

Directions for Exporting Reports and Using Pivot Tables

(Identifying Honor Roll, failing students etc.)

In Schoology

- Tools
- School Management
- Export
- Grade Book
 - Select School
 - Select Grading Period
- Select Courses
- Select Information Categories
 - Suggested Categories – Unique User ID, First Name, Last Name, Course Name, Grading Period, Titles, Letter Grades, Grades (if you want number grade)
- Select Grade Categories
 - For most purposes, only Midterm/Final, Overall Grades will be selected
- Export CSV File
- Go to Settings from drop down menu from your name
- Transfer History tab
- Use drop down box from gear to download CSV file
- Open CSV file (opens in Excel)

In Excel

- Select Filter Option from toolbar
- Use drop down box in Titles column to select only Overall (if looking for 9 weeks grade averages)
- Use shift, control and arrow keys to highlight all data shown and then delete the rows (don't delete the category headings)
- Use drop down box in Titles column to select only the 9 weeks
- Select cell A1
- Insert a Pivot Table (do not change anything in the dialog box that appears, click OK)
- From Pivot Table Fields on right, drag User ID to Row box. Drag Letter Grades to Value box and to Column box.
- To sort by most failures – select cell under the letter F column title. Click Sort & Filter from toolbar then select largest to smallest (for honor roll you will want to adjust this step accordingly)
- From Pivot Table fields on right, drag Last Name then First Name to Row box.
- From drop down box beside the Last Name, choose Field Settings then select None from the dialog box that appears. Do the same for First Name
- Select Design tab
- Click Report Layout, Tabular Form
- From Pivot Table fields on right, use drop down box beside Unique ID to select Field Settings. Select None from dialog box that appears
- Save as an Excel workbook