

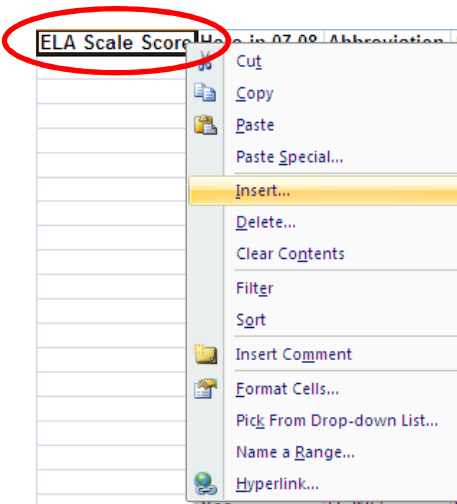
Using the V-Lookup Function in Excel

The Vlookup (or vertical lookup) function allows you to combine data from several different spreadsheets onto one. For example, you can pull a student's Q1 grades into a spreadsheet that originally had only his/her Q2 grades.

Step 1: Find two identical sets of values in the two worksheets you will be using. This must be a unique value, such as a student ID.

In our example, we will be using the 2009 CST Quick Report and the 2008-9 Mid Year PowerSchool data export. Both worksheets contain a unique value – the student number.

Student Number
26448
18591
18235
18592
19703



Step 2: Insert a column in the worksheet and label this new column. This is the column you'll use to house your new data.

We will be pulling in the ELA scale score from the CST Quick Report to the PowerSchool export. Thus, we will label our new column in the PowerSchool Export spreadsheet "ELA Scale Score."

Step 3: Type the following formula in the first cell under the column heading:

=vlookup(

Step 4: Next, build our your formula using the four key fields.

The table to the right provides a description of what these fields mean.

B	C	D	E
ELA Scale Score	Here in 07-08	Abbreviation	Schools for Gran
=vlookup(No	E- VEN	E- VEN
VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])			
	Yes	E- RDW	E- RDW

Lookup_value	Identical data sets from both worksheets
Table_array	Cell range from the worksheet you are pulling from
Col_index-num	The data you will be pulling from
[range_lookup]	0 (exact match) or 1 (similar match)

Step 5a: For “lookup_value,” select the cell in the column with the unique value *in the same row* as your formula. Our example, we’re using cell A2, as that’s the location of the student number.

A	B
Student Number	ELA Scale Score
26448	=VLOOKUP(A2,

Student Numb	Student Name	Grade	Lang Fl
25337	Carrasco, Monserrat	9	R-FEP
21591	Cooper, Tyona Terrice	9	EO
22157	Galindo, Graciela Amairany	9	R-FEP
21609	Garcia, Luis Alberto	9	R-FEP
25313	Garcia, Samuel	9	R-FEP
21621	Leyva, Abigail	9	R-FEP



Step 5b: For “table_array,” select the range of data from which you’ll be pulling the value(s) you’d like to add to your spreadsheet.

Make sure that the matching unique value is in the first column of your table array. If it’s not, your vlookup will not work!

Note: Although Excel should do it automatically, make sure your table array has been hard-coded. You’ll know this is true if you see dollar signs (\$) in front of your table array values. An example is seen below:

```
=VLOOKUP(A2,[2009 CST Quick Report - All Schools.xls]Student Level Data - CST!$B$2:$AB$5976)
```

Step 5c: For “col_index_num,” enter how many columns over your targeted column (the one with the desired data) is from the column with the unique value.

Student Numb	Student Name	Grade	Lang Fluenc	PS SpEd Indicator	ELA Test Taken	ELA Scale Score
25337	Carrasco, Monserrat	9	R-FEP	Not SpEd	ELA 9	400



In our example, as seen below, this value is 7.

```
=VLOOKUP(A2,[2009 CST Quick Report - All Schools.xls]Student Level Data - CST!$B$2:$AB$5976,7)
```

Step 5d: For [range_lookup], you'll always want an exact match. Thus, you should enter "0" or "FALSE."

=VLOOKUP(A2,'[2009 CST Quick Report - All Schools.xls]Student Level Data - CST!\$B\$2:\$AB\$5976,7)0

A	B
Student Number	ELA Scale Score
26448	410
18591	#N/A
18235	#N/A
19703	328
18592	#N/A
16733	#N/A
12224	#N/A
18594	240
19704	#N/A
16692	375
14749	306
15165	279
19705	#N/A
18595	#N/A
11918	#N/A
21984	248
21131	391
17296	227
18224	344

Step 6: Hit your "Enter" key, and your desired data will now populate that cell in your worksheet.

Copy this formula down the column to populate the entire column.

A "#N/A" will appear if there are no matching values in both spreadsheets.