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				
Form ID	Name	Category					
23	Protective Factors Survey	Caregiver Activities	Export				
22	Add Environment Profile	Environment Profile	Export				
21	Program Form	Child Activities	Export				

5. 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.

Alert ×									
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.									
Start Date :									
End Date :									
Continue Export with Profile									

6. 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.

23	Protective Factors Survey	Caregiver Activities	Export In Progress
22	Add Environment Profile	Environment Profile	Export

7. When the download is ready, "Completed" will appear next to the item. Click on "Completed" and the export will download as an Excel spreadsheet.

10 \$ record	Search:		
Form ID	Name	Category	🔶 Select Or
Form ID	Name	Category	
23	Protective Factors Survey	Caregiver Activities	Export
22	Add Environment Profile	Environment Profile	Export

CREATE A PIVOT TABLE TO COUNT NUMBER OF CHILDREN ASSESSED WITH myIGDIs LITERACY+

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

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Questio 3	n Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
4 Questio	n Data Type	Text	Text	Text	Text	Text	Date
5 Questio	n Format Type				Text	Text	Dynamic Date
Questio	n Response						
7 Questio	n 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**.

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3	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity		
4	Question Data Type	Text	Text	Text	Text	Text	Date		
5	Question Format Type				Text	Text	Dynamic Date		
6	Question Response	stion 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.

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5 Question Mandatory? No	No	No	Yes	Yes	Yes 02/04/2010	
6 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.

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2	Question Data Type	Text	Text	Text	Text	Text	Date	
3	Question Format Type				Text	Text	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		04/20/2019	
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.

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Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
2	Grantee	Organization	Program	999-10001		02/04/2019
3	Grantee	Organization	Program	999-10001		02/04/2019
4	Grantee	Organization	Program	999-10001		02/04/2019
5	Grantee	Organization	Program	999-10001		02/04/2019
6	Grantee	Organization	Program	999-10001		02/04/2019
7	Grantee	Organization	Program	999-10001		04/29/2019
8	Grantee	Organization	Program	999-10001		04/29/2019
9	Grantee	Organization	Program	999-10001		04/29/2019
10	Grantee	Organization	Program	999-10001		04/29/2019
11	Grantee	Organization	Program	999-10001		04/29/2019
12	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.

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	A	В	С	D	E	F	G
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
2		Grantee	Organization	Program	999-10001		02/04/2019
3		Grantee	Organization	Program	999-10001		02/04/2019
4		Grantee	Organization	Program	999-10001		02/04/2019
5		Grantee	Organization	Program	999-10001		02/04/2019
6		Grantee	Organization	Program	999-10001		02/04/2019
7		Grantee	Organization	Program	999-10001		04/29/2019
8		Grantee	Organization	Program	999-10001		04/29/2019
9		Grantee	Organization	Program	999-10001		04/29/2019
10		Grantee	Organization	Program	999-10001		04/29/2019
11		Grantee	Organization	Program	999-10001		04/29/2019
12		Grantee	Organization	Program	999-10001		10/02/2018
13		Grantee	Organization	Program	999-10001		10/02/2018
14		Grantee	Organization	Program	999-10001		10/02/2018
40		Creation	Orenalization	Deserver	000 10001		10/02/2019

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

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Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity	
2	Grantee	Organization	Program	999-10001		02/04/2019	
3	Grantee	Organization	Program	999-10001		02/04/2019	
4	Grantee	Organization	Program	999-10001		02/04/2019	
5	Grantee	Organization	Program	999-10001		02/04/2019	
6	Grantee	Organization	Program	999-10001		02/04/2019	
7	Grantee	Organization	Program	999-10001		04/29/2019	
8	Grantee	Organization	Program	999-10001		04/29/2019	
9	Grantee	Organization	Program	999-10001		04/29/2019	
10	Grantee	Organization	Program	999-10001		04/29/2019	
11	Grantee	Organization	Program	999-10001		04/29/2019	
12	Grantee	Organization	Program	999-10001		10/02/2018	
13	Grantee	Organization	Program	999-10001		10/02/2018	
14	Grantee	Organization	Program	999-10001		10/02/2018	
15	Grantee	Organization	Program	999-10001		10/02/2018	
16	Grantee	Organization	Program	999-10002		02/04/2019	
17	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.

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Question Label		GRANTEE		ORGANIZ	ATION		PROGRAM			Child ID		Caregiver ID)		Date of Activity	
2		Grantee		Organizat	ion		Program			999-10001					02/04/2019	
3		Grantee		Organizat	ion		Program			999-10001					02/04/2019	
4		Grantee		Organizat	ion		Program			999-10001					02/04/2019	
5		Grantee		Organizat	ion		Program			999-10001					02/04/2019	
6		Grantee		Organizat	ion		Program			999-10001					02/04/2019	
7		Grantee		Organizat	ion		Program			999-10001					04/29/2019	
8		Grantee		Organizat	ion		Program			999-10001					04/29/2019	
9		Grantee		Organizat	ion		Program			999-10001					04/29/2019	
10		Grantee		Organizat	ion		Program			999-10001					04/29/2019	
11		Grantee		Organizat	ion		Program			999-10001					04/29/2019	
12		Grantee		Organizat	ion		Program			999-10001					10/02/2018	
13		Grantee		Organizat	ion		Program			999-10001					10/02/2018	
4.4		Caracter		LO-mailent			Deserves			000 40004					10/02/2010	

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.

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Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
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3	Grantee	Organization	Program	999-10001		02/04/2019
4	Grantee	Organization	Program	999-10001		02/04/2019
5	Grantee	Organization	Program	999-10001		02/04/2019
6	Grantee	Organization	Program	999-10001		02/04/2019
7	Grantee	Organization	Program	999-10001		04/29/2019
8	Grantee	Organization	Program	999-10001		04/29/2019
9	Grantee	Organization	Program	999-10001		04/29/2019
10	Grantee	Organization	Program	999-10001		04/29/2019
11	Grantee	Organization	Program	999-10001		04/29/2019

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.

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Question Label	GRANTEE	OF Caregiver ID	Date of Activity
2	Grantee	Table/Range: Data1\$E:\$E	02/04/2019
3	Grantee	Or Use an external data source	02/04/2019
4	Grantee		02/04/2019
5	Grantee	Or Choose Connection No data fields have been retrieved.	02/04/2019
6	Grantee	Or I I I I I I I I I I I I I I I I I I I	02/04/2019
7	Grantee	Or I I I I I I I I I I I I I I I I I I I	04/29/2019
8	Grantee	Choose where to place the PivotTable.	04/29/2019
9	Grantee		04/29/2019
10	Grantee	or New worksheet	04/29/2019
11	Grantee	Or Existing worksheet	04/29/2019
12	Grantee		10/02/2018
13	Grantee	or Table/Range:	10/02/2018
14	Grantee		10/02/2018
15	Grantee	Or Cancel OK	10/02/2018
16	Grantee	Of International	02/04/2019
17	Grantee	Organization Program 999-10002	02/04/2019
18	Grantee	Organization Program 1999-10002	02/04/2019

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**.

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21 22 23 24 25																	E Rows	Σ Values	

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.

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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.

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22 23														■ Rows	Σ Values
24 25 26 27 28 29														: Child ID 🕧	Count of Child ID

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**.

	PIVOLIAL	ble Field	
rce field:	Child ID		
d name:	Count of Ch	nild ID	
Sun	nmarize by	Show data as	
Sum			
Count			
Average Max Min Product Count Nur StdDev	nbers		
	rce field: I name: Sum Count Average Max Min Product Count Nur StdDev	rce field: Child ID I name: Count of Ch Summarize by Sum Count Average Max Min Product Count Numbers StdDev	rce field: Child ID I name: Count of Child ID Summarize by Show data as Sum Count Average Max Min Product Count Numbers StdDev

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 assess. **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.

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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.)

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

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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.

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

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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.)

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

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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.

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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.

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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.

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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	Knyming		Fall	-
14	999-10001		10/02/2018		Center	Teacher	Which Une Doesn't Belong		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.

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11 999-10001 04/29/2039 Center Teacher Wilch One Desn't Belong Spring	
12 999-10001 10/02/2018 Center Teacher Picture Naming Fail	
13 999-1001 002/2018 Center Teacher Ryming Fall	
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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.

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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.

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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.

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Rhyming	aming																

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



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	
9	Fall	1	
C	Spring	1	
1	Winter	1	
	Rhyming	3	
1	Fall	1	
4	Spring	1	
5	Winter	1	
e	Sound Identification	3	
	Fall	1	
8	Spring	1	
	Winter	1	
C	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.