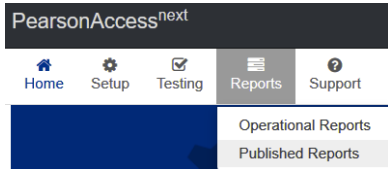# Instructions for Using the Item Analysis Template to Display Percent Correct Tables and Graphs for Your School and/or District

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Calculate average points for the reporting categories and items in the .CSV file

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1. Download and open the Early Release File from PAN: **Reports>Published Reports**

2. Insert a few empty rows at top of file for the **Subtotal** formula.

3. Enter the **Subtotal** formula in an empty cell above RawScore (column AC).

    a. Type **=SUBTOTAL(1,** in the cell

b. Place the cursor in the first cell of data in **column AC** to anchor the range (row 5 in the example above).
Hold the **Shift** and **Control** keys down, and tap **Arrow Down** to select all rows with data. The range should include the last record at the bottom of the file.


c. Press **Enter** to select the range. Note: some spreadsheet programs may require you to manually complete the formula by closing the parenthesis ")" in the formula before pressing **Enter**.

The formula and calculated subtotal should appear similar to the example below. Your range of cells will vary depending on the number of students in your file.

=SUBTOTAL(1,AC5:AC404)	

B	AC	AD
	25.285	
ested	RawScore	TotalPointsPossible
	31	35
	32	35
	21	35

4. Copy the formula in column AC and paste it into the **RepCat** and the **Item** cells pertaining to the grade/subject test you are working with.

5. Set **Filters** to remove unwanted records from your average points calculation

a. Place the cursor in a cell with student data and click the **Filter** icon.
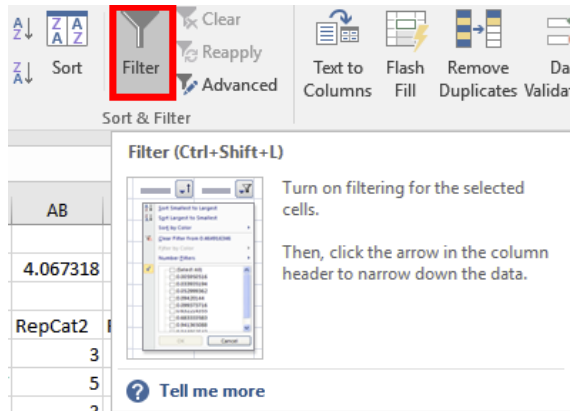
b. To filter out **Void** and **Not Tested** records, click the down arrow button to the right of the variable name. Deselect any checkboxes with "**Y**" and click OK.
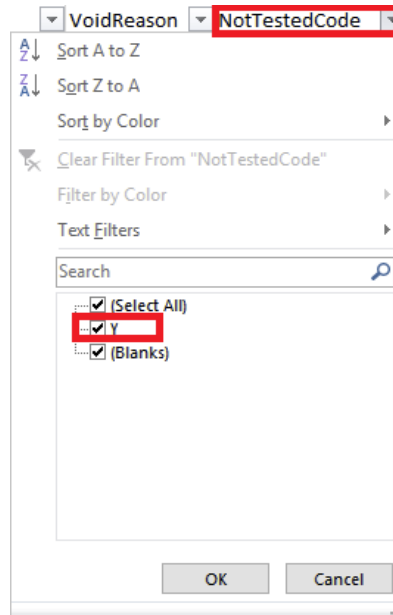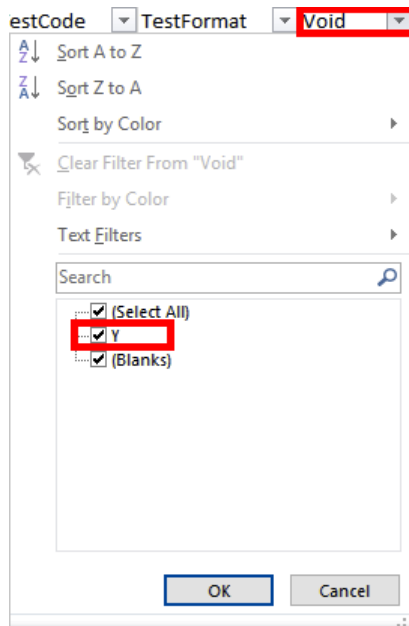
6. Open the **TestCode** filter (column W) to deselect any unwanted grade and subject tests. Note: you can set additional filters (i.e., **TestSchool** for district users) if desired. Click OK.
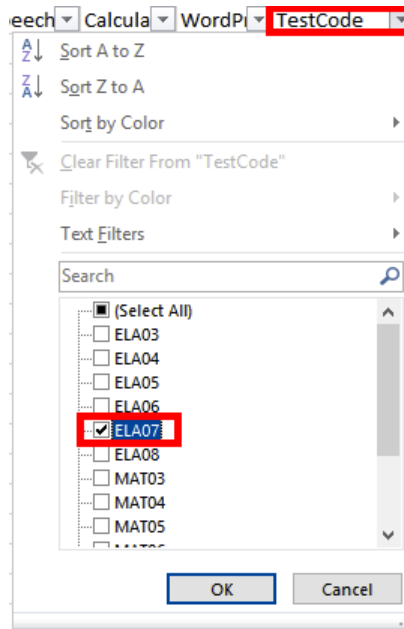

7. Average points for the selected **TestCode** should now appear in the row above the **RepCat** and **Item** number cells. Remove any division by zero errors for cells with no data.

AF	AG	AH	AI	AJ	AK	AL	AM
23.58	1.705	0	#DIV/0!	#DIV/0!	0.87	0.84	0.73

| RepCat1 ▼	RepCat2 ▼	RepCat3 ▼	RepCat4 ▼	RepCat5 ▼	Item1 ▼	Item2 ▼	Item3 ▼
29	2	0			1	1	0
30	2	0			1	1	1
19	2	0			1	1	1

Copy average points per item into the template

1. In the CSV file, copy the row of average points beginning with **Item1** (**column AK**) to the last item for the grade and subject test you are working with.

2. Open the Item Analysis Template from PAN, located in **Support>Documentation**
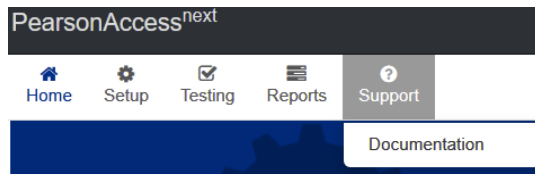
3. In the template, place the cursor in **column H** (School Average Points) **for item 1** and select "**Paste Special**" from your spreadsheet program.

4. In the "**Paste Special**" dialog box, select "**Values**" and "**Transpose,**" and click OK. This procedure will paste the average item scores from the CSV file's horizontal format to the Template's vertical format.
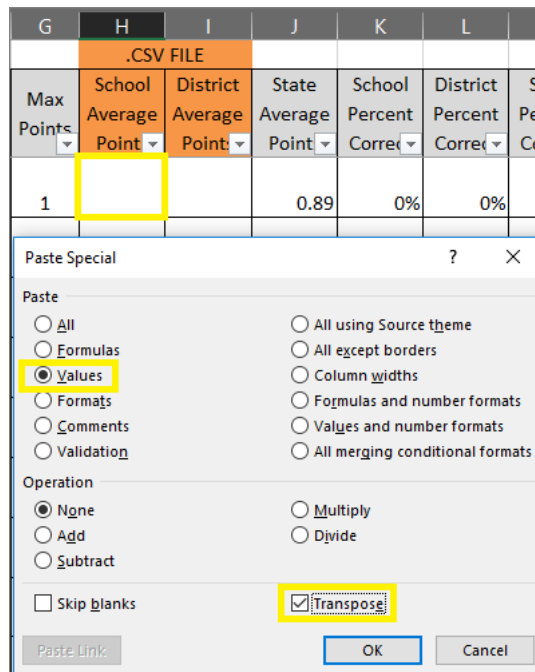

5. Optional: Repeat steps 3-4 to copy and paste the Reporting Category average points to the Reporting Category table in the template.

6. If you are creating a district template, use the above steps to copy the average points from your district file to **column I** (District Average Points) in the template.

The template now shows how students in your school and/or district performed in comparison to students statewide. The **School-State Diff.** column graphically displays the school/state percentage-point difference for each item.

The template is sorted by default on item number. The line graph at the bottom of the template plots the school and/or **district percent correct** alongside the **state percent correct**. Change the sort order to generate different line graphs of the data as follows:

- For an item difficulty graph, sort the **State Percent Correct** column from smallest to largest (most difficult to least difficult).
- For a graph of the difference between school and state percent correct, sort the **School-State Diff.** column.
- For a graph of one or more reporting categories, select the desired categories from the **Reporting Category** dropdown.
- For a graph of one or more curriculum frameworks standards, select the desired standards from the **Framework** dropdown.
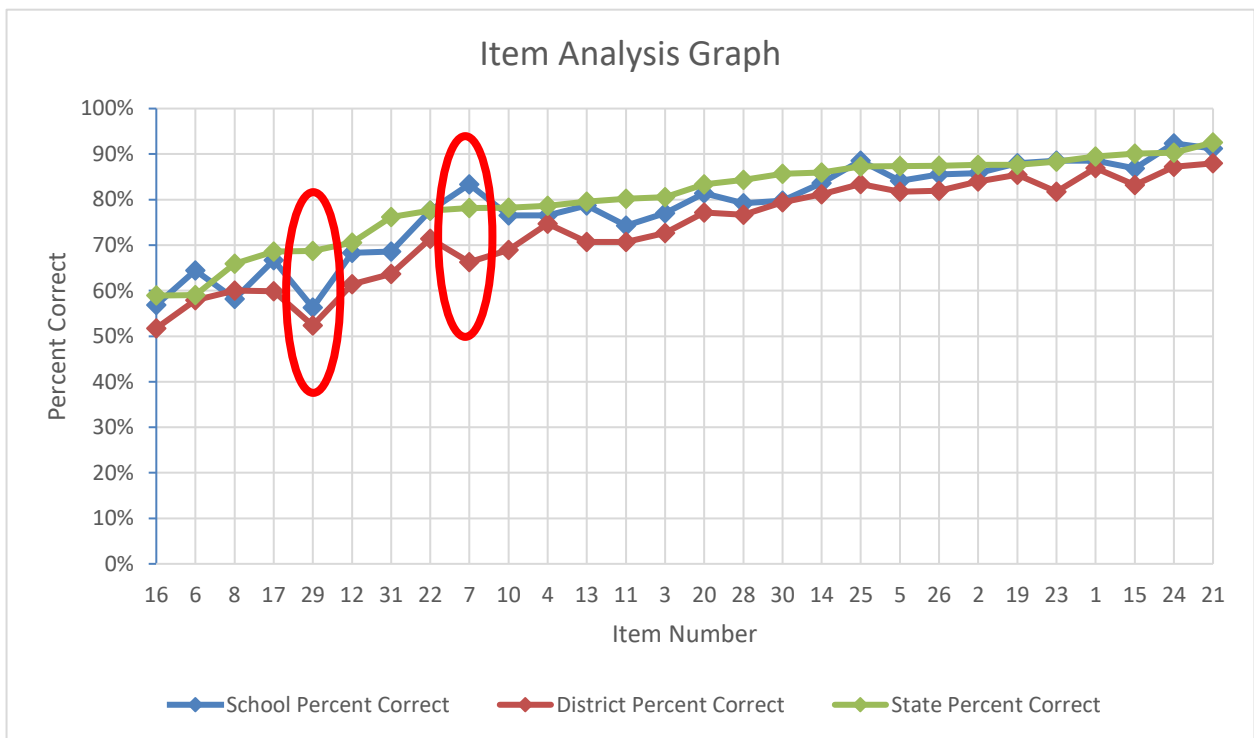
Note that differences between school, district, and state percent correct may be good initial candidates for further inquiry.