



Decision Analytics & Information Management

RTI Benchmarking Step Sheets in BrightBytes

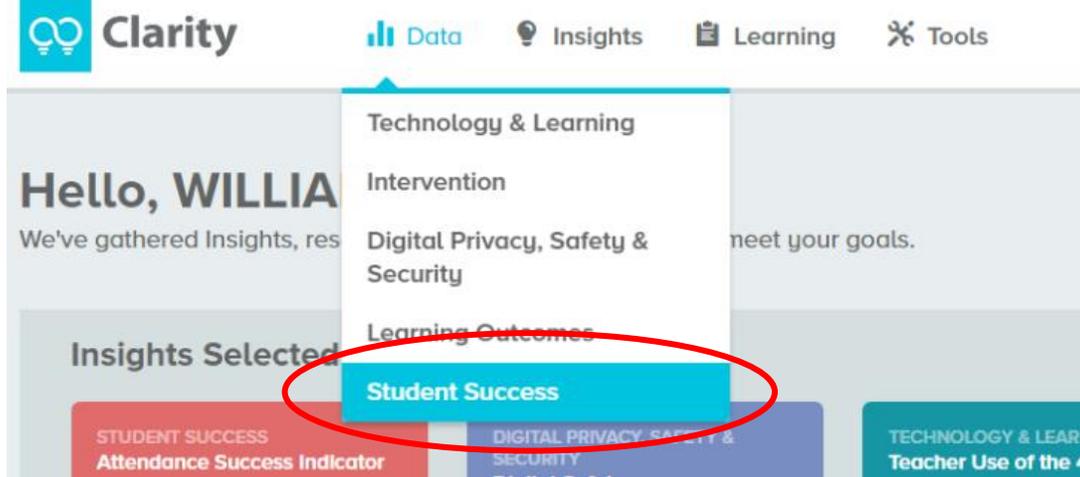
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This module is meant to teach the process for obtaining RTI benchmarking data from the BrightBytes platform.

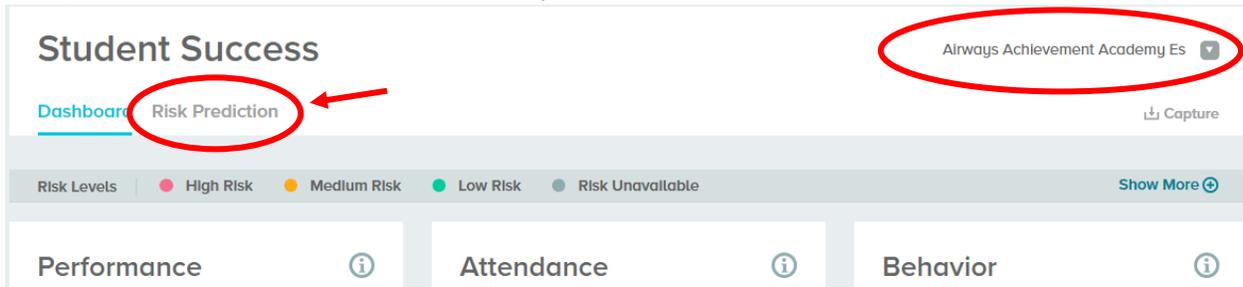
Where to go?

You may access the BrightBytes platform by

- 1) Signing into [BrightBytes](#) and selecting **Student Success**

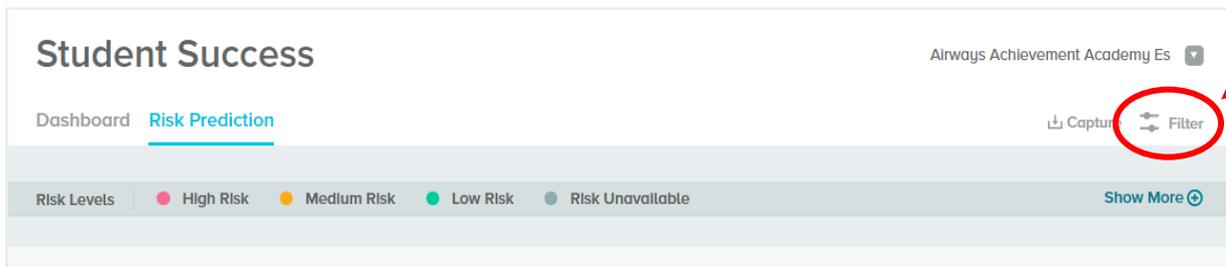


- 2) Select the correct school in the drop down menu and then click on **Risk Prediction** (see



Correct School

- 3) Select **Filter** at the top right



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- 4) Move sliders between 9th and 10th grade. Then select **No** below Special Education (IEP), then click **Save**. (see below)

GRADES
Selected: 9 - 10
MIN: PreK MAX: 12

ETHNICITY

American Indian or Alaska Native Native Hawaiian or Other Pacific Islander

Asian White

Black or African American Two or More Races

Hispanic/Latino

GENDER

Male Female

504 STATUS Yes No

SPECIAL EDUCATION (IEP) Yes No

- 5) Click the drop down menu that says **Overall – Progress Toward Graduation** and select **Assessments: Summative: Reading/ELA**. Then slide the balls on the bar to **high risk** (see below)
- 6) **Summative = TNReady**

Assessments: Summative: Reading/ELA ▼

Grades: 9 - 10 Special Education (IEP): No

Selected: High Risk to High Risk

High Risk level slider bar Unavailable

TOTAL RISK PREDICTION FOR YOUR STUDENTS | Breakdown By Grade

- 7) Scroll down to the **Breakdown By Student** section and click the **Download CSV** button on the **right** side of your screen (see below)

Breakdown By Student

SEARCH TOTAL STUDENTS: 88 Download CSV

FIRST NAME	LAST NAME	GRADE	OVERALL RISK LEVEL	INDICATOR RISK LEVEL
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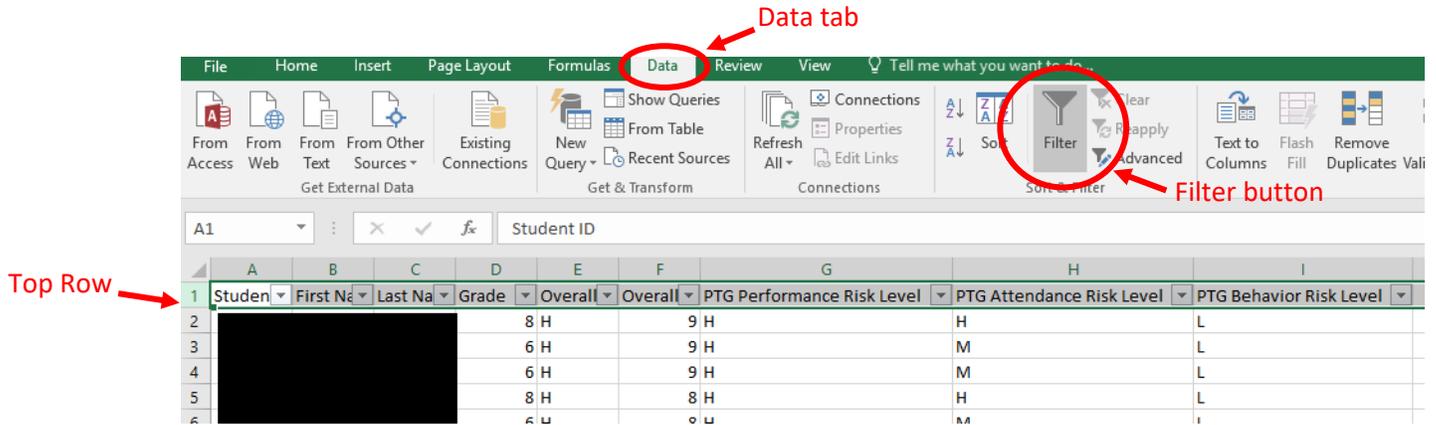
Decision Analytics & Information Management

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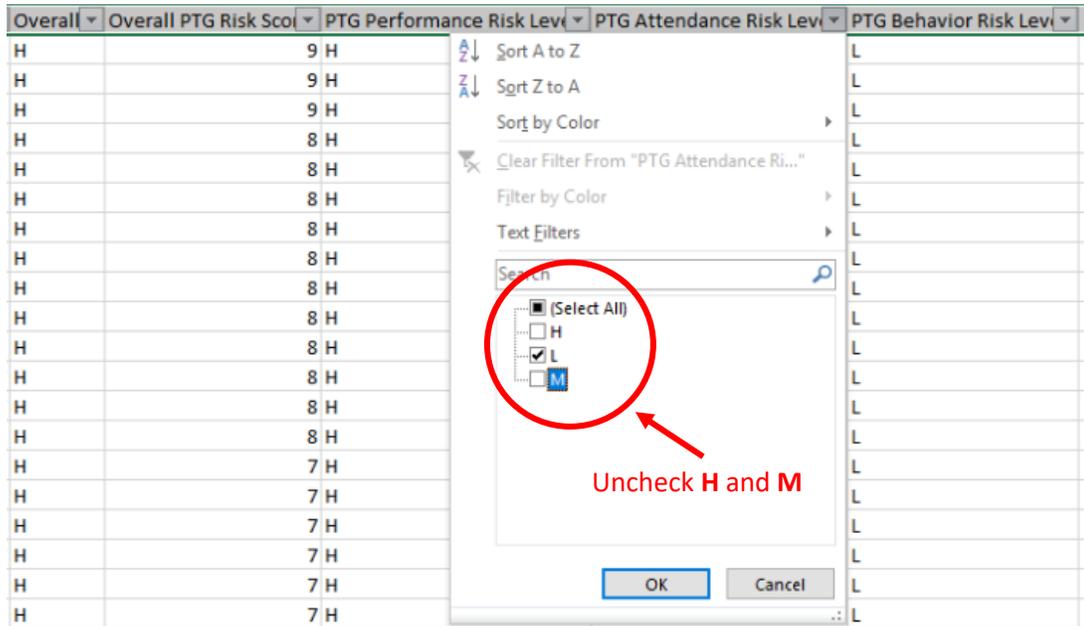
8) The file will download. Click on it to open the file up. (see below)



9) Click on the **data** tab at the top of the screen. Then **highlight** the **top** row in the excel sheet. Then click the **Filter** button at the top. (see below)



10) Click on the PTG Attendance Risk Level **downward arrow** to display the filter list. Uncheck the **H** for High underneath the search bar, then **click Ok** at the bottom.



11) Repeat **Step 10** with the **PTG Behavior Risk Level** column. Do **NOT REPEAT** for the PTG Performance Risk Level column

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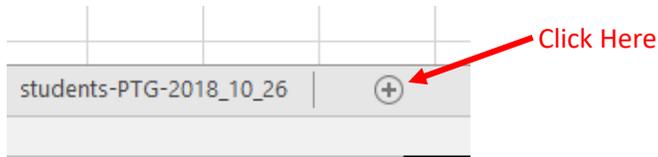
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12) Once you have filter the lists down, **highlight** the entire sheet. Then **right click** with your mouse and click **copy**.

	A	B	C	D	E	F	G	H	I	J
1	Student ID	First Name	Last Name	Grade	Overall PT	Overall PT	PTG Perfo	PTG Atten	PTG Behavior	Risk Level
2				8 H		8 H		L	L	
3				6 H		7 H		L	L	
4				6 H		7 H		L	L	
5				7 H		7 H		L	L	
6				8 M		6 H		L	L	
7				8 M		6 H		L	L	
8				8 M		6 H		L	L	
9				6 M		6 H		L	L	
10				7 M		6 H		L	L	
11				8 M		6 H		L	L	
12				6 M		5 H		L	L	
13				7 M		5 H		L	L	
14				8 M		5 H		L	L	
15				8 M		4 H		L	L	
16				6 M		4 H		L	L	
17				6 M		4 H		L	L	
18				6 M		4 H		L	L	
19				6 M		4 H		L	L	
20				6 M		4 H		L	L	

13) Open a new page tab at the bottom of your screen. Then paste what you highlighted in the last step into the new sheet.



14) Once you have documented all RTI students for the Reading Assessment, go back to **step 5**. Substitute Assessment: Summative: Reading/ELA with **Assessment: Summative: Math**. Then **repeat all steps starting from step 6** to get RTI benchmarking data for the Math Assessment.

OPTIONAL

15) Open the **Reading/ELA Excel file** you downloaded. Create a new column and name it **Reading/ELA** and place **Yes** in each cell in the column. Then create another new column and name it **Math**.

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PTG Performance Risk Level	PTG Attendance Risk Level	PTG Behavior Risk Level	Reading/ELA	Math
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	
H	L	L	Yes	

16) Then click into the first cell in the **Math** column. Type “=IF(ISNA(VLOOKUP(“ .

- Then click on the first cell under the Student ID column, which is cell **A2**
- Then open the **Math Benchmarking Excel** file that you downloaded, and highlight cells **A2 through the last cell in the farthest right column** that you have in the Math Benchmarking file. In our example it is **I19**. (Cells A2-I19)
- Then place a **comma**, then a **1**, another **comma**, then the word **FALSE**. Then you end the formula with a “**NO**”, then a “**YES**” .
- The entire formula should look like this: =IF(ISNA(VLOOKUP(A2,'Math Summ.csv'!\$A\$2:\$I\$19,1,FALSE)),"No","Yes")
- You will end up with a combined excel file that looks like this (see below)

1	Student ID	First Name	Last Name	Grade	Overall PT	Overall PT	PTG Performance Risk Level	PTG Attendance Risk Level	PTG Behavior Risk Level	Reading/ELA	Math
2				10	H	8	H	L	L	Yes	Yes
3				10	H	8	H	L	L	Yes	Yes
4				9	H	8	H	L	L	Yes	Yes
5				10	H	7	H	L	L	Yes	No
6				9	M	6	H	L	L	Yes	No
7				10	M	6	H	L	L	Yes	Yes
8				10	M	6	H	L	L	Yes	No
9				10	M	6	H	L	L	Yes	No
10				10	M	6	H	L	L	Yes	Yes
11				10	M	6	H	L	L	Yes	Yes
12				10	M	6	H	L	L	Yes	No

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