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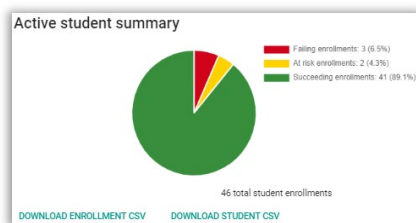
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Administrators have access to multiple forms of data within the Buzz platform. Some of this data comes in the form of dashboards while others are formal exportable reports. The purpose of this support document is to provide an overview and use cases for each data location.

DATA LOCATIONS

Upon first log in to an administrator’s domain two dashboards are visible.

Active student summary



Select [here](#) to learn more.

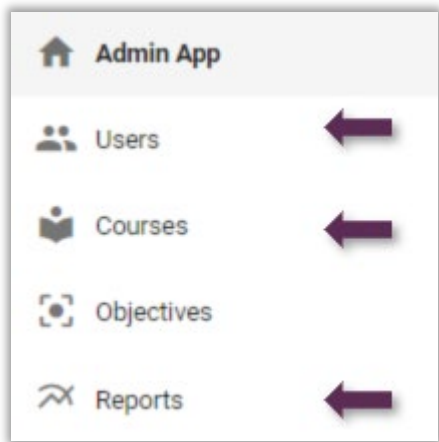
Admins – Data & Reports

Domain teacher summary

Domain teacher summary			
Teacher	Active students		
Teacher 1	4		
Teacher 2	2		
Teacher 3	1		
Teacher 4	3		
Teacher 5	2		

Select [here](#) to learn more.

Data is also located by accessing a variety of locations via the hamburger menu. Data is available via the Users view, Courses view and the Reports tool.



Select [here](#) to view user data.

Select [here](#) to view course data.

Select [here](#) to view report data.

ADMINISTRATOR DASHBOARD DATA

ACTIVE STUDENT SUMMARY

The Activity student summary dashboard provides a quick snapshot.

NOTE: an enrollment is a student course association, and the default passing score is 60%.

Teachers do have the ability to change a course passing score based on program policy.



Red - indicates the # of enrollments with a failing score.



Yellow – indicates the number of enrollments that are at risk because although they have a passing grade are falling behind pace.

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Green – indicates the number of enrollments that are passing and on pace.

Administrators can download two CSV files related to the visible pie chart:

Export Option 1: Enrollment CSV – This file displays student/course specific data. This means if a student is enrolled in four different courses, they will populate on the spreadsheet four different times – one for each course enrollment.

Table: Enrollment CSV Significant Data Points

Column Heading	Description/Usage
Score	Reflects the student's present grade in a course. Suggestion: Select the column and select the % icon located on Home » Numbers tab.
Seconds	Reflects total time student has spent in course represented in seconds. Suggestion: Convert seconds to a more easily digestible time format. Select here to view how to tip.
Percent Complete	Reflects the % of graded activities completed compared to all graded activities. Note: This can fluctuate greatly if teachers hide/unhide activities to manage pacing. Suggestion: Convert column to display as a % . Select here to view how to tip.
Late	Indicates number of activities (graded and non-graded) completed after the suggested or hard due date within courses. Within Range courses it is only reflecting lateness on items teachers assign due dates.
Failed	Indicated number of graded items where assignment grade is below the course passing grade. By default this is 60% , but can be adjusted.
Recently Failed	Represents the number of failed graded submissions in the last 5 submissions.
Pace Light	<p>● Green – less than 10% of gradable items are past due.</p> <p>● Yellow – 10 – 30% of gradable items are past due.</p> <p>● Red – more than 30% of gradable items are past due.</p>
Pace Reason	<p>ActivityYellow – no student activity in greater than 8 days.</p> <p>ActivityRed – no student activity in greater than 15 days.</p> <p>LateYellow – the % of past due items is 15% or greater.</p> <p>LateRed – The % of past due items is 30% or greater.</p>
Performance Light	<p>● Green – grade is greater than 10% above of the minimum passing score.</p> <p>● Yellow – grade is within 10% of the passing score or student has failed 1 of their last 5 submissions.</p> <p>● Red – grade is below the course passing score or student has failed 2 or more of their last 5 submissions.</p>
Performance Reason	<p>ScoreYellow – student's overall average within 10% of the passing grade.</p> <p>ScoreRed – student's overall average is less than the course passing grade.</p> <p>DirectionYellow – 1 of the past 5 submissions is a failing grade.</p> <p>Direction Red – 2 or more of the most recent submissions is a failing grade.</p>

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Export Option 2: Student CSV – this file displays data with data about one student rolling up into one row of data rather than the Enrollment report which identifies data about individual course enrollments. This report provides a high-level rather than course level view.

Table: Student CSV Significant Data Points



Column Heading	Description/Usage
Course Count	Reflects the number of active enrollments.
Failed Count	Total number of graded activities within all active enrollments with a failing grade.
Late Count	Total number of activities (both graded and non-graded) which were submitted late or have yet to be submitted.
Pace Yellows	# of courses in which pacing meets either yellow inactivity thresholds or yellow late submission thresholds. (See Table: Enrollment CSV file if unsure of these thresholds.)
Pace Reds	# of courses in which pacing meets either red inactivity thresholds or red late submission thresholds. (See Table: Enrollment CSV file if unsure of these thresholds.)
Performance Yellows	# of courses in which performance meets yellow score or trend thresholds. (See Table: Enrollment CSV file if unsure of these thresholds.)
Performance Reds	# of courses in which performance meets yellow score or trend thresholds. (See Table: Enrollment CSV file if unsure of these thresholds.)

DOMAIN TEACHER SUMMARY


The **Domain Teacher Summary** dashboard is located below the Active Student Summary Dashboard. It provides administrators information about both teacher grading and student performance/pacing. More detailed information becomes available if admins select a given teacher's hyperlinked name.

NOTE: Administrators are not able to drill down on hyperlinked teachers' names if the teacher is an Accelerate Education teacher. The same information however is available via the User or course information data.

Summary View

Icon	Characteristic Measured	Meaning
	Teacher Responsiveness	<ul style="list-style-type: none">● Green – teacher has graded all gradable work within 2 days or less.● Yellow – one or more items has gone ungraded for more than 3 days.● Red – 6 or more items have gone ungraded for more than 6 days.
	Student Performance	<ul style="list-style-type: none">● Green – in aggregate students are performing 10% or above the minimum passing grade.

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Icon	Characteristic Measured	Meaning
		<ul style="list-style-type: none"> ● Yellow – in aggregate students are within 10% of the passing score or have failed 1 of their last 5 submissions. ● Red – in aggregate students' grades are below the course passing score or have failed 2 or more of their last 5 submissions.
	Student Pace	<ul style="list-style-type: none"> ● Green – in aggregate students are submitting assignments on time or less than 10% of gradable items are past due. ● Yellow – in aggregate 10 – 30% of gradable items are past due. ● Red – in aggregate more than 30% of gradable items are past due.

If district program teachers are performing the teacher role:

1. Select the teacher's name to view the selected teacher's Dashboard. This is the same Dashboard teachers view via their access.
2. Review the top portion of the dashboard for possible teacher support issues:
 - a. Teachers with large needs grading for successive days can have multiple origins so do not make assumptions, but inquiry and then support may be needed.
Questions/discussions to consider are the teachers struggles:
 - i. Related to being overwhelmed?
 - ii. Unsure of process?
 - iii. Difficulty finding rubrics or answer keys?
 - iv. Providing additional attempts but not publishing grade as they wait?
 - v. Volume of students and assignments to track across how many sections?
 - b. Understanding and providing or arranging appropriate support can be critical for both teachers and then students.
3. Scroll down on the teacher dashboard to view Active courses sections. The icons and color coding here are the same as what you review at the teacher summary level on the domain home page, just at a course level instead.
4. Select the **Active students** hyperlinked number to view course **People** view.
 - a. Select the Gear icon to change data visible within the People view.
 - b. Check/uncheck as desired.
 - c. Select Save.
5. Select a given student's name to view the student's gradebook, and activity times.

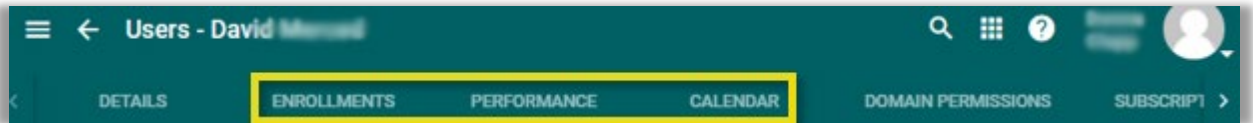
The Data visible either directly from the admin dashboard or by exporting immediately available reports or drilldown to a more detailed level can help administrators gain a sense of where problems may be arising and enable supports early.

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USER DATA

Concerned about individual users? Access specific user data via the **Users** view.

1. Navigate to the **Users** area. (select the hamburger menu » Users)
2. Filter for given student.
3. Select **User ID**.
4. Select the desired user tab to review:



- a. Enrollments – review all associated enrollments.
- b. Performance – review for grade and progress overview across all active enrollments.

Course	Score	Teacher(s)	Progress (gradable)	Progress (all activities)
 Language Arts 3 A - DEMO 20-21	 90.98%	Donna Teacher	 8%	 9%
 Math 3 A - DEMO 20-21		Donna Teacher	 2%	 7%

- i. Select course name from the performance tab to view course gradebook and activity times.

NOTE: activity time in lower grades may not be as valuable because of the % of online vs offline activity time expected.

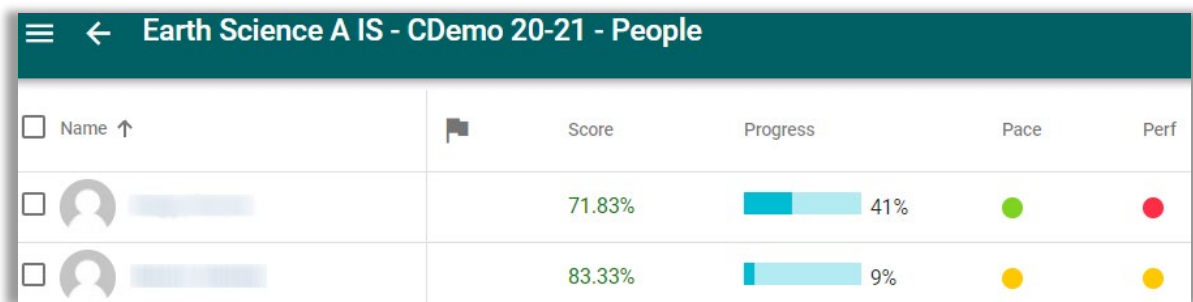
- c. Calendar – review to see activities assigned and completed.








COURSE DATA

Administrators can view high level and detailed views of student performance across any given course.

1. Navigate to the **Courses** area via the hamburger menu » Courses.
2. Filter for given course section.
3. Select **Course ID**.
4. Select the Enrollment tab to view both present and past enrollments or...
5. Select the hamburger menu to access:
 - a. Course Gradebook – detailed grade assignment view for all active students.
 - b. People – summary grade and progress view of for all students within a course.

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<input type="checkbox"/> Name ↑	 Score	Progress	Pace	Perf
<input type="checkbox"/> 	71.83%	<div><div></div></div> 41%		
<input type="checkbox"/> 	83.33%	<div><div></div></div> 9%		

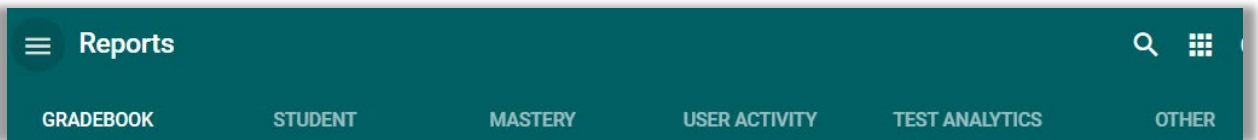
- i. Select the gear icon within the navbar to change the data viewed
- ii. Check/uncheck desired data.
- iii. Select Save.
- iv. Drill down on student name to view student gradebook and Activity time.

REPORTS

Administrators can run and download report data via the platform at individual, course, or domain level. These reports allow users to take the information and filter offline for various reporting needs. The section covers the how to access and run given reports and focuses in more detailed on reports used more frequently.

BUZZ REPORT OVERVIEW

- 1. Access reports via hamburger menu » Reports.
- 2. Select the desired report tab. Six options are available.






 Reports  
GRADEBOOK STUDENT MASTERY USER ACTIVITY TEST ANALYTICS OTHER

Table: Buzz Report Tabs

Tab Name	Reports Found/Description
Gradebook	Course Activity Summary – Provides aggregate data related to assignments within the gradebook. This report does not display individual student data. To view data as seen in gradebook navigate to the gradebook and export.
Student	Student Data – all student reports display student performance indicators including but not limited to pacing and performance indicators, time in course, late and failed tallies. Reports can be customized for given date ranges. Student Performance by Course – provides performance data for all students within a given course.

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Tab Name	Reports Found/Description
	<p>Performance by Teacher – provides performance data of all students associated with a given Teacher across multiple courses. Great usage is for K5 grade level view across subjects.</p> <p>Single Student Performance – targets performance data for a given student across all courses.</p>
Mastery	Provides high-level student performance in relationship to educational standards where standards have been tied to course activities. The mapping to given standards are most likely pre-populated in language arts, math, and some science course.
User Activity	<p>These reports are most often used for attendance tracking when online time interactions are needed. Teachers do not have access to User Activity Reports.</p> <p>User Login and Logout Times – reports individual user login and logout times (student or teacher) This report can be date range specific.</p> <p>User Enrollment Activity – reports individual student’s time spent within different course activities. Data is reported at the activity level.</p> <p>Domain User Activity – reports login and logout time for all users for a given time frame. The option to include enrollment activity is available.</p> <p>Domain User Inactivity – reports users who have no activity within a given date range across the domain.</p>
Test Analytics	Provides question analytics on selected quiz/exam assessment. Teachers do not have access to this report.
Other	<p>Provides access to over 20 different reports. Many reports found within the Other tab allow administrators to pull data at the domain level. Common reports used include:</p> <p>Course Export – often pulled in course creation or enrollment processes</p> <p>Domain Enrollment Export – reports on all enrollment statuses.</p> <p>Users by Domain – reports total count of users. This report does not list specific users just a count of users.</p>

3. Follow onscreen filter options for the desired report.
4. Edit/review report as desired below are a few tips for editing:
 - a. Use appropriate formatting tips located in the [Appendix](#).
 - b. Delete columns that are not needed to reduce data “clutter.”
 - c. Reformat data as needed and save as an excel workbook rather than a CSV file, so the formatting changes made are saved.
 - d. Consider color coding certain data to provide a visual focus.
 - e. Filter for desired focus and then drill into the details.
 - f. Review Glossary terms as needed.

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STUDENT PERFORMANCE REPORTS

Student performance reports can be pulled at a course, teacher, or individual student level. These reports include an incredible amount of data. Once downloaded we suggest culling the data columns down to what is useful to the user. This helps focus the user's attention and makes the data less overwhelming.

Below are portions of the report to help focus attention on what each means.

COLUMNS A THROUGH I

The first column grouping focuses on course, user, and enrollment information.

A	B	C	D	E	F	G	H	I
Course ID	Course Title	User ID	First Name	Last Name	Reference	Enrollment Start	Enrollment End	Enrollment ID
137685565	Earth Science A IS - CDemo 20-21	136113145	Donna	Wright	AE Trainer	9/30/2020	12/31/2020	151787777
137685565	Earth Science A IS - CDemo 20-21	136680477	Andrea	Saturn	MHS_ST	8/11/2020	8/10/2021	138595587

COLUMNS J THROUGH P

This column grouping focuses on grade details.

J	K	L	M	N	O	P
Achieved	Possible	Teacher Achieved	Teacher Possible	Final Score	Final Letter	Failing
10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020
90.9829932	100	90.9829932	100			FALSE
61.5	65	61.5	65			FALSE

- Achieved and Possible columns are point references, not grade references. To view grades as a %, insert a column after column K and enter the following equation in row 3. Row 3 is the first row with student data $= (J3/K3)100$. Copy this equation down through the remainder of the column.
- Unless a teacher waits to publish grades to a later time Teacher Achieved and Teacher Possible columns display the same data as the prior to columns and can likely be deleted.
- Final Score and Letter data does not display for active students.
- Failing (True or False) is based on the set course passing score. By default, course passing grades are 60%.

COLUMNS Q THROUGH W

This column grouping focuses on time and completion percentages.

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Q	R	S	T	U	V	W
Seconds	Completable	Completed	Completed %	Gradable	Completed Gradable	Completed Gradable %
10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020
9489	241	24	9.95	146	14	9.58
789	177	7	3.95	108	2	1.85

- Seconds can be converted to user friendly time formatting if desired. Select [here](#) to view conversion tip.
- Completable, Completed and Completed % are all referring to all activities visible to the student. This includes both lesson activities and gradable activities. Completable and Completed are # of activities.
- Gradable, Completed Gradable and Completed Gradable % refer to only those activities that count towards a student's grade calculation. Gradable and Completed Gradable are # of gradable activities.

COLUMNS X THROUGH AF

This column grouping focuses on pace and performance data.

X	Y	Z	AA	AB	AC	AD	AE	AF
Graded	Late	Failed	Recently Failed	Oldest Work Item	Pace Light	Pace Reason	Performance Light	Performance Reason
10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020	10/14/2020
12	0	0	0	10/8/2020 8:11	Green	None	Green	None
2	1	0	0		Green	None	Green	None

- Graded, Late and Failed are all # of activities in each category.
- Recently failed is the # of failed assignments in the last 5 submissions.
- Oldest Work Item refers to the date and time of the students last submission that the teacher has not yet graded.
- Pace Light and Pace Reasons and the Performance Light and reasons have the same metrics as seen on the Teacher Dashboard. Select [here](#) to review as needed.

COLUMNS AG THROUGH AR

This column grouping includes the following items:

- Last Due Date Missed
- Date the grade was calculated
- Badges if assigned and student self- assessment categories and date
- Objective Mastery statistics if mapped to course.

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USER ACTIVITY REPORTS

These reports are often used for attendance tracking needs. This section takes a deeper look at available options and the data displayed.

Four options are available:

- User login and logout times
- User enrollment activity
- Domain user activity
- Domain user inactivity

Activity time can be an important data point, but users should always be aware of items that can cause data related to time to be either under or over estimated. So always use as a touch point but not as absolutes. Here are a few factors influencing users time statistics:

Grade Level – lower grade levels have many more activities that engage students offline than upper grade levels. This may cause time for engagement to be underrepresented.

Inactivity Logout – By default the platform is set to not log out after a set time for inactivity. If this setting is kept student's logout time is influenced by individual computer settings and when they go to sleep or hibernate. This can cause some students to get log off quickly while others may remain logged in for much longer periods.

The first two reports are user specific so can be used to dive deeper when administrators have indications users may be having pacing/performance issues.

USER LOGIN AND LOGOUT TIMES

Log in and logout times are not course specific they are system specific for the selected user. This report can however be helpful if system rather than course access is used for attendance. It also provides a sense of how long a student may have been active during a given day.

User ID	First Name	Last Name	Reference	Login	Logout	Time in System (seconds)	Time in System (hh:mm:ss)
136680472	David	Merced	3_ST	10/8/2020 12:33	10/8/2020 12:42	543	0:09:03
136680472	David	Merced	3_ST	10/8/2020 12:43	10/8/2020 12:45	126	0:02:06
136680472	David	Merced	3_ST	10/9/2020 9:34	10/9/2020 9:34	34	0:00:34

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USER ENROLLMENT ACTIVITY

This report provides time spent within any given course activity and is user specific. Prior to meeting with a student or family, viewing this report can provide administrators insight into student approach.

User ID	First Name	Last Name	Reference	Course ID	Course Title	Item Title	Date	Time Spent (seconds)	Time Spent (hh:mm:ss)
136680472	David	Merced	3_ST	136112753	Math 3 A	Resources	8/13/2020 10:20	9	0:00:09
136680472	David	Merced	3_ST	136112753	Math 3 A	Getting Started	8/13/2020 10:20	95	0:01:35

DOMAIN USER ACTIVITY

This report provides the same data associated with the two user specific reports only for all users within the domain.

- Administrator can run the report for any given period. The default time is the past 7 days.
- Administrators can choose which data to export.
 - Login and logout times
 - Enrollment activity summary
 - Both

☒ Login and logout times
☐ Enrollment activity summary

DOMAIN USER INACTIVITY

This report shows which users have not logged in within the timeframe selected.

Domain ID	Domain Name	User ID	First Name	Last Name	Reference
136111799	Donna's Sandbox	136680474	Donna	Castner	MSHS_ST

OTHER – DOMAIN ENROLLMENT EXPORT

The Domain Enrollment Export report located within the Other report menu is useful for administrators to manage and view all enrollment both active and inactive. The data found here can also be used to help edit enrolments when needed. Below are some tips when working with this report:

- Delete columns that are not relevant to your usage. Occasionally a few of these may be of value but common columns users delete are: (reverse order to keep column association)
 - Column P – Course Domain ID

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- Column O – Course Reference
- Column N – Course Guide
- Column L – User Domain ID
- Column I – User Guide
- Column G – Reference
- Column F – Enrollment Guide
- Column A – Flags
- If Start and End date columns are needed convert to date fields.
 - Select both columns.
 - Access formatting preferences on spreadsheet.
 - Change formatting to Short Date format.
- Add Filter to column headings

Below is an example of what the report might look like after the above tips are implemented.

Status	Start Date	End Date	Enrollment Id	User Id	Username	User Reference	Course Id
Active	8/13/2020	8/13/2021	139257991	136680472	DaMerced1	3_ST	136112747
Active	9/1/2020	9/1/2021	146547949	136680475	DoTeacher1	Teacher	136112747
Active	9/9/2020	1/30/2021	148818678	136680473	SaAstro1	5_ST	136112749

Depending upon use case only a few of the above columns may be necessary, however these are the most used columns, and all can be used to sort and filter as desired. The enrollment, user and course ID variables are needed most when making Edits to enrollments.

This report does not include Course Title which many administrators find helpful. If desired complete the following:

1. Export the Domain Enrollment Report from Other report tab and clean up data as desired.
2. Add a workbook sheet to the Enrollment report.
3. Export the Course Export report from the other tab.
4. Copy the course ID column from the Course Export report to Column A of the newly created workbook sheet of the Domain Enrollment Report.
5. Copy the course Title from Course Export report to Column B of the newly created workbook sheet of the Domain Enrollment report.
6. Add a column to the right of the Course ID column on the Domain Enrollment Report.
7. Label this new column Course Title.
8. Within row two of this newly added column use the XLOOKUP or VLOOKUP function to add the associated course title.

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- a. Use XLOOKUP if using Excel 365. Review XLOOKUP steps within the Appendix as needed. Select [here](#) to view.
 - b. Use VLOOKUP if using other Excel versions or spreadsheets. Review VLOOKUP steps within the Appendix as needed. Select [here](#) to view.
9. Save the Domain Export as an Excel workbook to save all formatting and function calculations.

APPENDIX

COMMON TERMS – GLOSSARY

Many of the report terms have been defines or describes within this document. However, to view Buzz glossary of report terms access the following Buzz support pages.

[Teacher Dashboard Default Settings](#)

[Student Report Glossary](#)

[Gradebook Report Glossary](#)

[Mastery Reports Glossary](#)

SPREADSHEET TIPS

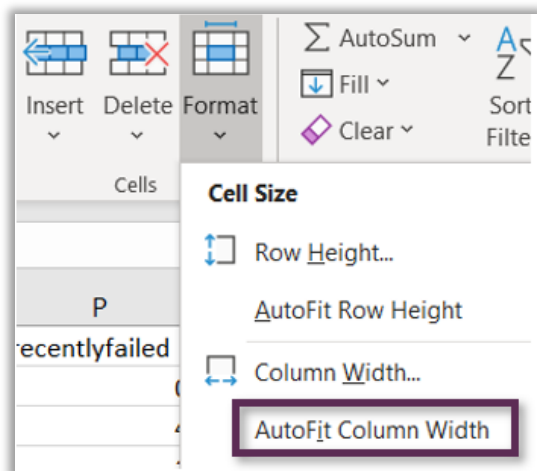
All reports exports from the Buzz platforms are CSV files that can be opened using multiple spreadsheet applications. Working with these files efficiently can help users feel more comfortable reviewing the data within. This section provides a few tips to be efficient when viewing data. The tips below are specific to Excel, but the concepts typically translate to other applications as well.

Tip #1: Quickly Expand Column Width

When users open CSV files, they discover the data compressed and unreadable in many situations. To quickly expand the columns to an appropriate with for the data within the cells.

1. Select all columns.
2. Locate Home tab » Cells section » Format menu » AutoFit Column Width

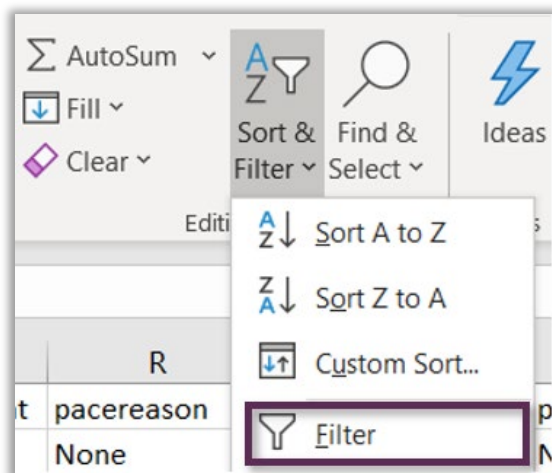
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Tip #2: Use of Filters

When data is exported, especially domain exports, the power of the data comes down to focusing attention and locating those students struggling. Use the power of the Filters to do filter grade, time and pacing data to locate these students.

1. Place cursor in row 1 cell where filter is desired.
2. Locate Home tab » Editing section» Sort & Filter menu » Filter



Tip #3: Converting Seconds to Time Format

Many buzz exports that include time, record that time in seconds. To convert seconds to a more digestible format:

1. Insert a column to the right of the seconds column within the default.
2. Label the new column Time.

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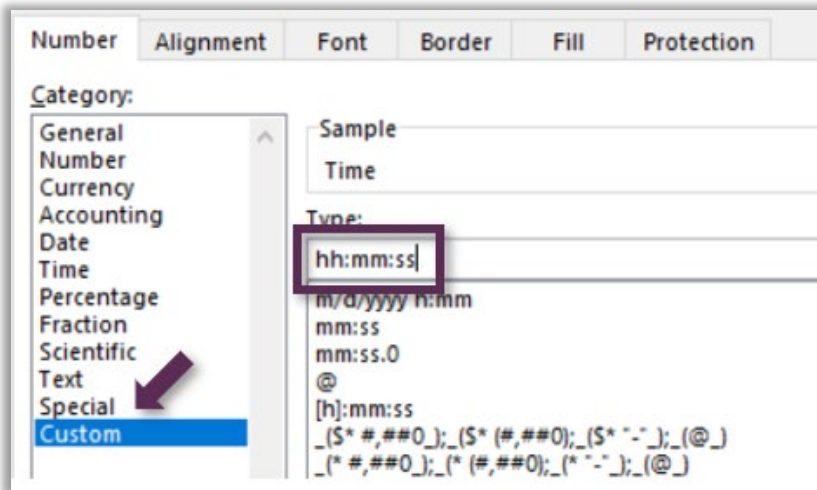
- In row 2 of this new column add the following formula: =K2/86400
Note: the letter will vary based on the column letter where the seconds are located.

K	L
seconds	Time
7025	=K2/86400

- Copy the formula though the entire column. The row number should adjust automatically and produce appropriate row specific results. Results will not initially be in time format.

K	L
seconds	Time
7025	0.08130787
1961	0.022696759
8526	0.098680556
7442	0.086134259

- Select the entire new “Time” column.
- Change the cell format.
 - Access format number tab. Within Excel a keyboard short cut is Ctrl1.
 - Select Custom.
 - Type desired format either hh:mm:ss or dd:hh:mm:ss



- Select OK. Users now view time in a relatable format.

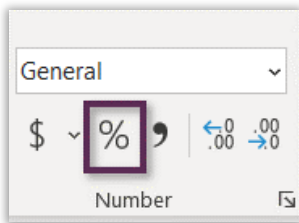
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K	L
seconds	Time
7025	01:57:05
1961	00:32:41
8526	02:22:06
7442	02:04:02

Tip #4: Converting PercentComplete Column to % Formatting

Buzz CSV files provide % complete information but the CSV file does not reflect in a % format. To view in a more user-friendly format:

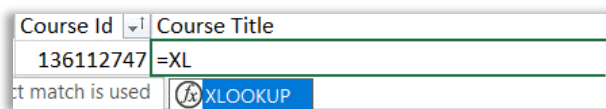
1. Select percentcomplete column.
2. Locate Home tab » Number section » select the % icon.



Tip #5: Using XLOOKUP (available if using Excel 365)

Using XLOOKUP is a relatively easy way to add data between two different data sources. XLOOKUP is only available in EXCEL Office 365. This tip is especially helpful when adding the Course Title to the Domain Enrollment Export. If using an earlier Excel version or other spreadsheet application use the [VLOOKUP](#) function.

1. Add XLOOKUP function to row 2 cell in desired column. In our example Course Title column.
 - a. Type =XL
 - b. Double click on XLOOKUP function when it appears.



2. Select the cell of the Item you will be referencing. In our example it is the Course ID. This will automatically add the cell location to the XLOOKUP function

H	I
Course Id	Course Title
136112747	=XLOOKUP(H2

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3. Type a comma.
4. Select the second sheet recently added to the file (unless named it is likely labeled Sheet 1 on the document.)
5. Highlight all course ID's (in this example) located in Column A. Select and Drag from cell A2 to the bottom of Column A data.
6. Add a comma.

=XLOOKUP(H2,Sheet1!A2:A44,

7. Highlight all course Titles (in this example) located in Column B. Select and Drag from cell B2 to the bottom of Column B data.

	A	B
1	Course Id	Title
2	136112743	Teacher/Author Training Course
3	136112744	Admin Basics Course

8. Select Enter on your keyboard. This closes the function, and the course title should now appear next to the course ID on the Domain Enrollment Export sheet.

H	I
Course Id	Course Title
136112747	Language Arts 3 A - DEMO 20-21
136112747	
136112749	

9. Lock the lookup_array and return_array.
 - a. Select the cell into which the function was just added to view arrays.
 - b. Select the lookup_array portion of the function.

Course Id	Title
367773	Language Arts 3 A - DEMO 20-21
367774	Admin Basics Course

- c. Select fn F4 to lock.
 - d. Select the return_array and again fn F4 to lock.
 - e. Note \$ symbol is added to the function when the arrays are locked.

Course Id	Title
367773	Language Arts 3 A - DEMO 20-21
367774	Admin Basics Course

10. Copy the XLOOKUP function down through the remain Course Title column. This will populate all appropriate course Titles.

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H	I
Course Id	Course Title
136112747	Language Arts 3 A - DEMO 20-21
136112747	Language Arts 3 A - DEMO 20-21
136112749	Language Arts 5 A - DEMO 20-21
136112749	Language Arts 5 A - DEMO 20-21
136112753	Math 3 A - DEMO 20-21

Although this process was used for one specific report example it is a concept that can be used for any data merge need.

Tip #6: Using VLOOKUP (use when using non-Excel 365)

Unlike XLOOKUP, the VLOOKUP function is available on most spreadsheet applications.

1. Add VLOOKUP function to row 2 cell in desired column. In our example Course Title column.
 - a. Type =VL
 - b. Double click on VLOOKUP function when it appears.

Course Id	Title
367773	=VL
ending order	 VLOOKUP

2. Select the cell of the Item you will be referencing. In our example it is the Course ID. This will automatically add the cell location to the VLOOKUP function

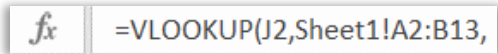
J	K
Course Id	Title
367773	=VLOOKUP(J2

3. Type a comma.
4. Select the second sheet recently added to the file (unless named it is likely labeled Sheet 1 on the document.)
5. Highlight all course ID's located in Column A and Titles located in column B (in this example). Select and drag from cell A2 to the bottom of Column B data.

A	B
Course Id	Title
367773	Language Arts K A - 20-21 (J Doe)
367774	Language Arts K B - 20-21 (J Doe)
367775	Math K A - 20-21 (J Doe)
367776	Math K B - 20-21 (J Doe)

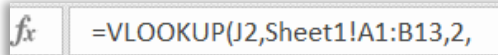
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6. Add a comma.



7. Add column index number. It is the column in which the answers to the lookup are found. Since in our example the answer is Title in column B, the column index number is 2.

8. Add a comma.



9. Type FALSE and hit enter on the keyboard. This closes the function, and the course title should now appear next to the course ID on the Domain Enrollment Export sheet.

J	K
Course Id	Title
367773	Language Arts K A - 20-21 (J Doe)
367774	
367775	
367776	

10. Lock the table_array.

- Select the cell into which the function was just added to view array.
- Select the table_array portion of the function.

J	K
Course Id	Title
367773	=VLOOKUP(J2,Sheet1!A1:B13,2,FALSE)
367774	VLOOKUP(lookup_value,table_array,col_index_num,

- Note \$ symbol is added to the function when the arrays are locked.

Title	
=VLOOKUP(J2,Sheet1!\$A\$1:\$B\$13,2,FALSE)	
VLOOKUP(lookup_value,table_array,col_index_num,[range_lookup])	

11. Copy the VLOOKUP function down through the remain Course Title column. This will populate all appropriate course Titles.

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J	K
Course Id	Title
367773	Language Arts K A - 20-21 (J Doe)
367774	Language Arts K B - 20-21 (J Doe)
367775	Math K A - 20-21 (J Doe)
367776	Math K B - 20-21 (J Doe)

Although this process was used for one specific report example it is a concept that can be used for any data merge need.

Select [here](#) to view Microsoft video on VLOOKUP function if a greater visuals desired.