1a, 1c, 1d, 1e, 3c
E12593183	1	22	CTE-3405-001	4.00	Candidate introduces concepts utilizing learners' prior knowledge and experiences. InTASC 1a, 2a, 2b, 2c, 3d, 3e, 4b, 7c IPTS 2.A, 2.C, 2.E, 2.G, 3.A, 3.B, 3.C, 3.K, 3.Q, 5.A, 5.C, 5.E, 5.H, 6.A, 6.F, 6.G, 6.I DF: 1a, 1b, 1c, 1d, 1e, 3a
E12593183	1	22	CTE-3405-001	4.00	Candidate demonstrates understanding of the needs of learners who demonstrate diverse learning characteristics by providing adaptations. InTASC 1a, 1b, 2a, 2e, 2f, 6g, 6h, 7e IPTS 1.A, 1.B, 1.C, 1.G, 2.A, 2.E, 3.A, 3.C, 3.E, 3.Q DF: 1b, 1c, 1d, 1e
E12593183	1	22	CTE-3405-001	4.00	Candidate efficiently and ethically uses learning and computer technologies. InTASC 3g, 3h, 8g, 9f, 10g IPTS 2.F, 3.E, 3.Q, 5.C, 9.A DF: 1d, 1e
E12593183	1	22	CTE-3405-001	3.00	Candidate designs learning tasks, assignments and assessments which reflect critical thinking skills. InTASC 4b, 4c, 5a, 5d, 5f, 5g IPTS 2.A, 2.B, 2.C, 2.E, 5.A, 5.E DF: 1a, 1c, 1e, 1f
E12518908	1	22	CTE-3405-001	4.00	Candidate demonstrates knowledge of Human Development and Learning InTASC 1b, 2a, IPTS 1.B, 1.C, 2.A, 2.E, 2.G, 3.A, 3.C DF: 1b

4. Filter the course name by A-Z now so it is sorted by program.

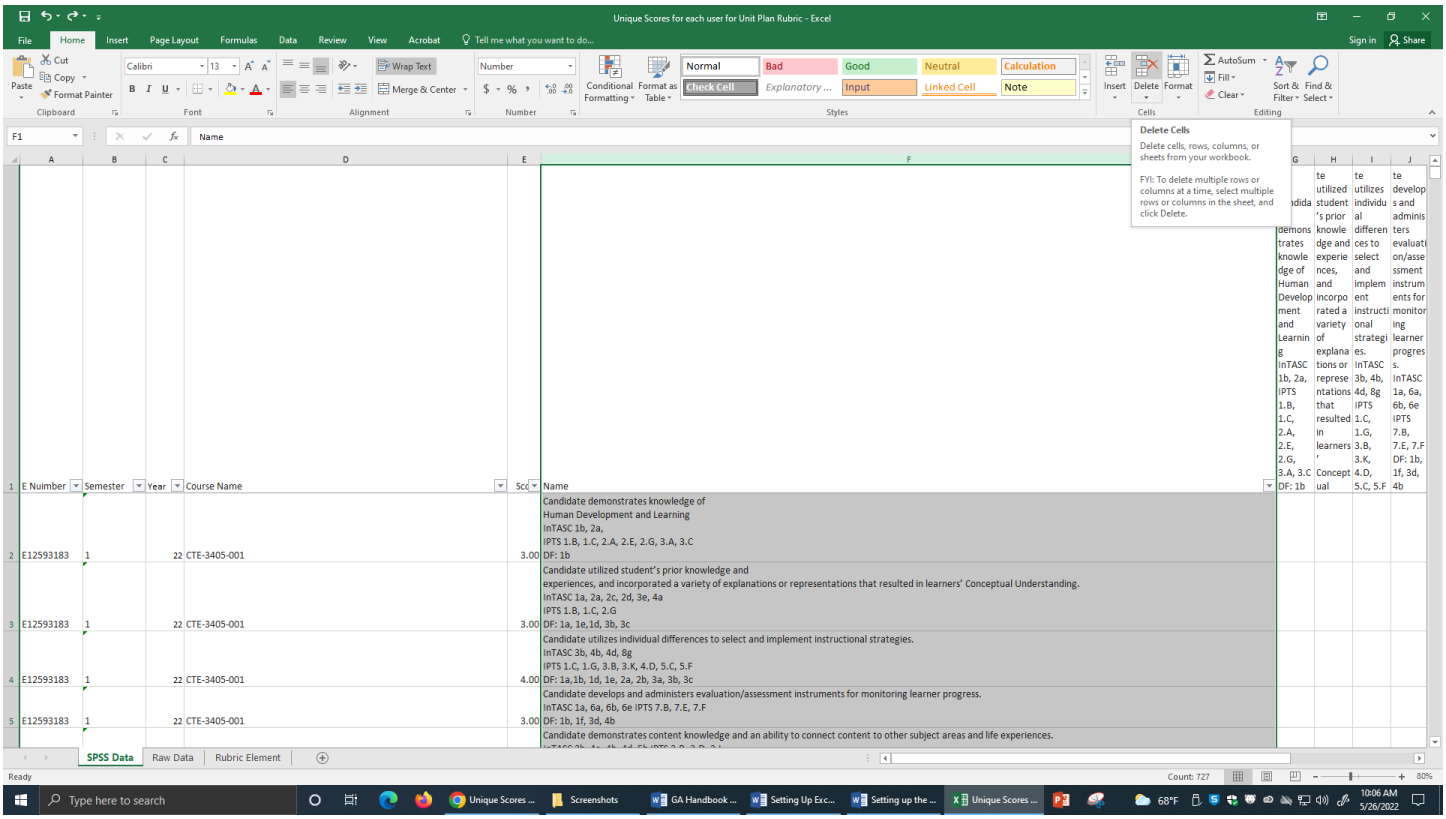




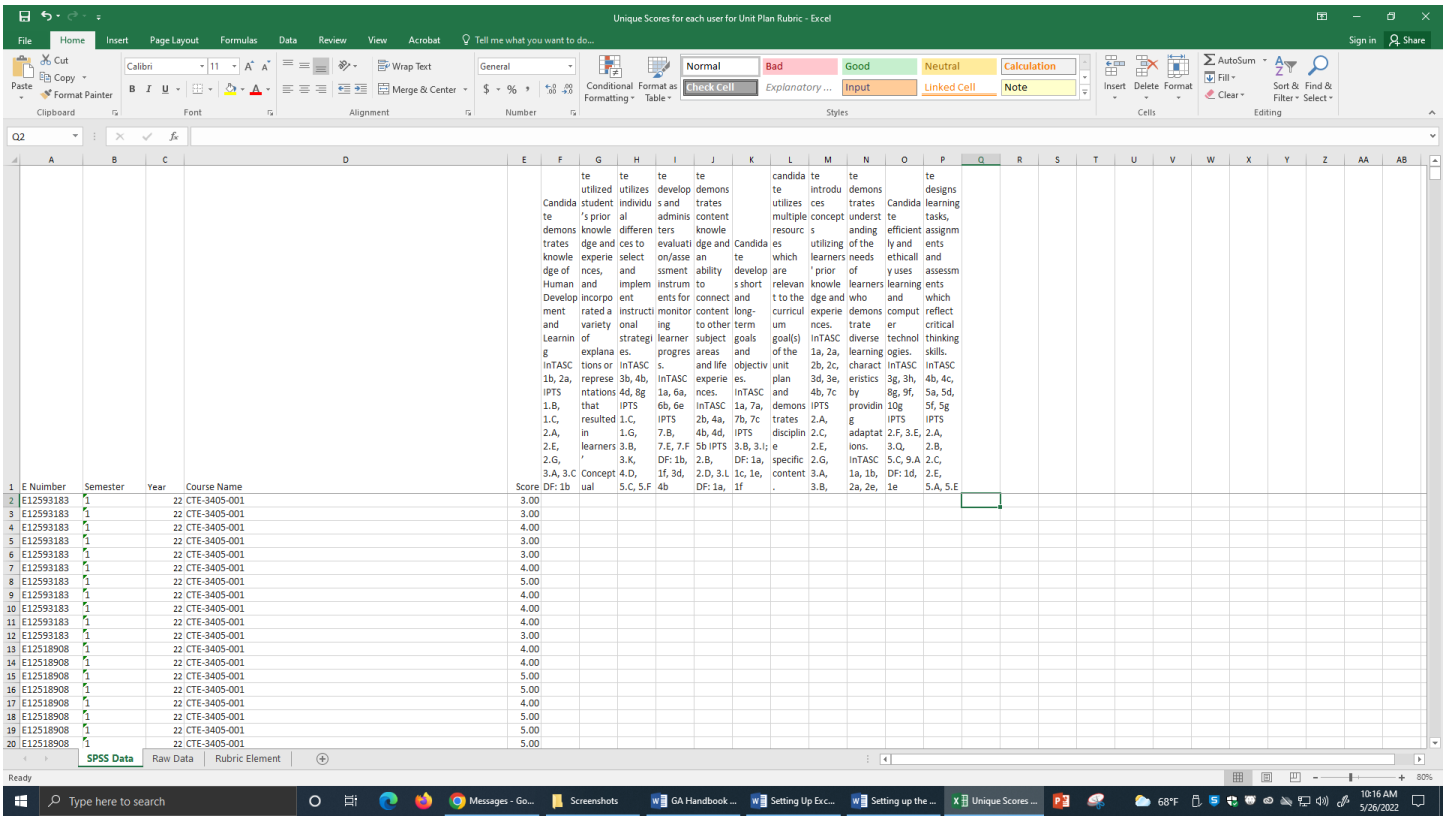
5. Before you begin to sort the rubric elements, make sure that each column is filtered appropriately to avoid errors in the reported data. The ENumbers should be arranged with each student's right in a row
    a. For example, all of student E12602483 will be in a row (i.e., 11 rows since there are 11 rubric elements) and so on for each student.
6. Make sure each course is still sorted accordingly (e.g., all of ELE together, all of SPE together, and so on). The score column should not have any changes. The rubric elements should be fully listed for every student in a row before repeating for the next student.
    a. In this one, there should be 11 rubric elements before repeating the cycle
7. Now you will want to move the rubric elements so they are displayed horizontally once across the top of the excel sheet in the first row. Copy and paste one set of how ever many there are (e.g., in this on there are 11). Then you will paste in the top row. When you paste, select options and then select transpose which will change them from vertical to horizontal.



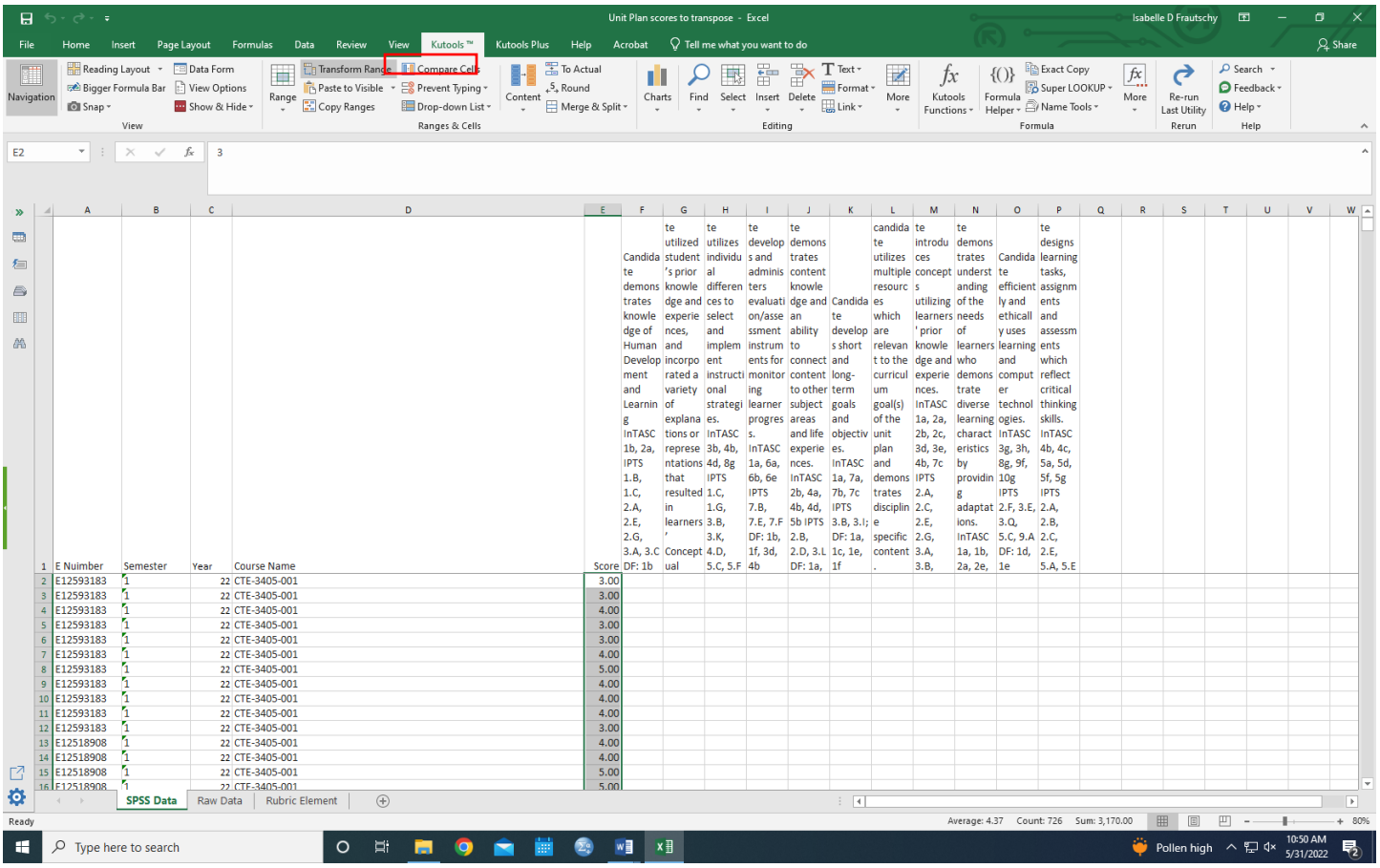
8. Once you have them aligned horizontally, delete the column with all of them displayed vertically.



9. Your spreadsheet should look like this at this point. Next will be transposing the scores to align with the rubric elements displayed across the top.

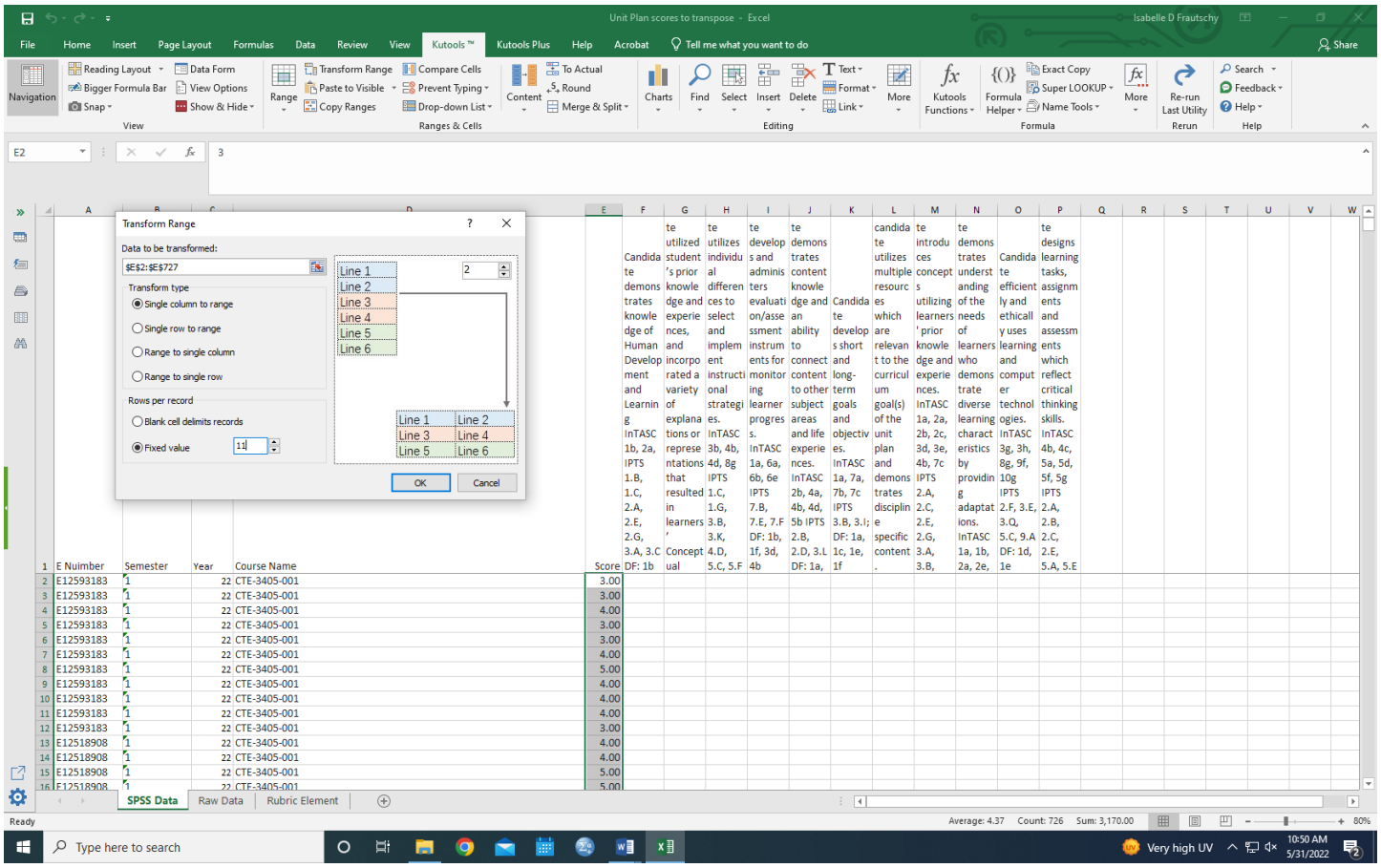


10. In order to transpose the scores to align with each individual ENUmber, you will use the Excel Kutools add on. First highlight the range of scores that need to be transposed, then up in the toolbar select kutools, and then transform range.

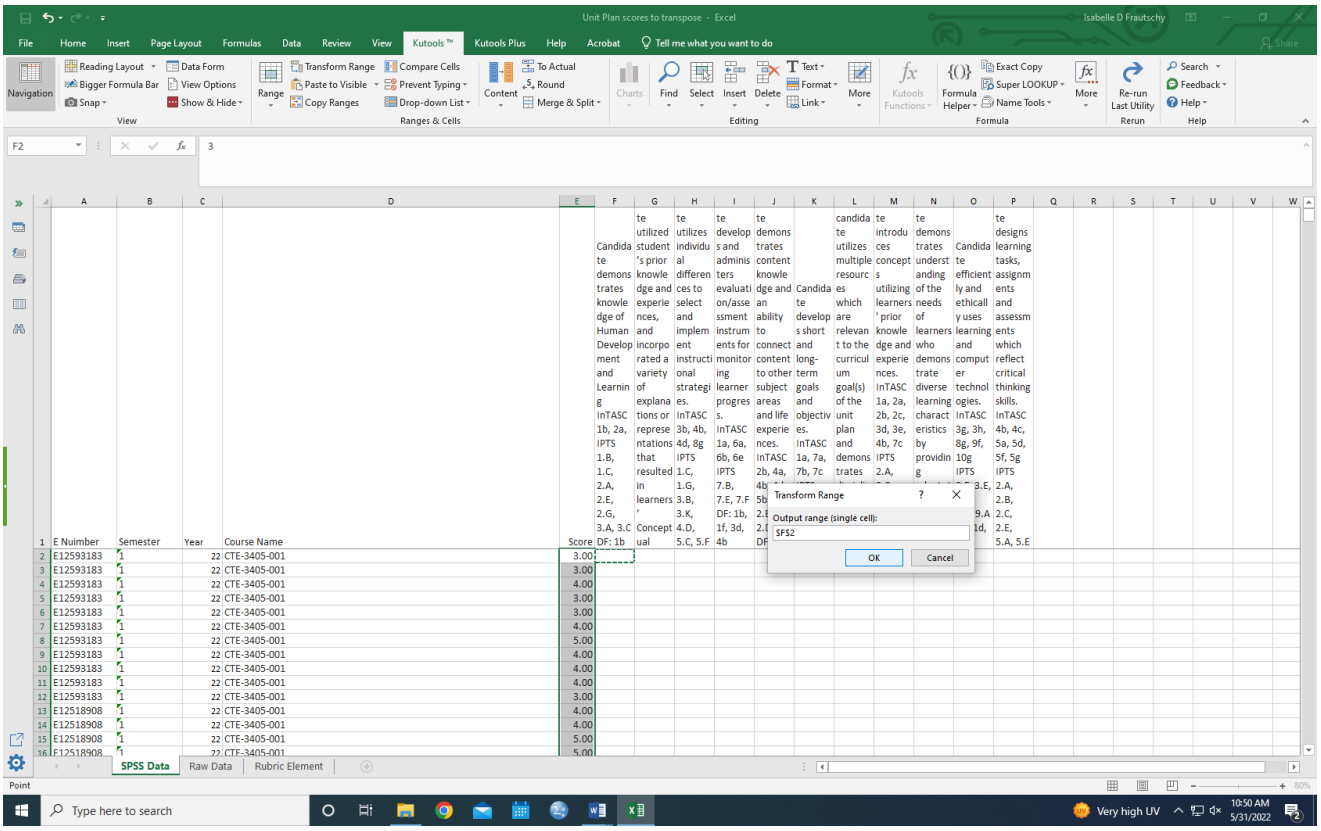


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	E Nuimber	Semester	Year	Course Name	Score	Candidate demonstrates knowledge of Human Development and Learning InTASC 1b, 2a, IPTS 1.B, 1.C, 2.A, 2.E, 2.G, 3.A, 3.C DF: 1b	te utilized student's prior knowledge and experiences, and incorporated a variety of explanations or representations that resulted in learners' Conceptual	te utilizes individual differences to select and implement instructional strategies. InTASC 3b, 4b, 4d, 8g IPTS 1.C, 1.G, 3.B, 3.K, 4.D, 5.C, 5.F	te develops and administers evaluation/assessment instruments for monitoring learner progress. InTASC 1a, 6a, 6b, 6e IPTS 7.B, 7.E, 7.F DF: 1b, 1f, 3d, 4b	te demonstrates content knowledge and an ability to connect content to other subject areas and life experiences. InTASC 2b, 4a, 4b, 4d, 5b IPTS 2.B, 2.D, 3.L DF: 1a,	Candidate develops short and long-term goals and objectives. InTASC 1a, 7a, 7b, 7c IPTS 3.B, 3.I; DF: 1a, 1c, 1e, 1f	candidate utilizes multiple resources which are relevant to the curriculum goal(s) of the unit plan and demonstrates discipline specific content.	te introduces concepts utilizing learners' prior knowledge and experiences. InTASC 1a, 2a, 2b, 2c, 3d, 3e, 4b, 7c IPTS 2.A, 2.C, 2.E, 2.G, 3.A, 3.B,	te demonstrates understanding of the needs of learners who demonstrate diverse learning characteristics by providing adaptations. InTASC 1a, 1b, 2a, 2e,	Candidate efficiently and ethically uses learning and computer technologies. InTASC 3g, 3h, 8g, 9f, 10g IPTS 2.F, 3.E, 3.Q, 5.C, 9.A DF: 1d, 1e	te designs learning tasks, assignments and assessments which reflect critical thinking skills. InTASC 4b, 4c, 5a, 5d, 5f, 5g IPTS 2.A, 2.B, 2.C, 2.E, 5.A, 5.E
2	E12593183	1	22	CTE-3405-001	3.00											
3	E12593183	1	22	CTE-3405-001	3.00											
4	E12593183	1	22	CTE-3405-001	4.00											
5	E12593183	1	22	CTE-3405-001	3.00											
6	E12593183	1	22	CTE-3405-001	3.00											
7	E12593183	1	22	CTE-3405-001	4.00											
8	E12593183	1	22	CTE-3405-001	5.00											
9	E12593183	1	22	CTE-3405-001	4.00											
10	E12593183	1	22	CTE-3405-001	4.00											
11	E12593183	1	22	CTE-3405-001	4.00											
12	E12593183	1	22	CTE-3405-001	3.00											
13	E12518908	1	22	CTE-3405-001	4.00											
14	E12518908	1	22	CTE-3405-001	4.00											
15	E12518908	1	22	CTE-3405-001	5.00											
16	E12518908	1	22	CTE-3405-001	5.00											

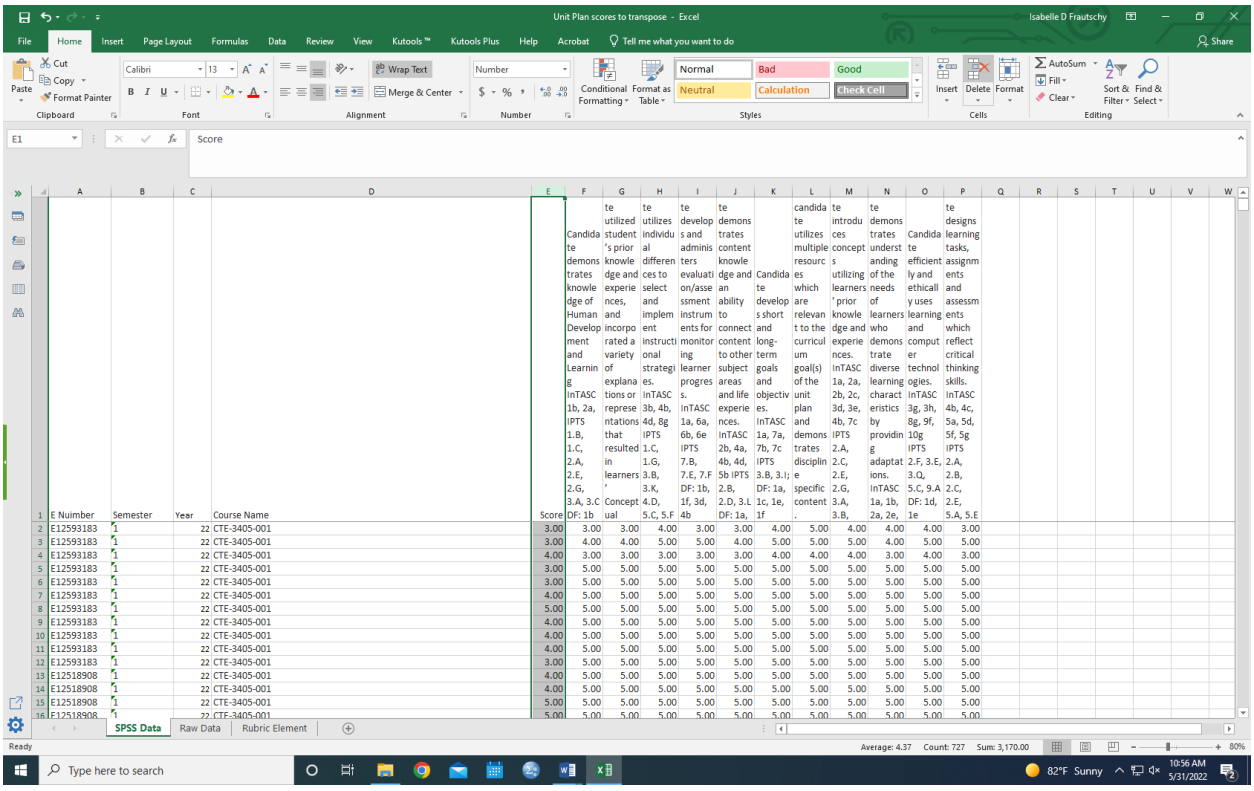
11. Once you select transform range, this box of options should come up. In the *Data to be transformed,* it should display the range of cells that need to be transposed including the cell column and numbers. In this example, it is $E2:$E$727. The range needs to be entered exactly like this in order for the function to work. If you highlight the cells before selecting transform range, it should already be there and will not need to be entered manually. In the *Fixed Value,* this is where you enter the number of rubric elements (e.g., in this example there are 11). This instructs the function to display 11 scores horizontally and enter down a row and so on.



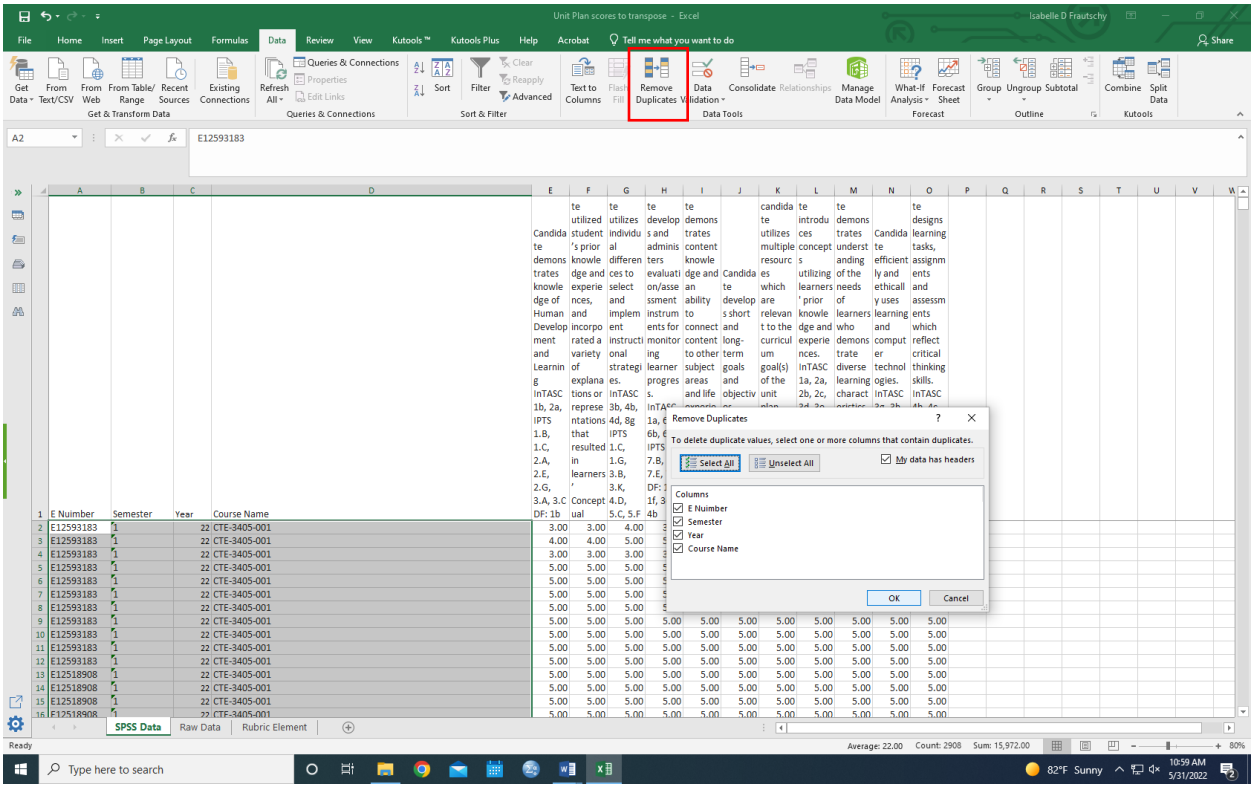
12. After you select okay, this box should appear next. Here you will just click the cell where you want the data to begin to be placed. In this example, the scores would begin in F2.



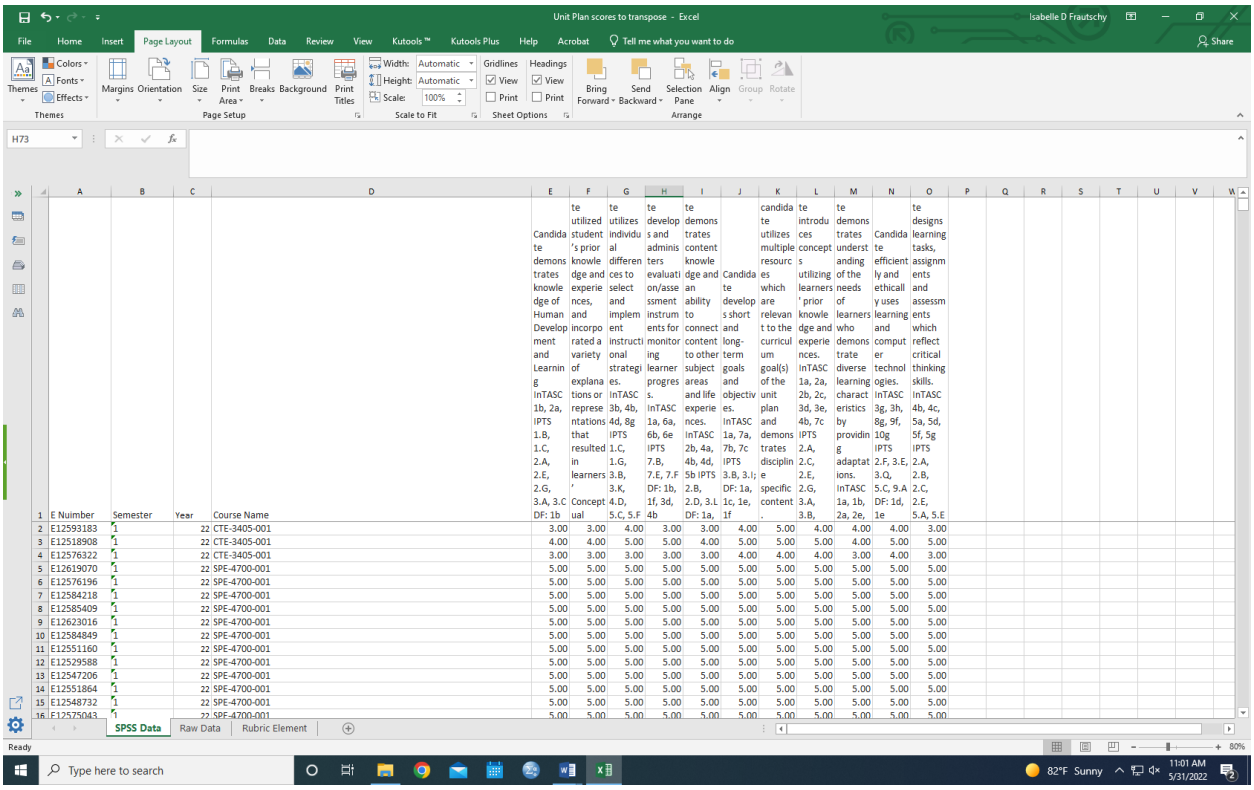
13. Select okay and then the scores should be transposed. The sheet should now look like this. Once you're sure the data was transposed correctly, you can delete the column of scores.
    a. There may be cells that are empty. These are for scores that are 0 and will need to manually be entered.



14. Lastly, you will highlight the first 4 columns (i.e., E-Number, semester, year, course) and locate the data tab in the toolbar. Under this tab, select remove duplicates. Make sure you continue with current selection.



15. The SPSS data page should now be set up and ready to be transferred to SPSS to be analyzed. The final product should look like this.



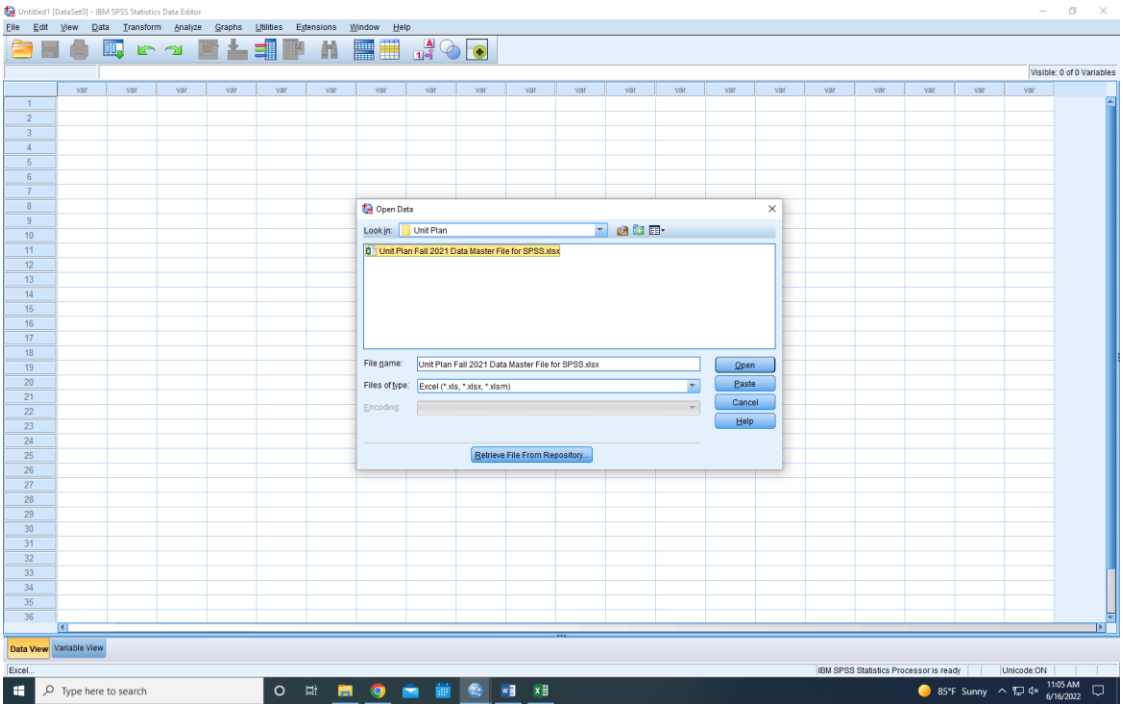
E Nuimber	Semester	Year	Course Name	Candidate demonstrates knowledge of Human Development and Learning InTASC 1b, 2a, IPTS 1.B, 1.C, 2.A, 2.E, 2.G, 3.A, 3.C DF: 1b	te utilized student's prior knowledge and experiences, and incorporated a variety of explanations or representations that resulted in learners' Conceptual	te utilizes individual differences to select and implement instructional strategies. InTASC 3b, 4b, 4d, 8g IPTS 1.C, 1.G, 3.B, 3.K, 4.D, 5.C, 5.F	te develops and administers evaluation/assessment instruments for monitoring learner progress. InTASC 1a, 6a, 6b, 6e IPTS 7.B, 7.E, 7.F DF: 1b, 1f, 3d, 4b	te demonstrates content knowledge and an ability to connect content to other subject areas and life experiences. InTASC 2b, 4a, 4b, 4d, 5b IPTS 2.B, 2.D, 3.L DF: 1a,	Candidate develops short and long-term goals and objectives. InTASC 1a, 7a, 7b, 7c IPTS 3.B, 3.I; DF: 1a, 1c, 1e, 1f	candidate utilizes multiple resources which are relevant to the curricul um goal(s) of the unit plan and demonstrates disciplin e specific content.	te introduces concepts utilizing learners' prior knowledge and experiences. InTASC 1a, 2a, 2b, 2c, 3d, 3e, 4b, 7c IPTS 2.A, 2.C, 2.E, 2.G, 3.A, 3.B,	te demonstrates understanding of the needs of learners who demonstrate diverse learning characteristics by providing adaptations. InTASC 1a, 1b, 2a, 2e,	Candidate efficiently and ethically uses learning and computer technologies. InTASC 3g, 3h, 8g, 9f, 10g IPTS 2.F, 3.E, 3.Q, 5.C, 9.A DF: 1d, 1e	te designs learning tasks, assignments and assessments which reflect critical thinking skills. InTASC 4b, 4c, 5a, 5d, 5f, 5g IPTS 2.A, 2.B, 2.C, 2.E, 5.A, 5.E
E12593183	1	22	CTE-3405-001	3.00	3.00	4.00	3.00	3.00	4.00	5.00	4.00	4.00	4.00	3.00
E12518908	1	22	CTE-3405-001	4.00	4.00	5.00	5.00	4.00	5.00	5.00	5.00	4.00	5.00	5.00
E12576322	1	22	CTE-3405-001	3.00	3.00	3.00	3.00	3.00	4.00	4.00	4.00	3.00	4.00	3.00
E12619070	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12576196	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12584218	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12585409	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12623016	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12584849	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12551160	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12529588	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12547206	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12551864	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12548732	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
E12575043	1	22	SPE-4700-001	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00

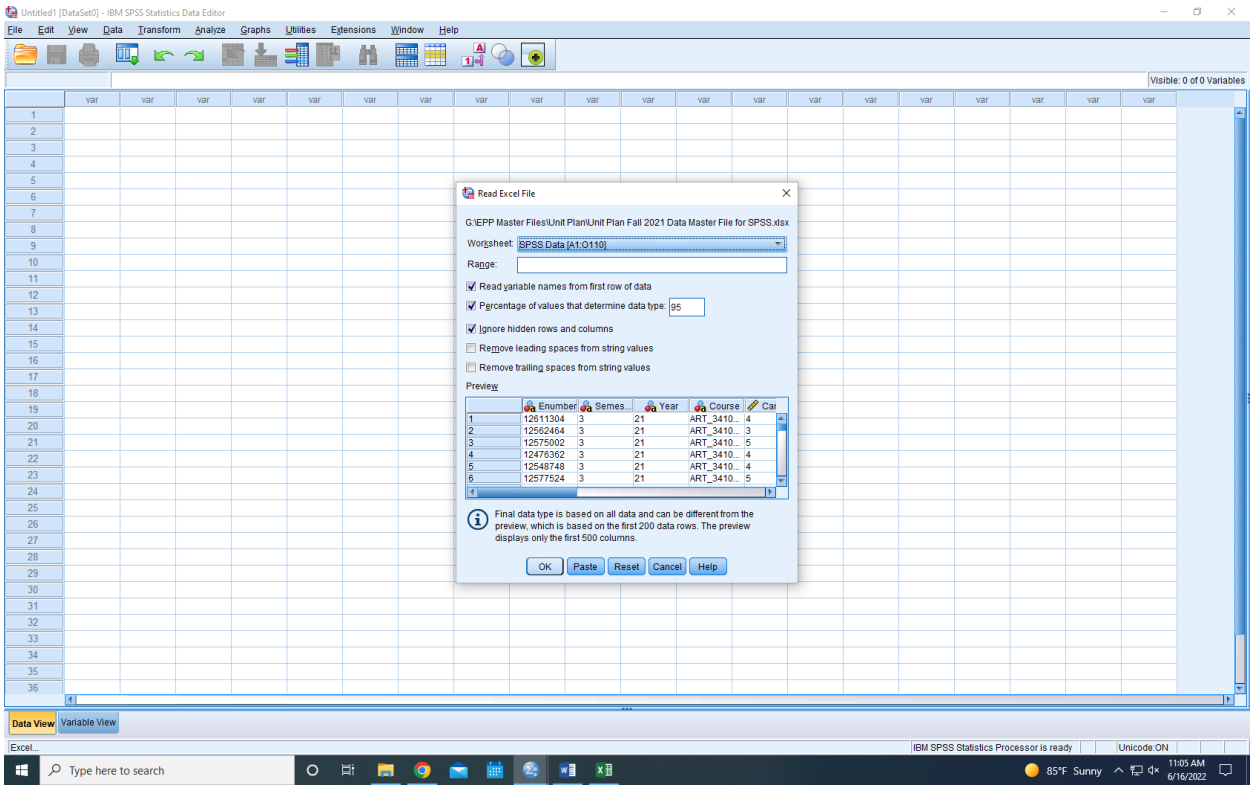
**This data will then be individually moved to the corresponding program master file. Each CTE student will be moved to the CTE Program Data excel sheet, each SPE student will be moved to the SPE Program Data sheet, etc.

SPSS Data

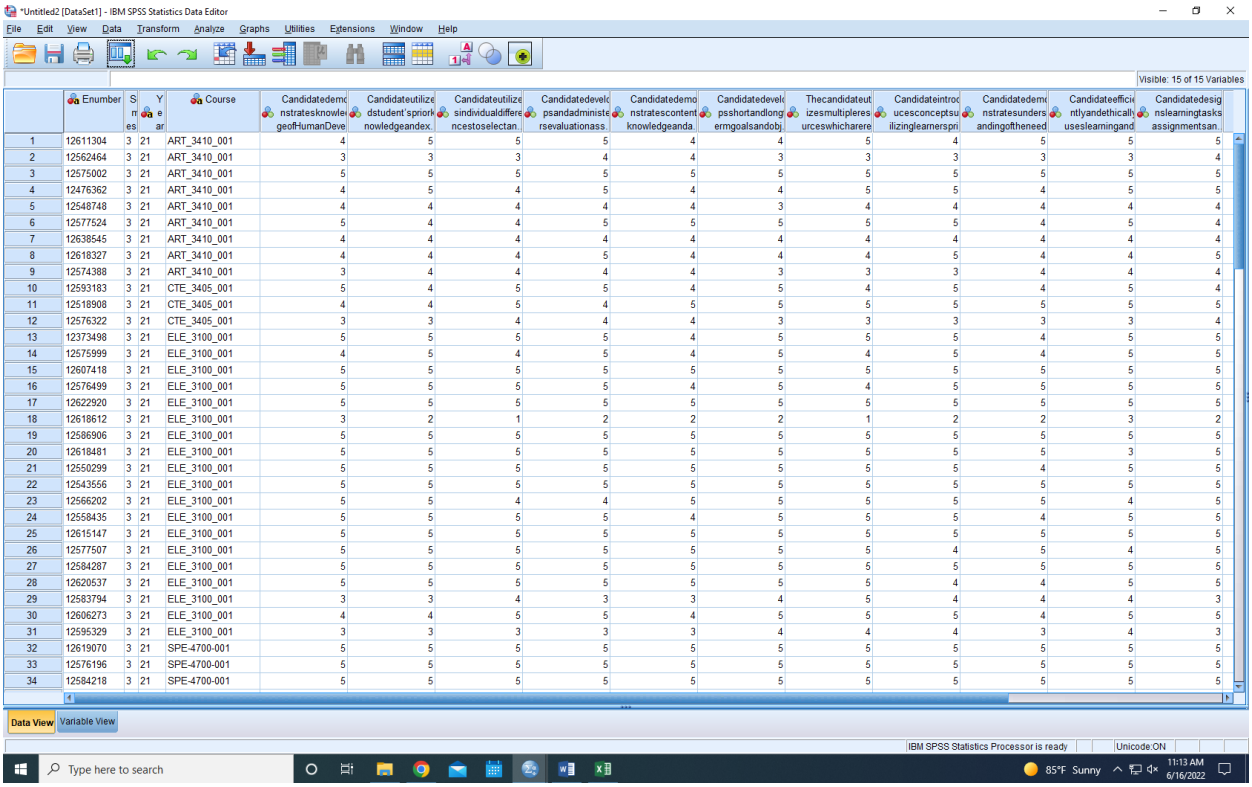
Setting Up Master Data Set:

1. Master SPSS Data Sets are already created for each EPP assessment. If you need to create a new master data set for other individual program rubrics, you will first open up SPSS, select file, import data, and then select excel. From there, you can search for the excel sheet you need, select it, then select open, and okay.





2. The imported excel sheet should look like this in data view. You will not need to do anything with this sheet yet. This is the view you will use to actually analyze the data. First you will need to set up the variable view to make sure the output of the analyzed data is correct.



*Untitled2 [DataSet1] - IBM SPSS Statistics Data Editor

File Edit View Data Transform Analyze Graphs Utilities Extensions Window Help

Visible: 15 of 15 Variables

	Enumber	Semester	Year	Course	Candidatedemonstratesknowledgeofhumandeve	Candidateutilizedstudent'spriorknowledgeandex	Candidateutilizesindividualdifferencestoselectan	Candidatedevelopsandadministersevaluationass	Candidatedemonstratescontentknowledgeanda	Candidatedevelopshortandlongermgoalsandobj	Thecandidateutilizesmultipleresourceswhicharere	Candidateintroducesconceptsutilizingleamerspri	Candidatedemonstratesunderstandingoftheneed	Candidateefficiently andethically useslearningand	Candidatedesignsleamingtasks assignmentsan
1	12611304	3	21	ART_3410_001	4	5	5	5	4	4	5	4	5	5	5
2	12562464	3	21	ART_3410_001	3	3	3	4	4	3	3	3	3	3	4
3	12575002	3	21	ART_3410_001	5	5	5	5	5	5	5	5	5	5	5
4	12476362	3	21	ART_3410_001	4	5	4	5	4	4	5	5	4	5	5
5	12548748	3	21	ART_3410_001	4	4	4	4	4	3	4	4	4	4	4
6	12577524	3	21	ART_3410_001	5	4	4	5	5	5	5	5	4	5	4
7	12638545	3	21	ART_3410_001	4	4	4	4	4	4	4	4	4	4	4
8	12618327	3	21	ART_3410_001	4	4	4	5	4	4	4	5	4	4	5
9	12574388	3	21	ART_3410_001	3	4	4	4	4	3	3	3	4	4	4
10	12593183	3	21	CTE_3405_001	5	4	5	5	4	5	4	5	4	5	4
11	12518908	3	21	CTE_3405_001	4	4	5	4	5	5	5	5	5	5	5
12	12576322	3	21	CTE_3405_001	3	3	4	4	4	3	3	3	3	3	4
13	12373498	3	21	ELE_3100_001	5	5	5	5	4	5	5	5	4	5	5
14	12575999	3	21	ELE_3100_001	4	5	4	5	4	5	4	5	4	5	5
15	12607418	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
16	12576499	3	21	ELE_3100_001	5	5	5	5	4	5	4	5	5	5	5
17	12622920	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
18	12618612	3	21	ELE_3100_001	3	2	1	2	2	2	1	2	2	3	2
19	12586906	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
20	12618481	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	3	5
21	12550299	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	4	5	5
22	12543556	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
23	12566202	3	21	ELE_3100_001	5	5	4	4	5	5	5	5	5	4	5
24	12558435	3	21	ELE_3100_001	5	5	5	5	4	5	5	5	4	5	5
25	12615147	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
26	12577507	3	21	ELE_3100_001	5	5	5	5	5	5	5	4	5	4	5
27	12584287	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
28	12620537	3	21	ELE_3100_001	5	5	5	5	5	5	5	4	4	5	5
29	12583794	3	21	ELE_3100_001	3	3	4	3	3	4	5	4	4	4	3
30	12606273	3	21	ELE_3100_001	4	4	5	5	4	5	5	5	4	5	5
31	12595329	3	21	ELE_3100_001	3	3	3	3	3	4	4	4	3	4	3
32	12619070	3	21	SPE-4700-001	5	5	5	5	5	5	5	5	5	5	5
33	12576196	3	21	SPE-4700-001	5	5	5	5	5	5	5	5	5	5	5
34	12584218	3	21	SPE-4700-001	5	5	5	5	5	5	5	5	5	5	5

Data View Variable View

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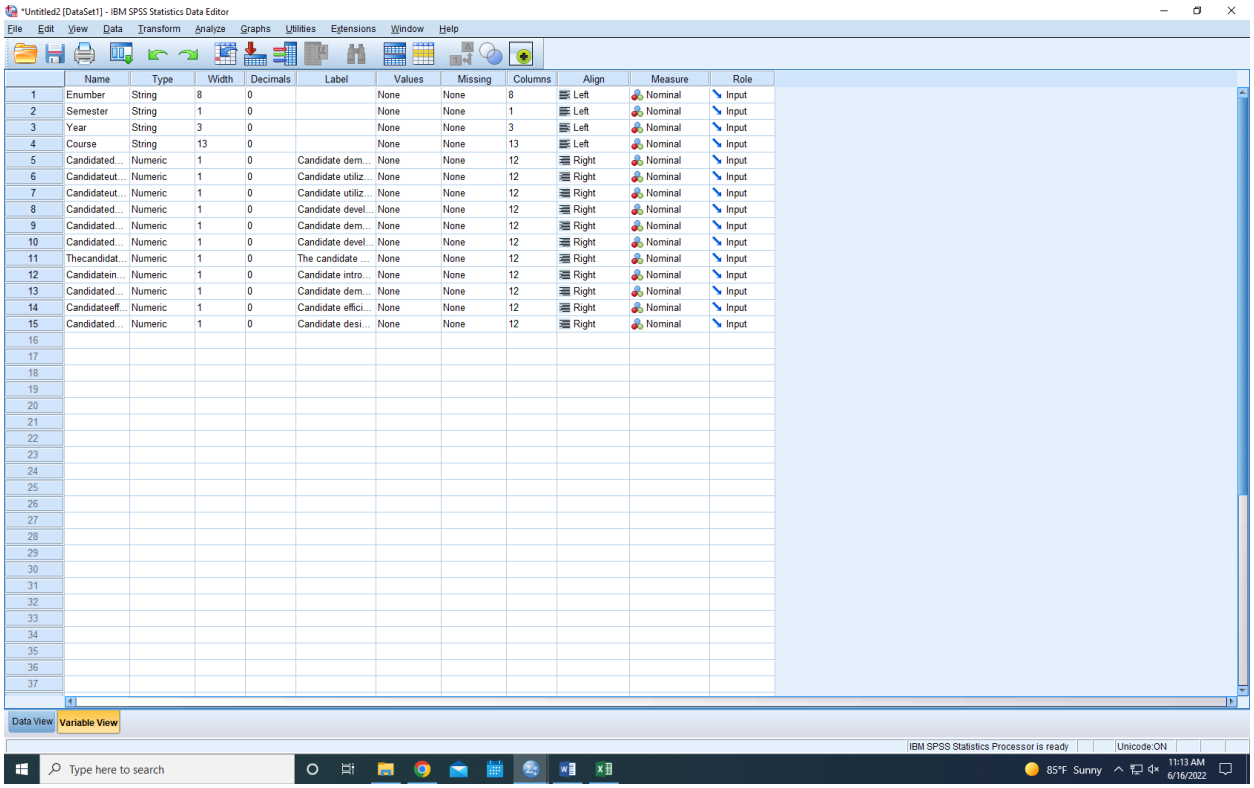
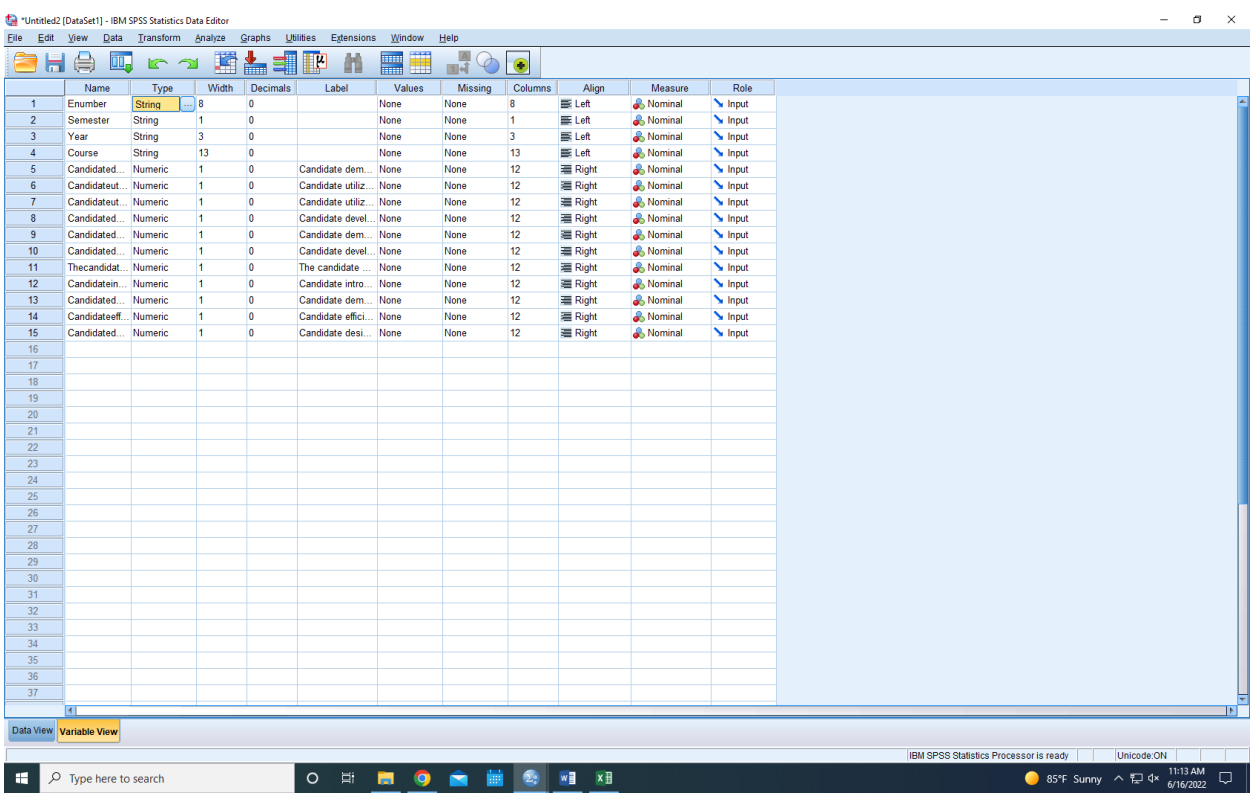
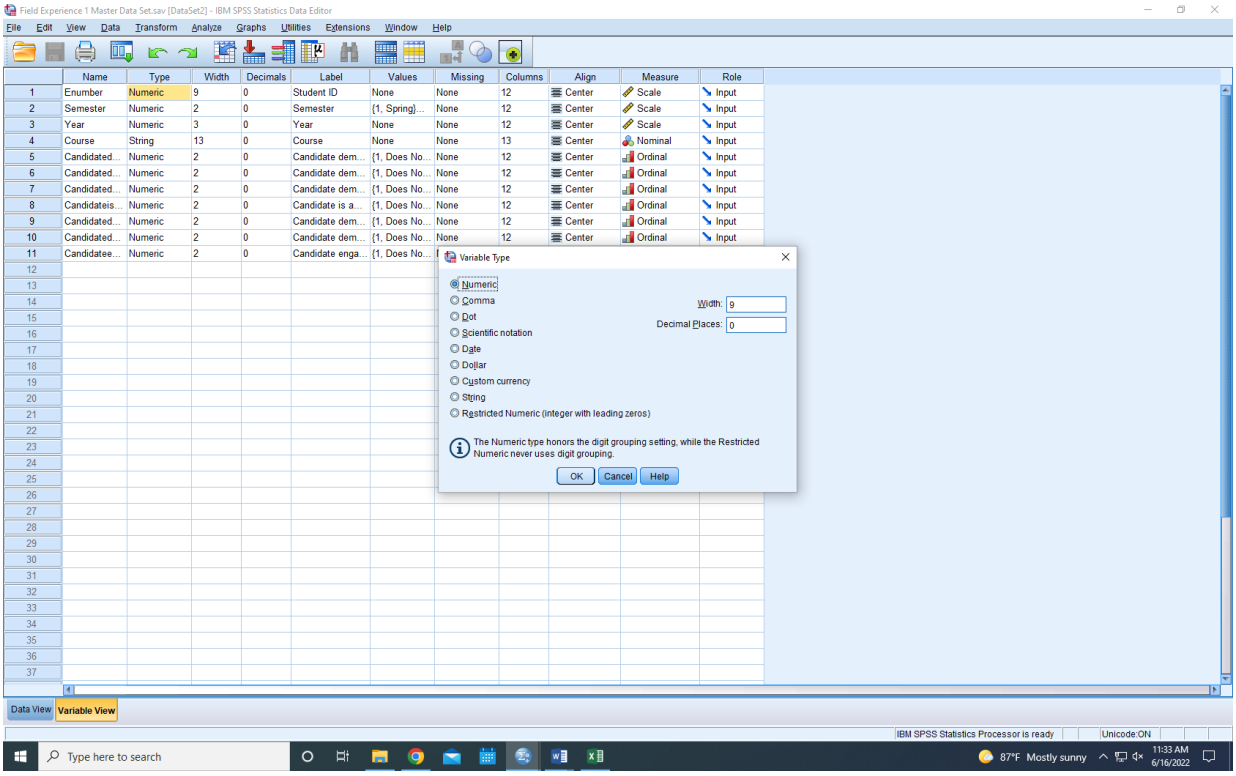
3. At the bottom, select variable view where you will set up each column. Nothing needs to be done in the name column. This will contain the enumber, semester, year, course, and each rubric element. In the Type column, you will want to change Enumber, Semester, and Year to numeric. Click on the cell, then the 3 dots, and select numeric from the option list. You can do this individually or copy and paste.



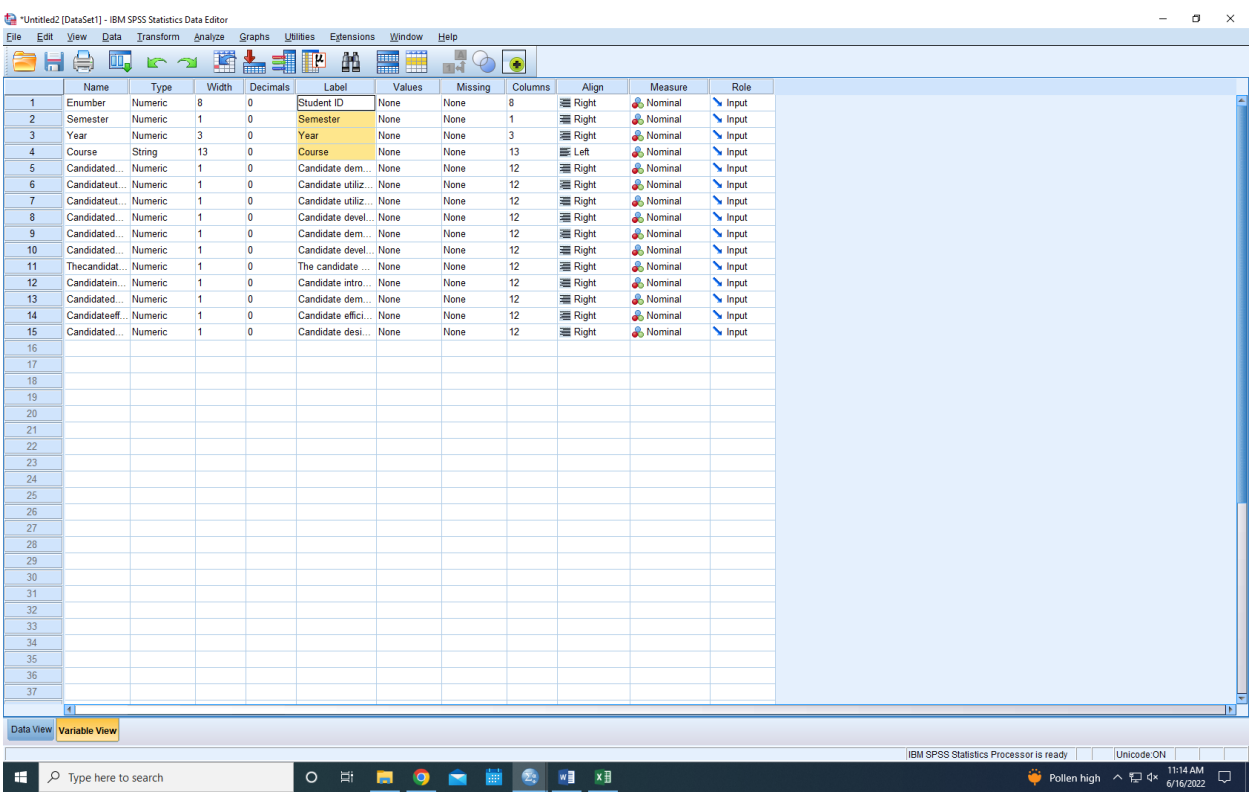
	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	Enumber	String	8	0		None	None	8	Left	Nominal	Input
2	Semester	String	1	0		None	None	1	Left	Nominal	Input
3	Year	String	3	0		None	None	3	Left	Nominal	Input
4	Course	String	13	0		None	None	13	Left	Nominal	Input
5	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Right	Nominal	Input
6	Candidateut...	Numeric	1	0	Candidate utiliz...	None	None	12	Right	Nominal	Input
7	Candidateut...	Numeric	1	0	Candidate utiliz...	None	None	12	Right	Nominal	Input
8	Candidated...	Numeric	1	0	Candidate devel...	None	None	12	Right	Nominal	Input
9	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Right	Nominal	Input
10	Candidated...	Numeric	1	0	Candidate devel...	None	None	12	Right	Nominal	Input
11	Thecandidat...	Numeric	1	0	The candidate ...	None	None	12	Right	Nominal	Input
12	Candidatein...	Numeric	1	0	Candidate intro...	None	None	12	Right	Nominal	Input
13	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Right	Nominal	Input
14	Candidateff...	Numeric	1	0	Candidate effici...	None	None	12	Right	Nominal	Input
15	Candidated...	Numeric	1	0	Candidate desi...	None	None	12	Right	Nominal	Input



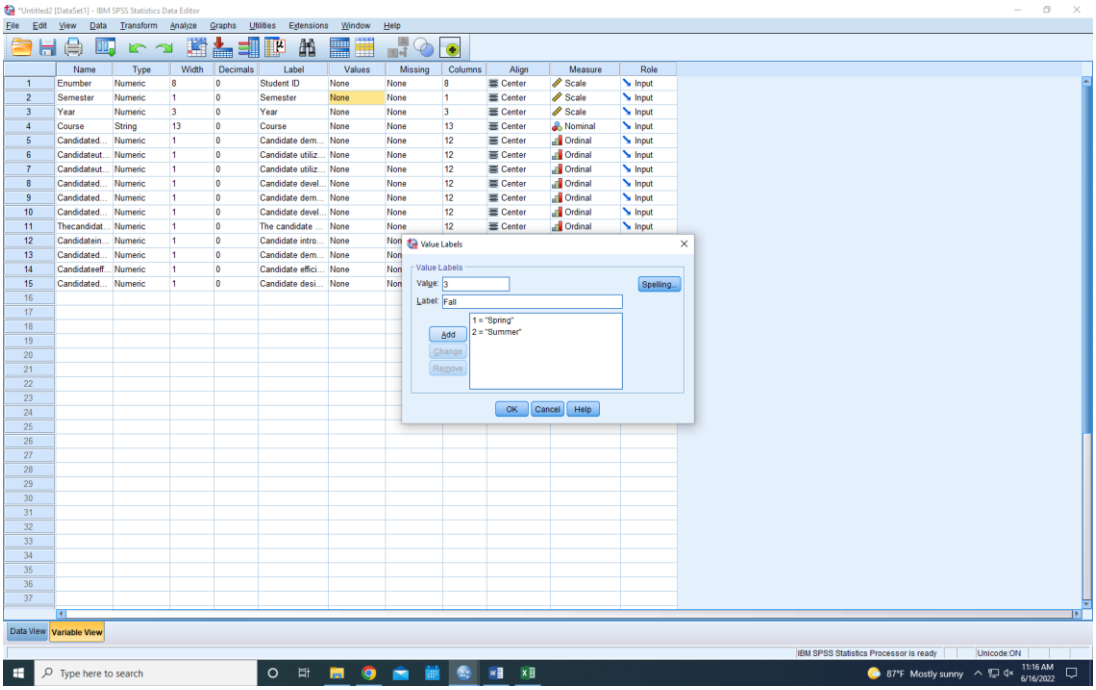
	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	Enumber	String	8	0		None	None	8	Left	Nominal	Input
2	Semester	String	1	0		None	None	1	Left	Nominal	Input
3	Year	String	3	0		None	None	3	Left	Nominal	Input
4	Course	String	13	0		None	None	13	Left	Nominal	Input
5	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Right	Nominal	Input
6	Candidateut...	Numeric	1	0	Candidate utiliz...	None	None	12	Right	Nominal	Input
7	Candidateut...	Numeric	1	0	Candidate utiliz...	None	None	12	Right	Nominal	Input
8	Candidated...	Numeric	1	0	Candidate devel...	None	None	12	Right	Nominal	Input
9	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Right	Nominal	Input
10	Candidated...	Numeric	1	0	Candidate devel...	None	None	12	Right	Nominal	Input
11	Thecandidat...	Numeric	1	0	The candidate ...	None	None	12	Right	Nominal	Input
12	Candidatein...	Numeric	1	0	Candidate intro...	None	None	12	Right	Nominal	Input
13	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Right	Nominal	Input
14	Candidateff...	Numeric	1	0	Candidate effici...	None	None	12	Right	Nominal	Input
15	Candidated...	Numeric	1	0	Candidate desi...	None	None	12	Right	Nominal	Input

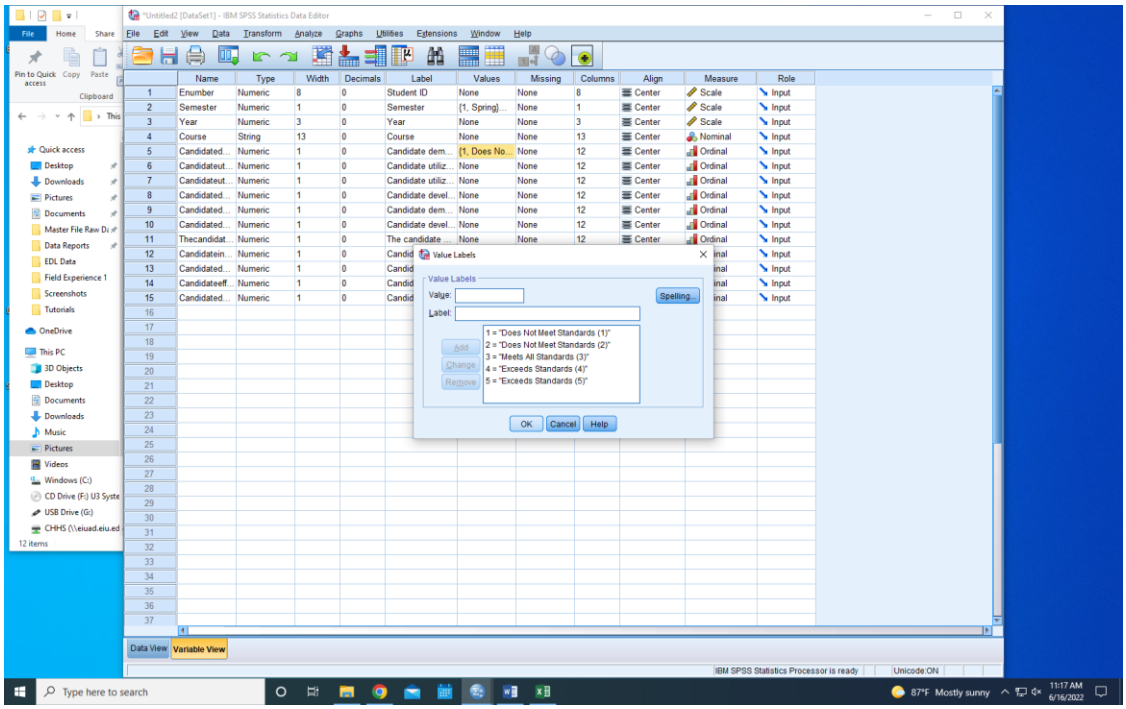


4. The next column you will edit is label. Enumber will be labelled as student ID and semester, year, and course will keep their labels.

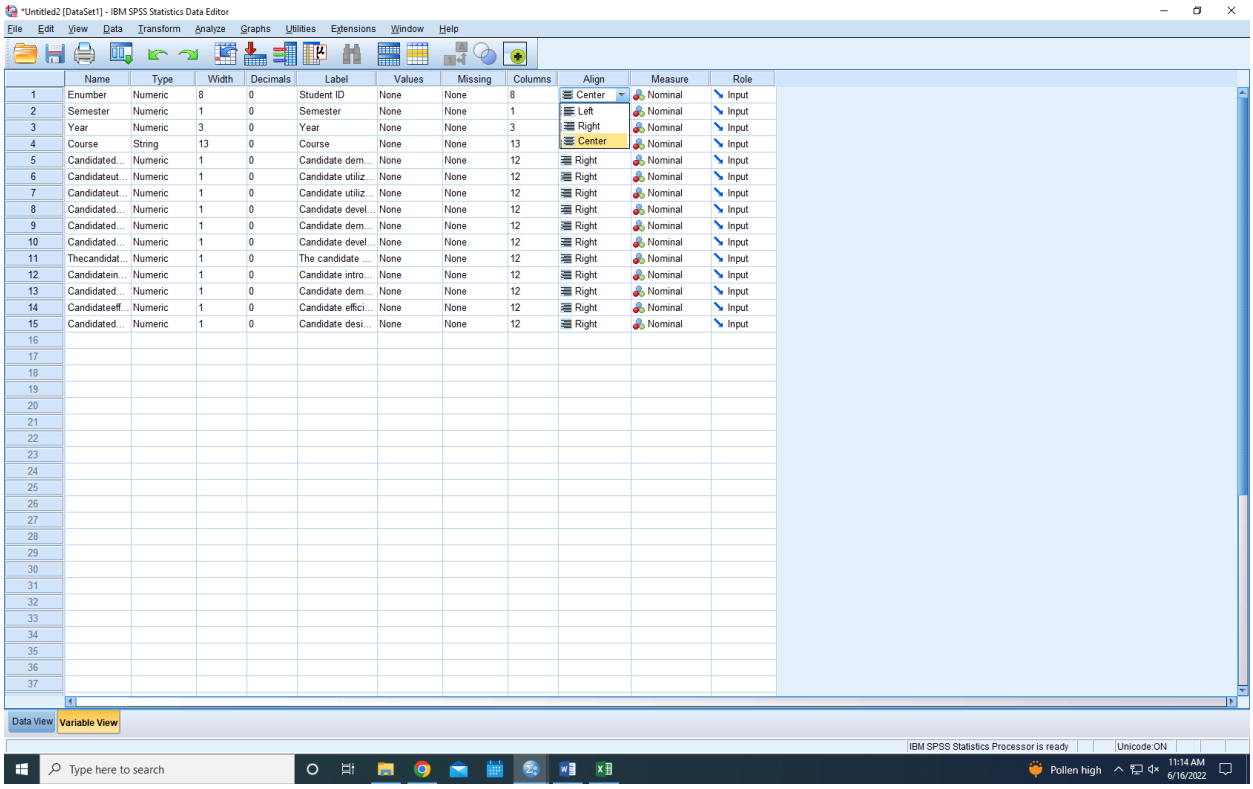


5. Next you will add values for the semester and each rubric element.
    a. Semester will have 3: 1=Spring, 2=Summer, 3=Fall – add each of these then press ok
    b. The rubric elements will have the 5 values used to score the rubric: 1=Does Not Meet Standards (1), 2=Does Not Meet Standards (2), 3=Meets All Standards (3), 4=Exceeds Standards (4), and 5=Exceeds Standards (5) – add each value and press ok
        i. Adding the value after the label helps with the data output clearly differentiating the 1/2 and 4/5
        ii. After inputting this once, you can copy and paste down for each element

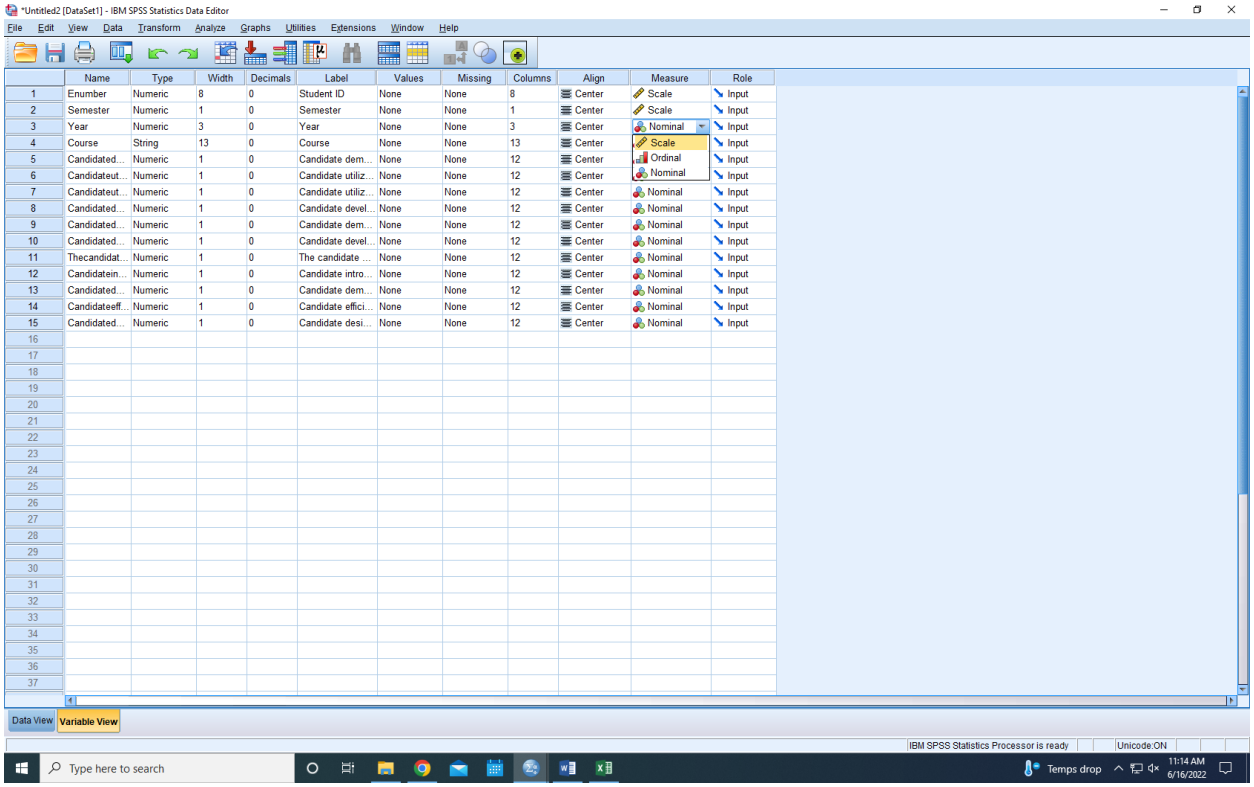




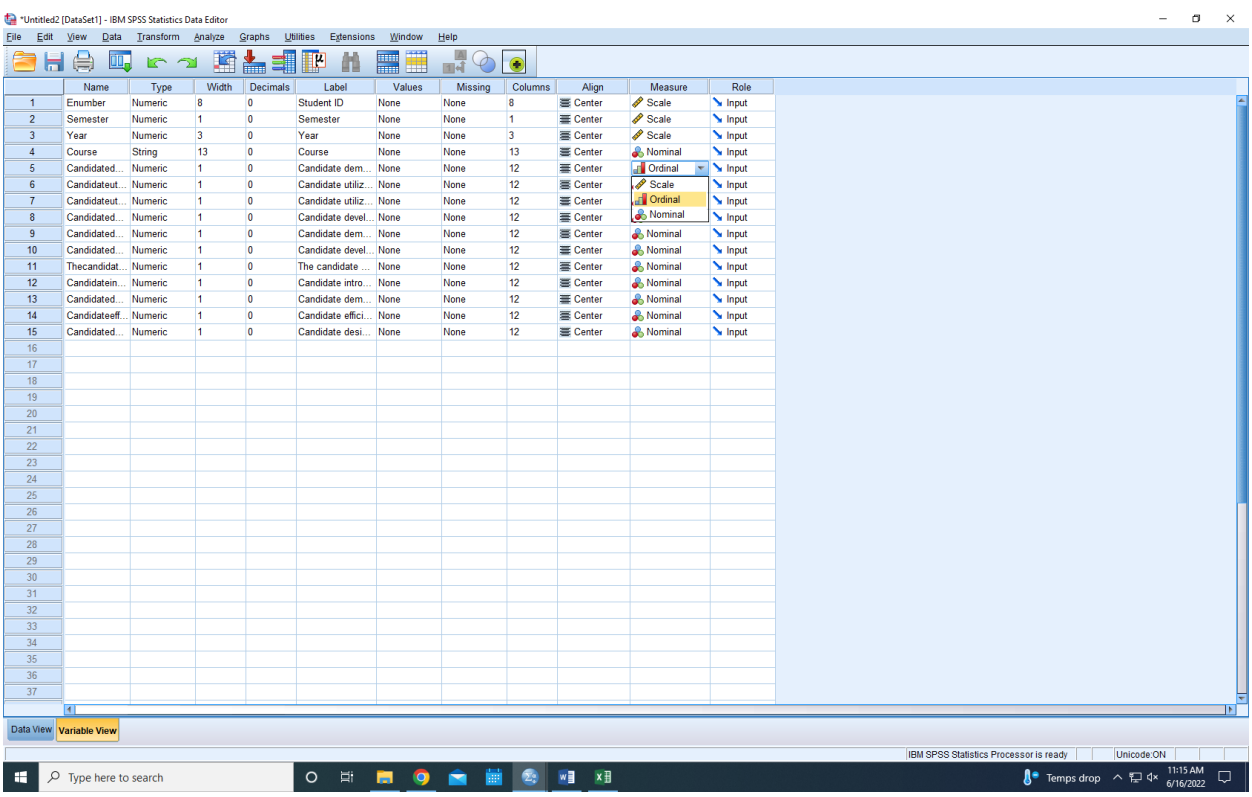
6. The next column in align, you will just change all to center. After changing the first one, you can copy that cell and paste all the way down instead of having to individually.



7. The next column is measure. The first 3 (enumber, semester, and year) will be changed to scale. Course will stay nominal. Each rubric element will need to be changed to ordinal. These can also be copy and pasted.

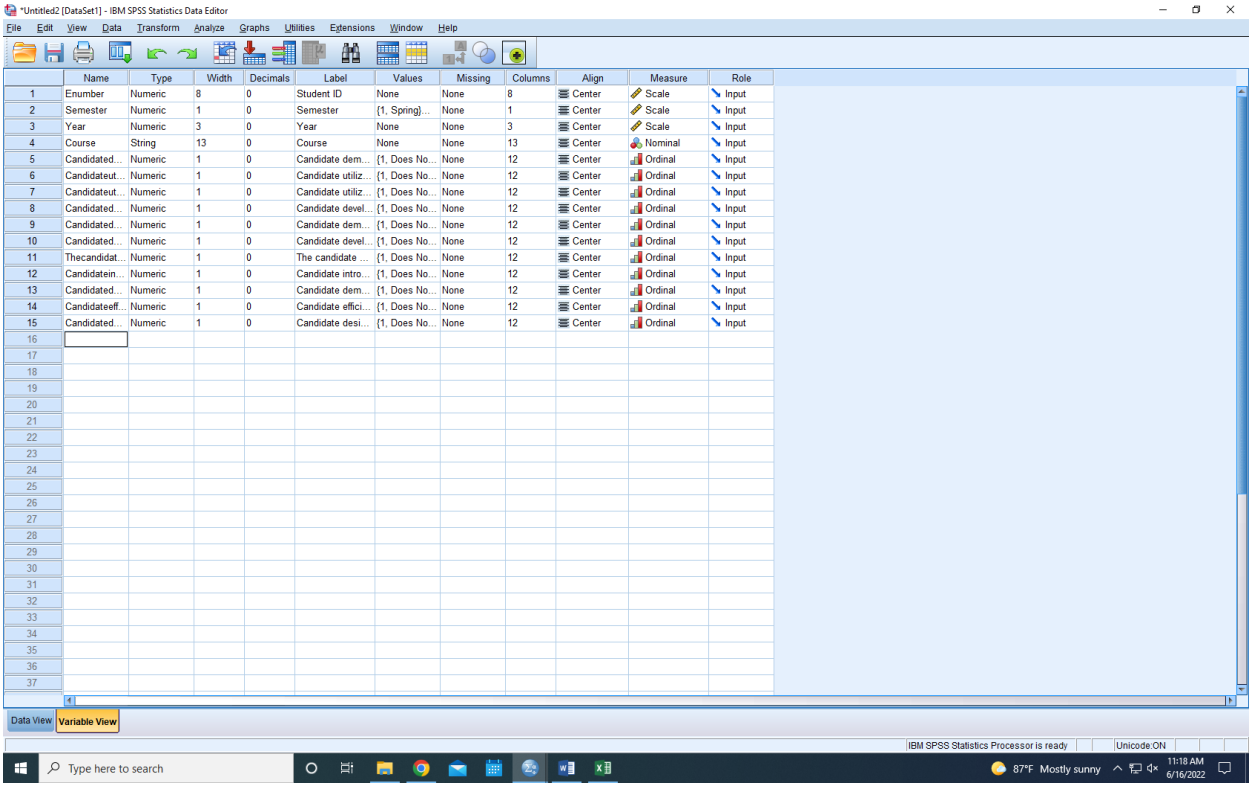


	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	Enumber	Numeric	8	0	Student ID	None	None	8	Center	Scale	Input
2	Semester	Numeric	1	0	Semester	None	None	1	Center	Scale	Input
3	Year	Numeric	3	0	Year	None	None	3	Center	Nominal	Input
4	Course	String	13	0	Course	None	None	13	Center	Scale	Input
5	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Center	Ordinal	Input
6	Candidateut...	Numeric	1	0	Candidate utiliz...	None	None	12	Center	Nominal	Input
7	Candidateut...	Numeric	1	0	Candidate utiliz...	None	None	12	Center	Nominal	Input
8	Candidated...	Numeric	1	0	Candidate devel...	None	None	12	Center	Nominal	Input
9	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Center	Nominal	Input
10	Candidated...	Numeric	1	0	Candidate devel...	None	None	12	Center	Nominal	Input
11	Thecandidat...	Numeric	1	0	The candidate ...	None	None	12	Center	Nominal	Input
12	Candidatein...	Numeric	1	0	Candidate intro...	None	None	12	Center	Nominal	Input
13	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Center	Nominal	Input
14	Candidateeff...	Numeric	1	0	Candidate effici...	None	None	12	Center	Nominal	Input
15	Candidated...	Numeric	1	0	Candidate desi...	None	None	12	Center	Nominal	Input



	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	Enumber	Numeric	8	0	Student ID	None	None	8	Center	Scale	Input
2	Semester	Numeric	1	0	Semester	None	None	1	Center	Scale	Input
3	Year	Numeric	3	0	Year	None	None	3	Center	Scale	Input
4	Course	String	13	0	Course	None	None	13	Center	Nominal	Input
5	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Center	Ordinal	Input
6	Candidateut...	Numeric	1	0	Candidate utiliz...	None	None	12	Center	Scale	Input
7	Candidateut...	Numeric	1	0	Candidate utiliz...	None	None	12	Center	Ordinal	Input
8	Candidated...	Numeric	1	0	Candidate devel...	None	None	12	Center	Nominal	Input
9	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Center	Nominal	Input
10	Candidated...	Numeric	1	0	Candidate devel...	None	None	12	Center	Nominal	Input
11	Thecandidat...	Numeric	1	0	The candidate ...	None	None	12	Center	Nominal	Input
12	Candidatein...	Numeric	1	0	Candidate intro...	None	None	12	Center	Nominal	Input
13	Candidated...	Numeric	1	0	Candidate dem...	None	None	12	Center	Nominal	Input
14	Candidateeff...	Numeric	1	0	Candidate effici...	None	None	12	Center	Nominal	Input
15	Candidated...	Numeric	1	0	Candidate desi...	None	None	12	Center	Nominal	Input

8. The variable view page should now be set up and look like this. Next will be analyzing the data from the data view page.



*Untitled2 [DataSet1] - IBM SPSS Statistics Data Editor

File Edit View Data Transform Analyze Graphs Utilities Extensions Window Help

	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Measure	Role
1	Enumber	Numeric	8	0	Student ID	None	None	8	Center	Scale	Input
2	Semester	Numeric	1	0	Semester	{1, Spring}...	None	1	Center	Scale	Input
3	Year	Numeric	3	0	Year	None	None	3	Center	Scale	Input
4	Course	String	13	0	Course	None	None	13	Center	Nominal	Input
5	Candidated...	Numeric	1	0	Candidate dem...	{1, Does No...	None	12	Center	Ordinal	Input
6	Candidateut...	Numeric	1	0	Candidate utiliz...	{1, Does No...	None	12	Center	Ordinal	Input
7	Candidateut...	Numeric	1	0	Candidate utiliz...	{1, Does No...	None	12	Center	Ordinal	Input
8	Candidated...	Numeric	1	0	Candidate devel...	{1, Does No...	None	12	Center	Ordinal	Input
9	Candidated...	Numeric	1	0	Candidate dem...	{1, Does No...	None	12	Center	Ordinal	Input
10	Candidated...	Numeric	1	0	Candidate devel...	{1, Does No...	None	12	Center	Ordinal	Input
11	Thecandidat...	Numeric	1	0	The candidate ...	{1, Does No...	None	12	Center	Ordinal	Input
12	Candidatein...	Numeric	1	0	Candidate intro...	{1, Does No...	None	12	Center	Ordinal	Input
13	Candidated...	Numeric	1	0	Candidate dem...	{1, Does No...	None	12	Center	Ordinal	Input
14	Candidateeff...	Numeric	1	0	Candidate effici...	{1, Does No...	None	12	Center	Ordinal	Input
15	Candidated...	Numeric	1	0	Candidate desi...	{1, Does No...	None	12	Center	Ordinal	Input

Data View Variable View

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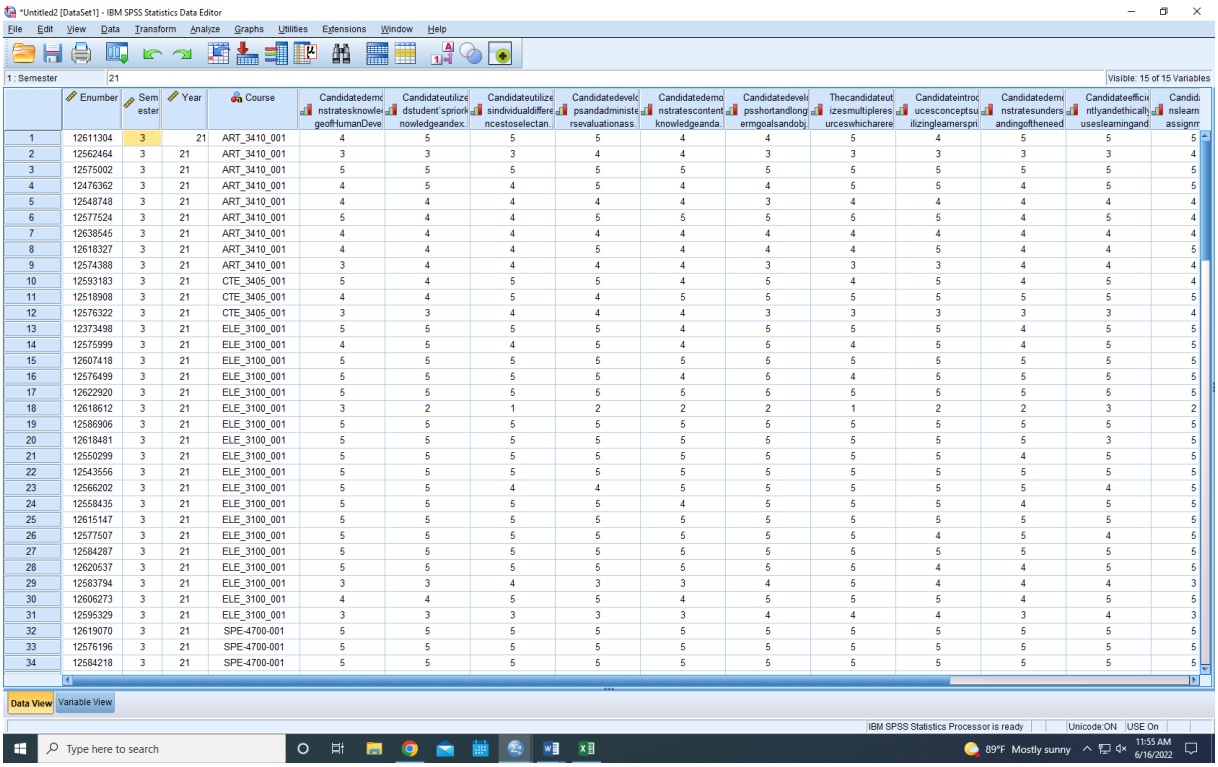
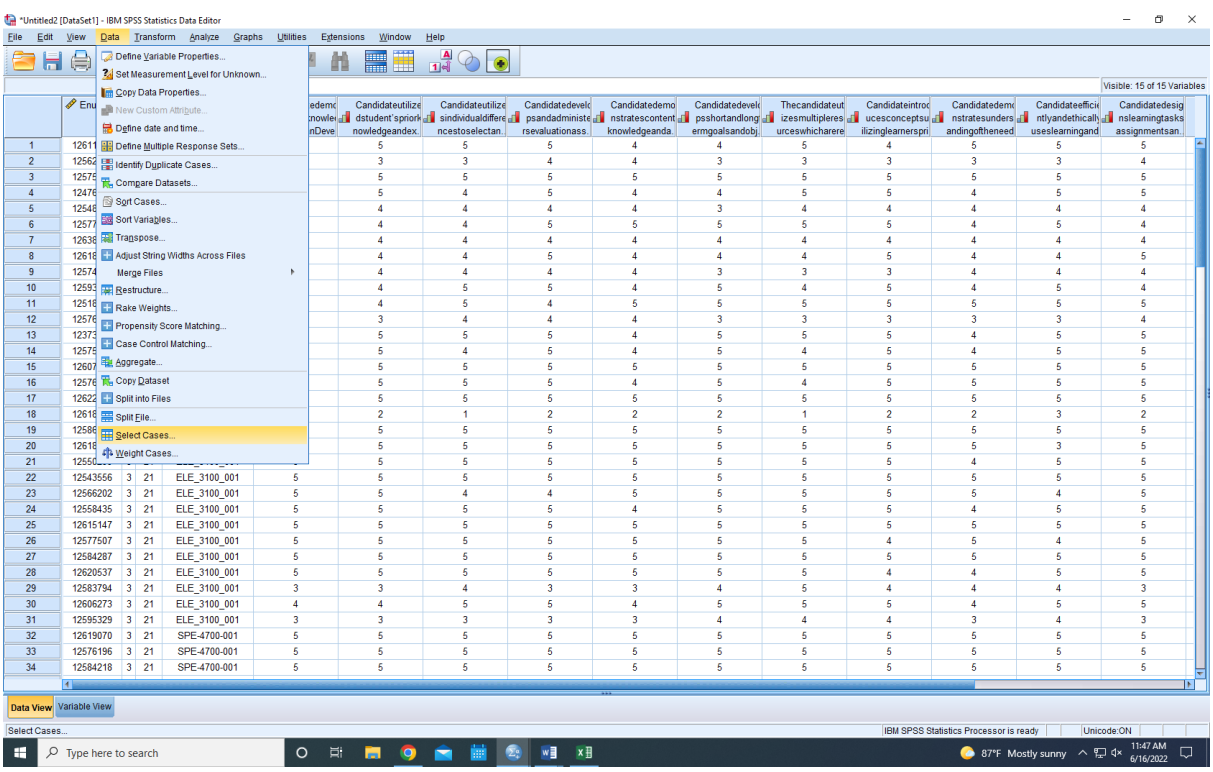
Analyzing SPSS Data

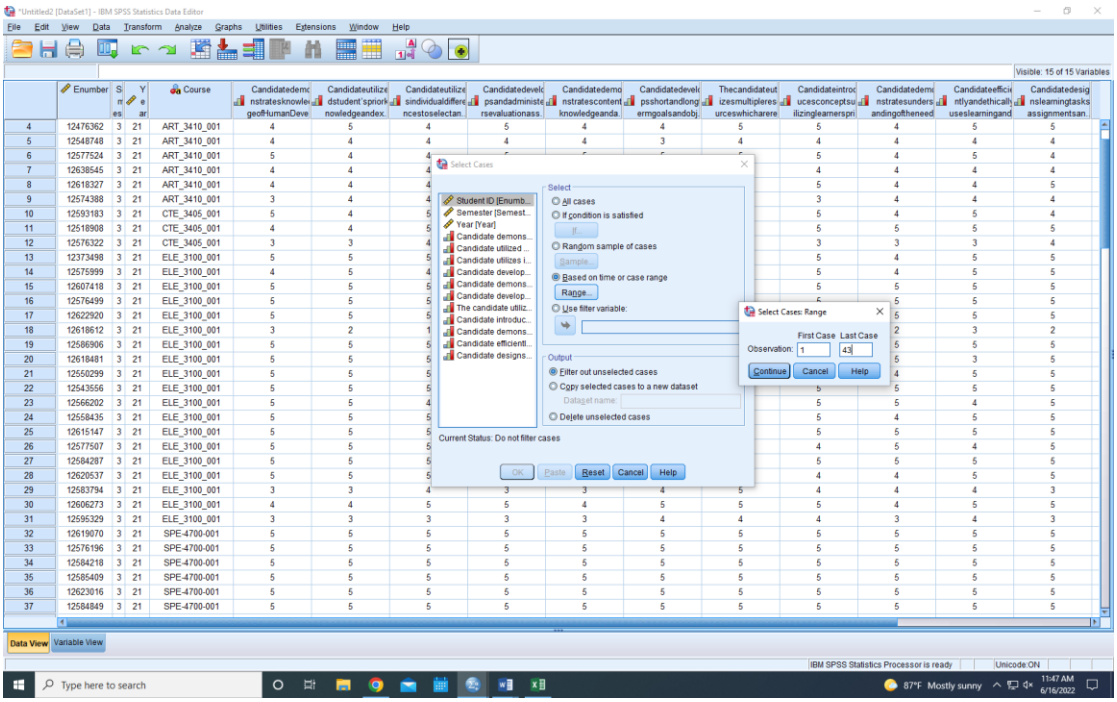
Selecting Cases

1. You will need to know where the needed data begins and ends (we are using Fall 2021 in this example). So we are looking for Fall (3) for the 2021 (21) school year. Go to the Data tab at the top of the page and select Select Cases from the bottom.



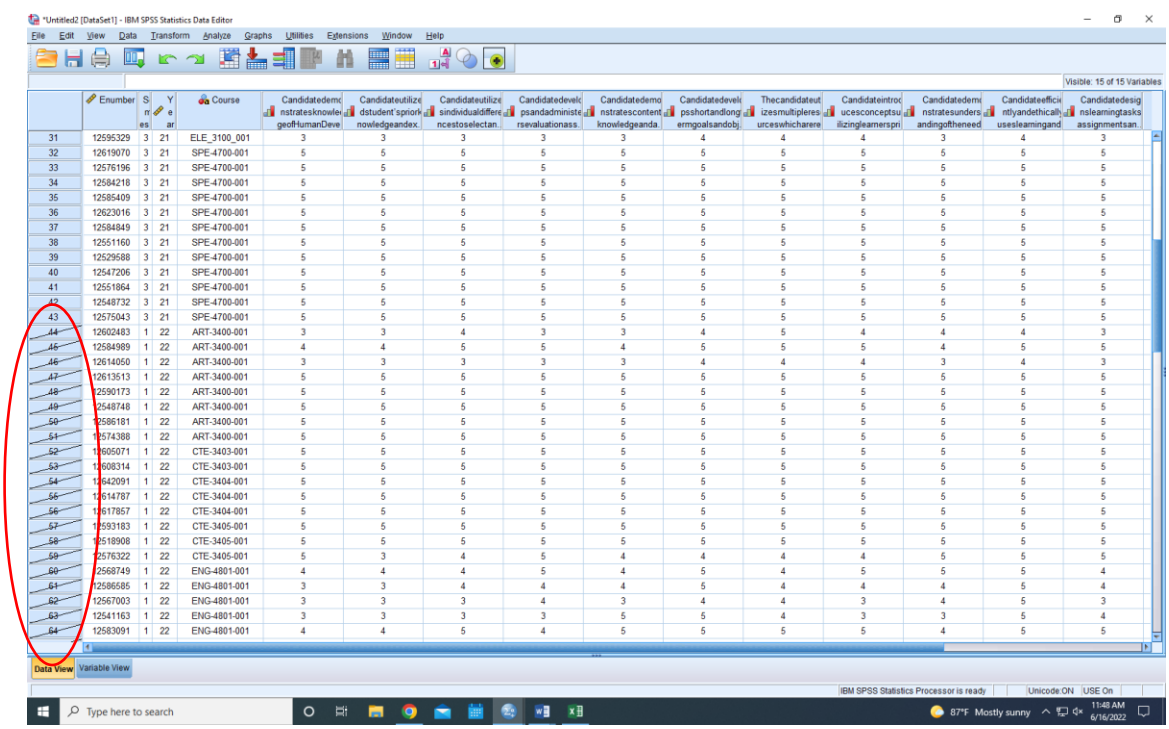


2. Select the Based on Time or Case Range choice and then select range. This will bring up a new window called Select Cases: Range. Here, enter the record of numbers (1 to 43 in this example) in the appropriate boxes and click continue.



3. Next click ok on the cases window and the cases should be selected. Those that are not in the selected data set will have a diagonal line running through them.

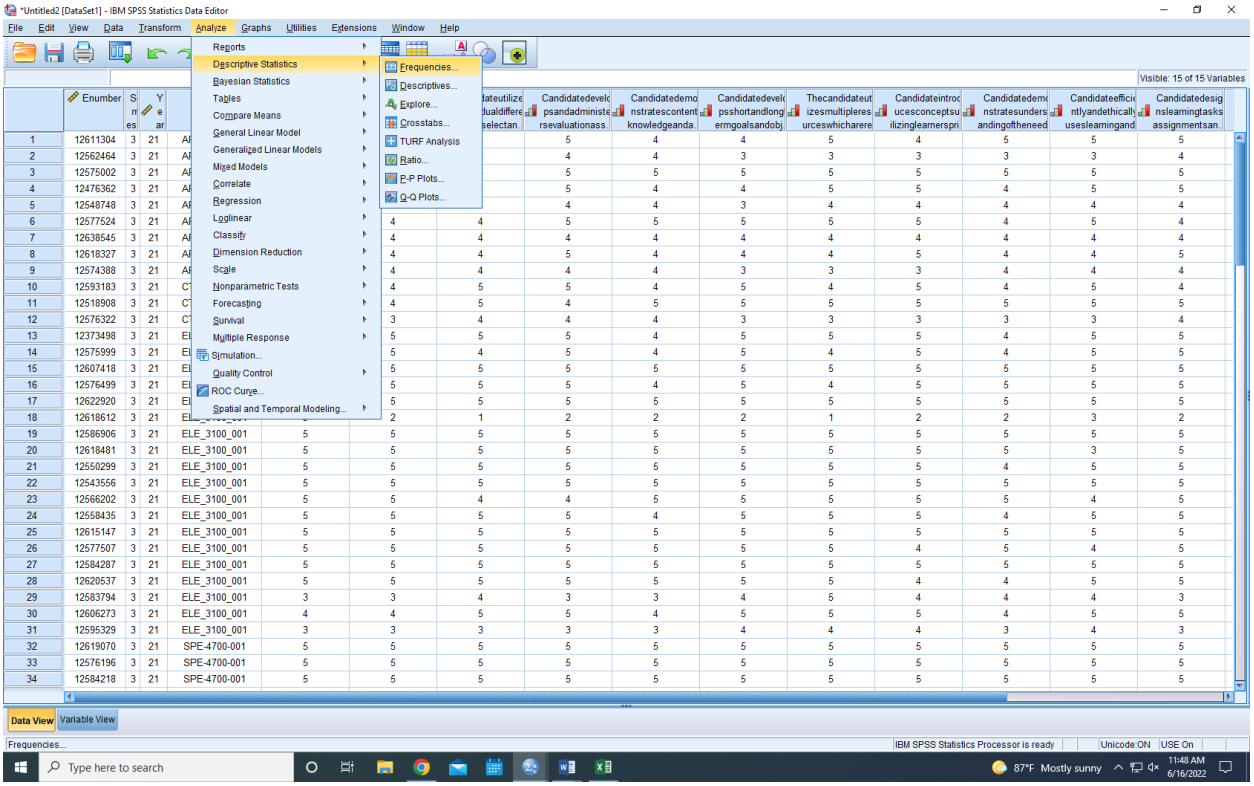
These are not selected cases



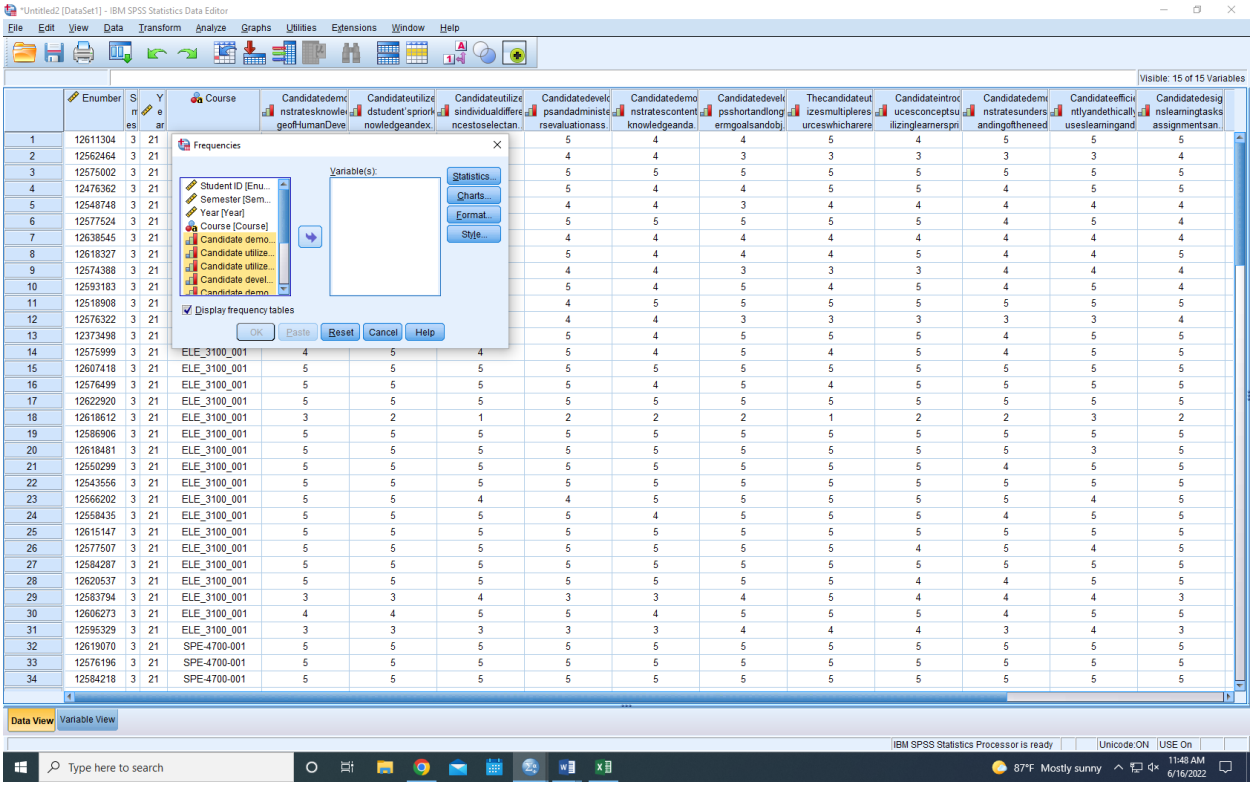
4. Cases for running the report have now been selected. You're now ready to run the actual report.

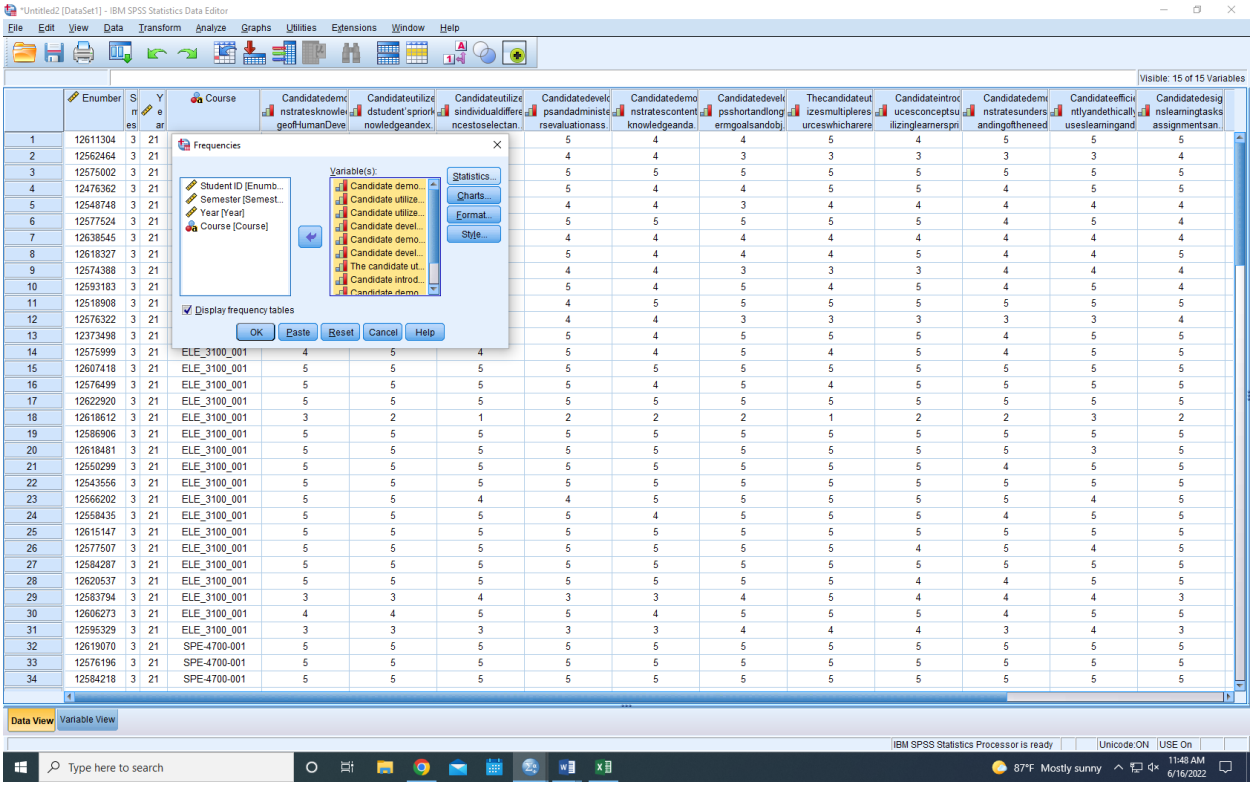
Running Output Data

1. At the top in the toolbar, select Analyze, then Descriptive Statistics, and then Frequencies

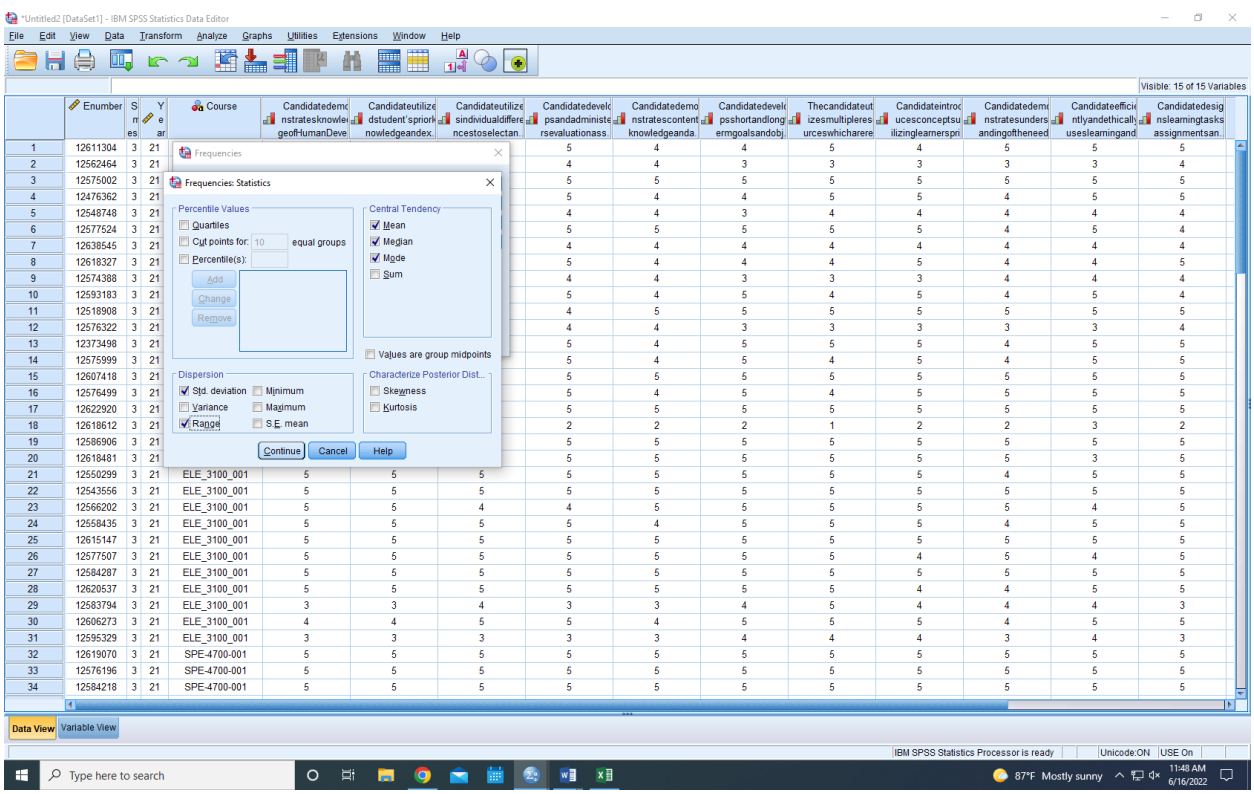


2. From the box on the left side, select each rubric element (Student ID, Semester, and Year will not be used in this step), and hold the shift key while selecting the last item. The whole list should be selected. Click on the arrow between the two boxes. This will move the highlighted items to the right box.

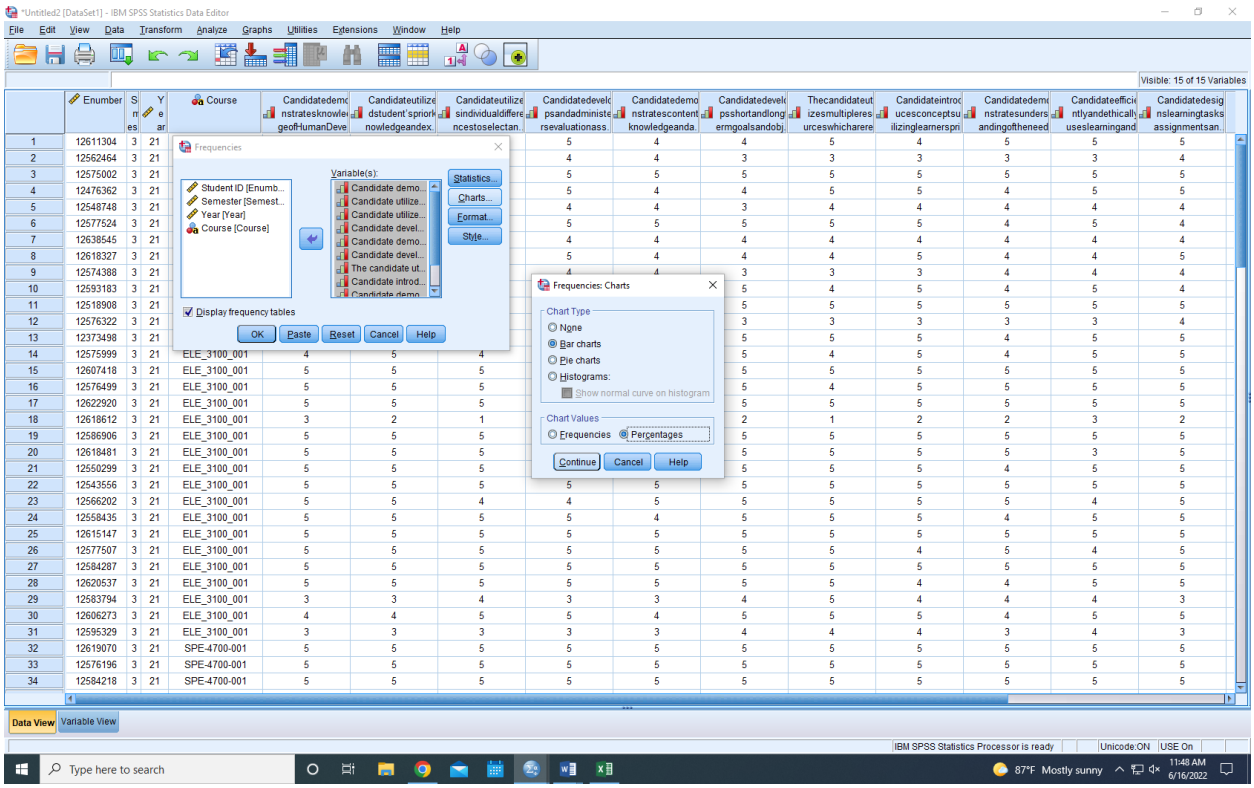




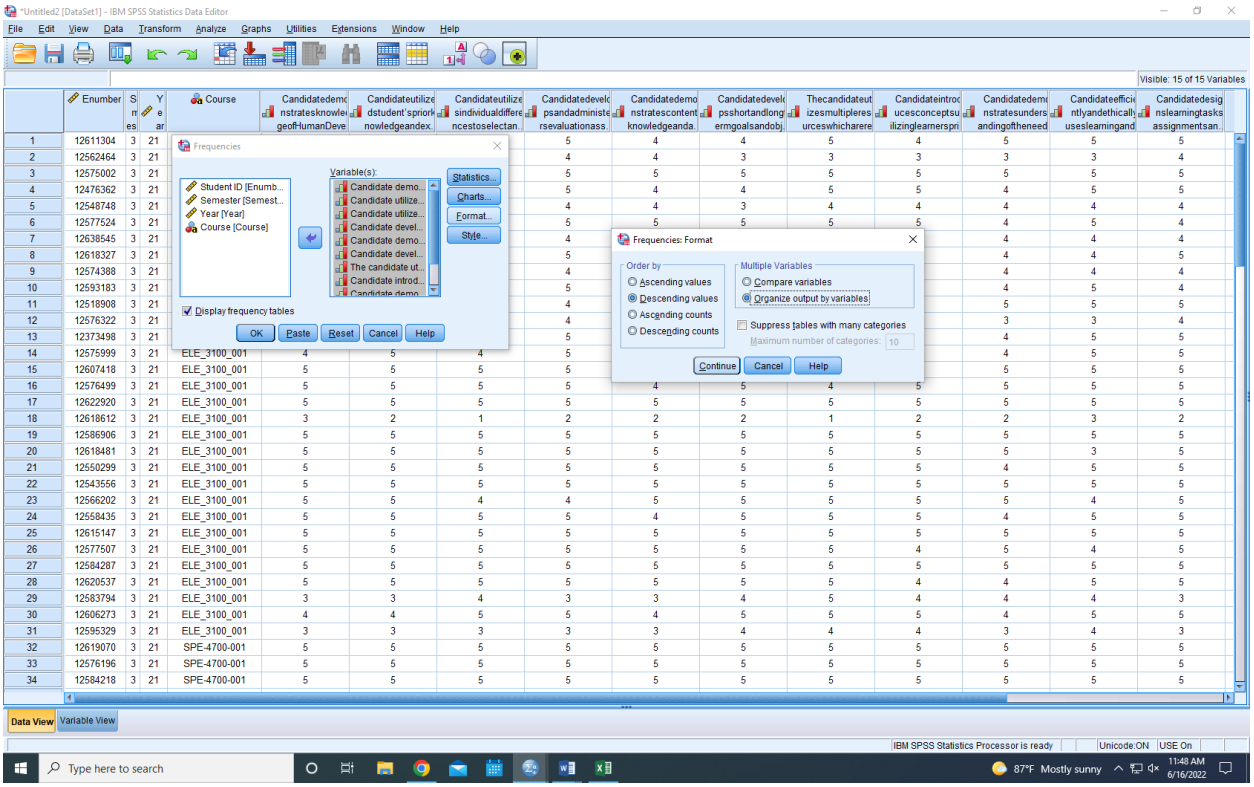
3. Next, click the Statistics box in the upper right hand corner. Choose mean, median, mode, standard deviation, and range. Then click Continue



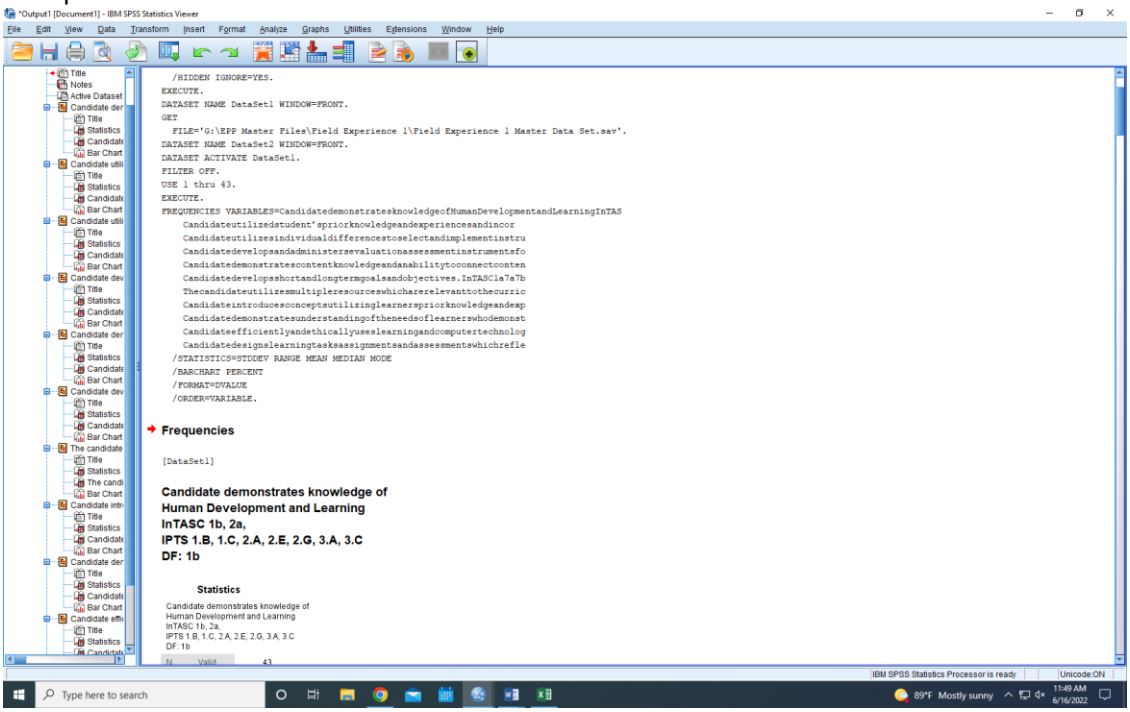
4. Click on Charts and select Bar Charts and Percentages. Click Continue



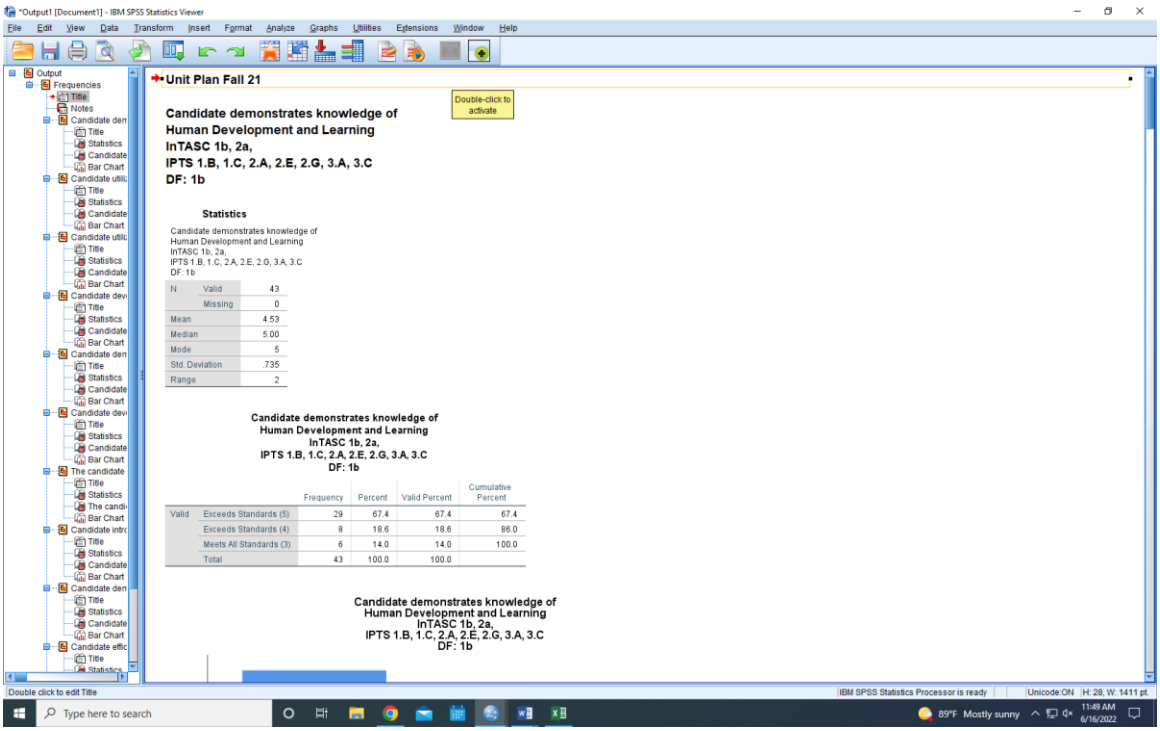
5. Next select Format and choose Descending Values and Organize output by variables. Click Continue



6. Click OK and SPSS will run the data generating an output file. The output file will show up in a separate window. It should look like this

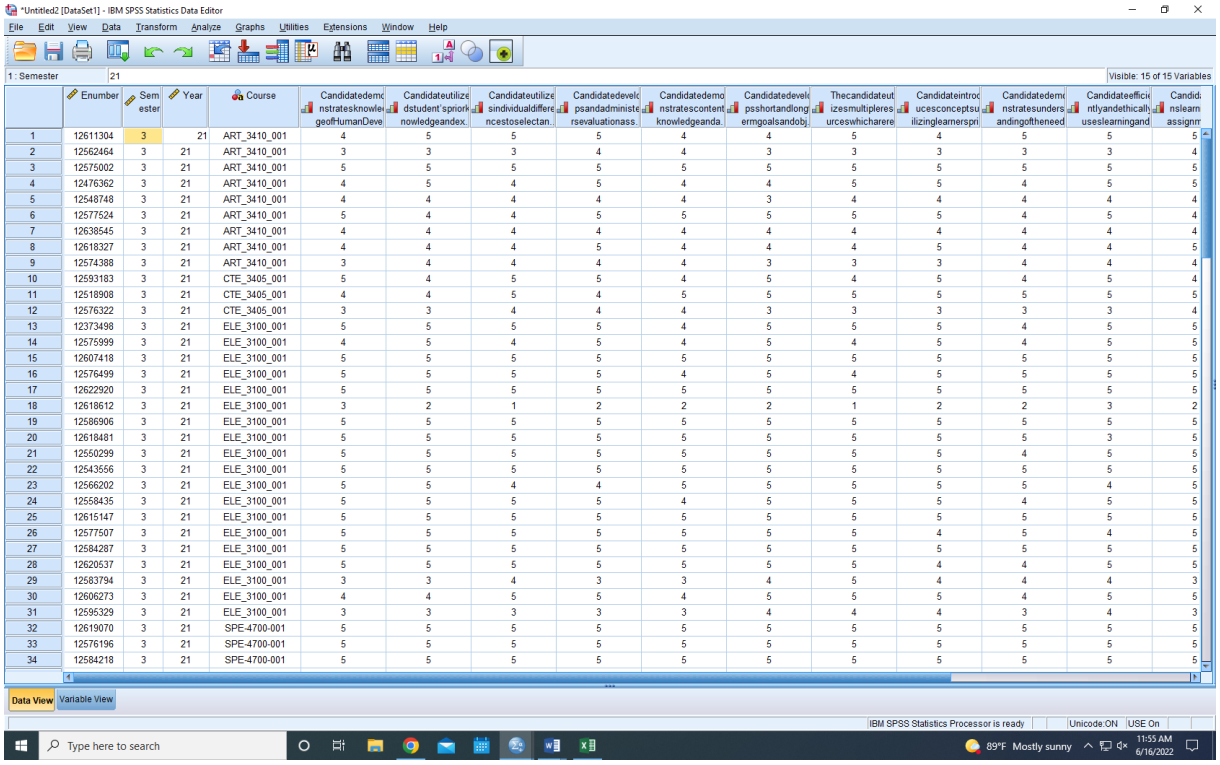


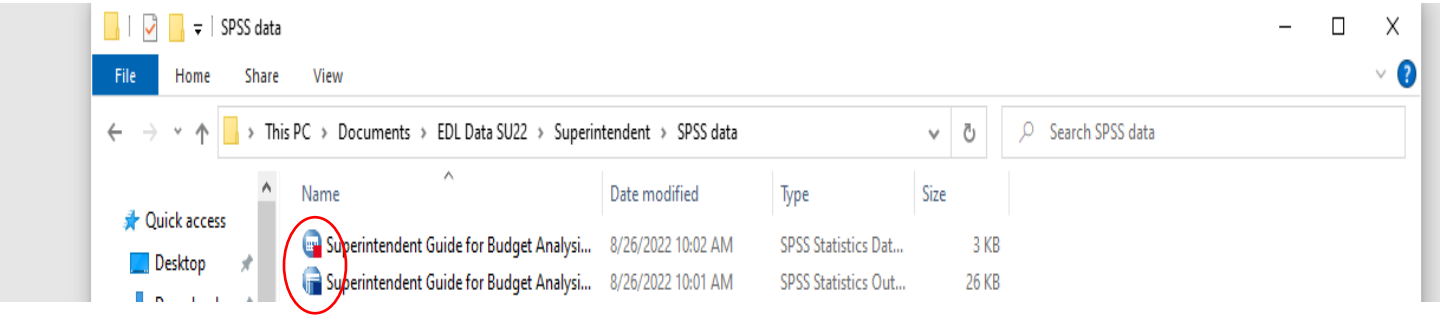
7. You will delete the first entry displaying the code to run the data and Data Set below the title frequencies. Double click on frequencies and rename the output to the assessment and year. In this example it is Unit Plan Spring 22



8. The data set is complete now and can be saved.
9. When you save it, you will want to save the output which is what is displayed above.

10. You will also want to save the actual data which is this:



	Enumber	Semester	Year	Course	Candidatedemonstratesknowledgeof HumanDeve	Candidateutilizedstudent'sprioknowledgeandex	Candidateutilizesindividualdifferencestoselectan	Candidatedevelopsandadministersevaluationass	Candidatedemonstratescontentknowledgeanda	Candidatedevelopsshortandlongermgoalsandobj	Thecandidateutilizesmultiplerescourceswhicharere	Candidateintroducesconceptsutilizinglearnerspri	Candidatedemonstratesunderstandingoftheneed	Candidateefficientlyandethicallyuseslearningand	Candidatenslearnassignm
1	12611304	3	21	ART_3410_001	4	5	5	5	4	4	5	4	5	5	5
2	12562464	3	21	ART_3410_001	3	3	3	4	4	3	3	3	3	3	4
3	12575002	3	21	ART_3410_001	5	5	5	5	5	5	5	5	5	5	5
4	12476362	3	21	ART_3410_001	4	5	4	5	4	4	5	5	4	5	5
5	12548748	3	21	ART_3410_001	4	4	4	4	4	3	4	4	4	4	4
6	12577524	3	21	ART_3410_001	5	4	4	5	5	5	5	5	4	5	4
7	12638545	3	21	ART_3410_001	4	4	4	4	4	4	4	4	4	4	4
8	12618327	3	21	ART_3410_001	4	4	4	5	4	4	4	5	4	4	5
9	12574388	3	21	ART_3410_001	3	4	4	4	4	3	3	3	4	4	4
10	12593183	3	21	CTE_3405_001	5	4	5	5	4	5	4	5	4	5	4
11	12518908	3	21	CTE_3405_001	4	4	5	4	5	5	5	5	5	5	5
12	12576322	3	21	CTE_3405_001	3	3	4	4	4	3	3	3	3	3	4
13	12373498	3	21	ELE_3100_001	5	5	5	5	4	5	5	5	4	5	5
14	12575999	3	21	ELE_3100_001	4	5	4	5	4	5	4	5	4	5	5
15	12607418	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
16	12576499	3	21	ELE_3100_001	5	5	5	5	4	5	4	5	5	5	5
17	12622920	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
18	12618612	3	21	ELE_3100_001	3	2	1	2	2	2	1	2	2	3	2
19	12586906	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
20	12618481	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	3	5
21	12550299	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	4	5	5
22	12543556	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
23	12566202	3	21	ELE_3100_001	5	5	4	4	5	5	5	5	5	4	5
24	12558435	3	21	ELE_3100_001	5	5	5	5	4	5	5	5	4	5	5
25	12615147	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
26	12577507	3	21	ELE_3100_001	5	5	5	5	5	5	5	4	5	4	5
27	12584287	3	21	ELE_3100_001	5	5	5	5	5	5	5	5	5	5	5
28	12620537	3	21	ELE_3100_001	5	5	5	5	5	5	5	4	4	5	5
29	12583794	3	21	ELE_3100_001	3	3	4	3	3	4	5	4	4	4	3
30	12606273	3	21	ELE_3100_001	4	4	5	5	4	5	5	5	4	5	5
31	12595329	3	21	ELE_3100_001	3	3	3	3	3	4	4	4	3	4	3
32	12619070	3	21	SPE-4700-001	5	5	5	5	5	5	5	5	5	5	5
33	12576196	3	21	SPE-4700-001	5	5	5	5	5	5	5	5	5	5	5
34	12584218	3	21	SPE-4700-001	5	5	5	5	5	5	5	5	5	5	5

11. Saved documented will look like this in the folder. One file is the output and the other is the actual data