


## Directions for Accessing Early Warning System Report/Student Name in Excel

Starting at the EWS Report Legend (either grades 3-5 or 6-12):

- Find and click on the Export Report Icon  in the top left corner of the screen
- 'Export Report' dialogue box appears. File Format: Crystal Reports needs to be modified to File Format: Microsoft Excel (Data Only)
- Type in a File Name in the blank field at the bottom of the dialogue box.
- Hit 'Ok' button.
- Hit 'Yes' to the question.
- You should now be viewing the EWS Excel Spreadsheet with names and data within multiple rows and columns.



*Helpful Hint:* Print out the Report Legend now. Reference it anytime you are viewing the EWS spreadsheet.



*Helpful Hint:* You may want to save the report as 'EWS & today's date' (e.g. EWS 8-27-2013)



*Critical Hint:* Initially, ignore the information contained within the first two rows (horizontal rows 1 and 2). Use your report legend (hard copy version you already printed) to help identify information listed in columns A through R (e.g. students names, grade, phone number, EWS composite, EWS variables, etc.).

- The spreadsheet that is presented currently lists students in alphabetical order. This view is beneficial when considering specific students or targeted groups of students.
- If you'd like to rank/sort/alphabetize any column A → R simply click on 'Sort & Filter' icon/tab located on the top right hand side of the spreadsheet. Select 'Filter.'
- Each column now has a drop down arrow which can be selected to sort/rank/alphabetize that particular data for the entire spreadsheet.
  - For example, selecting Column O (ESE classification) and hitting the drop down arrow allows you to 'Sort A to Z' or 'Sort Z to A.' Selecting 'Sort A to Z' places all students who have an ESE code (e.g. C, G, L, K, etc.) at the beginning of the report and all non-ESE students afterwards.

### *Advanced tips:*


Using Sort & Filter → Custom Sort → Add Level...and then choosing 2 or more variables allows multiple ways of organizing your EWS spreadsheet to meet your specific needs.


Using Find & Select → Find...and then typing in data (first name, last name, Student Alpha ID, or etc.) will allow you to locate any cell in the spreadsheet that may have the same information.



### *Helpful Hints:*



If you alter/organize your spreadsheet you may want to re-save it by clicking  at top left of screen

If you make a mistake along the way you can undo your move by selecting  located at the top left of spreadsheet. If you make 5 mistakes in a row, hit the back arrow 5 times 😊