

EXPORT DATA FROM DAISEY

1. Navigate to <https://daisey.cete.us/kehls/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:

The screenshot shows the DAISEY homepage. On the left, there's a sidebar with icons and text for Family Profiles, Environment Data, Data Management (which has a red arrow pointing to it), and System Management. The main content area is titled "Announcements" and contains a single item: "New DAISEY support email addresses" dated Jan 12, 2016. The announcement text discusses the switch to a ticketing system and provides new email addresses for support.

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

Data Management

Import

Export

Export Data

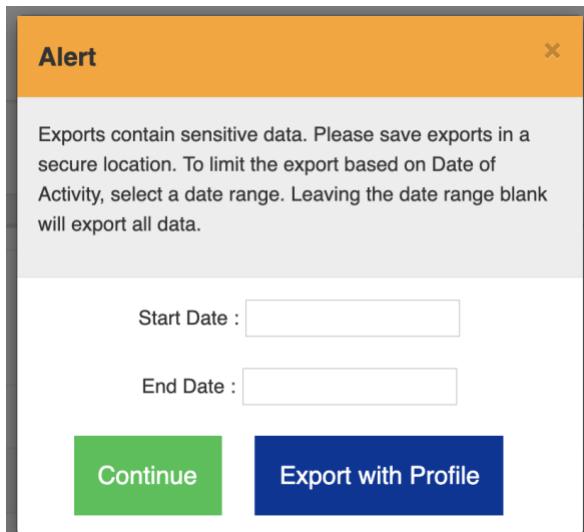
System Management

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

Form ID	Name	Category	Select One
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.



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.

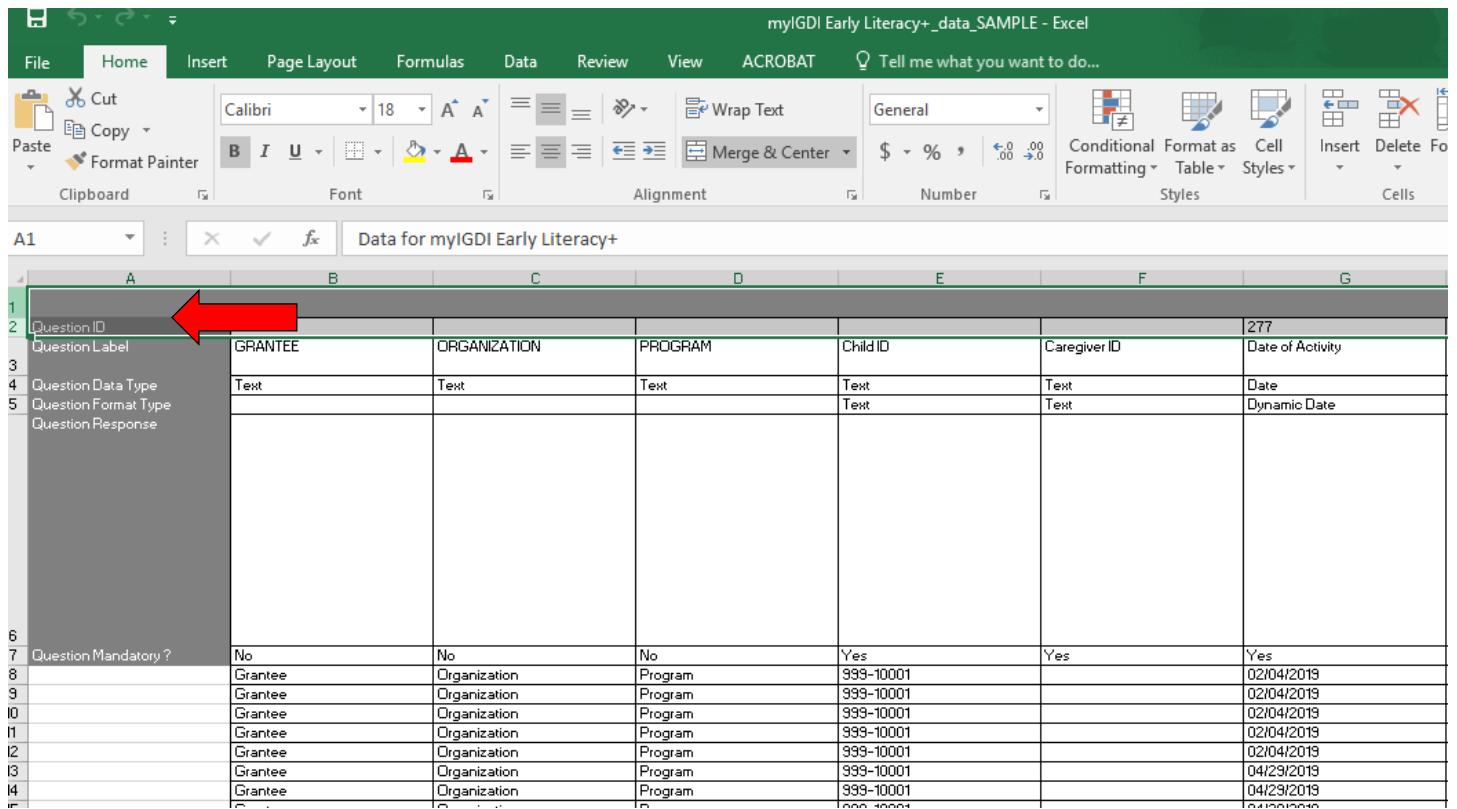
23	Protective Factors Survey	Caregiver Activities	In Progress
22	Add Environment Profile	Environment Profile	Export

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.

Form ID	Name	Category	Select One	Latest Export
23	Protective Factors Survey	Caregiver Activities	Export	Completed
22	Add Environment Profile	Environment Profile	Export	

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

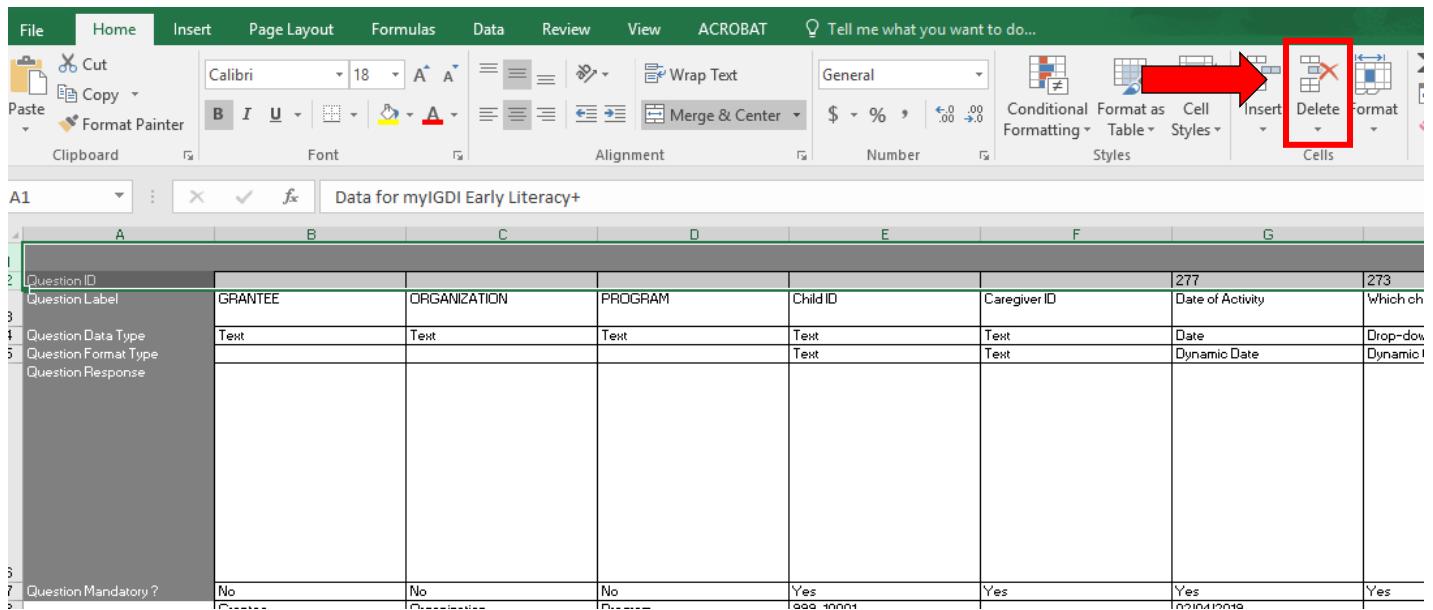
8. Select **Rows 1 and 2** by clicking on 1 and dragging to Row 2. They should be highlighted indicating they are selected.



The screenshot shows a Microsoft Excel spreadsheet titled "myIGDI Early Literacy+_data_SAMPLE - Excel". The ribbon is visible at the top with tabs like File, Home, Insert, etc. The Home tab is selected. The table has columns labeled A through G. Rows 1 and 2 are highlighted with a green background, while other rows are white. A red arrow points to the start of row 1. The data includes fields like Question ID, GRANTEE, ORGANIZATION, PROGRAM, Child ID, Caregiver ID, Date of Activity, and various question types and responses.

1	Question ID					277
2	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID
3	Question Data Type	Text	Text	Text	Text	Date
4	Question Format Type				Text	Dynamic Date
5	Question Response					
6	Question Mandatory ?	No	No	No	Yes	Yes
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	02/04/2019	
12	Grantee	Organization	Program	999-10001	02/04/2019	
13	Grantee	Organization	Program	999-10001	04/29/2019	
14	Grantee	Organization	Program	999-10001	04/29/2019	

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



The screenshot shows the same Microsoft Excel spreadsheet after performing a delete operation. The rows from 3 to 14 have been removed, leaving only rows 1, 2, and 15. A red arrow points to the "Delete" button in the ribbon's "Cells" group. The data structure is identical to the previous screenshot, but with fewer rows.

1	Question ID					277	273
2	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
3	Question Data Type	Text	Text	Text	Text	Text	Date
4	Question Format Type				Text	Text	Dynamic Date
5	Question Response						
6	Question Mandatory ?	No	No	No	Yes	Yes	Yes
7	Grantee	Organization	Program	999-10001	02/04/2019	02/04/2019	
8	Grantee	Organization	Program	999-10001	02/04/2019	02/04/2019	
9	Grantee	Organization	Program	999-10001	02/04/2019	02/04/2019	
10	Grantee	Organization	Program	999-10001	02/04/2019	02/04/2019	
11	Grantee	Organization	Program	999-10001	02/04/2019	02/04/2019	
12	Grantee	Organization	Program	999-10001	02/04/2019	02/04/2019	
13	Grantee	Organization	Program	999-10001	04/29/2019	04/29/2019	
14	Grantee	Organization	Program	999-10001	04/29/2019	04/29/2019	
15	Question ID						

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
Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
Question Data Type	Text	Text	Text	Text	Date	
Question Format Type				Text	Dynamic Date	
Question Response						
Question Mandatory ?	No	No	No	Yes	Yes	Yes
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	

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 on the **Delete** button.

A	B	C	D	E	F	G
Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
Question Data Type	Text	Text	Text	Text	Date	
Question Format Type				Text	Dynamic Date	
Question Response						
Question Mandatory ?	No	No	No	Yes	Yes	Yes
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	

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.

A	B	C	D	E	F	G
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	CaregiverID
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

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

A	B	C	D	E	F	G
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	CaregiverID
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. Click on the tab at the top left side of the spreadsheet labeled **Insert**.

A	B	C	D	E	F	G
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	CaregiverID
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

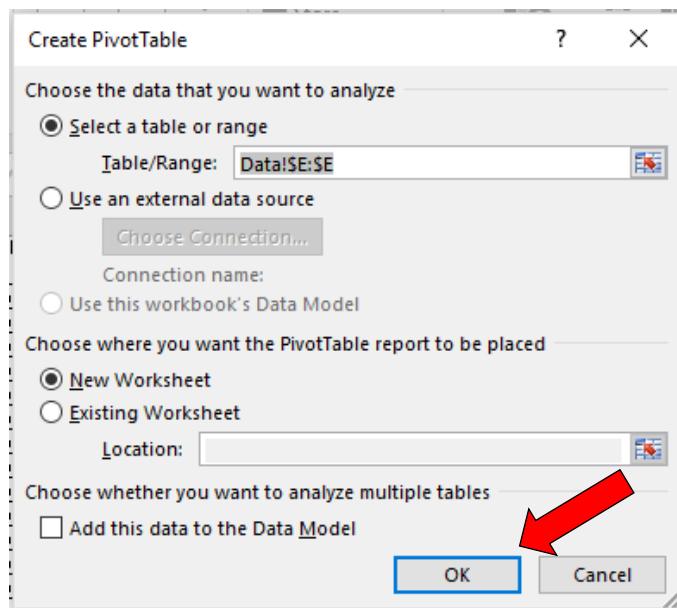
15. Once the tab is clicked, a new row of options will appear across your Excel sheet. It should contain some of the same options as in the screenshot below (depending on what version or Excel you are currently running).

	A	B	C	D	E	F	G	H
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity	Which child was involved?
2	Grantee	Organization	Program	399-10001			02/04/2019	
3	Grantee	Organization	Program	399-10001			02/04/2019	
4	Grantee	Organization	Program	399-10001			02/04/2019	
5	Grantee	Organization	Program	399-10001			02/04/2019	
6	Grantee	Organization	Program	399-10001			02/04/2019	

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.

	A	B	C	D	E	F	G	H
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity	Which child was involved?
2	Grantee	Organization	Program	399-10001			02/04/2019	
3	Grantee	Organization	Program	399-10001			02/04/2019	
4	Grantee	Organization	Program	399-10001			02/04/2019	
5	Grantee	Organization	Program	399-10001			02/04/2019	
6	Grantee	Organization	Program	399-10001			02/04/2019	

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.



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 right-hand side of your Excel screen. In the top box it should only say **Child ID**.

The screenshot shows the Microsoft Excel ribbon with the 'Analyze' tab selected. On the left, there's a 'PivotTable' ribbon group with options like 'Field Settings', 'Drill Down', 'Drill Up', 'Group', 'Filter', 'Refresh', 'Change Data Source', 'Actions', 'Calculations', 'PivotChart', 'Recommended PivotTables', and 'Show'. Below the ribbon is a worksheet with a PivotTable placeholder labeled 'PivotTable1'. To the right is the 'PivotTable Fields' pane. It has a search bar and a list where the 'Child ID' checkbox is checked (indicated by a red arrow). Below the list are sections for 'Filters', 'Columns', 'Rows', and 'Values'. At the bottom of the pane are 'Defer Layout Update' and 'UPDATE' buttons.

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.

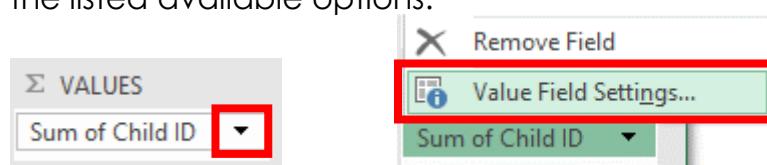
This screenshot shows the same Excel environment as the previous one, but with a different configuration. The 'Child ID' checkbox is checked in the 'Choose fields to add to report' list. A large red arrow points from this checkbox down to the 'ROWS' section of the 'PivotTable Fields' pane. In the worksheet, the first column (A) contains a list of Child IDs: '999-10001', '999-10002', '999-10003', '999-10004', '999-10005', '999-10006', '999-10007', '999-10008', '999-10009', '999-10010', '999-10011', '999-10012', '999-10013', '999-10014', '(blank)', and 'Grand Total'. The 'PivotTable Fields' pane shows 'Child ID' selected for 'ROWS'.

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.

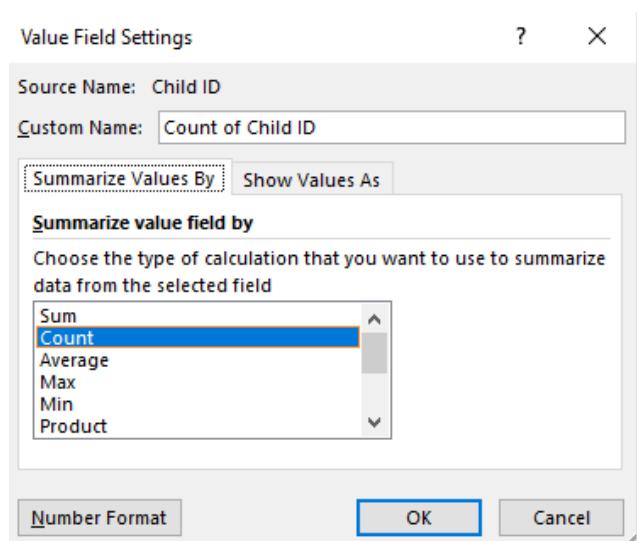
Row Labels	Count of Child ID
999-10001	14
999-10002	14
999-10003	14
999-10004	14
999-10005	14
999-10006	13
999-10007	14
999-10008	14
999-10009	14
999-10010	14
999-10011	4
999-10012	10
999-10013	11
999-10014	10
(blank)	
Grand Total	174

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 drop down arrow. Then click **Value Field Settings...** from the listed available options.



- The below **Value Field Settings** box will pop up. Click the **Summarize Values By** tab, 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.

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3	Row Labels	Count of Child ID									
4	999-10001	14									
5	999-10002	14									
6	999-10003	14									
7	999-10004	14									
8	999-10005	14									
9	999-10006	13									
0	999-10007	14									
1	999-10008	14									
2	999-10009	14									
3	999-10010	14									
4	999-10011	4									
5	999-10012	10									
6	999-10013	11									
7	999-10014	10									
8	(blank)										
9	Grand Total	174									

PivotTable Fields

Choose fields to add to report:

Search

Child ID

MORE TABLES...

Drag fields between areas below:

FILTERS	COLUMNS
ROWS	VALUES
Child ID	Count of Child ID

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 the full formula “=COUNTA(“ yourself.)

	A	B	C	D	E
1					
2					
3	Row Labels	Count of Child ID			
4	999-10001	14			
5	999-10002	14			
6	999-10003	14			
7	999-10004	14			
8	999-10005	14			
9	999-10006	13			
0	999-10007	14			
1	999-10008	14			
2	999-10009	14			
3	999-10010	14			
4	999-10011	4			
5	999-10012	10			
6	999-10013	11			
7	999-10014	10			
8	(blank)				
9	Grand Total	174			
10					
11	=COUNTA				
12	<input type="button" value="fx COUNTA"/>	number of cells in a range that			
13					
14					
15					

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

A	B	C	D	E
1				
2				
3 Row Labels	Count of Child ID			
4 999-10001	14			
5 999-10002	14			
6 999-10003	14			
7 999-10004	14			
8 999-10005	14			
9 999-10006	13			
10 999-10007	14			
11 999-10008	14			
12 999-10009	14			
13 999-10010	14			
14 999-10011	4			
15 999-10012	10			
16 999-10013	11			
17 999-10014	10			
18 (blank)				
19 Grand Total	174			
20				
21 =COUNTA(
22 COUNTA(value1, [value2], ...)				
23				
24				
25				
~~				

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.

A	B	C	D	E
1				
2				
3 Row Labels	Count of Child ID			
4 999-10001	14			
5 999-10002	14			
6 999-10003	14			
7 999-10004	14			
8 999-10005	14			
9 999-10006	13			
0 999-10007	14			
1 999-10008	14			
2 999-10009	14			
3 999-10010	14			
4 999-10011	4			
5 999-10012	10			
6 999-10013	11			
7 999-10014	10			
8 (blank)				
9 Grand Total	174			
10				
11 =COUNTA(A4:A17)				
12 COUNTA(value1, [value2], ...)				
13				

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

A	B	C	D	E
1				
2				
3	Row Labels	Count of Child ID		
4	999-10001	14		
5	999-10002	14		
6	999-10003	14		
7	999-10004	14		
8	999-10005	14		
9	999-10006	13		
10	999-10007	14		
11	999-10008	14		
12	999-10009	14		
13	999-10010	14		
14	999-10011	4		
15	999-10012	10		
16	999-10013	11		
17	999-10014	10		
18	(blank)			
19	Grand Total	174		
20				
21	14			
22				
23				

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 the full formula “=COUNTIF(“ yourself.)

A	B	C	D	E
1				
2				
3	Row Labels	Count of Child ID		
4	999-10001	14		
5	999-10002	14		
6	999-10003	14		
7	999-10004	14		
8	999-10005	14		
9	999-10006	13		
10	999-10007	14		
11	999-10008	14		
12	999-10009	14		
13	999-10010	14		
14	999-10011	4		
15	999-10012	10		
16	999-10013	11		
17	999-10014	10		
18	(blank)			
19	Grand Total	174		
20				
21	14 =countif			
22				
23				
24				
25				
26				

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

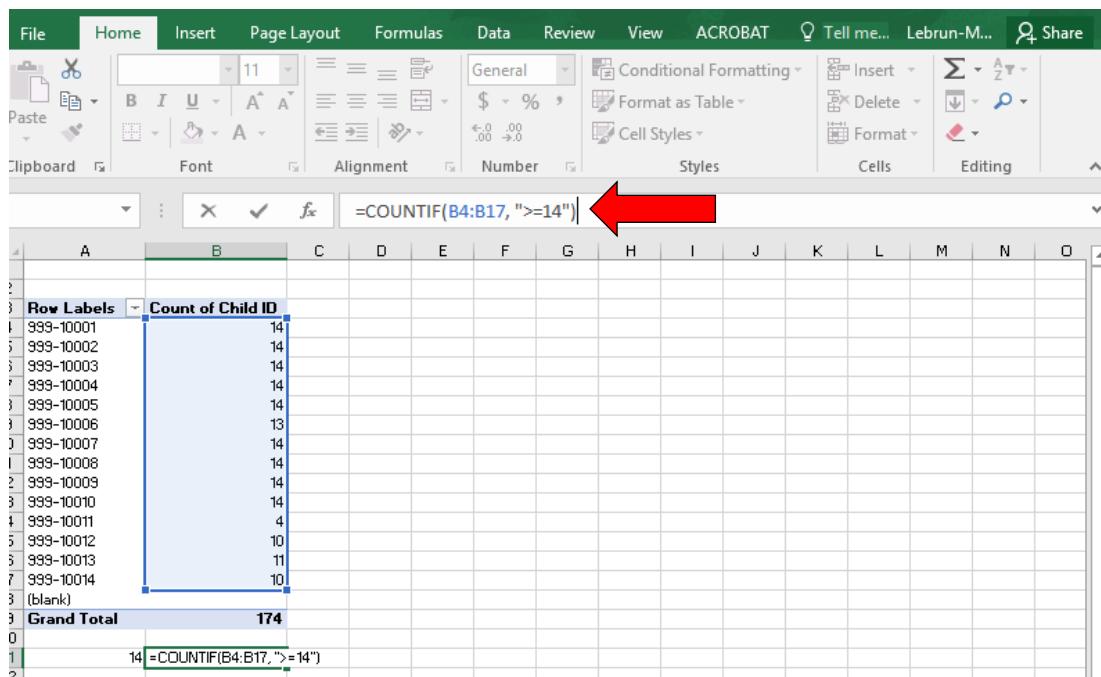
A	B	C	D	E
1				
2				
3	Row Labels	Count of Child ID		
4	999-10001	14		
5	999-10002	14		
6	999-10003	14		
7	999-10004	14		
8	999-10005	14		
9	999-10006	13		
10	999-10007	14		
11	999-10008	14		
12	999-10009	14		
13	999-10010	14		
14	999-10011	4		
15	999-10012	10		
16	999-10013	11		
17	999-10014	10		
18	(blank)			
19	Grand Total	174		
20				
21		=COUNTIF(
22		COUNTIF(range, criteria)		
23				
24				
25				

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!**

A	B	C	D	E
1				
2				
3	Row Labels	Count of Child ID		
4	999-10001	14		
5	999-10002	14		
6	999-10003	14		
7	999-10004	14		
8	999-10005	14		
9	999-10006	13		
0	999-10007	14		
1	999-10008	14		
2	999-10009	14		
3	999-10010	14		
4	999-10011	4		
5	999-10012	10		
6	999-10013	11		
7	999-10014	10		
8	(blank)			
9	Grand Total	174		
10				
11		=COUNTIF(B4:B17		
12		COUNTIF(range, criteria)		
13				
14				
15				

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”.

- 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.
- 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.
- 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.



The screenshot shows an Excel spreadsheet with the following data:

	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

The formula bar at the top contains the formula `=COUNTIF(B4:B17, ">=14")`. A red arrow points to the formula bar.

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 the box with the total number of children which meet the specific criteria you specified in the formula.

A	B	C	D	E	F	G
1						
2						
3	Row Labels	Count of Child ID				
4	999-10001	14				
5	999-10002	14				
6	999-10003	14				
7	999-10004	14				
8	999-10005	14				
9	999-10006	13				
10	999-10007	14				
11	999-10008	14				
12	999-10009	14				
13	999-10010	14				
14	999-10011	4				
15	999-10012	10				
16	999-10013	11				
17	999-10014	10				
18	(blank)					
19	Grand Total	174				
20						
21	14	9				
22						
23						

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

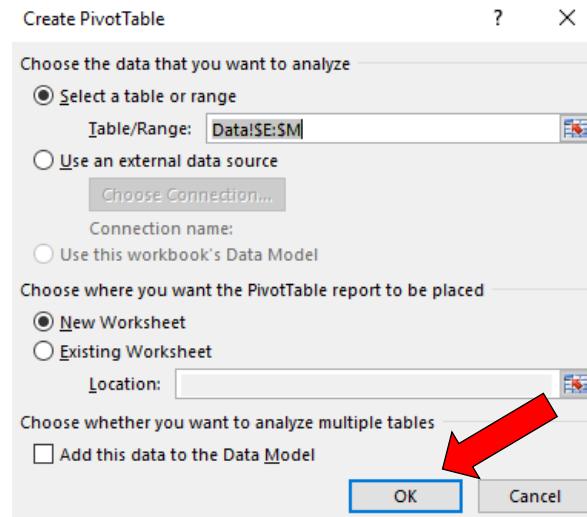
31. Go back to the **Data** tab. Select **Column E (Child ID) through Column M (Testing Season)**. To do this, click on **Column E** at the very top, and select/drag until you get to **Column M**. All of the columns selected should be highlighted.

	Child ID	Caregiver ID	Date of Activity	Which child was involved?	School or Center	Class/Instructor	mylGDI Early Literacy+ Sub Assessment Name	Testing Type	Testing Season	Tier
1	399-10001		02/04/2019		Center	Teacher	Picture Naming	Alliteration	Winter	
2	399-10001		02/04/2019		Center	Teacher	Picture Naming	Alliteration	Winter	
3	399-10001		02/04/2019		Center	Teacher	Which One Doesn't Belong	Alliteration	Winter	
4	399-10001		02/04/2019		Center	Teacher	Sound Identification	Alliteration	Winter	
5	399-10001		04/29/2019		Center	Teacher	Picture Naming	Rhyming	Spring	
6	399-10001		04/29/2019		Center	Teacher	Picture Naming	Rhyming	Spring	
7	399-10001		04/29/2019		Center	Teacher	Sound Identification	Rhyming	Spring	
8	399-10001		04/29/2019		Center	Teacher	Which One Doesn't Belong	Rhyming	Spring	
9	399-10001		04/29/2019		Center	Teacher	Sound Identification	Aliteration	Spring	
10	399-10001		10/02/2018		Center	Teacher	Picture Naming	Aliteration	Fall	
11	399-10001		10/02/2018		Center	Teacher	Rhyming	Aliteration	Fall	
12	399-10001		10/02/2018		Center	Teacher	Which One Doesn't Belong	Aliteration	Fall	
13	399-10001		10/02/2018		Center	Teacher	Sound Identification	Aliteration	Fall	
14	399-10001		02/04/2019		Center	Teacher	Picture Naming	Aliteration	Winter	

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.

	Child ID	Caregiver ID	Date of Activity	Which child was involved?	School or Center	Class/Instructor	mylGDI Early Literacy+ Sub Assessment Name	Testing Type	Testing Season	Tier
1	399-10001		02/04/2019		Center	Teacher	Picture Naming	Alliteration	Winter	
2	399-10001		02/04/2019		Center	Teacher	Picture Naming	Alliteration	Winter	
3	399-10001		02/04/2019		Center	Teacher	Which One Doesn't Belong	Alliteration	Winter	
4	399-10001		02/04/2019		Center	Teacher	Sound Identification	Alliteration	Winter	
5	399-10001		04/29/2019		Center	Teacher	Picture Naming	Rhyming	Spring	
6	399-10001		04/29/2019		Center	Teacher	Picture Naming	Rhyming	Spring	
7	399-10001		04/29/2019		Center	Teacher	Sound Identification	Rhyming	Spring	
8	399-10001		04/29/2019		Center	Teacher	Which One Doesn't Belong	Rhyming	Spring	
9	399-10001		04/29/2019		Center	Teacher	Sound Identification	Aliteration	Spring	
10	399-10001		04/29/2019		Center	Teacher	Picture Naming	Aliteration	Spring	

33. A **Create Pivot Table** box will pop up. Select **OK** and your PivotTable will appear on a new tab.



34. For this PivotTable, you may notice the top box includes multiple 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.

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

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

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
Fall	1

NOTE: 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

NOTE: This section of the tutorial can also be applied to myIGDI's Numeracy data.