

## **“Polishing” Instructions for Jan 15, 2010 Fall Semester GradStar Raw Data File**

**NOTE:** These instructions provide guidance on how to “polish” the January 15, 2010 GradStar data file your agency received January 22 or 24, 2010.

If you “polished” the October 30, 2009 GradStar data file your agency received during early November, you will find the following instructions familiar with a few changes to make the “polishing” process a bit less complicated.

Because the “polishing” process includes so many steps, I suggest that you print off a copy of the checklists in Appendices A and B to help you keep track of the steps you complete.

*Happy “Polishing”*  
Brenda LeTendre  
([bletendr@pittstate.edu](mailto:bletendr@pittstate.edu))

### **Table of Contents**

	Page
Introduction .....	1
“Polishing” the Jan 15, 2010 Fall Semester GradStar Data .....	2
STEP A: Make 2 duplicate copies of the Jan 15, 2010 Fall Semester GradStar data file .....	2
STEP B: Double-check that all the data belong to your agency .....	2
STEP C: Notify Brenda about any pink highlighted data in your file .....	3
STEP D: Remove records that you later corrected .....	3
D (1): Highlight ALL the data set .....	4
D (2): After highlighting the ENTIRE sheet, select Sort from under Data in Excel’s menu bar .....	4
D (3): Indicate Sorting Variable .....	5
D (4): Scan for corrections – “Yes” to Question 1 .....	5
D (6): Remove the record with the mistake .....	5
STEP E: Add student name, address, and other personal information to the data set .....	5
E (1): Create or update a file or that contains the student ID number and personal information .....	6
E (2): Sort the Personal Information File by the Student ID number .....	6
E (3): Insert blank columns into the GradStar data file to accommodate the personal information .....	6
E (3) a: Count the number of columns you will need to insert .....	6
E (3) b: Highlight Column A in the GradStar file and then select Insert Columns .....	7
E (4): Copy and paste the Personal Information into the GradStar file, including the column labels .....	7
E (5): Clear out some unnecessary information from the GradStar data file .....	7
E (6): Match the Personal Information Student ID data with the Student ID data in the GradStar file .....	9

	Page
E (6) a: Copy and paste the Personal Information Student ID data (now in Column A) into Column H next to the Student ID data in the GradStar file .....	9
E (6) b: Compare the two sets of ID numbers to see that they match .....	9
E (6) c: CAREFULLY insert space for the missing student's personal information .....	9
STEP F: Make sure that you have entered all the appropriate forms for students and their children into the GradStar Database .....	11
F (1): Continue comparing Student IDs to make sure that you have a GradStar entry for each student/child you have in your locally-created Personal Information file .....	11
F (2): Remove students who have no GradStar entry and place them on a "Need to Enter" list .....	11
F (3): Move Personal Information data for remaining students so that ID numbers match .....	12
STEP G (optional): For RETURNING students and children, "marry" their 2008-09 school year data with their information for the 2009-10 school year.....	13
STEP H: Make a back-up file of your "polished" Jan 15 Fall Semester GradStar data file .....	20
STEP I: Enter Data for Students and Their Children Soon .....	20
<b>OPTIONAL</b>	
Calculating Summary Counts for the 2008-09 School Year .....	20
Doing a Summary Table (Known as a Pivot Table in Excel) .....	21
Step A: Under Data Menu, select PivotTable Report .....	22
Step B: Excel's PivotTable Wizard will start a 3-step dialog box sequence as it walks you through the process of creating a summary table, known as a PivotTable .....	22
Step C: In the range box of "PivotTable Wizard -- Step 2 of 3" indicate the column of the data that you want Excel to summarize .....	22
Step D: At the dialog box "PivotTable Wizard -- Step 3 of 3", tell Excel where to put the summary table and what you want the summary table to look like .....	23
Step E: Excel will now put a summary table on a new worksheet tab .....	26
<b>OPTIONAL</b>	
Doing counts for Questions 6, 7, 8, and 9 .....	26
Step A: Transform all the X's to 1's .....	26
Step B: Now you are ready to "write" a formula that will sum the 1's in each column .....	28
Support Services Summary Tables Templates.xls you need to "freeze" the results from the formulas .....	30
Recommended Excel Tutorials and Manuals .....	32
APPENDIX A: Checklist of Steps in "Polishing" Your GradStar Data File .....	33
APPENDIX B: Checklist of Steps in "Polishing" Your Support Services Received Data File .....	36
APPENDIX C: Table Templates for Support Services Received Form Data .....	39