## **Creating a Failure List from the Current Grades PivotTable**

Following the steps in this document will create a pivot table listing of students who are currently failing courses.

## Step One – Updating the Data

- 1. Open the Current Grades pivot table spreadsheet for your school. The document is password protected with the standard pivot table password.
- 2. Click the **SourceData** tab to make sure it is the current worksheet.
- 3. On the menu bar, Click **Data > Refresh Data**. This may take several minutes. (If you see the spinning color wheel then Excel is still communicating with PowerSchool. Wait until the color wheel disappears before clicking or typing anything).



- 4. Click the **GradeDistribution** tab to select the worksheet.
- 5. On the menu bar, **Click Data > Refresh Data**.

## Step Two – Filtering the Students Who are Failing Courses

1. On the top, left corner of the GradeDistribution worksheet set the **FINALGRADENAME** option to (All).

E	cel	File	Edit	View	Insert	Format	Tools	Data	Window	ý	Help		-		88 4
		0							AppMS_S	toredG	rades11-12	(ver	sion 1).xlsb	[Autosa	ved]
	2	<b>1</b>		2		S 🕹	<b>a</b> • @•	Σ • 1	2. · 7	fx	🛅 🚮 1	50%	• 🕐		
-	ń	Home	Layo	ut ·	Fables	Charts	SmartArt	Fo	ormulas	Data	> PivotTa	ble	Review		
al		Edit				Font			,	Alignmen			Nur	nber	1
н			Fill 🔻	Verdar	ia	<b>v</b> 10	• A• A•	=		abc *	🔛 Wrap Text	t v	General		-
	Past	e 🥥	Clear *	B	ΙU	_•	<u>≫ • A</u> •			¢ = \$	Merge	Ψ.	🥞 🔹 %	) <sup>©.0</sup> .	00 Cond Form
1		H280	\$	00	) (= fx	629									
1	1				A					В			C		D
	1	STOR	ECOD	E				(All	)			-			
	2														
	3														GRADI
	4	TEAC	HER_	NAME			1	CO	URSE_N/	AME		- D	ata		A
	5	▼ Ant	ignan	e, Dia	ne E.			7th	Math (S	Standa	ard)	P	ercentofSt	udents	2.
I	6											N	lumberofS	tudents	
	7	1						7th	Homero	om		P	ercentofSt	udents	0.
	8	1										N	lumberofS	tudents	
	0							7th	Crience			Ь	arcantofCt	udante	2

- 2. In the Pivot Table navigate to the column for the letter grade **"F"** (Probably Column I). Scroll to the bottom of this column to the cell that contains the **"Total Count of STUDENT".**
- 3. Double click on the **"Total Count of STUDENT"** to create a new worksheet that lists the names and other data for students who earned an "F" in any course for the selected FINALGRADENAME.

Total PercentofStudents		42.71%	22.21%	13.75%	3 47%		14.68%
Total NumberofStudents	Double Click	8439	4389	2710	085	629	2900

4. Double-click on the generic worksheet name (example: "Sheet2") on the tab of the newly created worksheet to select it then type "**Failures**" and press return.

6	th Coolal Chudi					-	
mm		Failures by Course	Sheet2	Failures	GradeDistribution	SourceData	+
	Normal View	Ready					

## Step Three – Creating the Course Failure PivotTable

- 1. On the Failures worksheet, click on any cell that contains data to select it.
- 2. Go to the menu bar at the top of your screen and click Data > PivotTable...



3. Click **OK** on the **Create PivotTable** dialog box that opens. (This tells Excel that you want to create your pivot table with the data on this worksheet.)

Choose th	e data tha	t you want to analyze:
Use	a table of	a range in this workbook
	Location:	SourceData!\$A\$1:\$O\$19760
🔿 Use	an extern	al data source
	C	
	Get D	ata No data fields have been retrieved.
Choose w	Get Da	No data fields have been retrieved.
Choose w	Get Da	No data fields have been retrieved. <pre>ice the PivotTable:</pre>
Choose w	Get Da here to pla w workshea sting work	Ata No data fields have been retrieved. .cce the PivotTable:et

4. A new worksheet will open and it will contain an empty PivotTable and PivotTable builder.



- 5. On the PivotTable Builder, drag the following field names (listed in the top half of the Builder) to the appropriate areas:
  - a. Report Filter: GRADE\_LEVEL
  - b. Column Labels: FINALGRADENAME
  - c. Row Labels: STUDENT; COURSE\_NAME
  - d. Values: STUDENT (which will display as "Count of STUDENT")

8	Q4	PivotTab	ile Builder	
ard)			1 Q CONTRACTOR	
Field	d name	1		
	STUDENT			h
	GRADE LEVEL			U
	TEACHER			
	COURSE_NAME			
	GRADE			
	Dra	g fields l	between areas	
an y	Report Filter		Column Labels	
1	GRADE LEVEL	1	FINALGRADENAM	
an				
1				
	David a hala		S Maluar	
19	Row Labers	1	Z values	
- 4	STUDENT	<u> </u>	; Count of STUDEN	r (i)
12	COURSE_NAME	(i)		
57 1				

6. Some of the PivotTable styles use white text that may be hard to read. If desired, choose an easier to read style for the PivotTable by choosing one from the PivotTable style gallery on the PivotTable ribbon.

A Home	Layout	Tables	Charts	Smart	Art	Formula	s Da	ta	PivotTable	Review				
	Field				Des	ign				Р	ivotTable Style	25		
Count of STUD	fr.	Expand	÷	-	-		-						_	-
Settings	Formulas	Collapse	Group	Subtotals	Totals	Layout	Blanks						 $\odot$	Row & Column

NOTE: The new worksheets that you have created (Failures and Course Failures) cannot be updated like the GradeDistribution and SourceData sheets can. To get updated results, you must complete all three steps again. To delete Failures and Course Failures tabs that are no longer current, Controlclick on the tab name and choose delete from the submenu.

N Cummins, Kathi	een H.
Incort Sheet	
Dili	
Delete	
Neuranne	
N. C	
Move or Copy	
Select All Sheets	
Desta at Chast	
Protect Sheet	
Tab Color	
Unhida	
onnide	
Hide	
	1.1
	Incert Sheet Delete Move or Copy Select All Sheets Protect Sheet Tab Color Unhide Hide