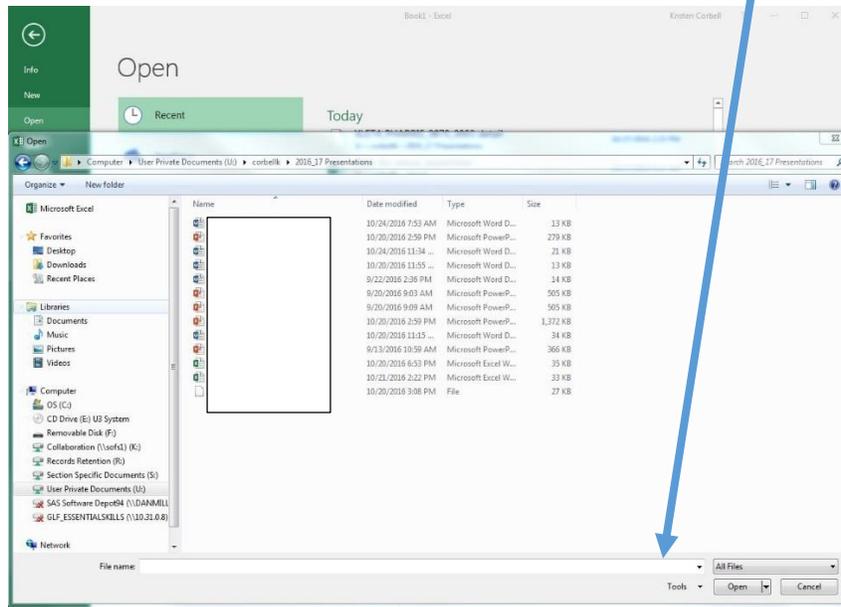
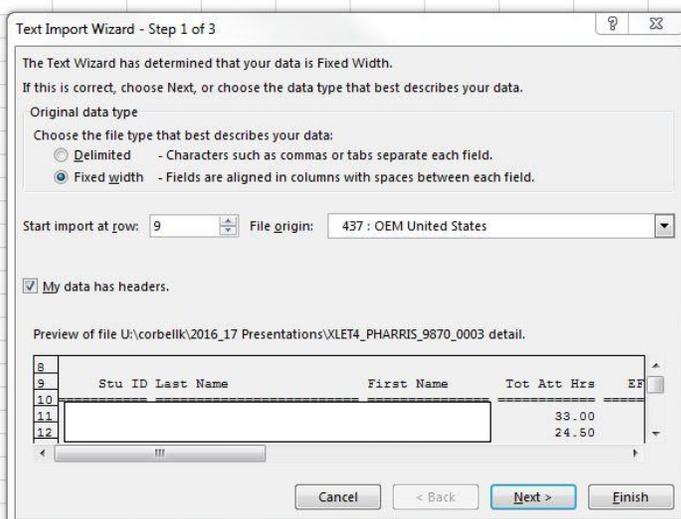


Your school may also design queries to do some of this, but below is an example of how to do this using XLET4 and other data. Please note all Excel Formulas will need to be verified according to the spreadsheet you create to ensure correct cells are included.

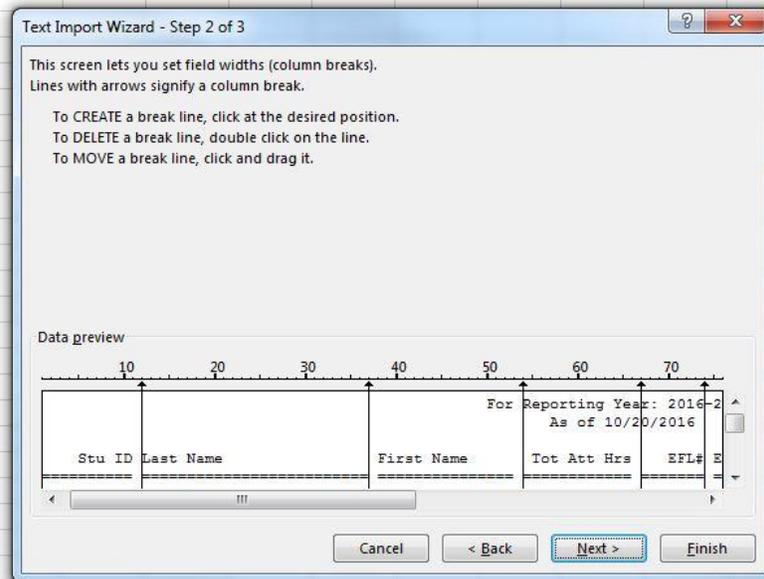
1. Save XLET4 detail report for Table 4 (the first one to come up) as “all files”. Don’t save it as a PDF.
2. Open Excel
3. Click on File and open
4. Browse to the location where you saved the detail report
5. Change the type of files in the bottom right corner of the save box to “All Files”

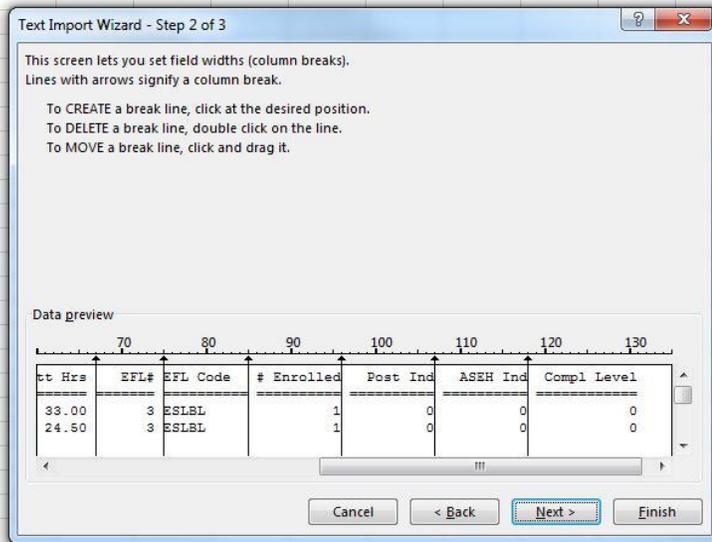


6. Click on the file you need and click open. A “Text Import Wizard” will come up. Choose “fixed width” and use the down arrow in the preview window to determine which row has the headers. Then change “Start import at row” to the number you need. Select “My data has header”. Click Next. The picture below shows this:

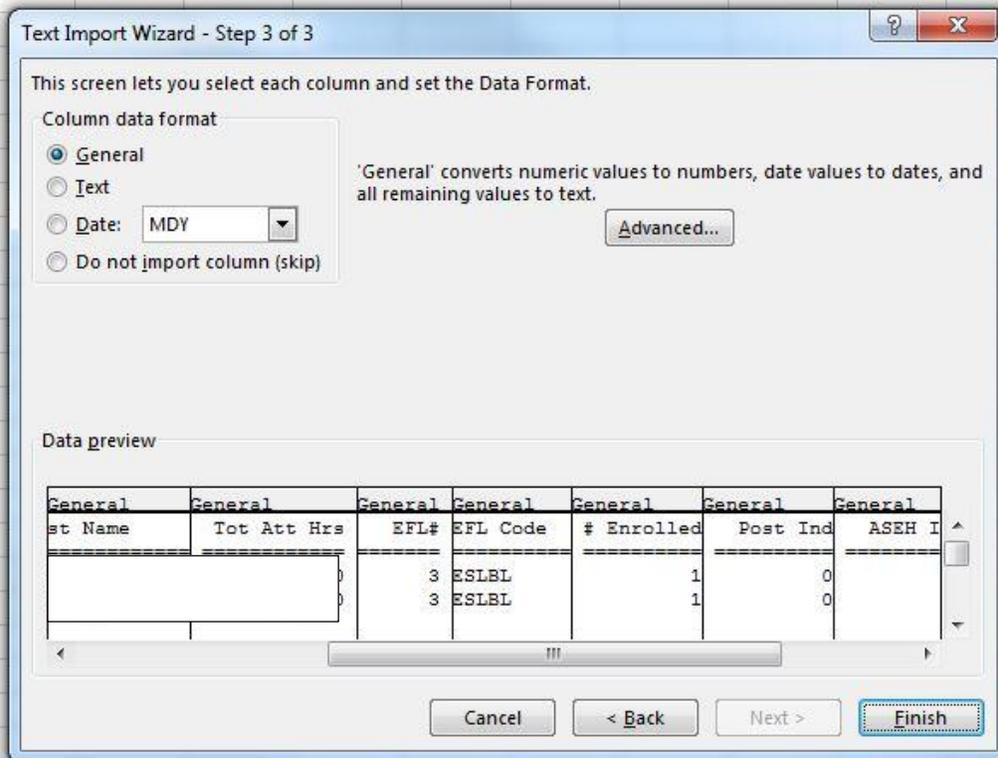


7. Click next. You will need to tell excel where each of your columns are using vertical arrows. Excel will try to identify where they are for you, but you will need to correct some. To insert an arrow where one isn't just left click your mouse where you want it. To remove an arrow, double click on the line. To move a line, click and drag. Then click next.





- The third step will let you change the data format for columns. For this one, you don't have to do that for any. Then click "finish".



9. This will then have everything in an excel file and you can remove the header rows not needed, such as, Date, Time, etc.
The columns already in the detail report are described below. This report shows, for each EFL, the students enrolled with 12 or more hours with that EFL as their initial placement for the program year. It includes Student ID, first name, last name, total attendance hours, EFL number (you can disregard this unless you need to sort in a particular order), EFL Code, Enrolled indicator is 1 being yes (everyone should be enrolled), posttest indicator (1 = post tested, 0 = did not posttest), ASEH Ind (1 = level gain from Carnegie units, 0 = did not make level gain from Carnegie Units), Compl Level (1 = completed EFL, 0 = did not complete a level).
10. To clean this up even further, remove any extra rows of data you don't need, such as the rows that have date the report was printed, college name, etc. You can do this to get separate reports for each EFL or you can remove all of the extra rows between each EFL to get just one long dataset of all students.
11. Add two additional columns, one to track secondary diploma (AHS or HSE) completion by June 30 or post-secondary enrollment, and a measurable skill gain column. You will have to manually track these. AHS you know from graduating them through Colleague, so use the Adult High School Graduate report. For HSE, use your GED Passers Report for GED graduates and your records of HiSET/TASC (at this time we are not aware of a similar report).
12. This will track the first POP. When students have multiple POP, you will need to add an additional row and manually track it. The one caveat is the system at the current time doesn't know about the exit so, you could end up with it seeing a second pre-test as a post-test. Thus, you need to make that adjustment if that does happen.
13. Create a formula for Measurable Skill Gain of :

=IF(SUM(I3:L3)>=1,1,0)
where you are summing the rows for ASEH, Completed Level, Secondary Diploma, and Post-secondary, and if the sum is greater than or equal to 1, you give the value of 1 for receiving a measurable skill gain and 0 if they haven't.
14. Finally, to track MSG for all students, sum up the total number enrolled (for example: =sum(G3:G32)) and total measurable skill gain (=sum(M3:M32)). Then divide sum of measurable skill gain column by total enrolled (for example: =M33/G33). You want this to be 36% or more for 2016-2017

Stu ID	Last Name	First Name	Tot Att Hrs	EFL#	EFL Code	Enrolled	Post Ind	ASEH Ind	Compl Level	sec_diploma_obtained	postsec_entry	Measurable Skill Gain
1			33	3	ESLBL	1	0	0	0	0	0	0
2			24.5	3	ESLBL	1	0	0	0	0	0	0
3			35.75	6	ESLLB	1	0	0	0	0	0	0
4			17.5	6	ESLLB	1	1	0	1	0	0	1
5			57	6	ESLLB	1	0	0	0	0	0	0
6			33	6	ESLLB	1	0	0	0	0	0	0
7			20.25	6	ESLLB	1	0	0	0	0	0	0
8			12.75	6	ESLLB	1	0	0	0	0	0	0
9			12	6	ESLLB	1	0	0	0	0	0	0
10			53.75	6	ESLLB	1	0	0	0	0	0	0
11			19.75	6	ESLLB	1	0	0	0	0	0	0
12			20	6	ESLLB	1	1	0	1	0	0	1
14			57.25	6	ESLLB	1	0	0	0	0	0	0
15			30	9	ESLHB	1	0	0	0	0	0	0
16			18	9	ESLHB	1	1	0	1	0	0	1
17			20.25	9	ESLHB	1	0	0	0	0	0	0
18			18	9	ESLHB	1	0	0	0	0	0	0
19			60	9	ESLHB	1	0	0	0	0	0	0
20			24	9	ESLHB	1	0	0	0	0	0	0
21			13	9	ESLHB	1	0	0	0	0	0	0
22			23.25	9	ESLHB	1	0	0	0	0	0	0
23			15.25	9	ESLHB	1	1	0	1	0	0	1
24			32.75	9	ESLHB	1	1	0	0	0	0	0
25			33	9	ESLHB	1	0	0	0	0	0	0
26			33	33	ABEHI	1	0	0	0	1	0	1
27			18.5	9	ESLHB	1	0	0	0	0	0	0
28			45	36	ASEL	1	0	0	0	0	1	1
29			21	9	ESLHB	1	0	0	0	0	0	0
Totals						29	5	0	4	1	1	6

15. Program Total MSG is (for example: =M33/G33) 6/29 = 21%; thus the program needs to work to increase Measurable Skills Gain considerably for the program year.