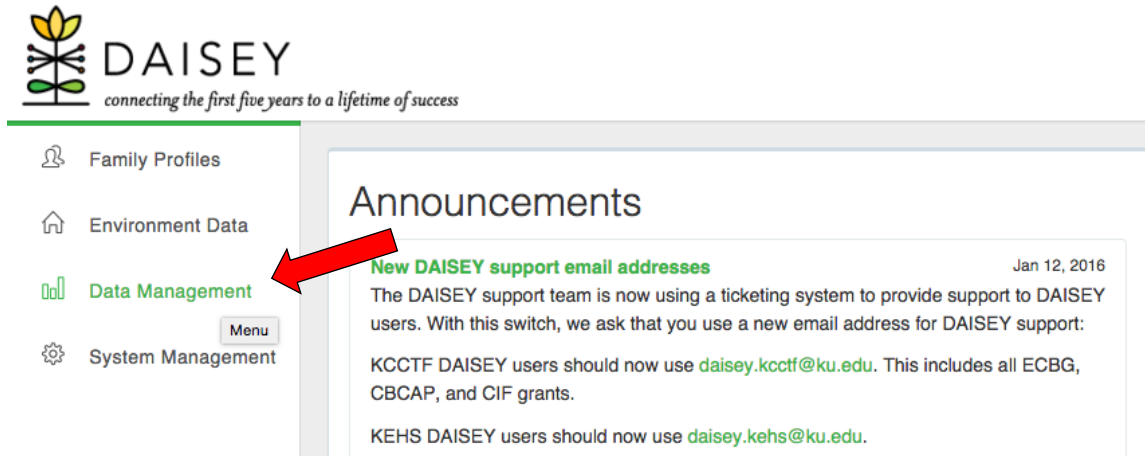
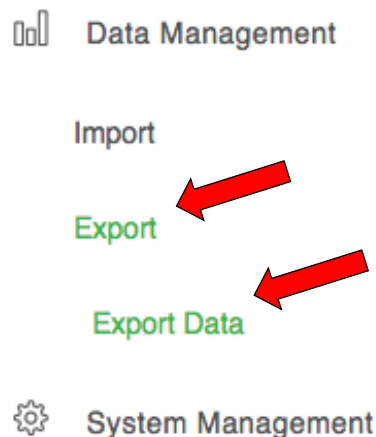


## EXPORT DATA FROM DAISEY

1. Navigate to <https://daisey.cete.us/kehs/login>, log in, and accept the terms of the security agreement (you will have to do this each time you log in).
2. From the homepage, choose **Data Management** listed in the menu:



3. From the drop-down menu that appears, choose **Export**, then **Export Data**.



4. Find the data you want to export and click **Export**. (For this specific tutorial you will want to export myIGDIs Literacy+ data).

10 records per page Search:

Form ID	Name	Category	Select One
23	Protective Factors Survey	Caregiver Activities	<input type="button" value="Export"/>
22	Add Environment Profile	Environment Profile	<input type="button" value="Export"/>
21	Program Form	Child Activities	<input type="button" value="Export"/>

- The message below will pop up asking you to specify a date range. This will limit your export to data collected during the specified time frame. Enter the dates of the current evaluation year.

**Please note: the ECBG evaluation year runs from June 1<sup>st</sup> to May 31<sup>st</sup> the following year. For example, the 2019-2020 runs from June 1<sup>st</sup>, 2019 – May 31<sup>st</sup>, 2020. Therefore, you would put June 1<sup>st</sup>, 2019 as the “Start Date”. If you do not specify a date range, all data that has ever been entered for that measure into DAISEY will be exported.**

An alert dialog box with an orange header and a close button. The text inside reads: "Exports contain sensitive data. Please save exports in a secure location. To limit the export based on Date of Activity, select a date range. Leaving the date range blank will export all data." Below the text are two input fields labeled "Start Date" and "End Date". At the bottom are two buttons: a green "Continue" button and a blue "Export with Profile" button.

- Once you specify a date range, click **Continue** to export the data without the profile data included or click **Export with Profile** if you would like profile data as well.

**NOTE:** While the records are exporting, “In Progress” will appear next to the item. This normally takes a few moments, and you can navigate to other DAISEY pages to work while it exports.

A table with columns for ID, Name, Category, and Action. The first row shows ID 23, Name "Protective Factors Survey", Category "Caregiver Activities", and an "Export" button. A red arrow points from the "Export" button to the text "In Progress" which has replaced the button. The second row shows ID 22, Name "Add Environment Profile", Category "Environment Profile", and an "Export" button.

- When the download is ready, “Completed” will appear next to the item. Click on “Completed” and the export will download as an Excel spreadsheet.

A table with columns for Form ID, Name, Category, Select One, and Latest Export. The first row shows Form ID 23, Name "Protective Factors Survey", Category "Caregiver Activities", an "Export" button, and the text "Completed" with a blue underline. A red arrow points from the "Export" button to the "Completed" text. The second row shows Form ID 22, Name "Add Environment Profile", Category "Environment Profile", and an "Export" button.

## CREATE A PIVOT TABLE TO COUNT NUMBER OF CHILDREN ASSESSED WITH myIGDI's LITERACY+

8. Select **Rows 1 and 2** by clicking on 1 and dragging to Row 2. They should be highlighted indicating they are selected.

The screenshot shows the Excel interface with the 'Home' ribbon selected. The worksheet is titled 'Data for myIGDI Early Literacy+'. The data table has the following structure:

Question ID	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
Question Label	Text	Text	Text	Text	Text	Date
Question Data Type				Text	Text	Dynamic Date
Question Format Type						
Question Response						
Question Mandatory ?	No	No	No	Yes	Yes	Yes
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		04/29/2019
	Grantee	Organization	Program	999-10001		04/29/2019

9. Go to the upper right-hand side of the screen, and click the button that says **Delete**.

The screenshot shows the Excel interface with the 'Home' ribbon selected. The 'Delete' button in the 'Cells' group is highlighted with a red box and a red arrow pointing to it. The data table is the same as in the previous screenshot, but with an additional column for 'Which ch'.

Question ID	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity	Which ch
Question Label	Text	Text	Text	Text	Text	Date	Drop-down
Question Data Type				Text	Text	Dynamic Date	Dynamic
Question Format Type							
Question Response							
Question Mandatory ?	No	No	No	Yes	Yes	Yes	Yes
	Grantee	Organization	Program	999-10001		02/04/2019	

10. Repeat step 8, now selecting **Rows 2-5** ("Question Data Type, Question Format Type, Question Response, and Question Mandatory" should all be selected). Again, once those rows are selected it will be highlighted.

Question Label	GRANTEE	ORGANIZATION	PROGRAM	ChildID	Caregiver ID	Date of Activity
Question Data Type	Text		Text	Text	Text	Date
Question Format Type				Text	Text	Dynamic Date
Question Response						
Question Mandatory ?	No	No	No	Yes	Yes	Yes
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		04/29/2019

11. Repeat step 9, and delete the selected rows. Again, this can be done by going to the upper right area of your Excel sheet and clicking on the **Delete** button.

Question Label	GRANTEE	ORGANIZATION	PROGRAM	ChildID	Caregiver ID	Date of Activity
Question Data Type	Text	Text	Text	Text	Text	Date
Question Format Type				Text	Text	Dynamic Date
Question Response						
Question Mandatory ?	No	No	No	Yes	Yes	Yes
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		02/04/2019
	Grantee	Organization	Program	999-10001		04/29/2019

12. After steps 8-11, your Excel sheet should be a replica of the below screenshot. **Row 1** should be as follows: Question Label, Grantee, Organization, Program, Child ID, etc.

	A	B	C	D	E	F	
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Acti
2		Grantee	Organization	Program	999-10001		02/04/2019
3		Grantee	Organization	Program	999-10001		02/04/2019
4		Grantee	Organization	Program	999-10001		02/04/2019
5		Grantee	Organization	Program	999-10001		02/04/2019
6		Grantee	Organization	Program	999-10001		02/04/2019
7		Grantee	Organization	Program	999-10001		04/29/2019
8		Grantee	Organization	Program	999-10001		04/29/2019
9		Grantee	Organization	Program	999-10001		04/29/2019

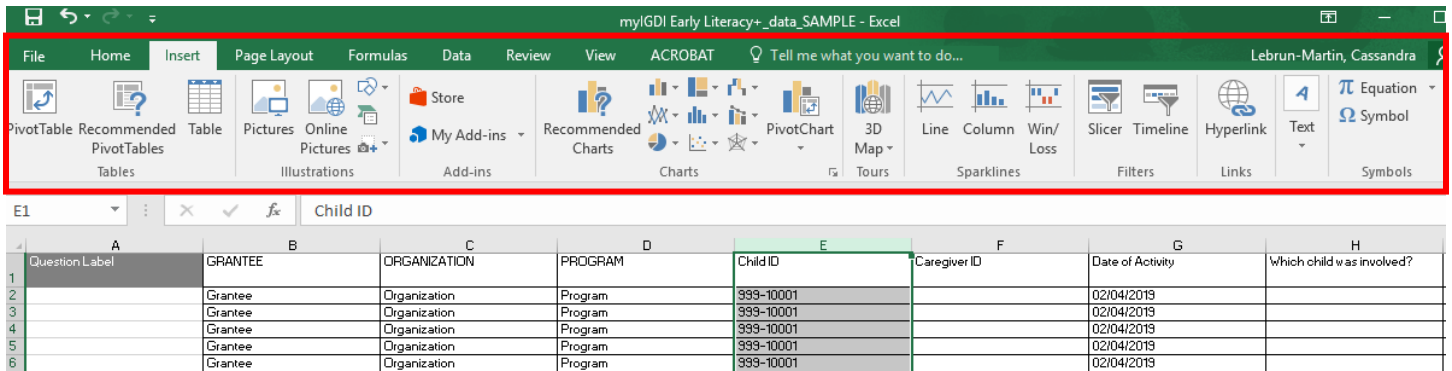
13. Select **Column E**, which should be labeled as **Child ID**. The entire column should be highlighted, indicating the entire column is being selected.

	A	B	C	D	E	F	G
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
2		Grantee	Organization	Program	999-10001		02/04/2019
3		Grantee	Organization	Program	999-10001		02/04/2019
4		Grantee	Organization	Program	999-10001		02/04/2019
5		Grantee	Organization	Program	999-10001		02/04/2019
6		Grantee	Organization	Program	999-10001		02/04/2019
7		Grantee	Organization	Program	999-10001		04/29/2019
8		Grantee	Organization	Program	999-10001		04/29/2019
9		Grantee	Organization	Program	999-10001		04/29/2019
10		Grantee	Organization	Program	999-10001		04/29/2019
11		Grantee	Organization	Program	999-10001		04/29/2019
12		Grantee	Organization	Program	999-10001		10/02/2018
13		Grantee	Organization	Program	999-10001		10/02/2018

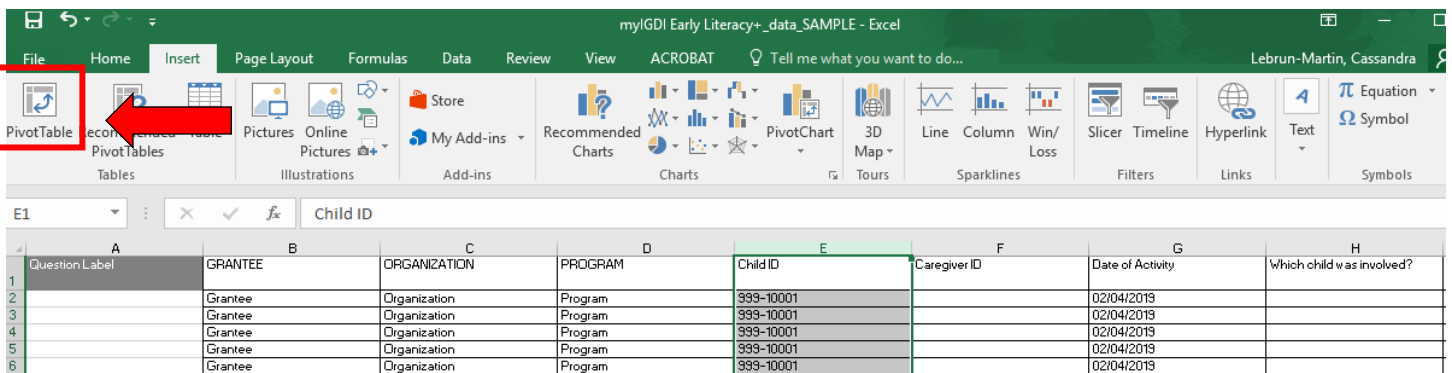
14. Click on the tab at the top left side of the spreadsheet labeled **Insert**.

	A	B	C	D	E	F	G
1	Question Label	GRANTEE	ORGANIZATION	PROGRAM	Child ID	Caregiver ID	Date of Activity
2		Grantee	Organization	Program	999-10001		02/04/2019
3		Grantee	Organization	Program	999-10001		02/04/2019
4		Grantee	Organization	Program	999-10001		02/04/2019
5		Grantee	Organization	Program	999-10001		02/04/2019
6		Grantee	Organization	Program	999-10001		02/04/2019
7		Grantee	Organization	Program	999-10001		04/29/2019
8		Grantee	Organization	Program	999-10001		04/29/2019
9		Grantee	Organization	Program	999-10001		04/29/2019
10		Grantee	Organization	Program	999-10001		04/29/2019

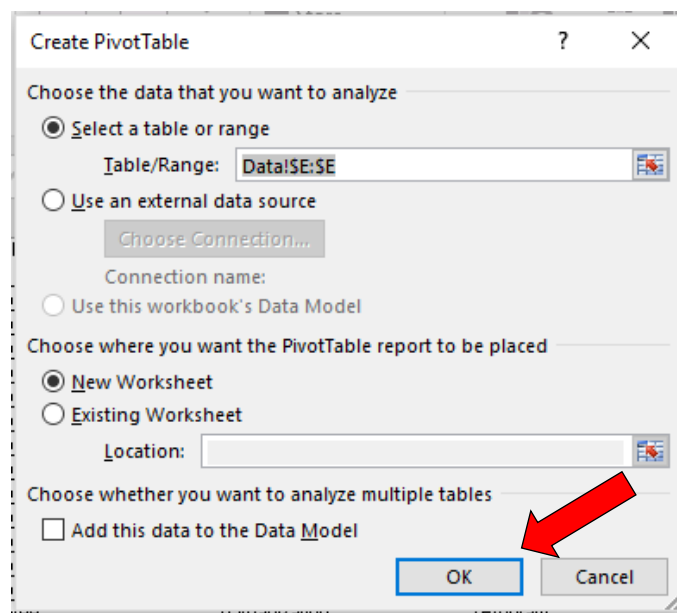
15. Once the tab is clicked, a new row of options will appear across your Excel sheet. It should contain some of the same options as in the screenshot below (depending on what version or Excel you are currently running).



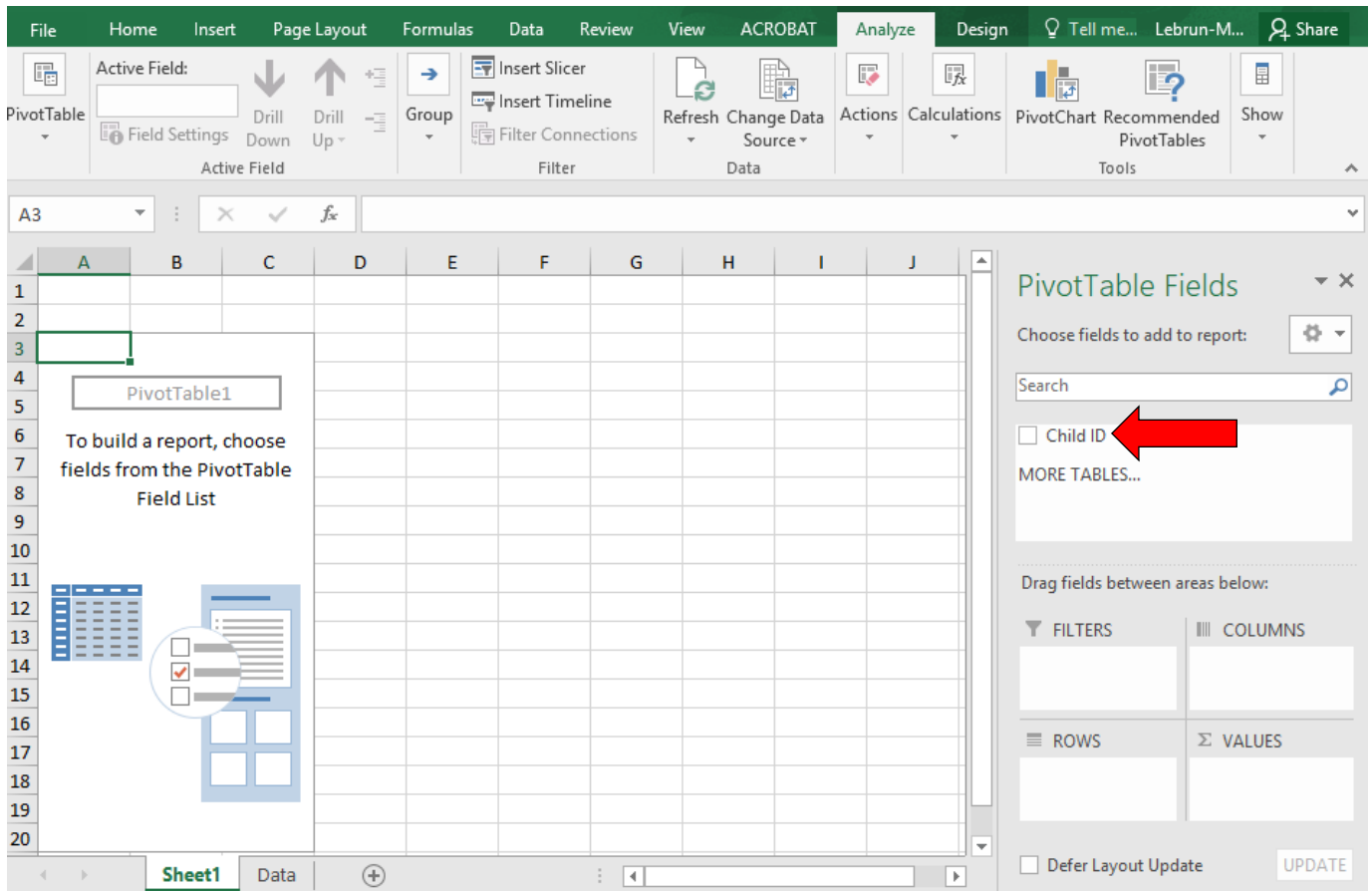
16. Click on **Pivot Table**. It will most likely be the very first option at the very right of these options under the **Insert** tab.



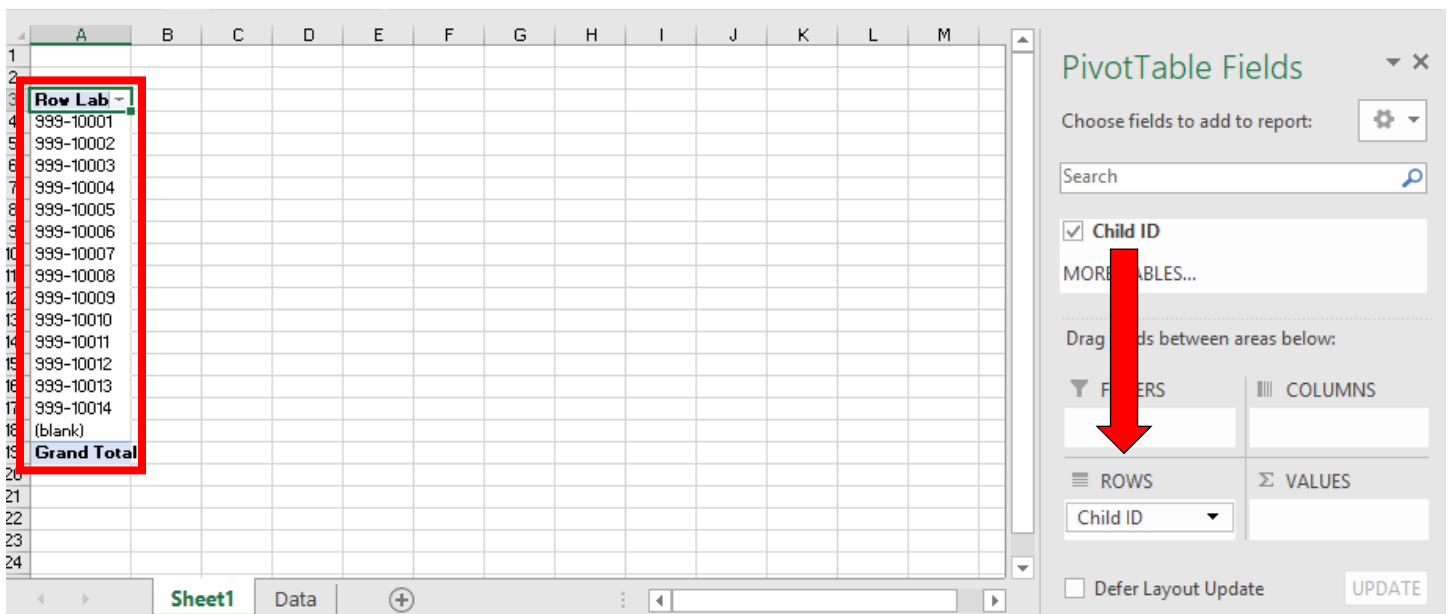
17. A **Create Pivot Table** box will pop up. It lists some options, but it always defaults to "Select a table or range." The Table/Range will already be filled out for you. Click **OK** on the bottom left of the box.



18. Excel has now made you a new **Sheet**. Your new sheet will have the beginnings of your PivotTable on it, as pictured below. Locate the PivotTable Fields box on the right-hand side of your Excel screen. In the top box it should only say **Child ID**.



19. Mark the box next to **Child ID**. Select and drag **Child ID** down into the box that says **Rows**. You will notice your PivotTable on the left-hand side of your Excel sheet has changed. It should now say **Row Labels** and have Child IDs listed under that column.



20. Select **Child ID** once again, and drag it to the box that says **Values**. It will change the name from **Child ID** to **Count of Child ID** in the **Values** box. Your table on the left should now have two columns: **Row Labels** and **Count of Child ID**. The **Row Labels** column is every child by DAISEY ID with data, while the **Count of Child ID** column is the number of rows of data submitted for each child.

Row Labels	Count of Child ID
999-10001	14
999-10002	14
999-10003	14
999-10004	14
999-10005	14
999-10006	13
999-10007	14
999-10008	14
999-10009	14
999-10010	14
999-10011	4
999-10012	10
999-10013	11
999-10014	10
(blank)	
<b>Grand Total</b>	<b>174</b>

**NOTE:** Make sure it says “Count of Child ID” in the **Values** box and for the title of the second column in your PivotTable. If it says something other than “Count”, follow the steps below:

- In the **Values** box, click the drop down arrow. Then click **Value Field Settings...** from the listed available options.

- The below **Value Field Settings** box will pop up. Click the **Summarize Values By** tab, select **Count** from the list, and then click **OK**.



21. At the bottom of your PivotTable is a blue highlighted row that says **Grand Total**. It is easy to look at this and assume that (based on the example below) 174 children have been assessed. **This is not the case!** This is counting the number of rows of data each child has submitted for them, not the number of children assessed.

Row Labels	Count of Child ID
999-10001	14
999-10002	14
999-10003	14
999-10004	14
999-10005	14
999-10006	13
999-10007	14
999-10008	14
999-10009	14
999-10010	14
999-10011	4
999-10012	10
999-10013	11
999-10014	10
(blank)	
<b>Grand Total</b>	<b>174</b>

22. In order to find the actual number of children assessed, we need to count the number of Child IDs listed under the **Row Labels** column. In an empty cell below the table type “=COUNTA” and a box, like the one pictured below, should pop up. Click “COUNTA” under Functions. (**NOTE:** If the box does not appear, you will have to type out the full formula “=COUNTA(“ yourself.)

Row Labels	Count of Child ID
999-10001	14
999-10002	14
999-10003	14
999-10004	14
999-10005	14
999-10006	13
999-10007	14
999-10008	14
999-10009	14
999-10010	14
999-10011	4
999-10012	10
999-10013	11
999-10014	10
(blank)	
<b>Grand Total</b>	<b>174</b>

A11: =counta

Suggestion box: COUNTA (number of cells in a range that...)

23. Once selected (or typed out), the box will look like this: “=COUNTA(“. It is asking us to now put in values.

	A	B	C	D	E
1					
2					
3	<b>Row Labels</b>	<b>Count of Child ID</b>			
4	999-10001	14			
5	999-10002	14			
6	999-10003	14			
7	999-10004	14			
8	999-10005	14			
9	999-10006	13			
10	999-10007	14			
11	999-10008	14			
12	999-10009	14			
13	999-10010	14			
14	999-10011	4			
15	999-10012	10			
16	999-10013	11			
17	999-10014	10			
18	(blank)				
19	<b>Grand Total</b>	<b>174</b>			
20					
21	=COUNTA(				
22	COUNTA(value1, [value2], ...)				
23					
24					
25					

24. To get the correct count of children assessed, click on the first Child ID under **Row Labels** and drag/select down to the last Child ID listed. **Do not include the (blank) row!** Now, after making your selection, press the **Enter** key on your keyboard.

	A	B	C	D	E
1					
2					
3	<b>Row Labels</b>	<b>Count of Child ID</b>			
4	999-10001	14			
5	999-10002	14			
6	999-10003	14			
7	999-10004	14			
8	999-10005	14			
9	999-10006	13			
10	999-10007	14			
11	999-10008	14			
12	999-10009	14			
13	999-10010	14			
14	999-10011	4			
15	999-10012	10			
16	999-10013	11			
17	999-10014	10			
18	(blank)				
19	<b>Grand Total</b>	<b>174</b>			
20					
21	=COUNTA(A4:A17)				
22	COUNTA(value1, [value2], ...)				
23					
24					

25. The number calculated in the cell indicates the number of children assessed.

	A	B	C	D	E
1					
2					
3	<b>Row Labels</b>	<b>Count of Child ID</b>			
4	999-10001	14			
5	999-10002	14			
6	999-10003	14			
7	999-10004	14			
8	999-10005	14			
9	999-10006	13			
10	999-10007	14			
11	999-10008	14			
12	999-10009	14			
13	999-10010	14			
14	999-10011	4			
15	999-10012	10			
16	999-10013	11			
17	999-10014	10			
18	(blank)				
19	<b>Grand Total</b>	<b>174</b>			
20					
21		14			
22					
23					

26. If you want to get an idea of how many children had the required number of repeated measures, type “=COUNTIF” in an empty cell. A box, like the one pictured below, will pop up. Click “COUNTIF” under Functions. (**NOTE:** Again, if the box does not appear, you will have to type out the full formula “=COUNTIF(“ yourself.)

	A	B	C	D	E
1					
2					
3	<b>Row Labels</b>	<b>Count of Child ID</b>			
4	999-10001	14			
5	999-10002	14			
6	999-10003	14			
7	999-10004	14			
8	999-10005	14			
9	999-10006	13			
10	999-10007	14			
11	999-10008	14			
12	999-10009	14			
13	999-10010	14			
14	999-10011	4			
15	999-10012	10			
16	999-10013	11			
17	999-10014	10			
18	(blank)				
19	<b>Grand Total</b>	<b>174</b>			
20					
21		14			
22		=countif			
23					
24					
25					
26					

27. Once selected (or typed out), the box will look like this: “=COUNTIF(“. It is asking us to now put in values.

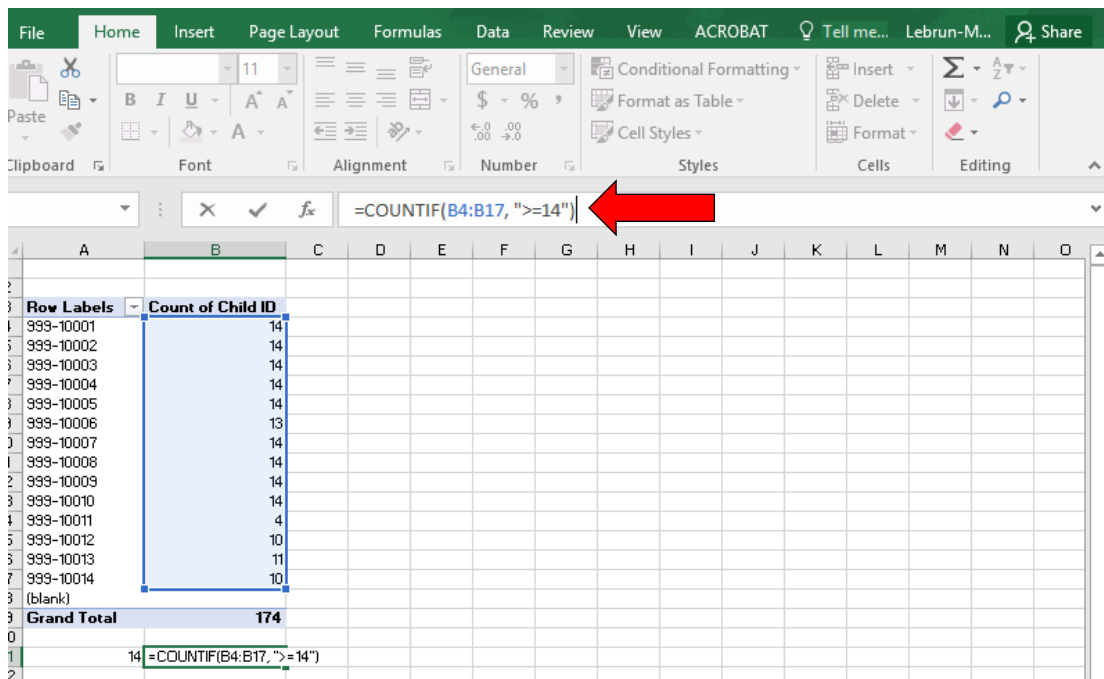
	A	B	C	D	E
1					
2					
3	<b>Row Labels</b>	<b>Count of Child ID</b>			
4	999-10001	14			
5	999-10002	14			
6	999-10003	14			
7	999-10004	14			
8	999-10005	14			
9	999-10006	13			
10	999-10007	14			
11	999-10008	14			
12	999-10009	14			
13	999-10010	14			
14	999-10011	4			
15	999-10012	10			
16	999-10013	11			
17	999-10014	10			
18	(blank)				
19	<b>Grand Total</b>	<b>174</b>			
20					
21		14	=COUNTIF(		
22			COUNTIF(range, criteria)		
23					
24					
25					

28. Highlight the numbers under the **Count of Child ID** column by selecting the first number and drag down to the last number listed. **Again, there is no need to include the (blank) row in this selection!**

	A	B	C	D	E
1					
2					
3	<b>Row Labels</b>	<b>Count of Child ID</b>			
4	999-10001	14			
5	999-10002	14			
6	999-10003	14			
7	999-10004	14			
8	999-10005	14			
9	999-10006	13			
10	999-10007	14			
11	999-10008	14			
12	999-10009	14			
13	999-10010	14			
14	999-10011	4			
15	999-10012	10			
16	999-10013	11			
17	999-10014	10			
18	(blank)				
19	<b>Grand Total</b>	<b>174</b>			
20					
21		14	=COUNTIF(B4:B17		
22			COUNTIF(range, criteria)		
23					
24					
25					

29. This is a 'COUNT IF' option, meaning it will only count certain values if they meet a specific criterion. We need to add to the formula in the **Formula Bar** at the top of the Excel sheet. It should already say "=COUNTIF(B4:B17)".

- In this example, we are using end of year exported myIGDIs Literacy+ data from DAISEY and wanting a rough count of children who have been assessed with all subtests of the myIGDIs Literacy+ in the fall, winter, and spring.
- Each individual subtest for a child is entered into DAISEY separately. This means if a child received all appropriate subtests in the fall (4 subtests), winter (5 subtests), and spring (5 subtests) then they will have at least 14 lines of data total.
- Therefore, we need to tell the formula to only count children with 14 or more lines of data. It should say "=COUNTIF(B4:B17, ">=14")". Once that is typed in the **Formula Bar**, press **Enter** on your keyboard.



**NOTE:** As previously stated, this example utilizes end of year myIGDIs Literacy+ data and looks at children who had the assessment completed for all testing seasons (fall, winter, and spring). However, if you are looking at exported Literacy+ data after the fall or winter administration windows, you will need to alter your formula.

- After fall administration, you will enter "=COUNTIF(B4:B17, ">=4")" since there should be 4 lines of data per child after fall administration (4 subtests).
- After winter administration, you will enter "=COUNTIF(B4:B17, ">=9")" since there should be 9 lines of data per child after winter administration (4 subtests in the fall and 5 in the winter).
- Also note, there may be duplicates in your data, resulting in more lines of data per child. If this is the case, you will need to complete the next section of instructions to look into this further.

30. After you have completed the appropriate formula, you should see a number in the box with the total number of children which meet the specific criteria you specified in the formula.

	A	B	C	D	E	F	G
1							
2							
3	<b>Row Labels</b>	<b>Count of Child ID</b>					
4	999-10001	14					
5	999-10002	14					
6	999-10003	14					
7	999-10004	14					
8	999-10005	14					
9	999-10006	13					
10	999-10007	14					
11	999-10008	14					
12	999-10009	14					
13	999-10010	14					
14	999-10011	4					
15	999-10012	10					
16	999-10013	11					
17	999-10014	10					
18	(blank)						
19	<b>Grand Total</b>	<b>174</b>					
20							
21	14	9					
22							
23							



#### Formulas for myIGDIs Numeracy data:

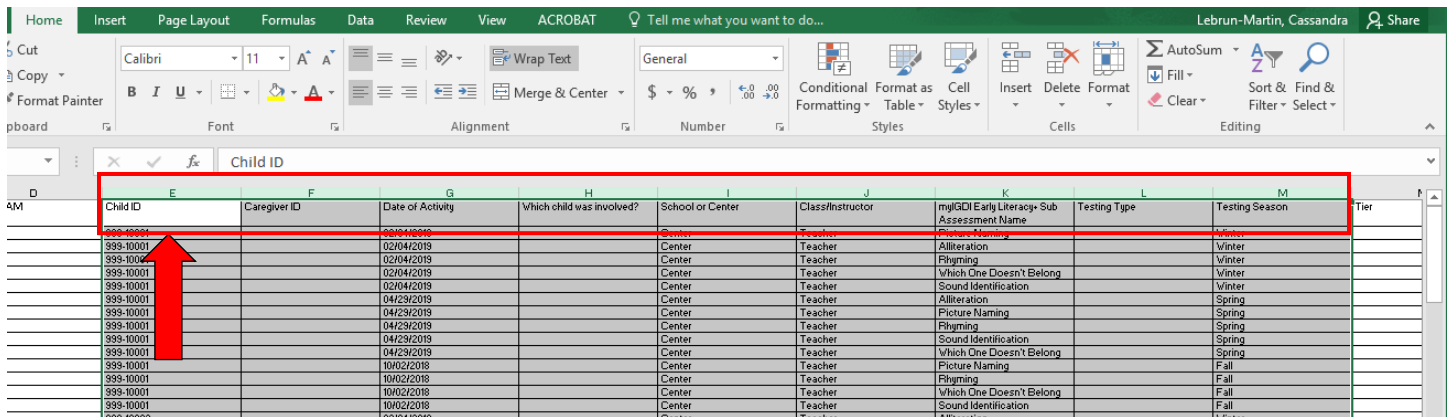
This tutorial can also be applied to myIGDIs Numeracy data. The formulas to use in step 29 for Numeracy data are as follows:

- After fall administration, you will enter “=COUNTIF(B4:B17, “>=4”)” since there should be 4 lines of data per child after fall administration (4 subtests).
- After winter administration, you will enter “=COUNTIF(B4:B17, “>=8”)” since there should be 8 lines of data per child after winter administration (4 subtests in the fall and 4 in the winter).
- After spring administration or for end of year data, you will enter “=COUNTIF(B4:B17, “>=12”)” since there should be 12 lines of data per child after spring administration if they received the assessment at all three points in time (4 subtests in the fall, 4 in the winter, and 4 in the spring).

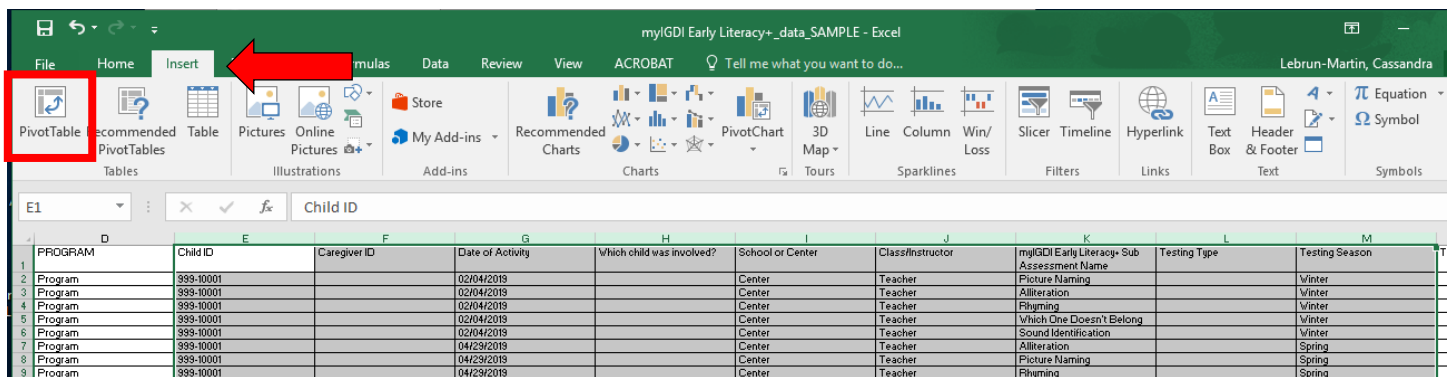
**Please feel free to stop here! The following steps will give you a more detailed breakdown of what subtests (in this example we continue to use myIGDIs Literacy+ data: Alliteration, Picture Naming, Rhyming, Sound Identification, and WODB) by season (fall, winter, or spring) have been entered into DAISEY for each child.**

## PIVOT TABLE OF SUBTESTS BY SEASON ENTERED FOR EACH CHILD INTO DAISEY

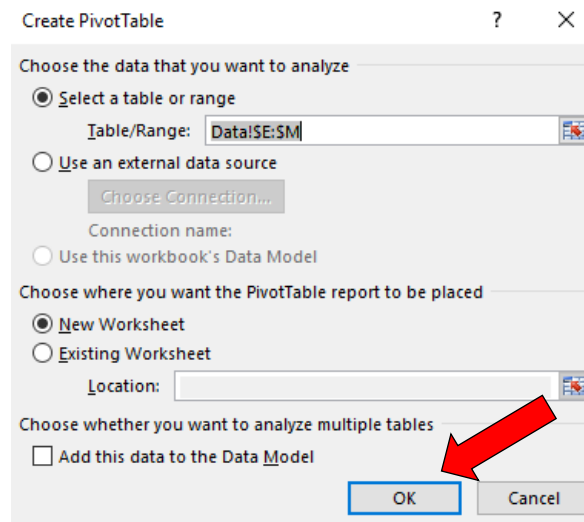
31. Go back to the **Data** tab. Select **Column E (Child ID) through Column M (Testing Season)**. To do this, click on **Column E** at the very top, and select/drag until you get to **Column M**. All of the columns selected should be highlighted.



32. While the columns are highlighted, click on the **Insert** tab in the upper left-hand side of your Excel screen. The following will show up again, and you will want to select the **PivotTable** option.



33. A **Create PivotTable** box will pop up. Select **OK** and your PivotTable will appear on a new tab.



34. For this PivotTable, you may notice the top box includes multiple options now. First, mark the box next to **Child ID**. Select and drag **Child ID** down into the box below **Rows**. Your PivotTable on the left should now say **Row Labels** and have Child IDs listed.

The screenshot shows an Excel spreadsheet with a PivotTable in column A, rows 3-19. The PivotTable is titled 'Row Labels' and lists child IDs from 999-10001 to 999-10014, followed by '(blank)' and 'Grand Total'. To the right, the 'PivotTable Fields' task pane is open. Under 'Choose fields to add to report:', 'Child ID' is checked. A red arrow points from the 'Child ID' field in the task pane down to the 'ROWS' area, which currently contains 'Child ID'.

35. Now select and drag **myIGDI Early Literacy + Sub Assessment Name** into the **Rows** box. (You may have to scroll down in the top box to find this option.) Literacy+ subtests should have appeared under each Child ID in your PivotTable on the left.

The screenshot shows the same Excel spreadsheet as in step 34, but now the PivotTable in column A, rows 3-29, lists subtests under each child ID. The subtests are: Alliteration, Picture Naming, Rhyming, Sound Identification, and Which One Doesn't Belong. To the right, the 'PivotTable Fields' task pane is open. Under 'Choose fields to add to report:', 'myIGDI Early Literacy+ Sub Assessmen...' is checked. A red arrow points from this field in the task pane down to the 'ROWS' area, which now contains both 'Child ID' and 'myIGDI Early Liter...'.



36. Lastly, select and drag **Testing Season** first under the **Rows** box, and then again under the **Values** box.

Child ID	myIGDI Early Literacy+	Testing Season
999-10001	Alliteration	2
	Spring	1
	Winter	1
	Picture Naming	3
	Fall	1
	Spring	1
	Winter	1
	Rhyming	3
	Fall	1
	Spring	1
	Winter	1
	Sound Identification	3
	Fall	1
	Spring	1
	Winter	1
	Which One Doesn't Belong	3
	Fall	1
	Spring	1
	Winter	1
999-10002	Alliteration	2
	Spring	1
	Winter	1
	Picture Naming	3
	Fall	1
	Spring	1
	Winter	1
	Rhyming	3
	Fall	1

**NOTE:** Make sure it says “Count of Testing Season” in the **Values** box and for the title of the second column in your PivotTable. If it says something other than “Count”, follow the steps in the NOTE section under step 20 above.

37. In your PivotTable on the left, you can now see which subtests by season each child has had submitted into DAISEY.

Row Labels	Count of Testing Season
999-10001	14
Alliteration	2
Spring	1
Winter	1
Picture Naming	3
Fall	1
Spring	1
Winter	1
Rhyming	3
Fall	1
Spring	1
Winter	1
Sound Identification	3
Fall	1
Spring	1
Winter	1
Which One Doesn't Belong	3
Fall	1
Spring	1
Winter	1
999-10002	14
Alliteration	2
Spring	1
Winter	1

**NOTE:** This section of the tutorial can also be applied to myIGDIs Numeracy data.