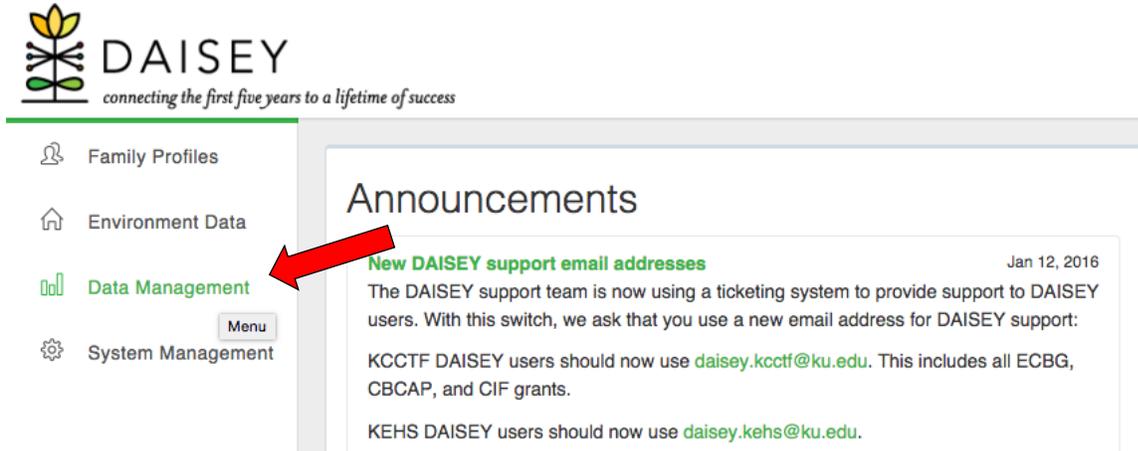


EXPORT DATA FROM DAISEY

1. Navigate to <https://daisey.cete.us/kehs/login>, log in, and accept the terms of the security agreement (you will have to do this each time you log in).
2. From the homepage, choose **Data Management** listed in the menu:



3. From the drop-down menu that appears, choose **Export**, then **Export Data**.



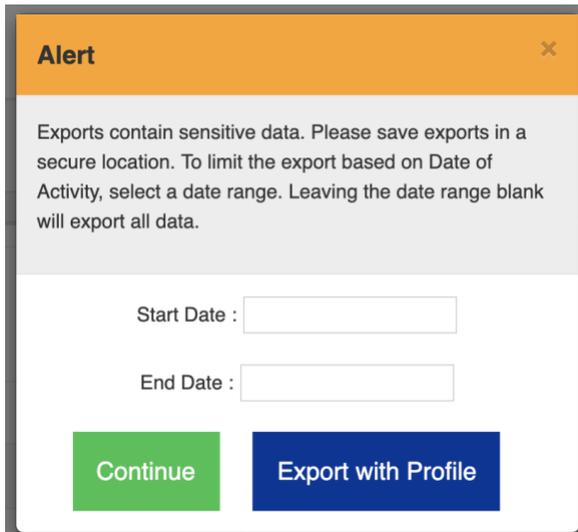
4. Find the data you want to export and click **Export**. (For this specific tutorial you will want to export myIGDIs Literacy+ data).

10 records per page Search:

Form ID	Name	Category	Select One
23	Protective Factors Survey	Caregiver Activities	<input type="button" value="Export"/>
22	Add Environment Profile	Environment Profile	<input type="button" value="Export"/>
21	Program Form	Child Activities	<input type="button" value="Export"/>

- The message below will pop up asking you to specify a date range. This will limit your export to data collected during the specified time frame. Enter the dates of the current evaluation year.

Please note: the ECBG evaluation year runs from June 1st to May 31st the following year. For example, the 2019-2020 runs from June 1st, 2019 – May 31st, 2020. Therefore, you would put June 1st, 2019 as the “Start Date”. If you do not specify a date range, all data that has ever been entered for that measure into DAISEY will be exported.



An alert dialog box with an orange header and a close button. The text inside reads: "Exports contain sensitive data. Please save exports in a secure location. To limit the export based on Date of Activity, select a date range. Leaving the date range blank will export all data." Below the text are two input fields labeled "Start Date" and "End Date". At the bottom are two buttons: a green "Continue" button and a blue "Export with Profile" button.

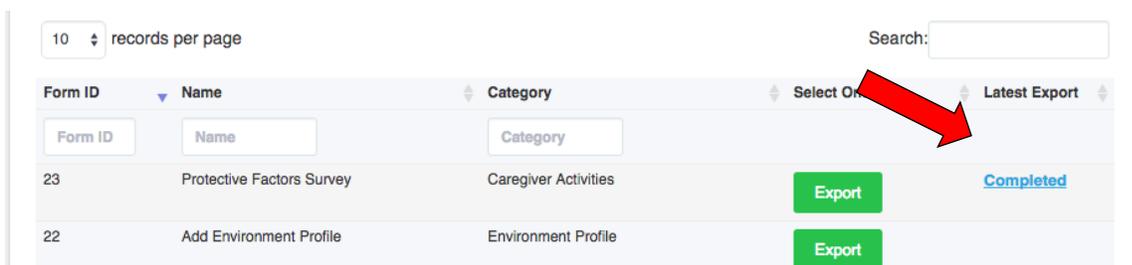
- Once you specify a date range, click **Continue** to export the data without the profile data included or click **Export with Profile** if you would like profile data as well.

NOTE: While the records are exporting, “*In Progress*” will appear next to the item. This normally takes a few moments, and you can navigate to other DAISEY pages to work while it exports.



A table with two rows. The first row has columns for ID (23), Name (Protective Factors Survey), Category (Caregiver Activities), an "Export" button, and the status "In Progress". A red arrow points to the "In Progress" status. The second row has ID (22), Name (Add Environment Profile), Category (Environment Profile), and an "Export" button.

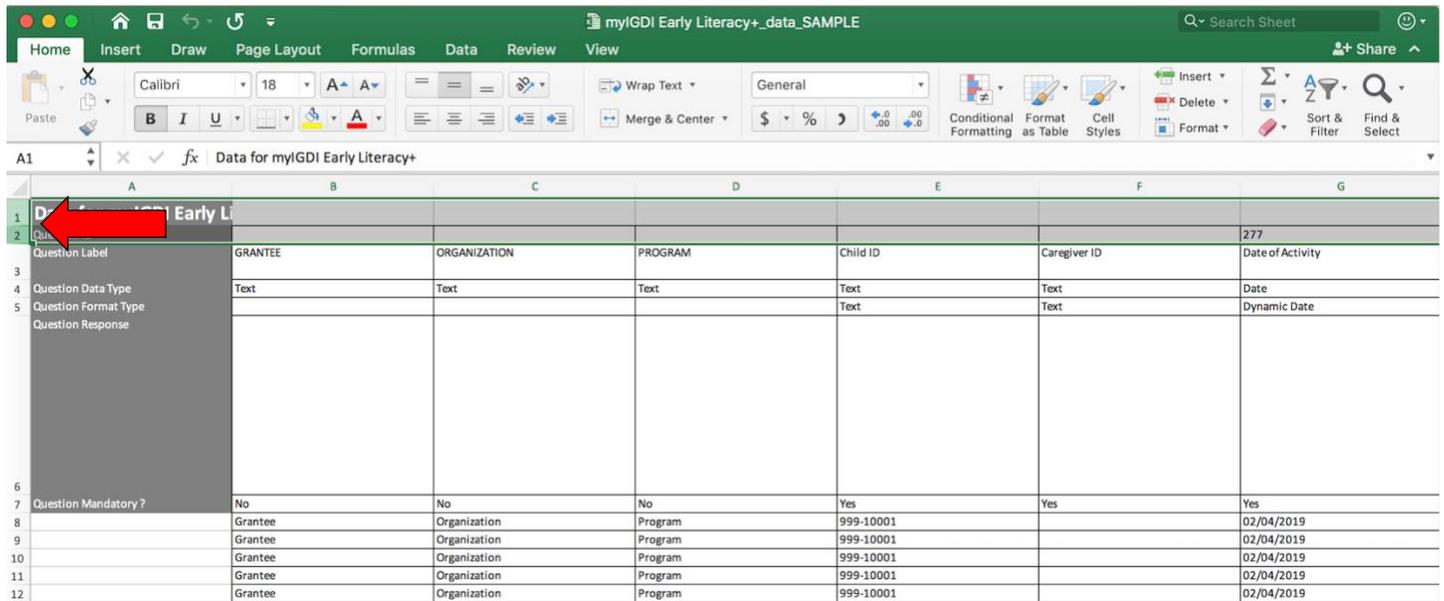
- When the download is ready, “*Completed*” will appear next to the item. Click on “*Completed*” and the export will download as an Excel spreadsheet.



A table with a search bar and a "records per page" dropdown set to 10. The table has columns for Form ID, Name, Category, Select On, and Latest Export. The first row shows ID 23, Name Protective Factors Survey, Category Caregiver Activities, an "Export" button, and the status "Completed". A red arrow points to the "Completed" status. The second row shows ID 22, Name Add Environment Profile, Category Environment Profile, and an "Export" button.

CREATE A PIVOT TABLE TO COUNT NUMBER OF CHILDREN ASSESSED WITH myIGDI's LITERACY+

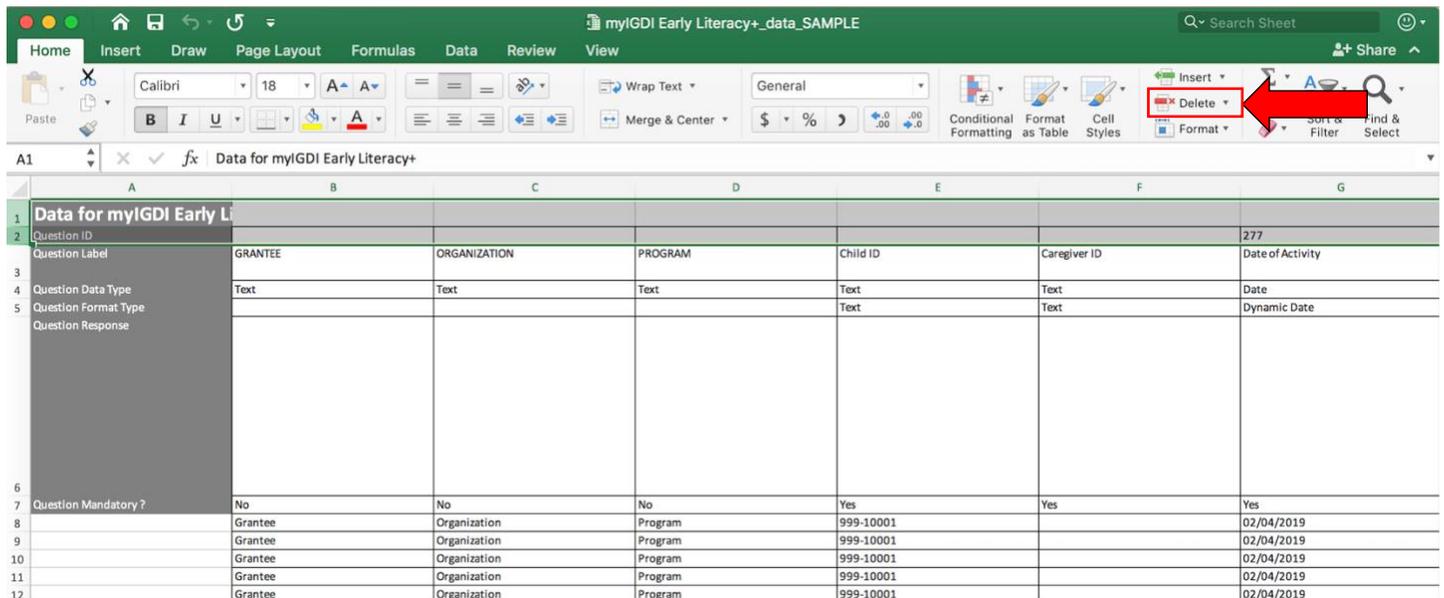
8. Select **rows 1 and 2** by clicking on 1 and dragging to row 2. They should be highlighted indicating they are selected.



The screenshot shows the Excel interface with the 'Data for myIGDI Early Literacy+' spreadsheet. Rows 1 and 2 are selected, indicated by a grey background and a red arrow pointing to the selection bar on the left.

1	Data for myIGDI Early L						277
2	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
3							
4	Question Data Type	Text	Text	Text	Text	Text	Date
5	Question Format Type						Dynamic Date
6	Question Response						
7	Question Mandatory?	No	No	No	Yes	Yes	Yes
8		Grantee	Organization	Program	999-10001		02/04/2019
9		Grantee	Organization	Program	999-10001		02/04/2019
10		Grantee	Organization	Program	999-10001		02/04/2019
11		Grantee	Organization	Program	999-10001		02/04/2019
12		Grantee	Organization	Program	999-10001		02/04/2019

9. Go to the upper right-hand side of the screen, and click the red button that says **Delete**.



The screenshot shows the Excel interface with the 'Data for myIGDI Early Literacy+' spreadsheet. The 'Delete' button in the ribbon is highlighted with a red box and a red arrow.

1	Data for myIGDI Early L						277
2	Question ID	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
3							
4	Question Data Type	Text	Text	Text	Text	Text	Date
5	Question Format Type						Dynamic Date
6	Question Response						
7	Question Mandatory?	No	No	No	Yes	Yes	Yes
8		Grantee	Organization	Program	999-10001		02/04/2019
9		Grantee	Organization	Program	999-10001		02/04/2019
10		Grantee	Organization	Program	999-10001		02/04/2019
11		Grantee	Organization	Program	999-10001		02/04/2019
12		Grantee	Organization	Program	999-10001		02/04/2019

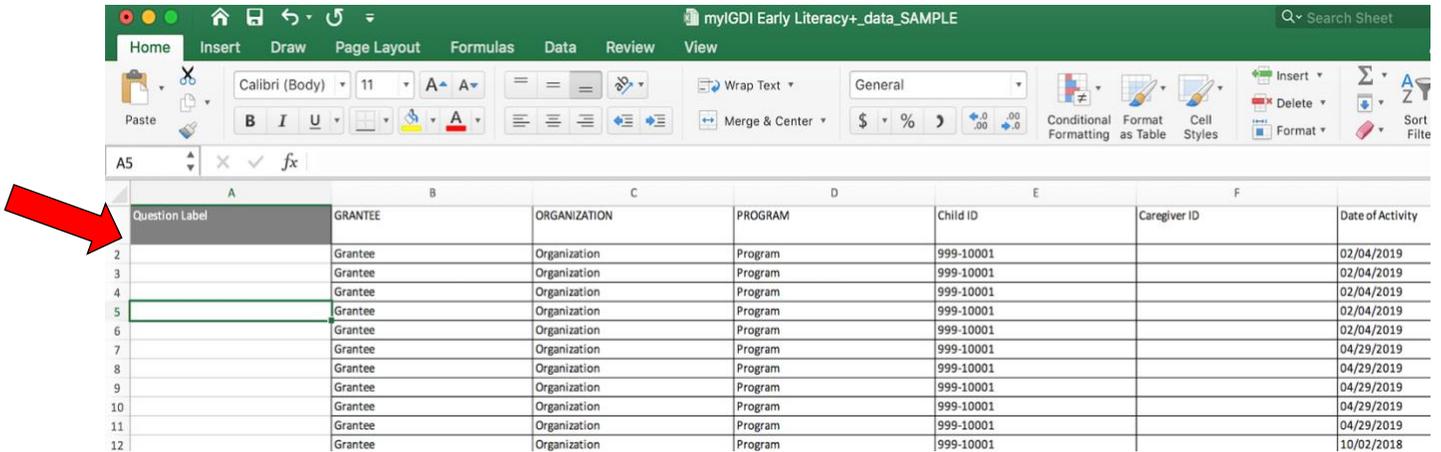
10. Repeat step 8, now selecting **rows 2-5** ("Question Data Type, Question Format Type, Question Response, and Question Mandatory" should all be selected). Again, once those rows are selected it will be highlighted.

	A	B	C	D	E	F	G
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
2	Question Data Type	Text	Text	Text	Text	Text	Date
3	Question Format Type						Dynamic Date
4	Question Response						
5	Question Mandatory ?	No	No	No	Yes	Yes	Yes
6		Grantee	Organization	Program	999-10001		02/04/2019
7		Grantee	Organization	Program	999-10001		02/04/2019
8		Grantee	Organization	Program	999-10001		02/04/2019
9		Grantee	Organization	Program	999-10001		02/04/2019
10		Grantee	Organization	Program	999-10001		02/04/2019
11		Grantee	Organization	Program	999-10001		04/29/2019
12		Grantee	Organization	Program	999-10001		04/29/2019

11. Repeat step 9, and delete the selected rows. Again, this can be done by going to the upper right area of your Excel sheet and clicking the **Delete** button.

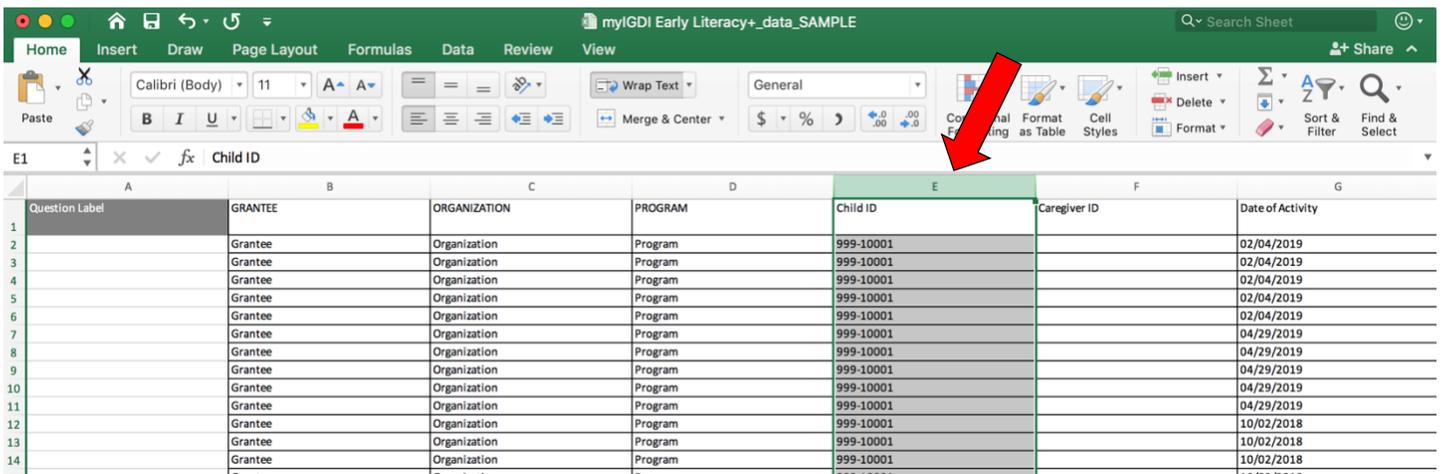
	A	B	C	D	E	F	G
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
2	Question Data Type	Text	Text	Text	Text	Text	Date
3	Question Format Type						Dynamic Date
4	Question Response						
5	Question Mandatory ?	No	No	No	Yes	Yes	Yes
6		Grantee	Organization	Program	999-10001		02/04/2019
7		Grantee	Organization	Program	999-10001		02/04/2019
8		Grantee	Organization	Program	999-10001		02/04/2019
9		Grantee	Organization	Program	999-10001		02/04/2019
10		Grantee	Organization	Program	999-10001		02/04/2019
11		Grantee	Organization	Program	999-10001		04/29/2019
12		Grantee	Organization	Program	999-10001		04/29/2019

12. After steps 8-11, your Excel sheet should be a replica of the below screenshot. **Row 1** should be as follows: Question Label, Grantee, Organization, Program, Child ID, etc.



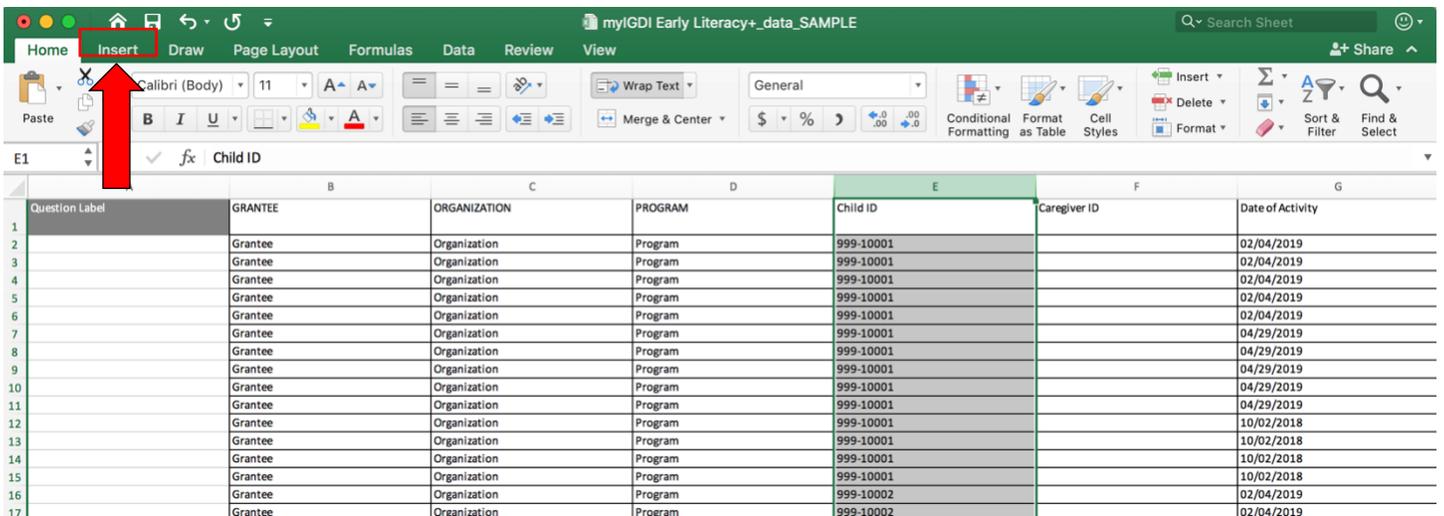
Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		10/02/2018

13. Select **Column E**, which should be labeled as **Child ID**. The entire column should be highlighted, indicating the entire column is being selected.



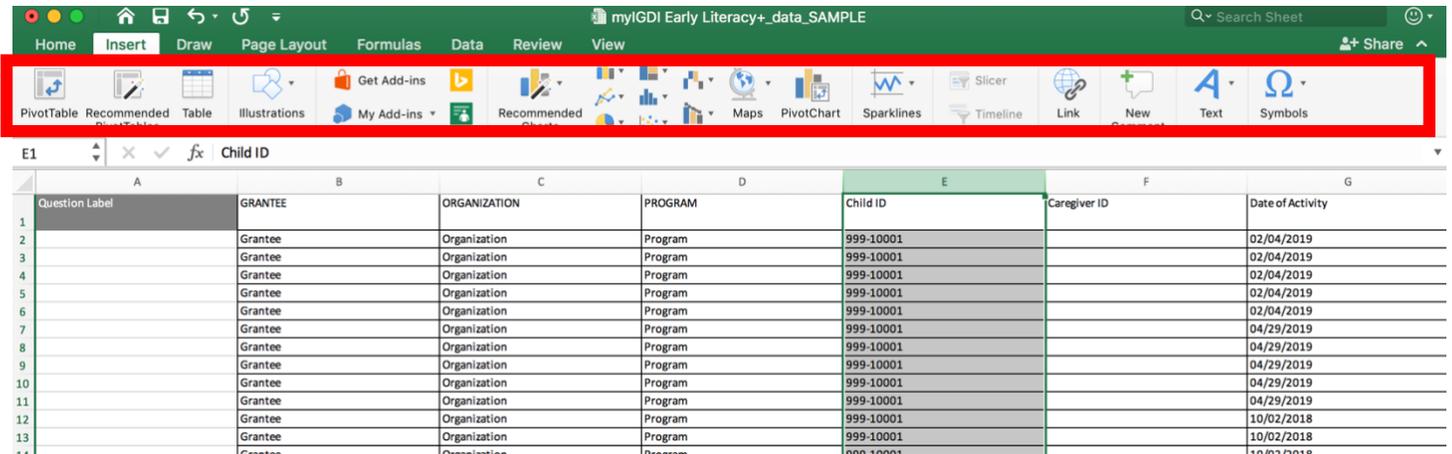
Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		10/02/2018
	Grantee	Organization	Program	999-10001		10/02/2018
	Grantee	Organization	Program	999-10001		10/02/2018

14. Click on the tab at the top left side of the spreadsheet labeled **Insert**.

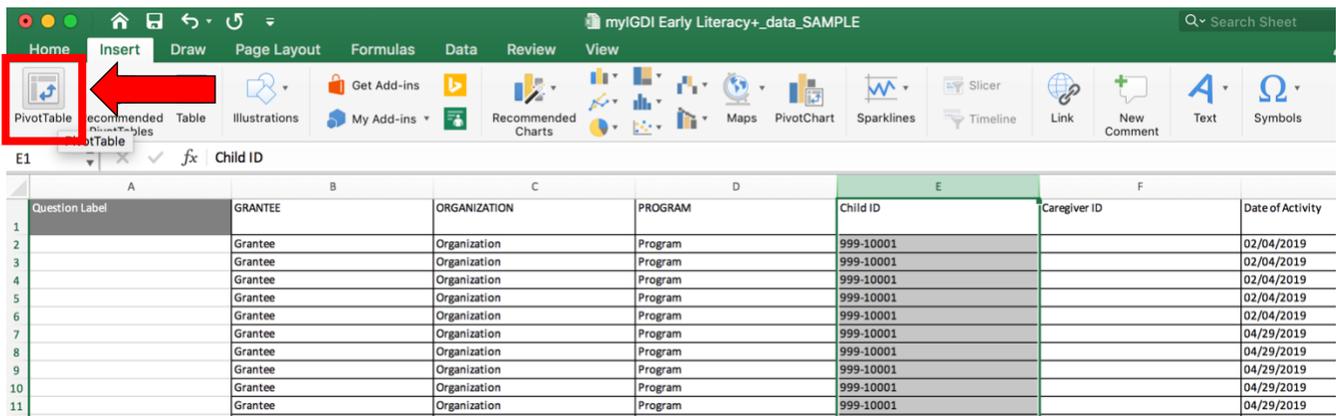


Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		10/02/2018
	Grantee	Organization	Program	999-10001		10/02/2018
	Grantee	Organization	Program	999-10001		10/02/2018
	Grantee	Organization	Program	999-10002		02/04/2019
	Grantee	Organization	Program	999-10002		02/04/2019

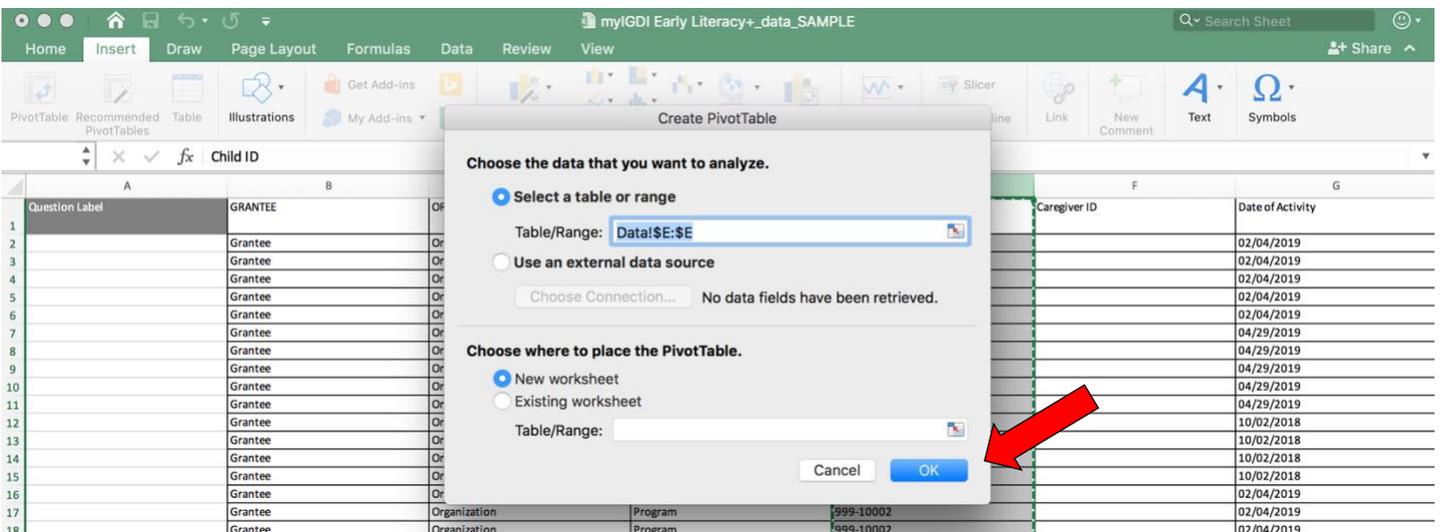
15. Once the tab is clicked, a new row of options will appear across your Excel sheet. It should contain some of the same options as in the screenshot below.



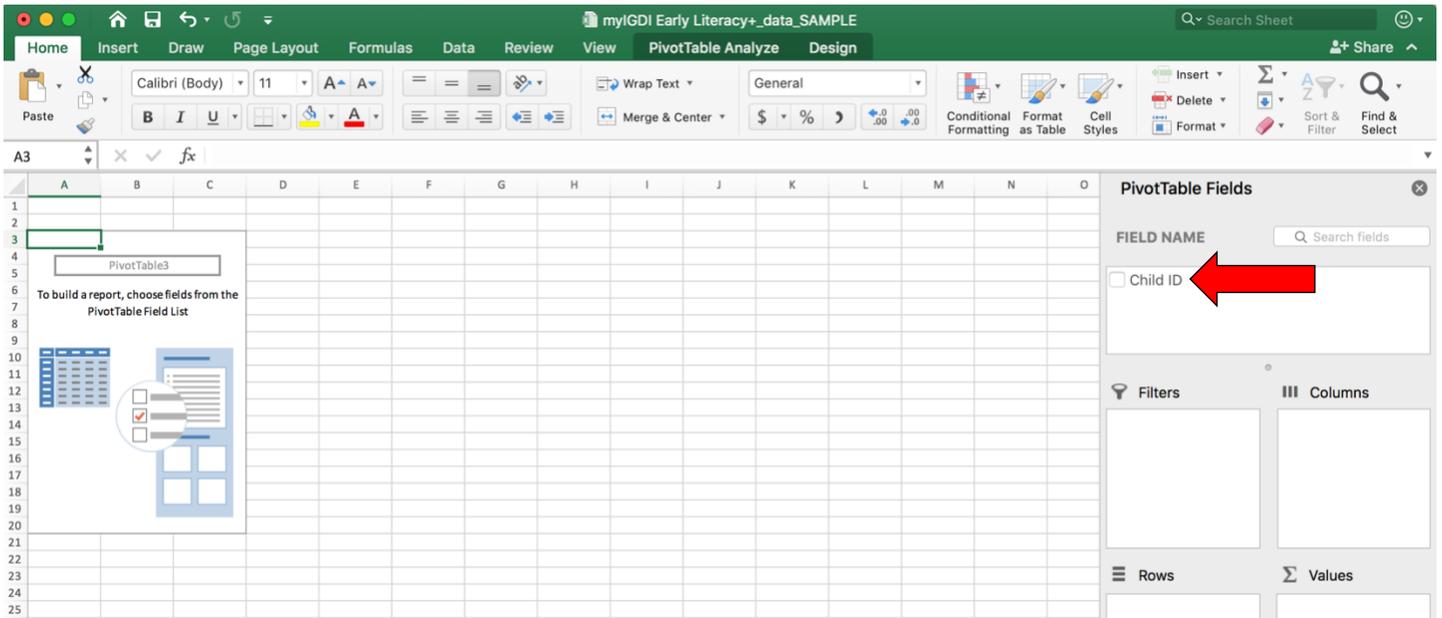
16. Click on **Pivot Table**. It will most likely be the very first option at the very right of these options under the **Insert** tab.



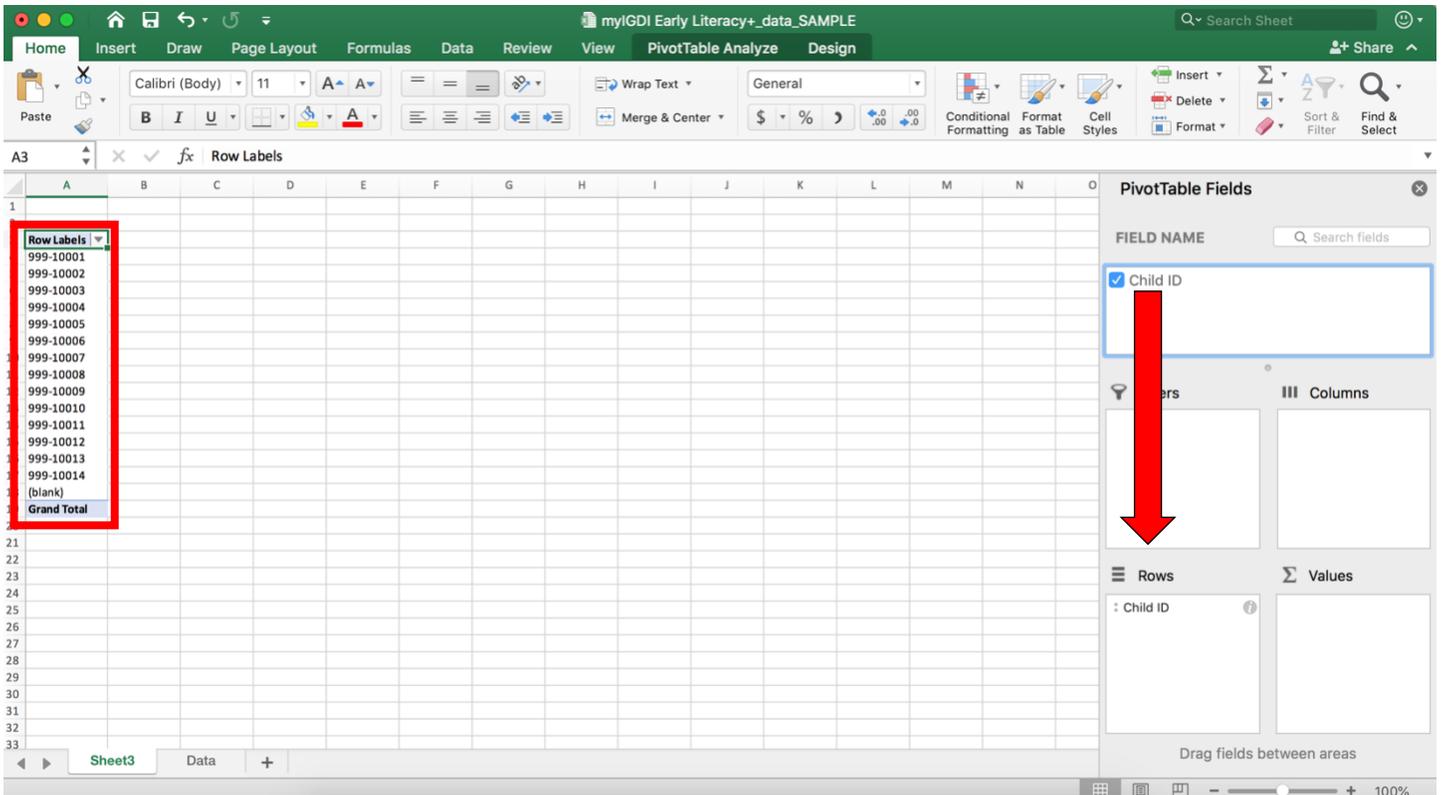
17. A **Create Pivot Table** box will pop up. It lists some options, but it always defaults to "Select a table or range." The Table/Range will already be filled out for you. Click **OK** on the bottom left of the box.



18. Excel has now made you a new **Sheet**. Your new sheet will have the beginnings of your PivotTable on it, as pictured below. Locate the PivotTable Fields box on the left-hand side of your Excel screen. Under **Field Name** it should only say **Child ID**.



19. Mark the box next to **Child ID**. Select and drag **Child ID** down into the box that says **Rows**. You will notice your PivotTable on the left-hand side of your Excel sheet has changed. It should now say **Row Labels** and have Child IDs listed under that column.



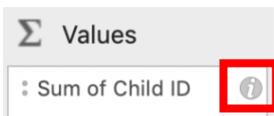
20. Select **Child ID** once again, and drag it to the box that says **Values**. It will change the name from **Child ID** to **Count of Child ID** in the **Values** box. Your table on the left should now have two columns: **Row Labels** and **Count of Child ID**. The **Row Labels** column is every child by DAISEY ID with data, while the **Count of Child ID** column is the number of rows of data submitted for each child.

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable has two columns: 'Row Labels' and 'Count of Child ID'. The 'Row Labels' column lists child IDs from 999-10001 to 999-10014, plus a '(blank)' row and a 'Grand Total' row. The 'Count of Child ID' column shows the number of rows for each child ID, ranging from 4 to 14, with a 'Grand Total' of 174. The PivotTable Fields task pane on the right shows 'Child ID' in the 'Values' box, and a red arrow points from this box to the 'Values' section of the task pane.

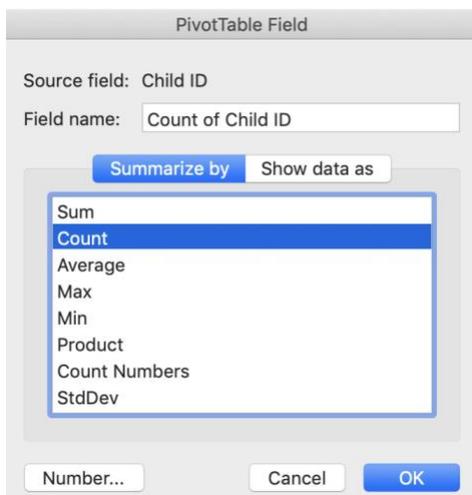
Row Labels	Count of Child ID
999-10001	14
999-10002	14
999-10003	14
999-10004	14
999-10005	14
999-10006	13
999-10007	14
999-10008	14
999-10009	14
999-10010	14
999-10011	4
999-10012	10
999-10013	11
999-10014	10
(blank)	
Grand Total	174

NOTE: Make sure it says “Count of Child ID” in the **Values** box and for the title of the second column in your PivotTable. If it says something other than “Count”, follow the steps below:

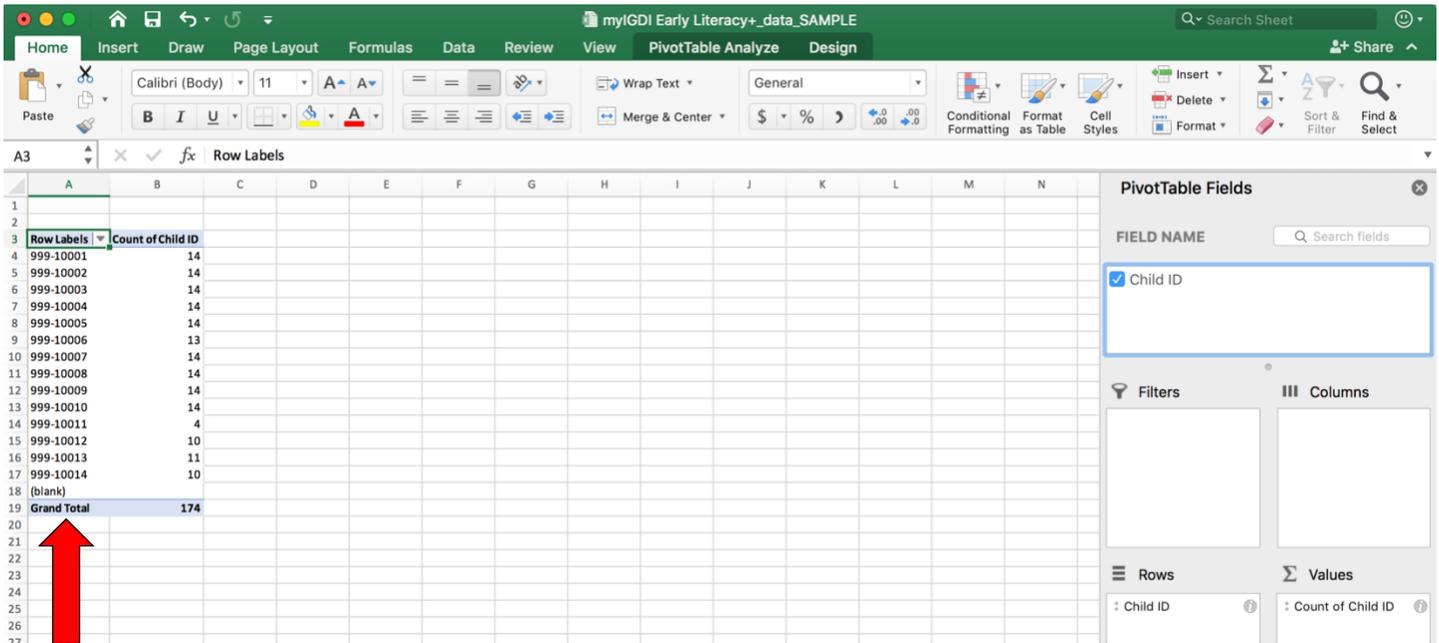
- In the **Values** box, click the little icon circle



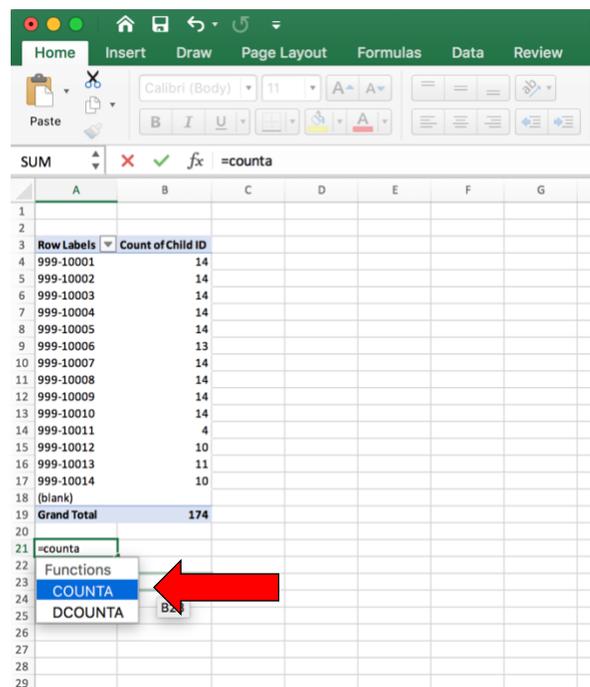
- The below **PivotTable Field** box will pop up. Click **Summarize by**, select **Count** from the list, and then click **OK**.



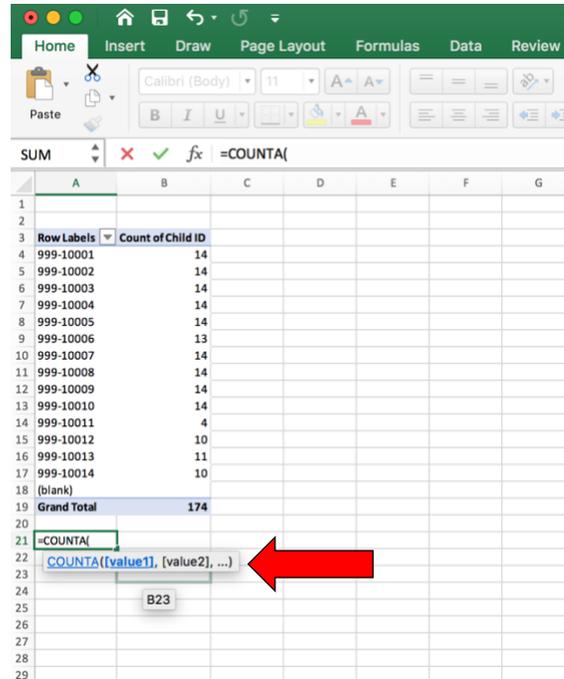
21. At the bottom of your PivotTable is a blue highlighted row that says **Grand Total**. It is easy to look at this and assume that (based on the example below) 174 children have been assessed. **This is not the case!** This is counting the number of rows of data each child has submitted for them, not the number of children assessed.



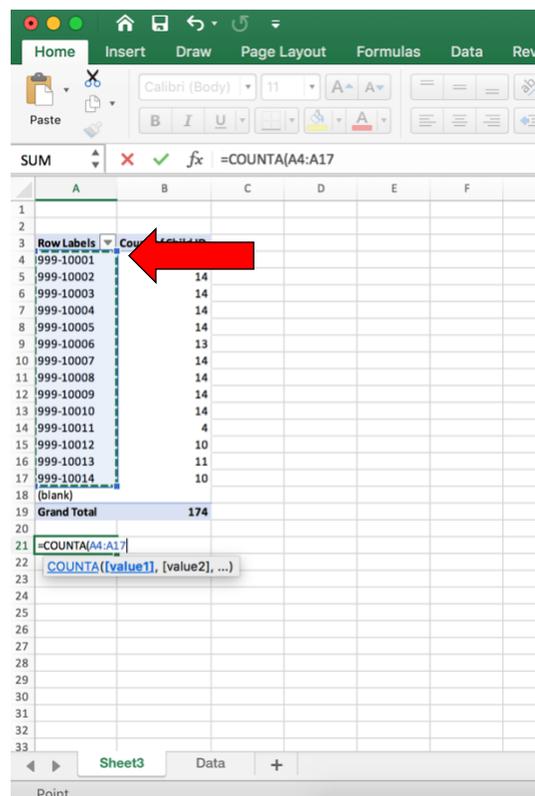
22. In order to find the actual number of children assessed, we need to count the number of Child IDs listed under the **Row Labels** column. In an empty cell below the table type `=COUNTA` and a box, like the one pictured below, should pop up. Click `COUNTA` under Functions. (**NOTE:** If the box does not appear, you will have to type out `=COUNTA(` yourself.)



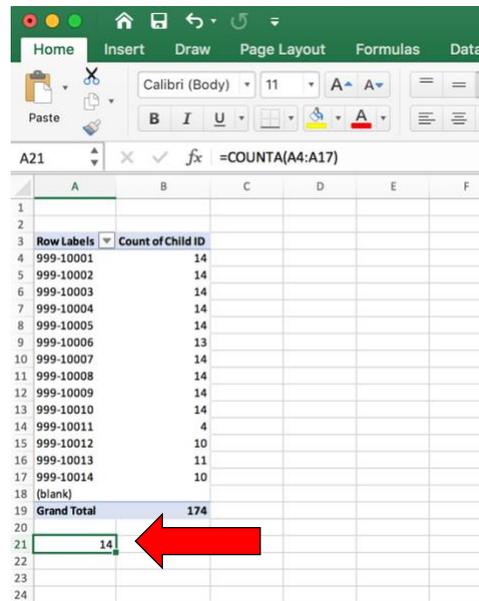
23. Once that is selected, the box will now look like this: “=COUNTA(“. It is asking us to now put in values.



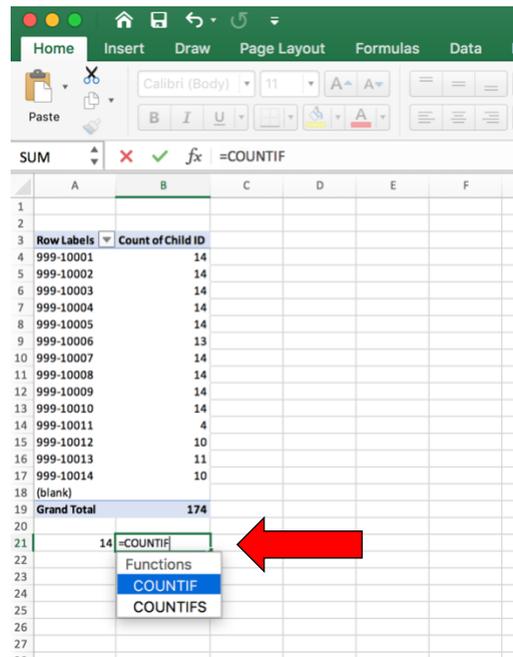
24. To get the correct count of children assessed, click on the first Child ID under **Row Labels** and drag/select down to the last Child ID listed. **Do not include the (blank) row!** Now, after making your selection, press the **Enter** key on your keyboard.



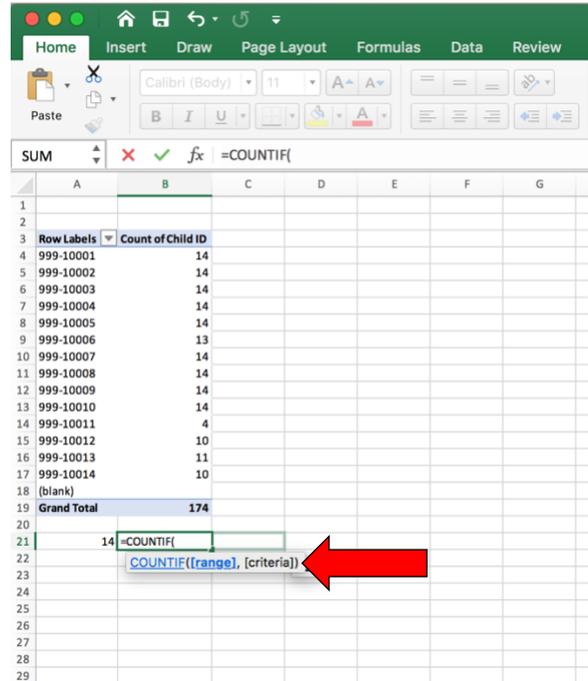
25. The number calculated in the cell indicates the number of children assessed.



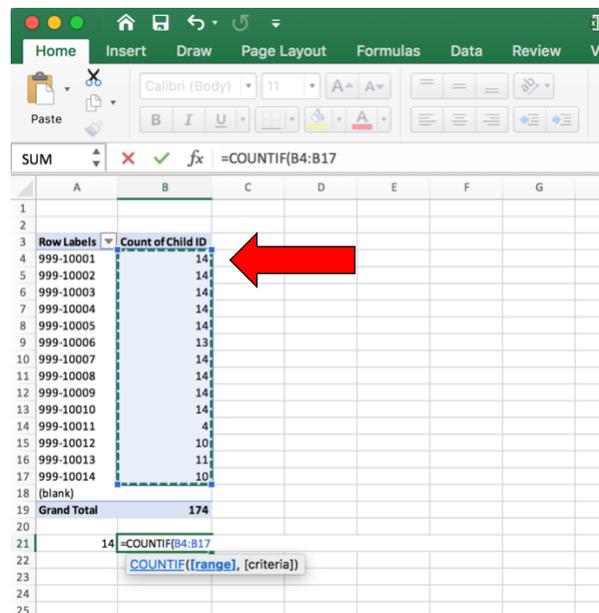
26. If you want to get an idea of how many children had the required number of repeated measures, type “=COUNTIF” in an empty cell. A box, like the one pictured below, will pop up. Click “COUNTIF” under Functions. (**NOTE:** Again, if the box does not appear, you will have to type out “=COUNTIF(“ yourself.)



27. Once that is selected, the box will now look like this: “=COUNTIF(“. It is asking us to now put in values.

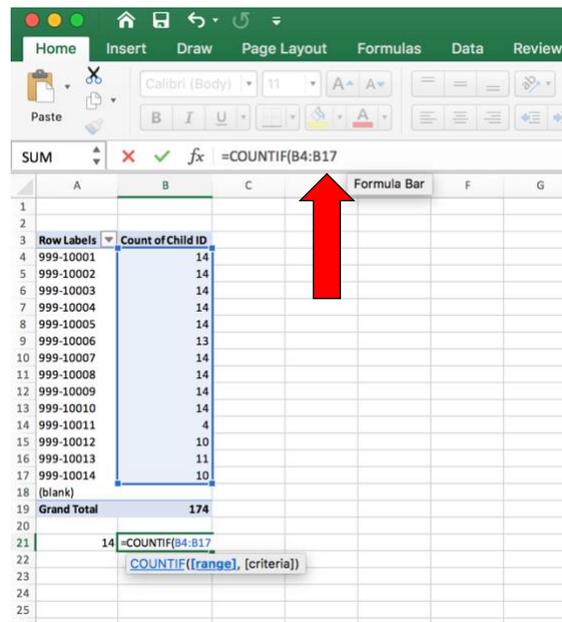


28. Highlight the numbers under the **Count of Child ID** column by selecting the first number and drag down to the last number listed. **Again, there is no need to include the blank row in this selection!**



29. This is a 'COUNT IF' option, meaning it will only count certain values if they meet a specific criterion. We need to add to the formula in the **Formula Bar** at the top of the Excel sheet. It should already say "=COUNTIF(B4:B17)".

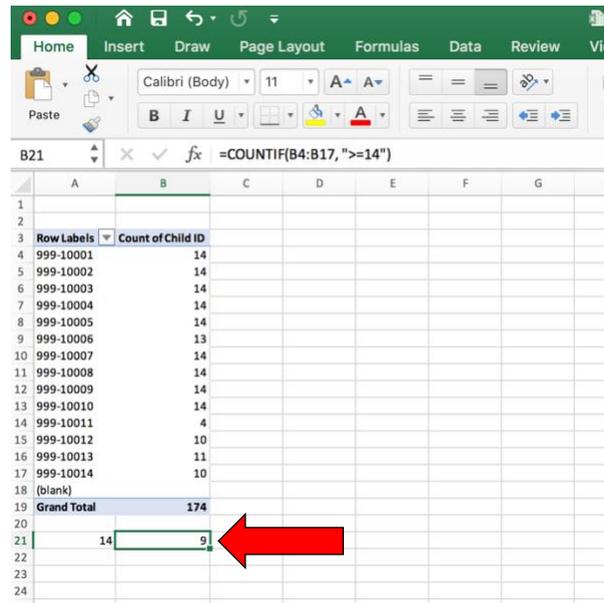
- a. In this example, we are using end of year exported myIGDIs Literacy+ data from DAISEY and wanting a rough count of children who have been assessed with all subtests of the myIGDIs Literacy+ in the fall, winter, and spring.
- b. Each individual subtest for a child is entered into DAISEY separately. This means if a child received all appropriate subtests in the fall (4 subtests), winter (5 subtests), and spring (5 subtests) then they will have at least 14 lines of data total.
- c. Therefore, we need to tell the formula to only count children with 14 or more lines of data. It should say "=COUNTIF(B4:B17, ">=14")". Once that is typed in the **Formula Bar**, press **Enter** on your keyboard.



NOTE: As previously stated, this example utilizes end of year myIGDIs Literacy+ data and looks at children who had the assessment completed for all testing seasons (fall, winter, and spring). However, if you are looking at exported Literacy+ data after the fall or winter administration windows, you will need to alter your formula.

- After fall administration, you will enter "=COUNTIF(B4:B17, ">=4")" since there should be 4 lines of data per child after fall administration (4 subtests).
- After winter administration, you will enter "=COUNTIF(B4:B17, ">=9")" since there should be 9 lines of data per child after winter administration (4 subtests in the fall and 5 in the winter).
- Also note, there may be duplicates in your data, resulting in more lines of data per child. If this is the case, you will need to complete the next section of instructions to look into this further.

30. After you have completed the appropriate formula, you should see a number in that box with the total number of children which meet the specific criteria you specified in the formula.



Formulas for myIGDIs Numeracy data:

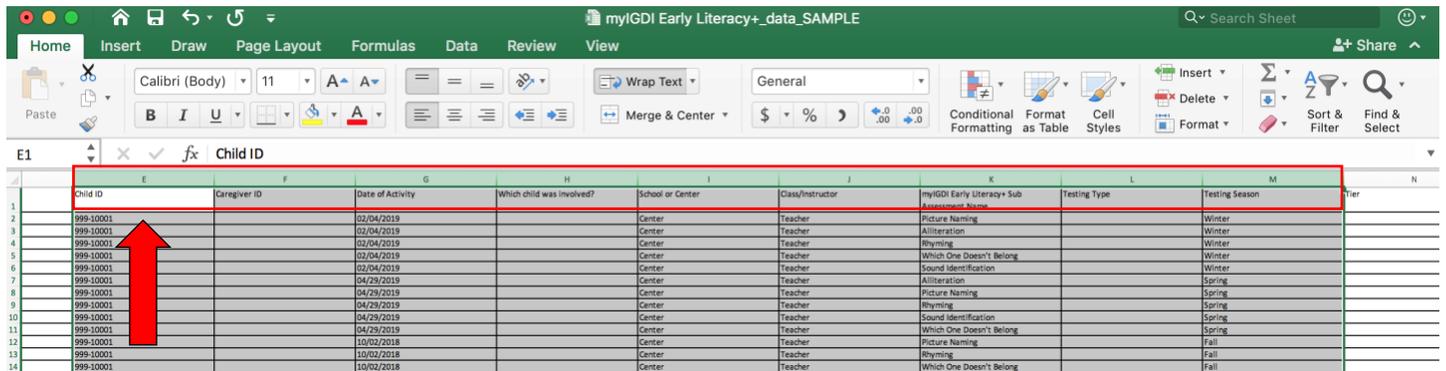
This tutorial can also be applied to myIGDIs Numeracy data. The formulas to use in step 29 for Numeracy data are as follows:

- After fall administration, you will enter “=COUNTIF(B4:B17, “>=4”)” since there should be 4 lines of data per child after fall administration (4 subtests).
- After winter administration, you will enter “=COUNTIF(B4:B17, “>=8”)” since there should be 8 lines of data per child after winter administration (4 subtests in the fall and 4 in the winter).
- After spring administration or for end of year data, you will enter “=COUNTIF(B4:B17, “>=12”)” since there should be 12 lines of data per child after spring administration if they received the assessment at all three points in time (4 subtests in the fall, 4 in the winter, and 4 in the spring).

Please feel free to stop here! The following steps will give you a more detailed breakdown of what subtests (in this example we continue to use myIGDIs Literacy+ data: Alliteration, Picture Naming, Rhyming, Sound Identification, and WODB) by season (fall, winter, or spring) have been entered into DAISEY for each child.

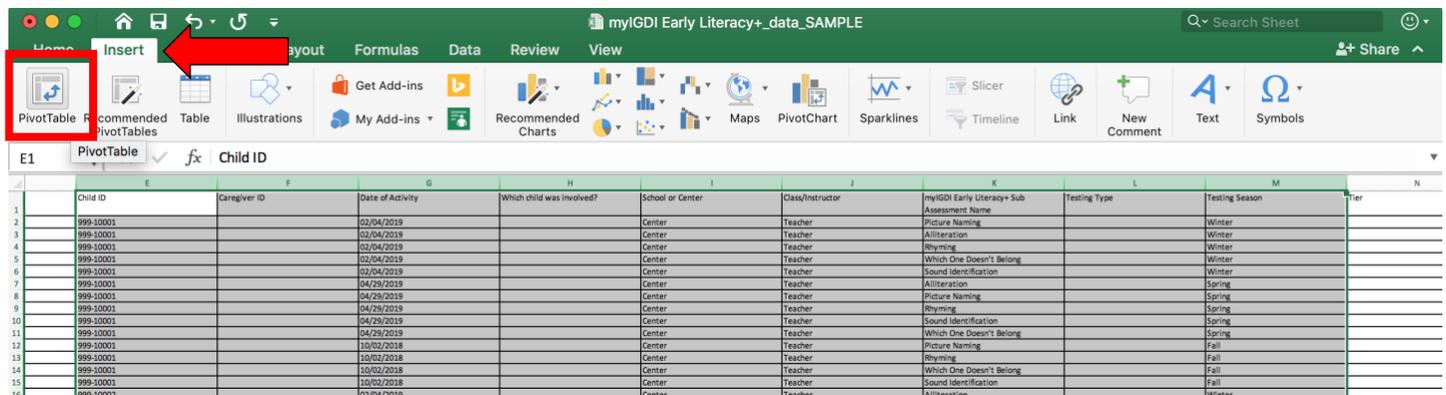
PIVOT TABLE OF SUBTESTS BY SEASON ENTERED FOR EACH CHILD INTO DAISEY

31. Go back to the **Data** tab. Select **Column E (Child ID) through Column M (Testing Season)**. To do this, click on **Column E** at the very top, and select/drag until you get to **Column M**. All of the columns selected should be highlighted.



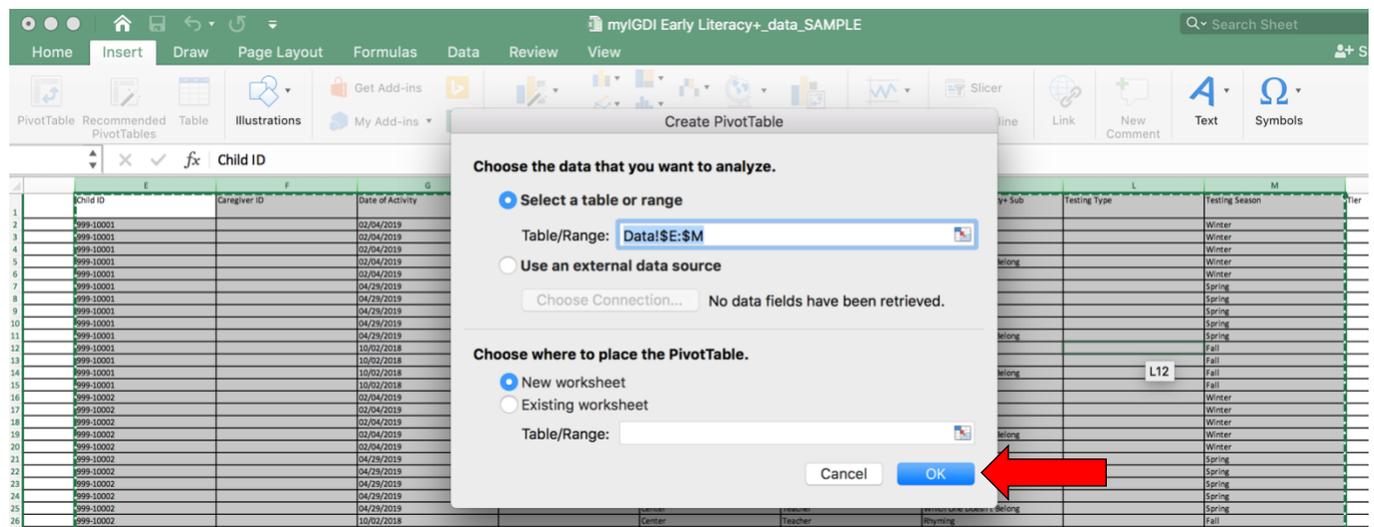
	E	F	G	H	I	J	K	L	M	N
1	Child ID	Caregiver ID	Date of Activity	Which child was involved?	School or Center	Class/Instructor	myIGDI Early Literacy+ Sub Assessment Name	Testing Type	Testing Season	Tier
2	999-10001		02/04/2019		Center	Teacher	Picture Naming	Winter		
3	999-10001		02/04/2019		Center	Teacher	Alliteration	Winter		
4	999-10001		02/04/2019		Center	Teacher	Rhyming	Winter		
5	999-10001		02/04/2019		Center	Teacher	Which One Doesn't Belong	Winter		
6	999-10001		02/04/2019		Center	Teacher	Sound Identification	Winter		
7	999-10001		04/29/2019		Center	Teacher	Alliteration	Spring		
8	999-10001		04/29/2019		Center	Teacher	Picture Naming	Spring		
9	999-10001		04/29/2019		Center	Teacher	Rhyming	Spring		
10	999-10001		04/29/2019		Center	Teacher	Sound Identification	Spring		
11	999-10001		04/29/2019		Center	Teacher	Which One Doesn't Belong	Spring		
12	999-10001		10/02/2018		Center	Teacher	Picture Naming	Fall		
13	999-10001		10/02/2018		Center	Teacher	Rhyming	Fall		
14	999-10001		10/02/2018		Center	Teacher	Which One Doesn't Belong	Fall		
15	999-10001		10/02/2018		Center	Teacher	Alliteration	Fall		

32. While the columns are highlighted, click on the **Insert** tab in the upper left-hand side of your Excel screen. The following will show up again, and you will want to select the **PivotTable** option.



	E	F	G	H	I	J	K	L	M	N
1	Child ID	Caregiver ID	Date of Activity	Which child was involved?	School or Center	Class/Instructor	myIGDI Early Literacy+ Sub Assessment Name	Testing Type	Testing Season	Tier
2	999-10001		02/04/2019		Center	Teacher	Picture Naming	Winter		
3	999-10001		02/04/2019		Center	Teacher	Alliteration	Winter		
4	999-10001		02/04/2019		Center	Teacher	Rhyming	Winter		
5	999-10001		02/04/2019		Center	Teacher	Which One Doesn't Belong	Winter		
6	999-10001		02/04/2019		Center	Teacher	Sound Identification	Winter		
7	999-10001		04/29/2019		Center	Teacher	Alliteration	Spring		
8	999-10001		04/29/2019		Center	Teacher	Picture Naming	Spring		
9	999-10001		04/29/2019		Center	Teacher	Rhyming	Spring		
10	999-10001		04/29/2019		Center	Teacher	Sound Identification	Spring		
11	999-10001		04/29/2019		Center	Teacher	Which One Doesn't Belong	Spring		
12	999-10001		10/02/2018		Center	Teacher	Picture Naming	Fall		
13	999-10001		10/02/2018		Center	Teacher	Rhyming	Fall		
14	999-10001		10/02/2018		Center	Teacher	Which One Doesn't Belong	Fall		
15	999-10001		10/02/2018		Center	Teacher	Sound Identification	Fall		
16	999-10002		02/04/2019		Center	Teacher	Alliteration	Winter		

33. A **Create Pivot Table** box will pop up. All you have to do is select **OK**, and your PivotTable will appear on a new tab.



Choose the data that you want to analyze.

Select a table or range
Table/Range:

Use an external data source
 No data fields have been retrieved.

Choose where to place the PivotTable.

New worksheet
 Existing worksheet
Table/Range:

34. For this PivotTable, you may notice the **Field Name** includes different options now. First, mark the box next to **Child ID**. Select and drag **Child ID** down into the box below **Rows**. Your PivotTable on the left should now say **Row Labels** and have Child IDs listed.

The screenshot shows the Microsoft Excel interface with the PivotTable Fields task pane on the right. In the task pane, the 'FIELD NAME' section has a search box and a list of fields. The 'Child ID' field is selected with a checkmark. A red arrow points from the 'Child ID' field in the list down to the 'Rows' section of the task pane, where 'Child ID' has been dragged and is now listed. On the left, the PivotTable shows 'Row Labels' with a list of child IDs from 999-10001 to 999-10014, and a 'Grand Total' row at the bottom. The worksheet title is 'myIGDI Early Literacy+_data_SAMPLE'.

35. Now select and drag **myIGDI Early Literacy + Sub Assessment Name** into the **Rows** box. (You may have to scroll down in the **Field Name** box to find this option.) Literacy+ subtests should have appeared under each Child ID in your PivotTable on the left.

The screenshot shows the Microsoft Excel interface with the PivotTable Fields task pane on the right. In the task pane, the 'FIELD NAME' section has a search box and a list of fields. The 'myIGDI Early Literacy+ Sub Assessment Name' field is selected with a checkmark. A red arrow points from this field down to the 'Rows' section of the task pane, where it has been added below 'Child ID'. On the left, the PivotTable shows 'Row Labels' with a hierarchical list of subtests grouped under each child ID (e.g., 999-10001, 999-10002, etc.). The subtests listed include Alliteration, Picture Naming, Rhyming, Sound Identification, and Which One Doesn't Belong. The worksheet title is 'myIGDI Early Literacy+_data_SAMPLE'.

36. Lastly, select and drag **Testing Season** first under the **Rows** box, and then again under the **Values** box.

The screenshot shows an Excel PivotTable with the following data:

Row Labels	Count of Testing Season
999-10001	14
Alliteration	2
Spring	1
Winter	1
Picture Naming	3
Fall	1
Spring	1
Winter	1
Rhyming	3
Fall	1
Spring	1
Winter	1
Sound Identification	3
Fall	1
Spring	1
Winter	1
Which One Doesn't Belong	3
Fall	1
Spring	1
Winter	1
999-10002	14
Alliteration	2
Spring	1
Winter	1
Picture Naming	3
Fall	1
Spring	1
Winter	1
Rhyming	3

The PivotTable Fields task pane on the right shows the following configuration:

- FIELD NAME:** Search fields
- Rows:** Child ID, myIGDI Early Li..., Testing Season
- Values:** Count of Testin...

NOTE: Again, make sure it says “Count of Testing Season” in the **Values** box and for the title of the second column in your PivotTable. If it says something other than “Count”, follow the steps in the NOTE section under step 20 above.

37. In your PivotTable on the left, you can now see which subtests by season each child has had submitted into DAISEY.

Row Labels	Count of Testing Season
999-10001	14
Alliteration	2
Spring	1
Winter	1
Picture Naming	3
Fall	1
Spring	1
Winter	1
Rhyming	3
Fall	1
Spring	1
Winter	1
Sound Identification	3
Fall	1
Spring	1
Winter	1
Which One Doesn't Belong	3
Fall	1
Spring	1
Winter	1
999-10002	14
Alliteration	2
Spring	1
Winter	1
Picture Naming	3
Fall	1
Spring	1
Winter	1

NOTE: This section of the tutorial can also be applied to myIGDIs Numeracy data.