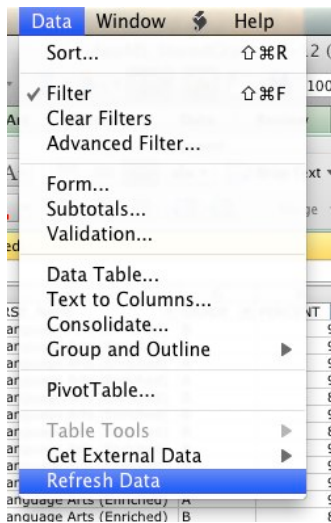


Creating a Failure List from the Stored Grades PivotTable

Following the steps in this document will create a pivot table listing of students who failed courses during each quarter of the current school year.

Step One – Updating the Data

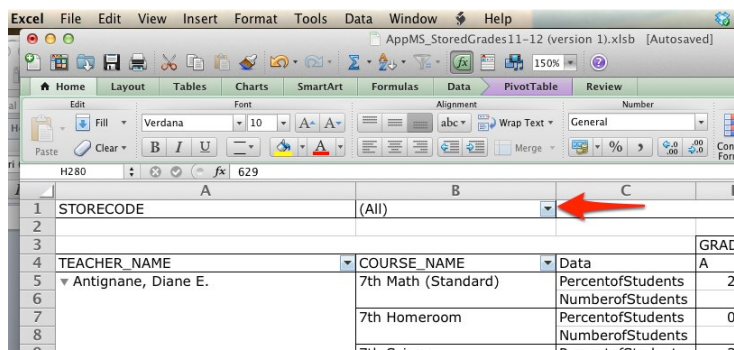
1. Open the Stored Grades pivot table spreadsheet for your school. The document is password protected with the standard pivot table password.
2. Click the **SourceData** tab to make sure it is the current worksheet.
3. On the menu bar, Click **Data > Refresh Data**. This may take several minutes. (If you see the spinning color wheel then Excel is still communicating with PowerSchool. Wait until the color wheel disappears before clicking or typing anything).



4. Click the **GradeDistribution** tab to select the worksheet.
5. On the menu bar, Click **Data > Refresh Data**.

Step Two – Filtering the Students who Failed Courses

1. On the top, left corner of the GradeDistribution worksheet set the **STORECODE** option to the desired store code. Make sure the **GRADE_LEVEL** option is set to (All), if applicable.

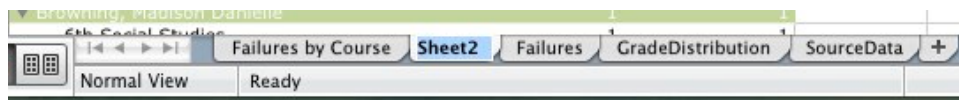


2. In the Pivot Table navigate to the column for the letter grade **"F"** (Column H). Scroll to the bottom of this column to the cell that contains the **"Total Count of STUDENT"**.
3. Double click on the **"Total Count of STUDENT"** to create a new worksheet that lists the names and other data for students who earned an **"F"** in any course during the selected STORECODE.

Total PercentofStudents	42.71%	22.21%	13.75%	8.47%	14.68%
Total NumberofStudents	8439	4389	2716	685	2900

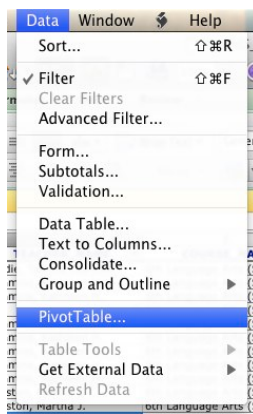
Double Click

4. Double-click on the generic worksheet name (example: "Sheet2") on the tab of the newly created worksheet to select it then type **"Failures"** and press return.

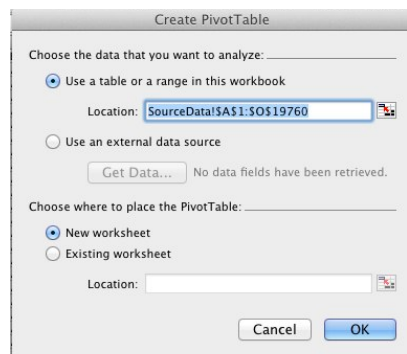


Step Three – Creating the Course Failure PivotTable

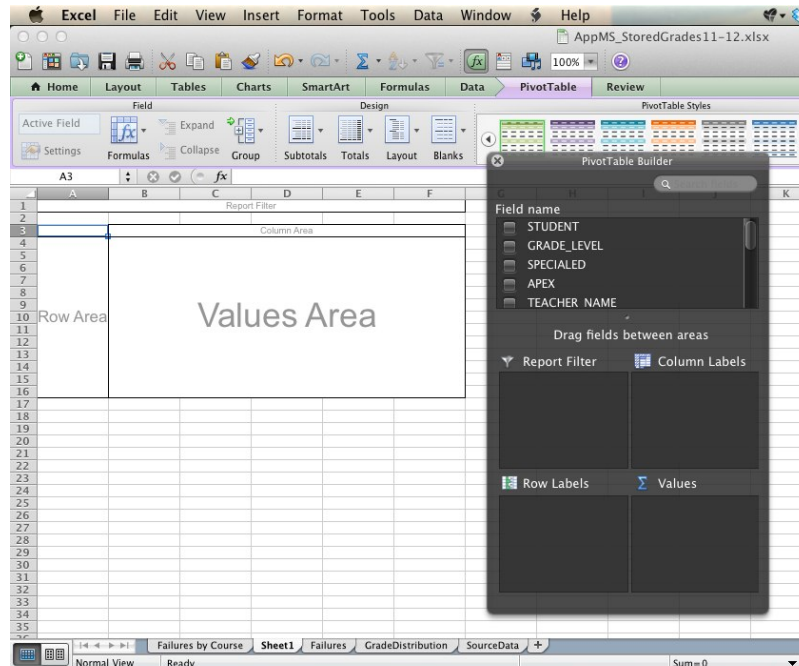
1. On the Failures worksheet, click on any cell that contains data to select it.
2. Go to the menu bar at the top of your screen and click **Data > PivotTable...**



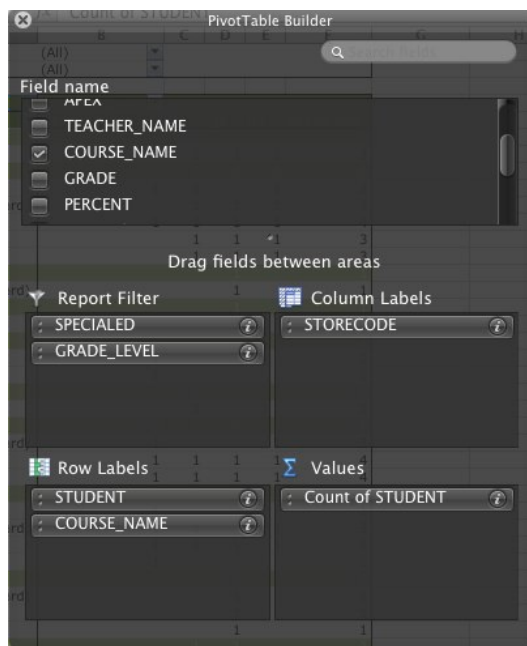
3. Click **OK** on the **Create PivotTable** dialog box that opens. (This tells Excel that you want to create your pivot table with the data on this worksheet.)



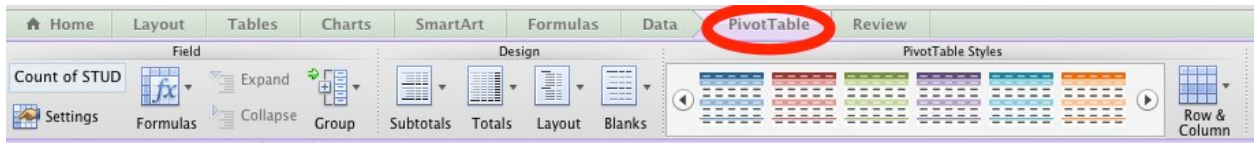
4. A new worksheet will open and it will contain an empty PivotTable and PivotTable builder.



5. On the PivotTable Builder, drag the following field names (listed in the top half of the Builder) to the appropriate areas:
- Report Filter:** SPECIALED; GRADE_LEVEL
 - Column Labels:** STORECODE
 - Row Labels:** STUDENT; COURSE_NAME
 - Values:** STUDENT (which will display as "Count of STUDENT")



6. If desired, choose a style for the PivotTable by choosing one from the PivotTable style gallery on the PivotTable ribbon.



NOTE: The new worksheets that you have created (Failures and Course Failures) cannot be updated like the GradeDistribution and SourceData sheets can. To get updated results, you must complete all three steps again. To delete Failures and Course Failures tabs that are no longer current, Control-click on the tab name and choose delete from the submenu.

