

Using the Excel grid for SATs analysis

Hope this isn't a grandmother-and-eggs-sucking exercise. Just ignore the bits that are blindingly obvious(to you)!

- Open the spreadsheet. It should open at **Test A** in cell A2. If not, click the tab at bottom left that says Test A.
- Click in cell A1 and change the school name to yours (unless you teach at XXX). You'll need to do this on the Test B spreadsheet too later.
- If you've got more than 74 children, you'll need to add more rows.
 - Click on any row number on the left, click on Insert (at the top) and click on Rows.
 - Repeat till you've got enough. You'll notice that the new rows don't have numbers in column A.
 - Click in the cell in column A just above the empty cells.
 - Hover the mouse over the black blob in the bottom right corner of the cell; the white cross of the cursor will change to a thinner, black one.
 - Click and hold down the mouse button on that blob and drag down to the bottom row for children in column A - the row above TOT.
- If you've got less than 74 children you can leave it as it is, but if you want to cut out the empty rows...
 - Click on the row number on the left just below the last row you will need; e.g. if you've got 30 children, click on 35 to highlight the row with 31 in column A.
 - Click and drag down to the bottom row for children in column A - the row above TOT.
 - Click on Edit (at the top) and then on Delete.
- Putting the names in. These go in column B but it's not essential to include them. If you have the names already in a column in a spreadsheet, you can copy and paste them here. Bear in mind there's just one column for them.
- Click in cell C5 and start with your first test paper. If the child got question 1(a) correct, type **1** and press the tab key. If they got it wrong, just press tab without entering anything.
- When you've finished, check the total in column AQ is the same as the total on the paper.
- Click in C6 and repeat for the next child, etc.
- When you've finished, you'll see your school's total for each question part in the TOT row at the bottom; the row below says which question part it is, and the number below that corresponds to the bar chart...
- Click on the Chart A tab at the bottom to see the chart for that paper.
- Repeat for Test B.
- It should be fairly clear which question parts weren't well answered. What were those questions about? And what are you going to do next?