**Pulling Discipline Data from NC WISE into Excel**

**Extracting the Data File from NC WISE**

* From the main start screen, click the **Reports** button on the top icon bar
* Click the **Export/Ad Hoc File** button
* Click **Start Over**
* Click **Saved Exports**
* Change the radio selector to **All** at the top of the screen
* Scroll through the list and click once on **Discipline Extract.** (created by DOT\_LODGE on 09/06/2007 as a Public-Restricted extract)
* Click **Restore Saved Extract**
* Click **OK** – the extract should appear in the “Selected” column
* Click **Create File**
* Make sure that **Special Delimiter** is set to **Tab**, **Fixed Length** should be **unchecked**, **Number of Columns to Order On** is set to **1**, **Double Quotes Around Character Fields** is set to **No**, and **Export Field Titles First** is **checked**.
* Click **Save as . . .**
* In the **Save in** drop-down at the top, choose a location to save your data or click on **Save As** to browse to a file location
* In the **File name:** field, type a name for your data extract (it is good to use a date in your file name to indicate when it was extracted: discipline03092007.txt) Always name the file with the **.txt** file extension.
* Click **Save**
* Click **Goto Extract**
* Click **Clear Extract Criteria**
* Click the **Misc 3** tab. Enter an Incident Date Range. It really doesn’t matter what you enter—the extract will pull all students with incidents in any date range, but will not include those without incidents.
* Click the **Schools** tab
* Click your school’s name on the left side then click **Add>>**.
* Click **Run Extract**.
  + If you get an error message here about your school not being selected, go back to the **Basic** tab and choose your school from the drop-down (right above the check box for Include Cross Enrolled Students) – if you don’t get the error message, don’t worry about this step.
* Click **Go Back**
* Click the **Exit Door**
* Click **Create Export**
* Click **OK** at the FERPA warning
  + If a data extract has never been run on your computer, you may possibly be asked to install some software at this step. If so, install it. It may make you log back in after it installs.
* The export will generate (you may get an hour-glass for a few minutes). Click **OK** when you get the message that the export is complete.
* Click the **Exit Door** – if asked to save, choose either **Yes** or **No** – it doesn’t matter.
* Continue clicking **OK**, the **Exit Door,** or **Yes** until you have exited from NC WISE.

**Opening the Data in Excel**

* Close any other windows that may be open.
* Open **Excel** (Start>Programs or All Programs>Microsoft Office>Microsoft Excel)
* Click the **File** ***(Office button)*** menu
* Choose **Open**
* From the **Look in** drop-down box at the top, choose the location that you saved your data
* At the bottom, change the  **Files of type** drop-down to **All Files**
* Either **double-click** your file name or click your file and then click **Open**
* On the **Text Import Wizard** screen, choose **Delimited** and then click **Next**
* Be sure that **Tab** is checked and click **Next**
* Click **Finish**
* If some of your columns contain #######, double-click the divider separating that column and the next column to resize the column.
* Save the file using **File*(Office button)* /Save as…** Click on the up arrow beside **Save as file type** and choose **Microsoft Office Excel Workbook. (*Choose the version you use at school/home.)***

**Filtering Data for Only a Certain School Year**

* To filter data for only this school year, click the drop-down box for the **Incident Date** column. Choose **Custom**.
* Change the first drop-down box from equal to **Less Than or Equal To**
* In the second drop-down box (beside the first drop-down), type the **date of the first day of school** (use the same format as was used on the data sheet – normally mm/dd/yyyy).
* Click **OK *(Click the drop-down for Incident Date and click the + sign beside the year. Check each month that you DO NOT want to include.)***
* Click the **row number of the first student** after the column headings. This should highlight the entire row.
* Scroll down
* While holding the **Shift** key down on the keyboard, click the **row number of the last student**.
* This should highlight all the students in the list with no Incident Reason. Click the **Edit** menu and then choose **Delete**. ***(Home, Delete or right mouse click Delete)***
* Go back to the Incident Date column, click the drop-down, and choose **All**
* You can delete any columns that you don’t want to use. I tried to include all I thought anyone might want.

**Saving in the Correct Format**

* If you do not save this file in Excel, you may lose some features. Please be sure to follow these steps and save your work
* Go to the **File** menu and choose **Save As**.
* Choose where you would like to save this worksheet by selecting a location from the **Save in** drop-down. At the bottom, **File Name** probably still shows the original name of the file that you selected when you built the file. You can change it or leave it the same. In the **Save as Type** drop-down, choose Microsoft Office Excel Workbook (very first item in the list).
* Click **Save**.

**Codes for Action Types**

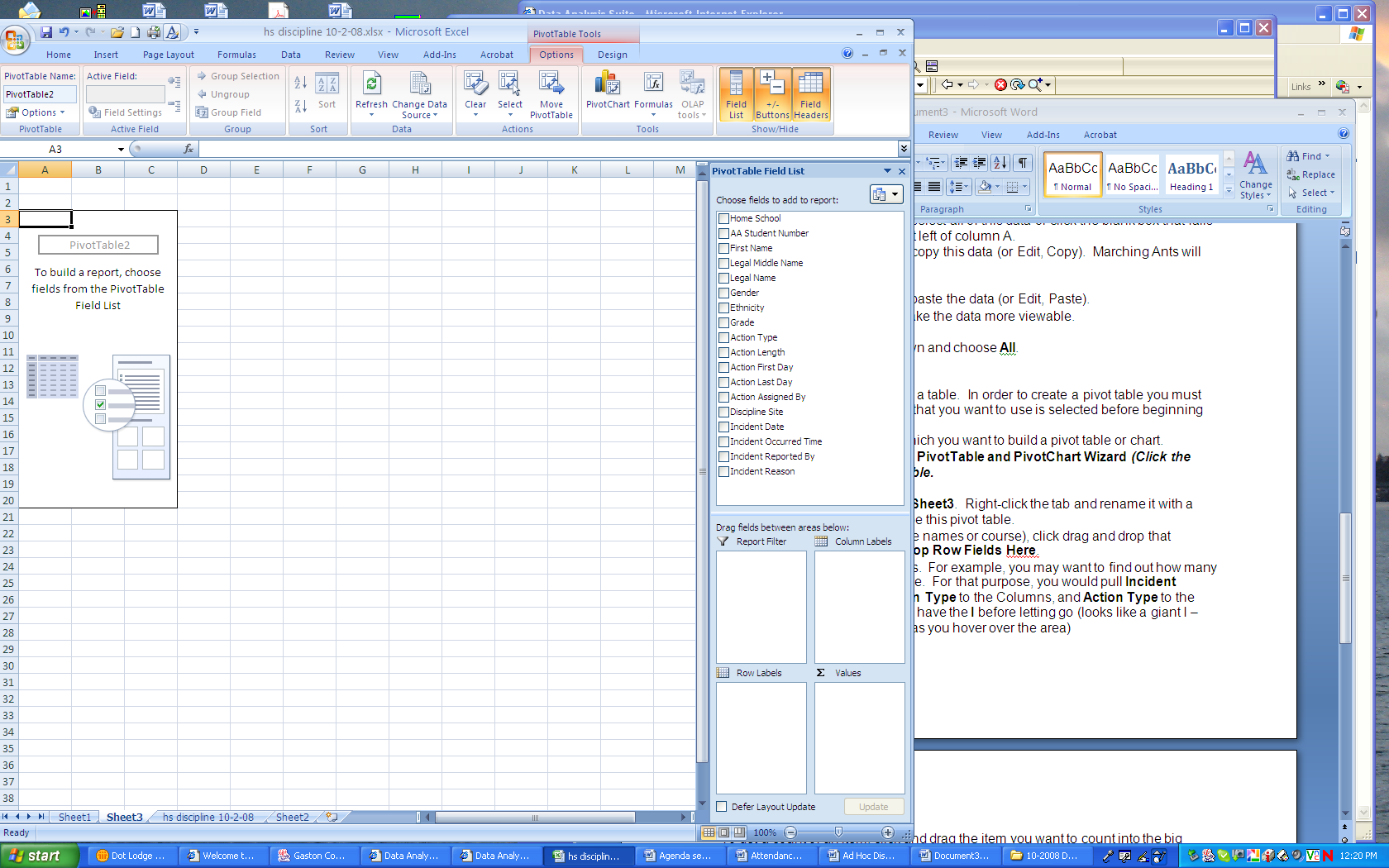
|  |  |
| --- | --- |
| **Consequence Types** |  |
| 1 | Supervised Activities |
| 2 | ISS - In School Suspension |
| 3 | OSS - 10 days or less |
| 4 | OSS - 11-365 days |
| 5 | OSS - 365 days |
| 6 | Expulsion |
| 7 | Corporal Punishment |
| 8 | ALP School (With LEA/School code) |
| 9 | ALP Prograom (No School code) |
| 10 | Community Based or Other Agency ALP |
| 12 | Report to Law Enforcement |
| 18 | Day Treatment Program |
| 19 | DO NOT USE |
| 20 | DO NOT USE |
| 21 | After School Detention |
| 22 | Bus Suspension |
| 23 | Conference |
| 24 | Lunch Detention |
| 25 | Student Pays Restitution |
| 26 | Time Out |
| 27 | Student Written Warning |
| 28 | Revoke Driving Privileges |
| 29 | Student Oral Warning |
| 30 | Administrative Conference with Parent |
| 31 | Administrative Conference with Student |
| 32 | Work Detail |
| 33 | Homebound Instruction |
| 34 | Saturday Academy |
| 35 | OSS 1-10 Pending Student Hearing |
| 36 | JJDPD Alternative Program |
| 37 | NCDPI Alternative Program |
| 63 | Other |
| 90 | MDT Meeting Pending |
| 91 | Sent Home early |
| 92 | NCDJJDP Alternative Program |
| 100 | Unilateral change in placement (EC only) |
| 101 | Hearing held, no change in placement (EC Only) |
| 102 | Hearing held, change in placement (EC Only) |
| 107 | Before School Detention |
| 113 | Referral to Community Agency |
| 114 | Restriction of School Privileges |
| 115 | ISS Partial day |
| 116 | Tobacco Awareness Class |
| 135 | OSS Medical Reasons |

**Filtering Data for Only a Certain Date Range**

* Click in cell A1. Click **Data/Filter/Autofilter**. ***(Data menu, Autofilter icon)***
* This will give you arrows for drop-down boxes.
* To filter data for a date range, click the drop-down box for the **incident Date** column. Choose **Custom**. ***(Click the drop-down for Incident Date and click the + sign beside the year. Check each month that you want to include.)***
* Change the first drop-down box from equal to **Greater Than or Equal To**
* In the second drop-down box (beside the first drop-down), choose the **date of the first day you want to include** from the list.
* Change the botton drop-down box from equals to **Less Than or Equal To** and choose the **last date you want to include** from the second drop-down box.
* Click **OK**
* Click the **Insert** menu and choose **Worksheet**. ***(Click on the tab beside the active worksheet at the bottom of your screen)***
* This will create a new tab called **Sheet2**. Right-click the tab and choose **Rename**. Rename this tab with your date range (Dec 1-Jan 11).
* Click on your main data tab.
* Press **Ctrl-A** on the keyboard to select all of this data or click the blank box that falls just above row number 1 and just left of column A.
* Press **Ctrl-C** on the keyboard to copy this data (or Edit, Copy). Marching Ants will appear around the data.
* Click the **Current Year** tab
* Press **Ctrl-V** on the keyboard to paste the data (or Edit, Paste).
* Resize columns as needed to make the data more viewable.
* Click back on the main data tab
* Click the **Incident Date** drop-down and choose **All**.

**Pivot Tables and the Data**

* Pivot tables are based on data in a table. In order to create a pivot table you must first assure that the table of data that you want to use is selected before beginning this process.
* Click in cell **A1** of the table for which you want to build a pivot table or chart.
* Click the **Data** menu and choose **PivotTable and PivotChart Wizard *(Click the Insert menu and click Pivot Table.***
* Click **Finish**
* This will open a new worksheet, **Sheet3**. Right-click the tab and rename it with a title that will appropriately describe this pivot table.
* Now, to add items to the side (like names or course), click drag and drop that category into the area labeled **Drop Row Fields Here**.
* You can add numerous row fields. For example, you may want to find out how many office referrals each teacher made. For that purpose, you would pull **Incident Reported By** to the Rows, **Action Type** to the Columns, and **Action Type** to the Data Fields. Just make sure you have the **I** before letting go (looks like a giant I – usually gray-looking and moves as you hover over the area)
* To get a count of an item, click and drag the item you want to count into the big square area labeled **Drop Data Items Here**.
  + If your field list ever disappears (that’s the box with all the categories), click anywhere in the square area – for example, cell **C4**
  + To get rid of totals, right click anywhere in that column and choose **Field Settings**. Change the selector to **None**.
  + If the item you want to count shows a sum instead, right click the label (it will say **Sum of xxxxx**), and choose **Field Properties** and choose **Count**.
  + To remove an item from the pivot table, click and drag the gray column header back into the field list.
* To filter by grade, one way is to drag and drop grade onto the Page area. This will give you drop-downs so you can filter by All or by each grade.



**Excel 2007Pivot Table**

Pull the item into the boxes below. Report filter is like Page in 2003. Row labels and column labels are self-explanatory. Data is what you are counting. The **Field Properties** information is the same as in 2003.

**Try This:**

How many students in each grade were suspended or sent to time out?

* Pull Grade into the Rows
* Pull Action Type into the Columns
* Pull AA Student Number into the Data/Values area.
* Filter Action Type to include only those actions you want to include.
* Move Action Type to the Page (2003) or to Report Filter (2007). Now you can click the drop-down and choose what you want to display.

**Here’s another one…..**

What is the reason students are sent to the office?

* Pull Action Type off the Page/Report Filter
* Pull Incident Reason over to replace it.
* Look at different reasons for referral.
* Pull Incident Reason from the Page/Filter onto the Columns. Use the filter to choose only certain reasons for referral

**Try a Pivot Chart.**

* In 2003, just click on the Chart Wizard button on the toolbar. In 2007, make sure you have the Pivot Table Tools menu displayed and click Pivot Chart.