

## How to Merge Classes and view Data in Excel

**Note** - to Merge classes they must have the same assessment outline.

- Go to **Portal**> **Reporting to Parents** then **Report Data Entry**.

### 1 In Report Data Entry:

Click on the first class – then **SHIFT** and click to highlight the last class.

11ADWPL_1		11		0	Yes	No	No	No
12ADWPL_1		12		0	No	No	No	No
A1BLY_1	Iris Kupfer-Hollis	11	Unit 1	9	Yes	No	No	No
A1DRA_1	Meredith McCormack	11	Drama ATAR Unit 1 Year 11	7	Yes	No	No	No
A1ECO_1	Jason Nelson	11	11 Microeconomics 2019	5	Yes	No	No	No
A1GEO_1	Martin Keen	11	Geography ATAR Unit 1	8	Yes	No	No	No
A1HIM_1	Michael Caudle	11	Modern History ATAR Unit 1	9	Yes	No	No	No
A1MUSC_1	Isabelle Lemon	11	Year 11 ATAR Contemporan	10	Yes	No	No	No
A1PAL_1	Alex Temby	11	A1PAL	6	Yes	No	No	No
A1PES_2	Shane Joyce	11	Year 11 ATAR PES - Unit 1	10	Yes	No	No	No
AEBLY_1		11		0	Yes	No	No	No
AECHE_1	Craig Healy	11	Chemistry Year 11 ATAR	17	Yes	No	No	No
AEENG_1	Sally Elliott	11	11 ATAR English	13	Yes	No	No	No
AEENG_2	Hayley Wills	11	11 ATAR English	13	Yes	No	No	No
AEENG_3	Melissa Vyse	11	11 ATAR English	13	Yes	No	No	No
AEHBY_1	Rasidah Dobbs	11	11 ATAR Human Biology	15	Yes	No	No	No

- 2 You can then **Merge** and choose **M** for Monitoring Data Checklist

- 3 Click on the **Group** header to sort by group then click on the **M** for the Monitoring Data Checklist

Reporting Group: **Merged** Context: **Not Specified** Details: Course: **English** Teachers: Sally Elliott, Melissa Vyse, Hayley Wills

Task: **All Tasks** Unit: **AEENG** 2019 Semester 1

Hide NAPLAN  Hide OLN  Hide Tasks  Hide Results  Hide Attitude, Behaviour and Effort  Hide Comments

Yr	Students	S	Group	1	2	3	4	5	6	E7	8	9	10	11	12	E13	Cum Weight Total%	Total Mark
				30	20	40	10	30	30	100	30	30	30	30	30	100		
11	Ethan Buckland	E	AEENG_1	5	9	28	8	17.5	17	15	7.5	6.5	30	30	30	100	62.7	
11	Angus Currell	E	AEENG_1		6.5	22	5	17	14								49.5	
11	Gypsy Davis	E	AEENG_1		11.5	23	6.2	18.5	14								56.7	
11	Mithril Dobbie	E	AEENG_1		11.5	30.5	5.5	12	12								55.7	
11	Jay Evans	E	AEENG_1		10.5	20	7	13.5	16.5								53.4	
11	Courtney Goh-Edward	E	AEENG_1		14	34	7.2	20	23								75.5	
11	Maddison Hibbert	E	AEENG_1		10	21.5	8.2	16.5	12								54.8	

- 4 Choose the options you would like including the **Excel** option then OK.

Monitoring Data Checklist

Exclude Withdrawn/Pending Withdrawn students

Cumulative Weight Total  
The 'Cumulative Weight Total' for each student will be reported as a percentage (%) amount.

Show raw mark totals

Report Creation

Send data to a 'Word' document

Send data to an 'Excel'2007'.xlsx' document

Student Reporting

Report using the Students Name

Report using the Students Number

Firstname Surname

Surname Firstname

NAPLAN

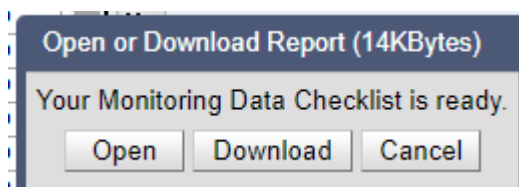
Exclude NAPLAN

OLNA

Exclude OLNA

OK Cancel

- 5 Open the checklist:



- 6 In Excel –  
 Click on the first Row Header (ie 11 in the grey section)  
 Then hold SHIFT click on the last in the class row header  
 (eg Row 29)

- 7 Choose the **Fill** tool to fill with the colour of your choice.  
 Continue in the same manner and fill the rest of the classes

