

Online Tutorial: Exporting CAHSEE Results (with Score)

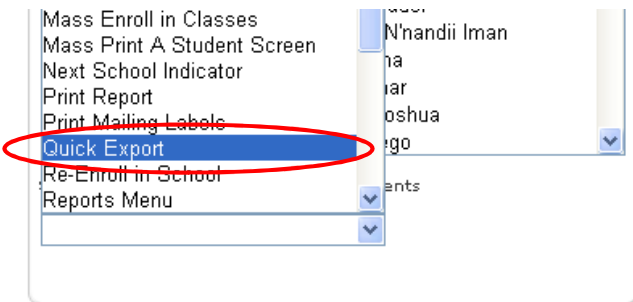
Step 1: On the start page, click “All” under the “Browse Students” heading.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

- A B C D E F G H I J K L M
- N O P Q R S T U V W X Y Z
- K 1 2 3 4 5 6 7 8 9 10 11 12 M **All**



Step 2: In the drop-down menu at the bottom of the page, select “Quick Export.”

Step 3: In the text box in the middle of the screen, enter the following fields:

LastFirst
Student_Number
Grade_Level

CA_HSEEEExpEng
cahsee_date_01
cahsee_ela_pf_01
cahsee_ela_ss_01

CA_HSEEEExpMath
cahsee_date_01
cahsee_math_pf_01
cahsee_math_ss_01

cahsee_date_02
cahsee_ela_pf_02
cahsee_ela_ss_02

cahsee_date_02
cahsee_math_pf_02
cahsee_math_ss_02

cahsee_date_03
cahsee_ela_pf_03
cahsee_ela_ss_03

cahsee_date_03
cahsee_math_pf_03
cahsee_math_ss_03

cahsee_date_04
cahsee_ela_pf_04
cahsee_ela_ss_04

cahsee_date_04
cahsee_math_pf_04
cahsee_math_ss_04

cahsee_date_05
cahsee_ela_pf_05
cahsee_ela_ss_05

cahsee_date_05
cahsee_math_pf_05
cahsee_math_ss_05

cahsee_date_06
cahsee_ela_pf_06
cahsee_ela_ss_06

cahsee_date_06
cahsee_math_pf_06
cahsee_math_ss_06

Export the 536 selected students

LastFirst
Student_Number
Grade_Level

CA_HSEEEExpEng
cahsee_date_01
cahsee_ela_pf_01

Field Delimiter: Tab

Record Delimiter: CR

"Surround Fields" Column titles on 1st row

Export DCID

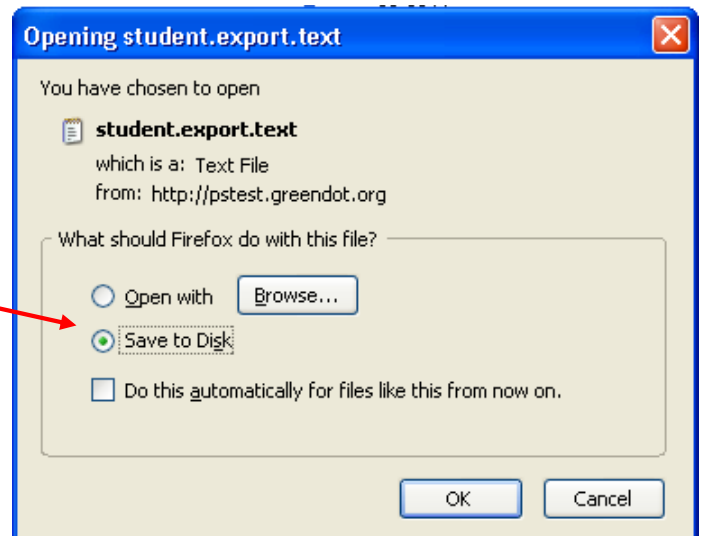
[Fields](#)

Submit

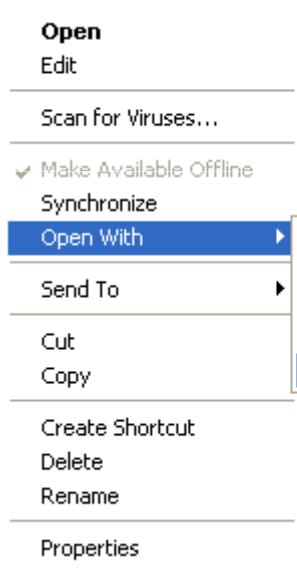
Step 4: Click the “Submit” button.

Step 5: After you click “Submit,” you’ll receive a prompt about the file you’re exporting.

Choose “Save to Disk” and save the file to your desktop.

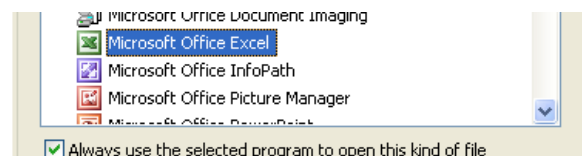


Step 6: Find the file on your desktop, and right-click on it.

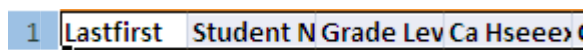


Step 7: Click on “Open With” and then “Choose Program.”

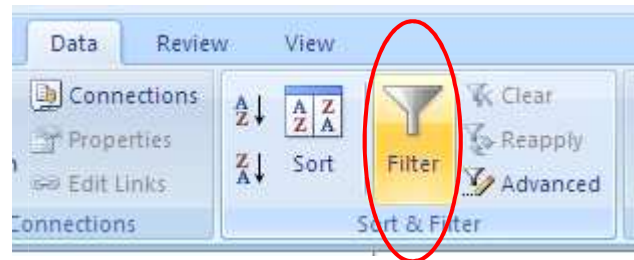
Step 8: Check the “Always use the selected program to open this kind of file” box. Then, click on Microsoft Excel, and click OK.



Step 9: Click the “1” next to the column headings and press “Ctrl-B” to bold the headings.

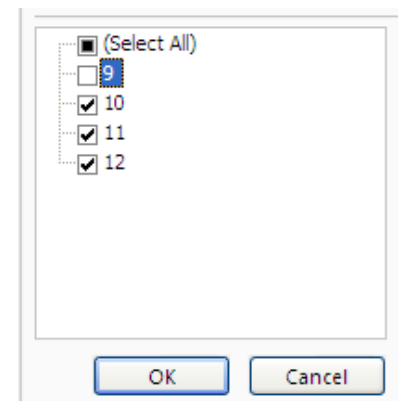


Step 10: Click the “Data” heading at the top of your screen, and click the “Filter” button. This will add sortable drop-down menus to each column.



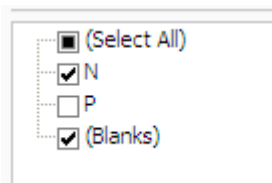
Step 11: Click the drop-down menu next to “Grade Level” and uncheck the box for 9th graders. This will remove 9th graders from your analysis.

Unless you’re trying to determine which 10th graders missed the census CAHSEE, you’ll most likely want to remove 10th graders as well.

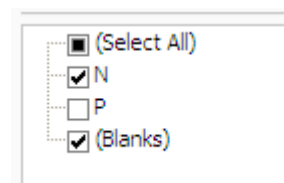


Step 12: To determine who still needs to pass the ELA portion of the CAHSEE, click the drop-down menu next to “CAHSEE ELA PF 01” and uncheck the “P” box.

This will leave only students who did not pass the ELA portion of the CAHSEE during their first opportunity.



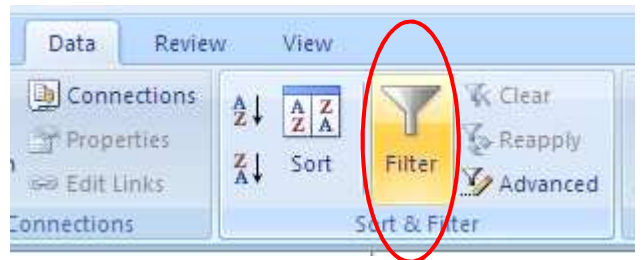
Step 13: Move three columns to the right (CAHSEE ELA PF 02) and uncheck the “P” box. This will leave only students who did not pass the ELA portion CAHSEE during their first two opportunities.



The spreadsheet contains scores for up to six administrations of the ELA portion of the CAHSEE, so continue this process as needed to filter out students.

Step 14: Once you've successfully filtered and identified the students who need to take the ELA portion of the CAHSEE, copy & paste the students' names, IDs, and grade levels into another spreadsheet or document.

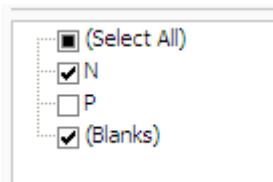
Step 15: Go back to the "Data" heading at the top of your screen, and click the "Filter" button. This will remove all your filtering in one easy step.



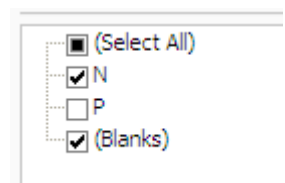
Step 16: Click the "Filter" button one more time, which will re-add your drop-down menus.

Step 17: To determine who still needs to pass the math portion of the CAHSEE, click the drop-down menu next to "CAHSEE Math PF 01" and uncheck the "P" box.

This will leave only students who did not pass the math portion of the CAHSEE during their first opportunity.



Step 18: Move three columns to the right (CAHSEE Math PF 02" and uncheck the "P" box. This will leave only students who did not pass the math portion of the CAHSEE during their first two opportunities.



Just like ELA, the spreadsheet contains scores for up to six administrations of the math portion of the CAHSEE, so continue this process as needed to filter out students.

Step 19: Once you've successfully filtered and identified the students who need to take the CAHSEE, copy & paste the students' names, IDs, and grade levels into another spreadsheet or document.

Huzzah! You're done!