

Some things that I learned while making spreadsheets for State Assessments

Several pages or sheets may be created within a spreadsheet.
It is possible to link from one sheet to another sheet.

Freeze Pane This allows the names along the left of the spreadsheet and the assessments numbers along the top to remain visible as you scroll across the spreadsheet.

- Place the cursor in the cell at the top left corner of where you want to scroll.
- Select WINDOW then FREEZE PANES
- To unfreeze panes, select WINDOW then UNFREEZE PANES

Split Pane This is similar to freeze panes except that you may scroll in any of the sections of the screen.

- Place the cursor in the cell at the top left corner of where you want to scroll.
- Select WINDOW then SPLIT
- To unfreeze panes, select WINDOW then REMOVE SPLIT

Filter To see or print only students in a section that you have indicated in a column H. This selection can also be used to view all students at a specific level.

- Place the cursor in row 2 where the categories are labeled
- Select DATA then FILTER then AUTOFILTER
- This will place small triangles in each cell in row 2.
- Click on the triangle and then select which group of students you would like to view.
- Only students that match the selection will be shown.
 - Calculated columns use scores of all students not just those shown.
- To remove the filter and show all data select DATA then FILTER then AUTOFILTER

Sorting Numbers, names, or classes can be sorting in any order.

- Highlighting the rows that contain the names. Be sure to highlight the rows and not just the cells that contain the names. This will rearrange the names and all the data for each name.
- Click on DATA then SORT
 - Enter the column that is to be sorted and if the data is in ascending or descending order and click OK.

Automatic filling of proficiency levels, cut scores within formula.

	A	B
1	Score	Proficiency Level
2		=IF(A2>=20,"A",(IF(A2>=15,"M",(IF(A2>=10,"P","B")))))

The formula below if pasted into a cell will check the contents of the cell to the left and then determine if the score is a level A, M, P, or B. Create one column for the score on the assessment and one column for the recording the level of proficiency. Copy this line and paste it into the cell where you want the level to be recorded.

=IF(A2>=20,"A",(IF(A2>=15,"M",(IF(A2>=10,"P","B")))))

For this formula the cell A2 contains the score. Change each A2 (there are three of them) to name the cell that contains the score. The cut scores are $A \geq 20$, $M \geq 15$, $P \geq 10$, B below 10. Change these scores to reflect the appropriate cut scores. Copy the formula down the column to have the computer automatically calculate the level of proficiency.

Automatic filling of proficiency levels, cut scores located in cell.

To put blank if cell is blank.

=IF(J20="", "", (IF(J20>=J\$10, "Adv", (IF(J20>=J\$11, "Prof", IF(J20>=J\$12, "Prog", "Beg"))))))

Sums the columns before only if all of the cells have a score in them

If one of the cells is blank no calculation is completed.

Two cells

IF(OR(K21 = "", J21=""), "", J21+K21)

Three cells

=IF(OR(P22 = "", O22="", N22=""), "", N22+ O22+P22)