

# Using the CogAT Local Norms tool

*CogAT*®

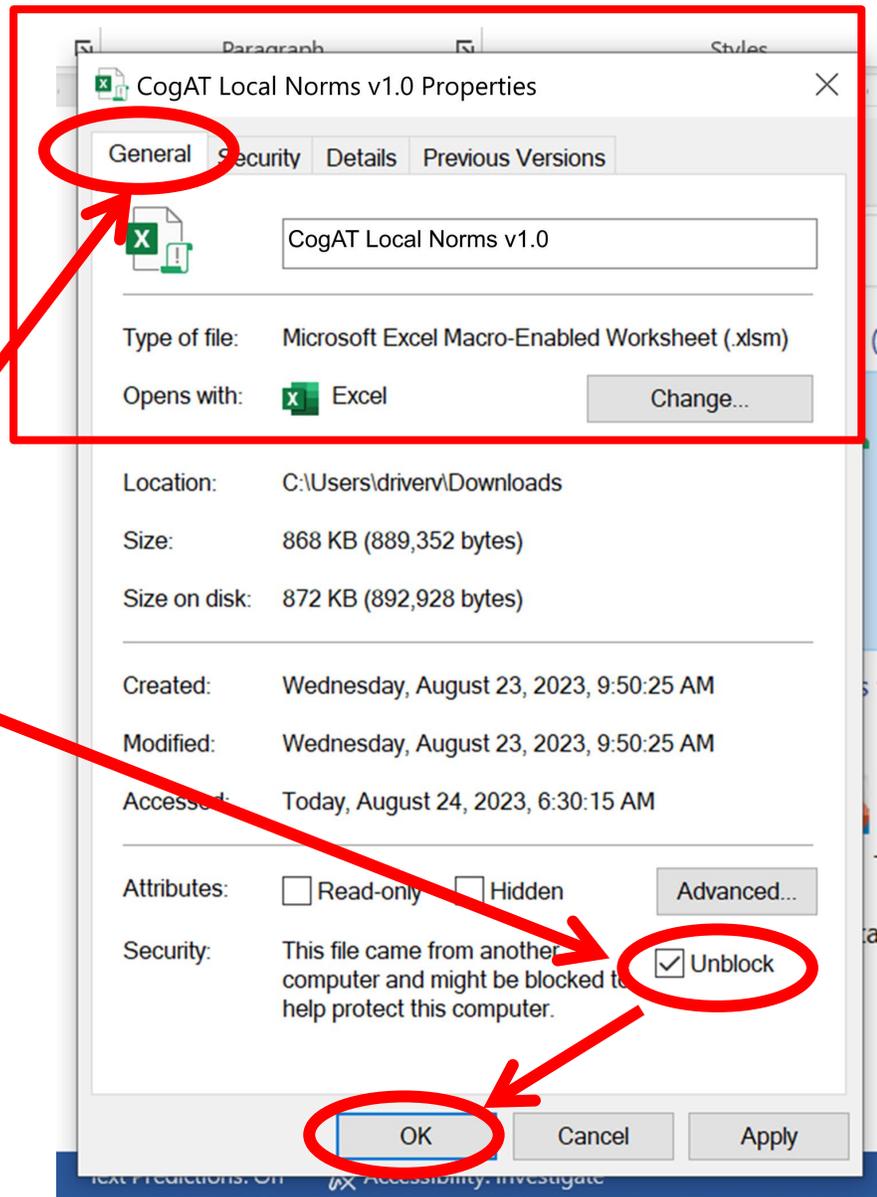


# Using the CogAT Local Norms Tool

- The following pages explain how to load your *CogAT* data and create and save multiple sets of local norms
- Please note that the analysis tools only works with Excel in MS 365
  - Earlier versions of Excel (such as Excel 2019 Professional Plus) will allow you to load data but will not complete the macro-enabled data analysis
  - The macro functionality on the charting and analysis pages relies on the dynamic array feature, found only in MS Office 365 and later
- Download the file **CogAT Local Norms Application v1.0.xlsm** from *CogAT.com*



If you've not already done so, **before opening the Excel file CogAT Local Norms Application v1.0.xlsm, right click on the file name and choose **Properties****



On the **General** tab, click the box to **Unblock → OK**

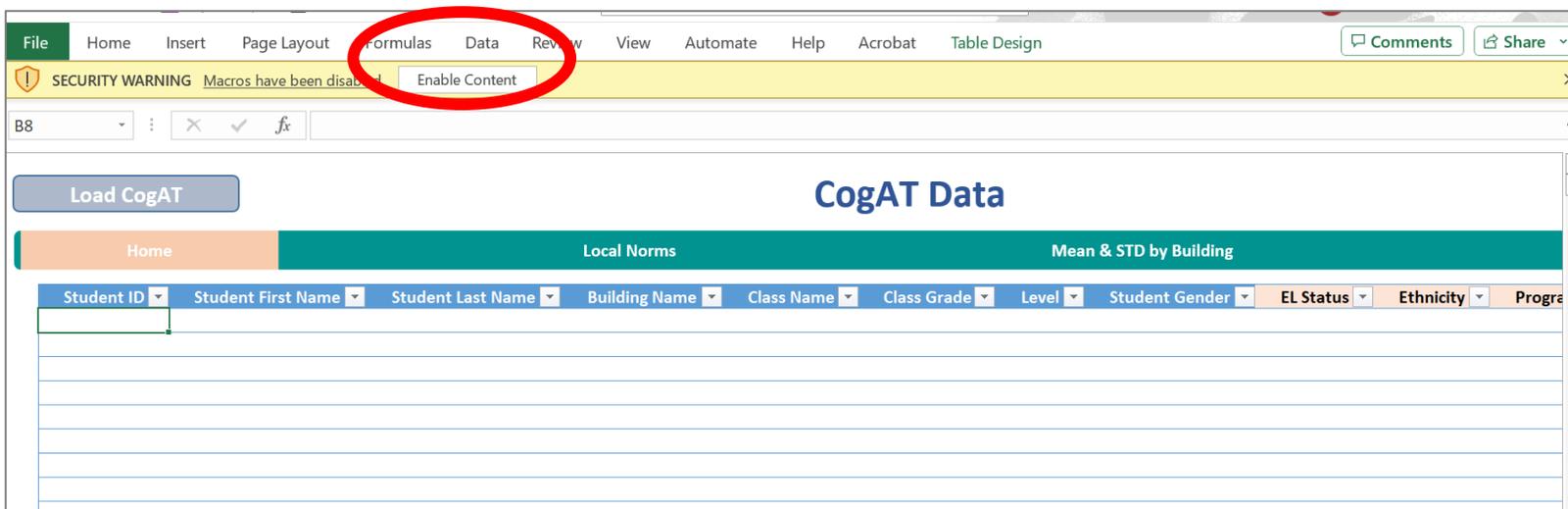
# Loading CogAT Data into the Local Norms File

Now we will load data into the Excel Local Norms file\*

- Make sure you know the name and location the *CogAT* Data Export file you created
- If you prefer to practice with a sample data export, **CogAT Gr 2 Data Export Sample Local Norms.xlsx** is available from *CogAT.com*

\*The file runs **ONLY** on MS 365 – earlier versions of Excel will not complete the data analysis, because the dynamic array feature (found only in MS Office 365 and later versions) is necessary for the file functionality to work.

- Open the file **CogAT Local Norms v1.0.xlsm**
- Click on **Enable Content** in the yellow banner to allow the macros to work



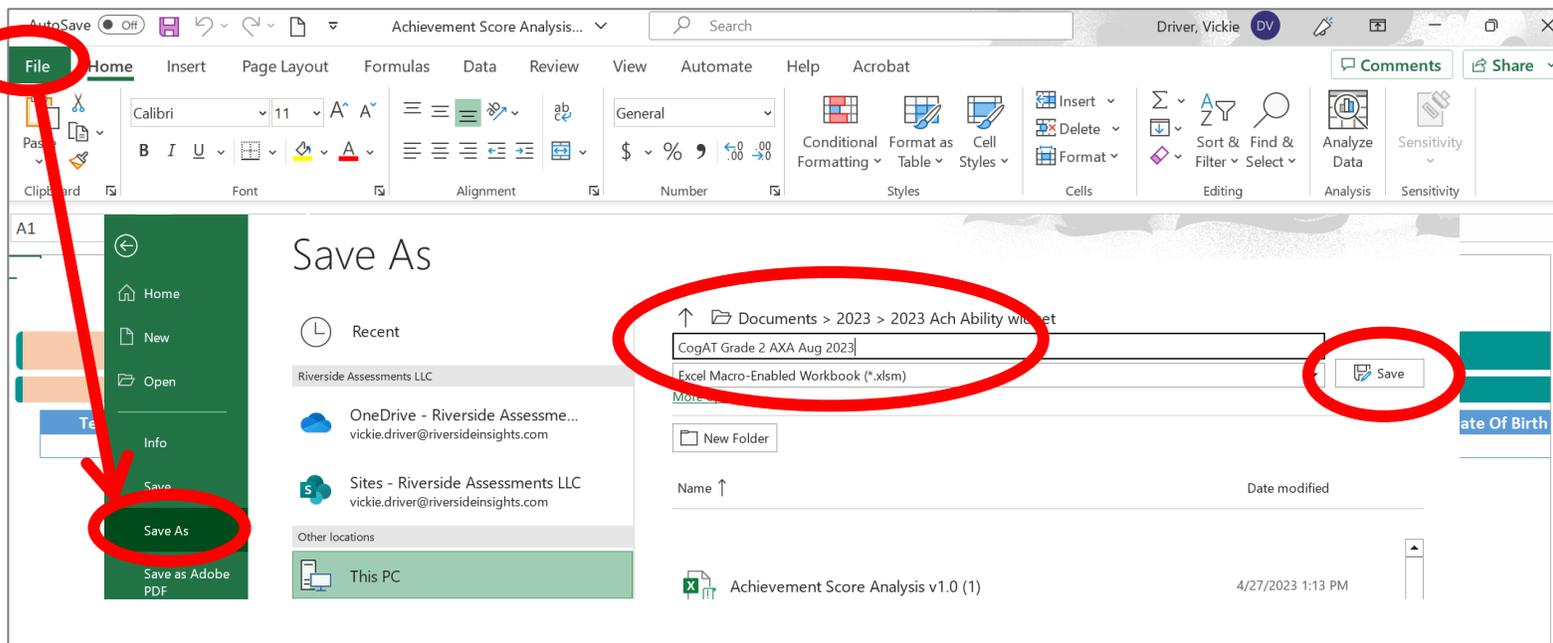
# Loading CogAT Data into the Local Norms File

- The following pages show you how to import your *CogAT* data
- Instructions are provided separately for the creation of a data export with your system's data
- A sample data export is provided on CogAT.com if you want to practice by loading sample data:

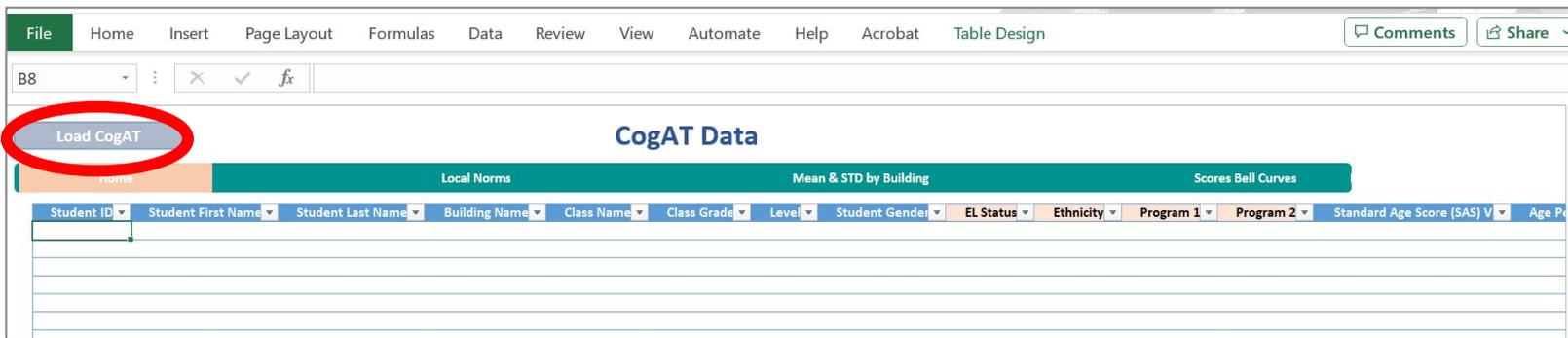
**CogAT Gr 2 Sample Data Export Local Norms.xlsx**

- Before importing any data, save a copy of the Local Norms Excel file with a name you can recognize based on the data you are importing
  - For example,  
**CogAT Local Norms Grade 2 Oct 2023**

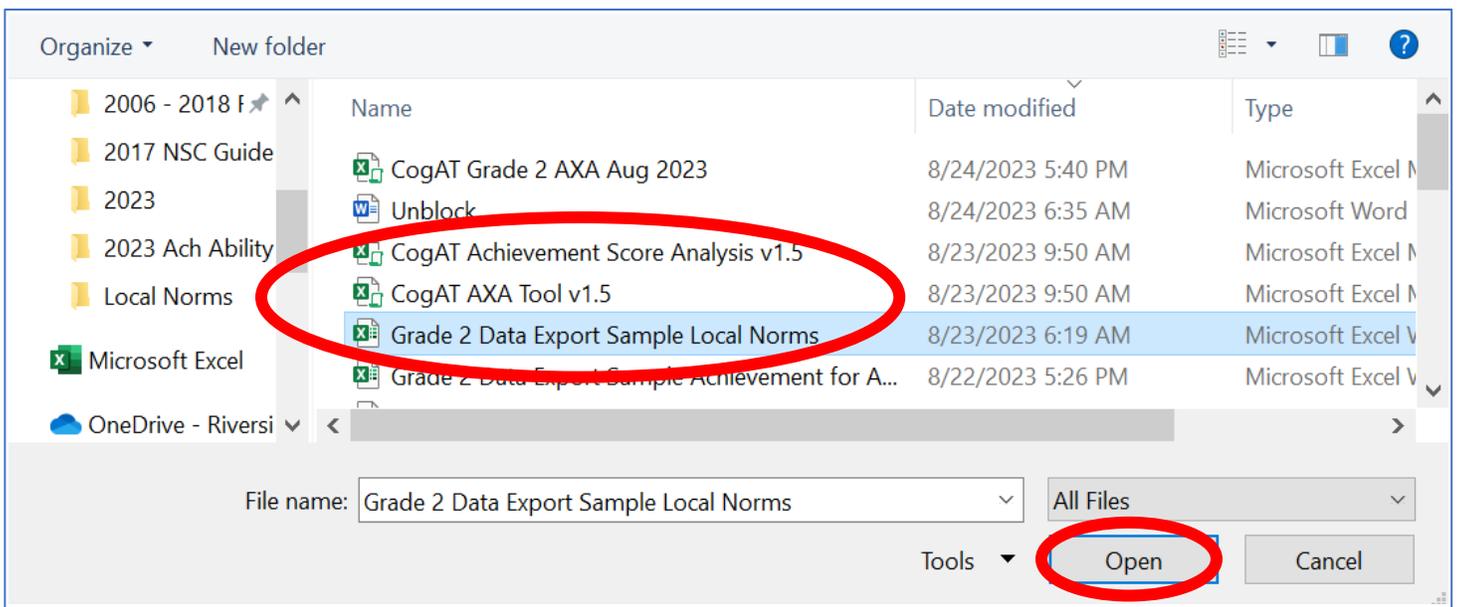
- Resave your file prior to importing data
- Choose a new file name that allows you to recognize the data you are importing and the analysis you are planning to conduct
  - For example, “CogAT Local Norms Grade 2 Oct 2023”
- Click **File** → **Save As** → *New file name* and **Save**



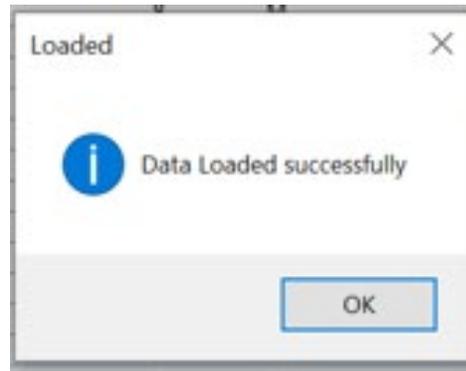
- Click the button to **Load CogAT**



- Navigate to select and click on the data export file you saved in Excel format
- Click **Open** to load the data automatically



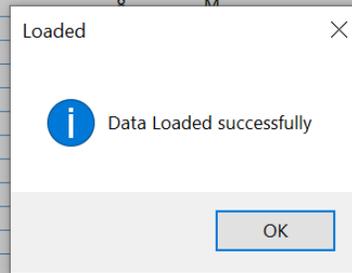
When your data loads, you will see this:



Load CogAT

CogAT Data

Home	Local Norms	Mean & STD by Building	Scores Bell								
Student ID	Student First Name	Student Last Name	Building Name	Class Name	Class Grade	Level	Student Gender	EL Status	Ethnicity	Program 1	Prog
100001	AKASHIA	ADEJAN	Quincy Elem	Patrick	2	8	F				
100007	KYLIE	ADEKUNLE	Quincy Elem	Patrick	2	8	F				
100009	MACI	ADEWUMI	Montgomery Elem	Karal	2	8	F				
100015	SANIYAH	AGBODJAVOU	Jefferson Elem	O'Dell	2	8	F				
100026	VICTOR	KUTEYI	Shakespeare Elem	Monyin	2	8	M				
100028	RIDWAN	KWARTENG	Quincy Elem	Patrick	2	8	M				
100029	ABDULRAHMAN	LAHENS	Quincy Elem	Patrick	2	8	M				
100030	DEVAEH	AGUILA	Quincy Elem	Patrick	2	8	F				
100031	LTANYA	AGUILAR-MARTINEZ	Shakespeare Elem	Monyin	2	8	F				
100039	JULEEA	AGUILERA	Shakespeare Elem	Monyin	2	8	F				
100042	KAITLYN	AGUNBIADE	Marshall Elem	Terry	2	8	F				
100043	JACE	LASLEY	Shakespeare Elem	Monyin	2	8	F				
100048	HAWA	AGUSTIN-VENANCIO	Shakespeare Elem	Monyin	2	8	F				
100050	ALAYNAH	AGYEI	Adams Elem	Smith	2	8	F				
100056	ESSENCE	AHIBE	Lincoln Elem	Juarez	2	8	F				
100059	MYA	AHONON	Marshall Elem	Terry	2	8	F				
100064	AYOMIDE	LATEEF	Quincy Elem	Patrick	2	8	F				
100065	JAMES	LAY	Quincy Elem	Patrick	2	8	M				
100066	HEBA	AJANGO	Quincy Elem	Patrick	2	8	F				
100071	GABRIELLE				2	8	F				
100087											



- **Student ID, Student First Name, Student Last Name, Building Name, Class Name, Class Grade, test Level, and Student Gender** will load automatically from the Data Export
- **CogAT Standard Age Score (SAS)** and national **Age Percentile rank (APR)** will populate in the columns for **V, Q, N, VQ, VN, QN, and VQN**
- If you tested with the *CogAT* Screening Form, only the **VQN** will populate with scores
- **Save** your file

- If you see a message about ‘a problem with one or more formula references’, simply click **OK**

ing		Scores Bell Curves					Standard Age	Age Percentile	Local Norm
Grade	Level	Student Gender	EL Status	Ethnicity	Program 1	Program 2	Score (SAS) V	Rank (APR) V	LAPR V
2	8	F	(blank)	(blank)	(blank)	(blank)	86	19	22%
2	8	F	(blank)	(blank)	(blank)	(blank)			40%
2	8	F	(blank)	(blank)	(blank)	(blank)			94%
2	8	F	(blank)	(blank)	(blank)	(blank)			47%
2	8	M	(blank)	(blank)	(blank)	(blank)			84%
2	8	M	(blank)	(blank)	(blank)	(blank)			83%
2	8	M	(blank)	(blank)	(blank)	(blank)			18%
2	8	F	(blank)	(blank)	(blank)	(blank)	50	1	1%
2	8	F	(blank)	(blank)	(blank)	(blank)	114	81	81%
2	8	F	(blank)	(blank)	(blank)	(blank)	127	95	95%
2	8	F	(blank)	(blank)	(blank)	(blank)	77	8	9%
2	8	M	(blank)	(blank)	(blank)	(blank)	98	45	47%
2	8	F	(blank)	(blank)	(blank)	(blank)	89	25	27%

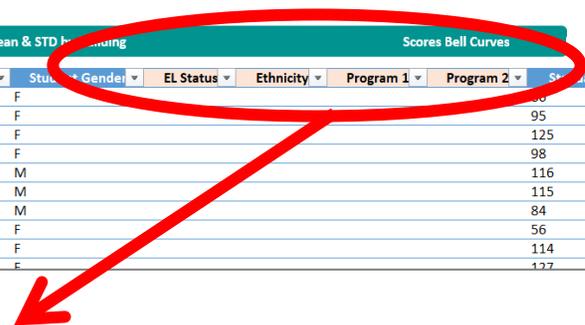
Microsoft Excel ×

 Excel found a problem with one or more formula references in this worksheet. Check that the cell references, range names, defined names, and links to other workbooks in your formulas are all correct.

Load CogAT

### CogAT Data

Home		Local Norms				Mean & STD				Scores Bell Curves			
Student ID	Student First Name	Student Last Name	Building Name	Class Name	Class Grade	Level	Student	Gender	EL Status	Ethnicity	Program 1	Program 2	Standard Age Score (SAS)
100001	AKASHIA	ADEJAN	Quincy Elem	Patrick	2	8	F						125
100007	KYLIE	ADEKUNLE	Quincy Elem	Patrick	2	8	F						95
100009	MACI	ADEWUMI	Montgomery Elem	Karal	2	8	F						125
100015	SANIYAH	AGBODIAVOU	Jefferson Elem	O'Dell	2	8	F						98
100026	VICTOR	KUTEYI	Shakespeare Elem	Monyin	2	8	M						116
100028	RIDWAN	KWARTENG	Quincy Elem	Patrick	2	8	M						115
100029	ABDULRAHMAN	LAHENS	Quincy Elem	Patrick	2	8	M						84
100030	DEVAEH	AGUILA	Quincy Elem	Patrick	2	8	F						56
100031	LTANYA	AGUILAR-MARTINEZ	Shakespeare Elem	Monyin	2	8	F						114
100039	ILUFEA	AGUILERA	Shakespeare Elem	Monyin	2	8	F						127



<b>EL Status</b> ▼	<b>Ethnicity</b> ▼	<b>Program 1</b> ▼	<b>Program 2</b> ▼
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- After loading scores and student information from your Data Export, you have the option to add other student-level information such as EL status, Ethnicity, and Program Code(s)
- Program codes could include information such as "Identified for GT," "FRL, "Title 1 School", or any other characteristic you might want to use for a Local Norms subgroup
- Use the Student ID to pull this these fields from your SIS and paste it into the Local Norms file
- **BE SURE TO PASTE THIS INFORMATION TO THE CORRECT STUDENT RECORD!**
  - Your district data lead can use an Excel VLOOKUP to match and add these fields

- EL status, Ethnicity, and a Program code for Title 1 schools have been added in the example below
- You can use these fields as needed to add student or building data of your choosing
- Later, we will use this information to create additional norms

Load CogAT

### CogAT Data

Home Local Norms Mean & STD by Building Scores by Building

Student ID	Student First Name	Student Last Name	Building Name	Class Name	Class Grade	Level	Student Gender	EL Status	Ethnicity	Program 1	Program 2	Standard Age Score (SAS)	Age
100001	AKASHIA	ADEJAN	Quincy Elem	Patrick	2	8	F	EL	Black	Title 1		86	19
100007	KYLJE	ADEKUNLE	Quincy Elem	Patrick	2	8	F	NonEL	Black	Title 1		95	38
100009	MACI	ADEWUMI	Montgomery Elem	Karal	2	8	F	EL	Black	Non-Title 1		125	94
100015	SANIYAH	AGBODIAVOU	Jefferson Elem	O'Dell	2	8	F	NonEL	Black	Non-Title 1		98	45
100026	VICTOR	KUTEYI	Shakespeare Elem	Monyin	2	8	M	NonEL	Asian	Non-Title 1		116	84
100028	RIDWAN	KWARTENG	Quincy Elem	Patrick	2	8	M	EL	Black	Title 1		115	83
100029	ABDULRAHMAN	LAHENS	Quincy Elem	Patrick	2	8	M	NonEL	Black	Title 1		84	16
100030	DEVAEH	AGUILA	Quincy Elem	Patrick	2	8	F	NonEL	White	Title 1		56	1
100031	LTANYA	AGUILAR-MARTINEZ	Shakespeare Elem	Monyin	2	8	F	NonEL	Black	Non-Title 1		114	81
100039	JULEEA	AGUILERA	Shakespeare Elem	Monyin	2	8	F	NonEL	White	Non-Title 1		127	95
100042	KAITLYN	AGUNBIADE	Marshall Elem	Terry	2	8	F	NonEL	Hispanic	Title 1		77	8
100043	JACE	LASLEY	Shakespeare Elem	Monyin	2	8	M	NonEL	Hispanic	Non-Title 1		98	45
100048	HAWA	AGUSTIN-VENANCIO	Shakespeare Elem	Monyin	2	8	F	EL	Hispanic	Non-Title 1		89	25
100050	ALAYNAH	AGYEI	Adams Elem	Smith	2	8	F	EL	Asian	Title 1		80	11
100056	ESSENCE	AHIBE	Lincoln Elem	Juarez	2	8	F	NonEL	Black	Non-Title 1		127	95
100059	MYA	AHONON	Marshall Elem	Terry	2	8	F	NonEL	Hispanic	Title 1		90	27
100064	AYOMIDE	LATEEF	Quincy Elem	Patrick	2	8	M	EL	Hispanic	Title 1		69	3
100065	JAMES	LAY											11
100066	HEBA	AJANGO											29
100071	GABRIELLE	AJIBADE											3
100087	ABEL	LAZO PIC											35
100088	ANDREW	LEE											5
100090	JOSEPH	LEMUS H											38
100092	WALTER	LEVI											3
100102	MOFEDLUWA	AKANNI											88
100108	TOLUWANI	AKINGBL											79
100122	OLUWASHINDARA	LEVI											79
100125	GENESIS	AKINNU											2

EL Status	Ethnicity	Program 1	Program 2
EL	Black	Title 1	
NonEL	White	Title 1	
EL	Black	Non-Title 1	
NonEL	Black	Non-Title 1	
NonEL	Asian	Non-Title 1	
EL	Black	Title 1	
NonEL	Black	Title 1	
NonEL	White	Title 1	

- To begin your analysis, click over to the tab labeled **Mean and STD by Building**

Load CogAT

### CogAT Data

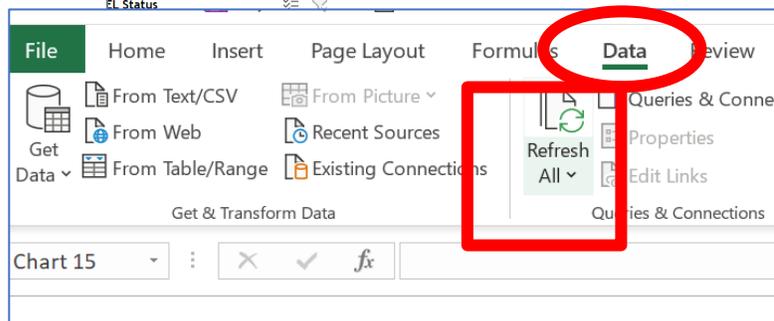
Home    Local Norms    **Mean & STD by Building**    Scores Bell Curves

Student ID	Student First Name	Student Last Name	Building Name	Class Name	Class Grade	Level	Student Gender	EL Status	Ethnicity	Program 1	Program 2	Standard
100001	AKASHIA	ADEJAN	Quincy Elem	Patrick	2	8	F	EL	Black	Title 1		86
100007	KYLIE	ADEKUNLE	Quincy Elem	Patrick	2	8	F	NonEL	White	Title 1		95
100009	MACI	ADEWUMI	Montgomery Elem	Karal	2	8	F	EL	Black	Non-Title 1		125

### Mean & STD by Building

Home    Local Norms    **Mean & STD by Building**    Scores Bell Curves

Building Name	Mean of SAS V	StdDev of SAS V	Mean of SAS Q	StdDev of SAS Q	Mean of SAS N	StdDev of SAS N	Mean of SAS VQ	StdDev of SAS VQ	Mean of SAS VN	StdDev of SAS VN	Mean of SAS QN	StdDev of SAS QN	Mean of SAS VQN	StdDev of SAS VQN
Adams Elem	86.5	13.1	90.8	11.7	88.8	14.4	87.7	12.0	87.0	13.8	88.2	13.3	87.4	13.2
Chavez Elem	101.0	17.3	102.7	15.3	104.3	17.5	101.5	16.8	103.2	17.9	103.3	17.0	102.9	17.6
Jefferson Elem	106.6	14.4	107.1	12.9	108.6	16.1	107.0	13.5	108.4	15.9	107.8	15.0	108.2	15.0
Kennedy Elem	113.2	14.1	113.4	13.5	111.5	14.2	114.3	12.7	113.9	14.4	113.0	13.9	114.4	13.7
Lincoln Elem	105.5	13.9	105.5	13.0	105.1	15.2	105.6	13.0	105.9	14.2	105.1	14.2	105.9	13.8
Marshall Elem	87.8	12.7	91.0	13.4	89.0	13.6	88.3	12.6	87.5	12.7	88.6	13.5	87.9	13.0
Montgomery Elem	100.9	14.3	101.5	15.4	100.6	15.3	100.9	14.8	100.7	14.6	100.5	15.8	100.9	15.1
Quincy Elem	84.0	11.3	89.7	12.0	87.3	12.2	85.3	10.8	84.6	11.6	86.9	12.0	85.5	11.6
Shakespeare Elem	105.7	13.8	107.6	15.8	104.4	16.5	106.9	15.1	105.5	15.5	106.1	16.8	106.5	16.1
Washington Elem	107.1	13.6	108.0	13.9	107.1	15.2	107.9	13.7	107.9	14.8	107.7	14.7	108.2	14.5



When you add or change data, click on **Data** and **Refresh All** in the Excel menu at the top

- **Mean and STD by Building** displays a chart of the SAS mean scores and standard deviations (STD) for each building

**Mean & STD by Building**

Home      Local Norms      **Mean & STD by Building**      Scores Bell Curves

Building Name	Mean of SAS V	StdDev of SAS V	Mean of SAS Q	StdDev of SAS Q	Mean of SAS N	StdDev of SAS N	Mean of SAS VQ	StdDev of SAS VQ	Mean of SAS VN	StdDev of SAS VN	Mean of SAS QN	StdDev of SAS QN	Mean of SAS VQN	StdDev of SAS VQN
Adams Elem	86.5	13.1	90.8	11.7	88.8	14.4	87.7	12.0	87.0	13.8	88.2	13.3	87.4	13.2
Chavez Elem	101.0	17.3	102.7	15.3	104.3	17.5	101.5	16.8	103.2	17.9	103.3	17.0	102.9	17.6
Jefferson Elem	106.6	14.4	107.1	12.9	108.6	16.1	107.0	13.5	108.4	15.9	107.8	15.0	108.2	15.0
Kennedy Elem	113.2	14.1	113.4	13.5	111.5	14.2	114.3	12.7	113.9	14.4	113.0	13.9	114.4	13.7
Lincoln Elem	105.5	13.9	105.5	13.0	105.1	15.2	105.6	13.0	105.9	14.2	105.1	14.2	105.9	13.8
Marshall Elem	87.8	12.7	91.0	13.4	89.0	13.6	88.3	12.6	87.5	12.7	88.6	13.5	87.9	13.0
Montgomery Elen	100.9	14.3	101.5	15.4	100.6	15.3	100.9	14.8	100.7	14.6	100.5	15.8	100.9	15.1
Quincy Elem	84.0	11.3	89.7	12.0	87.3	12.2	85.3	10.8	84.6	11.6	86.9	12.0	85.5	11.6
Shakespeare Elen	105.7	13.8	107.6	15.8	104.4	16.5	106.9	15.1	105.5	15.5	106.1	16.8	106.5	16.1
Washington Elem (blank)	107.1	13.6	108.0	13.9	107.1	15.2	107.9	13.7	107.9	14.8	107.7	14.7	108.2	14.5

**Filter Pane (Left Side):**

- Building Name:** Adams Elem, Chavez Elem, Jefferson Elem, Kennedy Elem, Lincoln Elem, Marshall Elem, Montgomery Elem, Quincy Elem
- Class Grade:** 2
- Student Gender:** F, M
- EL Status:** EL, NonEL
- Ethnicity:** Asian, Black, Hispanic, Islander

↑ The lefthand side includes a filter pane that allows you to make selections by grade, building, gender, and other coded attributes

## Mean & STD by Building

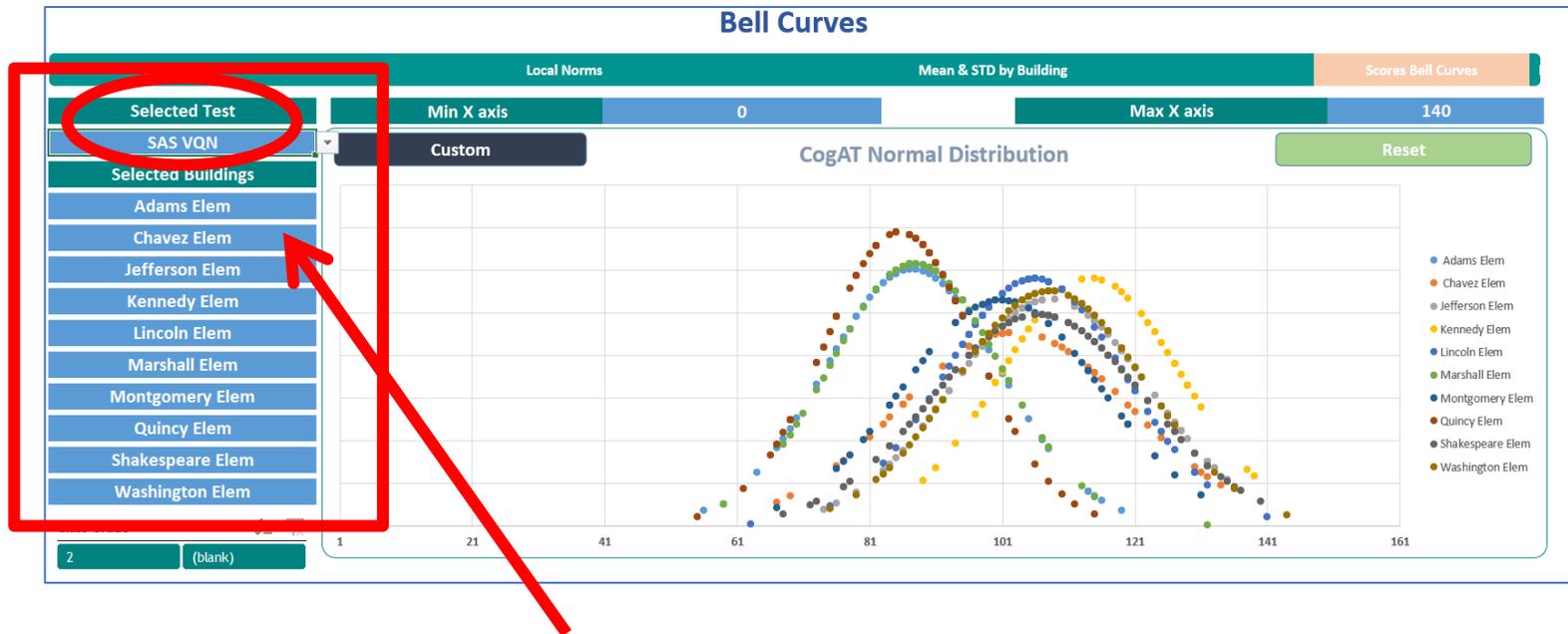
Local Norms				Mean & STD by Building				Scores Bell Curves						
Building Name	Mean of SAS V	StdDevp of SAS V	Mean of SAS Q	StdDevp of SAS Q	Mean of SAS N	StdDevp of SAS N	Mean of SAS VQ	StdDevp of SAS VQ	Mean of SAS VN	StdDevp of SAS VN	Mean of SAS QN	StdDevp of SAS QN	Mean of SAS VQN	StdDevp of SAS VQN
Adams Elem	86.5	13.1	90.8	11.7	88.8	14.4	87.7	12.0	87.0	13.8	88.2	13.3	87.4	13.2
Chavez Elem	101.0	17.3	102.7	15.3	104.3	17.5	101.5	16.8	103.2	17.9	103.3	17.0	102.9	17.6
Jefferson Elem	106.6	14.4	107.1	12.9	108.6	16.1	107.0	13.5	108.4	15.9	107.8	15.0	108.2	15.0
Kennedy Elem	113.2	14.1	113.4	13.5	111.5	14.2	114.3	12.7	113.9	14.4	113.0	13.9	114.4	13.7
Lincoln Elem	105.5	13.9	105.5	13.0	105.1	15.2	105.6	13.0	105.9	14.2	105.1	14.2	105.9	13.8
Marshall Elem	87.8	12.7	91.0	13.4	89.0	13.6	88.3	12.6	87.5	12.7	88.6	13.5	87.9	13.0
Montgomery Elem	100.9	14.3	101.5	15.4	100.6	15.3	100.9	14.8	100.7	14.6	100.5	15.8	100.9	15.1
Quincy Elem	84.0	11.3	89.7	12.0	87.3	12.2	85.3	10.8	84.6	11.6	86.9	12.0	85.5	11.6
Shakespeare Elem	105.7	13.8	107.6	15.8	104.4	16.5	106.9	15.1	105.5	15.5	106.1	16.8	106.5	16.1
Washington Elem	107.1	13.6	108.0	13.9	107.1	15.2	107.9	13.7	107.9	14.8	107.7	14.7	108.2	14.5
(blank)														

- Reviewing this table as a first steps helps to point out which buildings have lower and higher average scores
- In this example, three buildings – Adams, Marshall, and Quincy have lower mean scores across the board
- Kennedy Elementary has the highest mean scores
  - In each situation, for both low scoring and high scoring buildings, local norms help to highlight those students who are the highest scoring relative to their building peers
  - These comparisons are useful for in-building programming and to develop talent watch lists

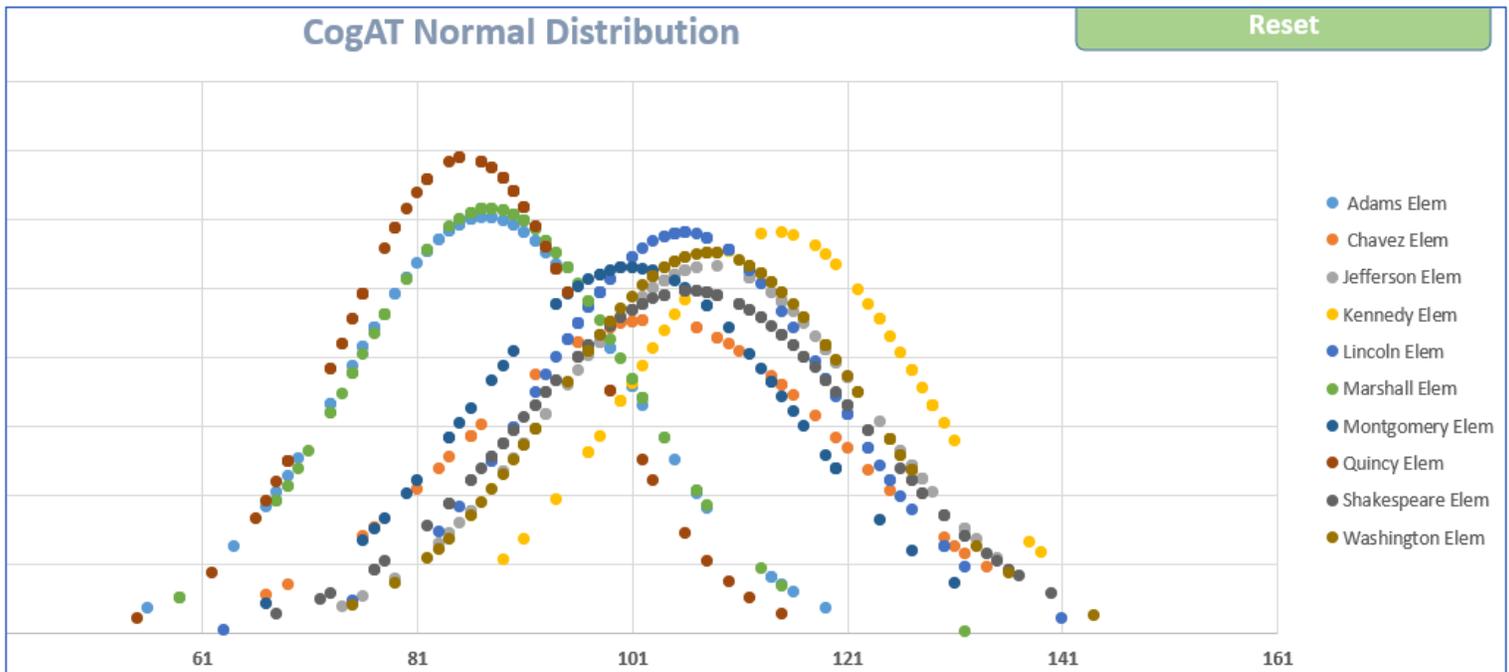
- Click over to the **Scores Bell Curves** tab to see more
- Click on **Building 1** in the filter pane to add a building

The screenshot displays the 'Bell Curves' application interface. At the top, there are four tabs: 'Home', 'Local Norms', 'Mean & STD by Building', and 'Scores Bell Curves'. The 'Scores Bell Curves' tab is highlighted with a red circle. Below the tabs, there are two main sections. The top section shows a 'Selected Test' of 'SAS V', 'Min X axis' at 0, and 'Max X axis' at 140. A 'CogAT Normal Distribution' plot is shown with a 'Reset' button. The bottom section shows a 'Selected Buildings' dropdown menu with 'Building 1' selected, indicated by a red circle and a red arrow. Below this, there are filter panes for 'Class Grade' (set to 2), 'Student Gender' (set to F and M), and other demographic filters like 'Ethnicity' and 'Program'. A legend on the right side of the plot shows 'Building 1' with a blue dot.

- Choose up to 10 buildings to compare their score distributions



- Select the score of interest (V, Q, N, VQ, VN, QN, or VQN) and the buildings to compare by using the drop downs in the lefthand filter pane
  - This example compares the VQN composite across buildings
  - The graph is limited to 10 buildings at a time



- As we noted on the table of means, performance is lower for the Adams, Marshall, and Quincy buildings
  - Their distributions are shifted to the left above
- Highest performance is in the Kennedy building
  - Kennedy's distribution is shown in yellow and shifted farthest to the right above

- To calculate local norms by building or subgroup, click over to the **Local Norms** tab

Load CogAT

### CogAT Data

Home **Local Norms** Mean & STD by Building Scores Bell Curves

Student ID	Student First Name	Student Last Name	Building Name	Class Name	Class Grade	Level	Student Gender	EL Status	Ethnicity	Program 1	Program 2	Standard
100001	AKASHA	ADEJAN	Quincy Elem	Patrick	2	8	F	EL	Black	Title 1		86
100007	KYLIE	ADEKUNLE	Quincy Elem	Patrick	2	8	F	NonEL	White	Title 1		95
100009	MACI	ADEWUMI	Montgomery Elem	Karal	2	8	F	EL	Black	Non-Title 1		125

Student ID	Student First Name	Student Last Name	Building Name	Class Name	Class Grade	Level	Student Gender	EL Status	Ethnicity	Program 1	Program 2	Standard	Age	Age Percentile	Building LASS V	Standard Age Score (SAS) V	Age Percentile	Building LASS Q	Standard Age Score (SAS) Q	Age Percentile	Building LASS N	Standard Age Score (SAS) N	Age Percentile	Building LASS WQ	Standard Age Score (SAS) WQ	Age Percentile	Building LASS VW	Standard Age Score (SAS) VW	Age Percentile	Building LASS WV	Standard Age Score (SAS) WV	Age Percentile			
100001	AKASHA	ADEJAN	Quincy Elem	Patrick	2	8	F	EL	Black	Title 1		86	7.0	100	222	43	33	343	34	33	343	34	33	343	34	33	343	34	33	343	34	33	343	34	33
100007	KYLIE	ADEKUNLE	Quincy Elem	Patrick	2	8	F	NonEL	White	Title 1		95	7.0	100	400	50	100	495	100	100	500	100	100	500	100	100	500	100	100	500	100	100	500	100	100
100009	MACI	ADEWUMI	Montgomery Elem	Karal	2	8	F	EL	Black	Non-Title 1		125	7.0	100	34	34	343	34	34	343	34	34	343	34	34	343	34	34	343	34	34	343	34	34	

- The **Local Norms** page lists each student, their information, and their scores on a single row

Student ID	Student First Name	Student Last Name	Building Name	Class Name	Class Grade	Level	Student Gender	EL Status	Ethnicity	Program 1	Program 2
100001	AKASHIA	ADEJAN	Quincy Elem	Patrick	2	8	F	EL	Black	Title 1	(blank)
100007	KYLIE	ADEKUNLE	Quincy Elem	Patrick	2	8	F	NonEL	White	Title 1	(blank)

Standard Age Score (SAS) V	Age Percentile Rank (APR) V	Local Norm LAPR V	Standard Age Score (SAS) Q	Age Percentile Rank (APR) Q	Local Norm LAPR Q	Standard Age Score (SAS) N	Age Percentile Rank (APR) N	Local Norm LAPR N	Standard Age Score (SAS) VQ	Age Percentile Rank (APR) VQ
86	19	22%	97	43	39%	102	55	54%	90	27
95	38	40%	101	52	49%	111	75	73%	97	43

Local Norm LAPR VQ	Standard Age Score (SAS) VN	Age Percentile Rank (APR) VN	Local Norm LAPR VN	Standard Age Score (SAS) QN	Age Percentile Rank (APR) QN	Local Norm LAPR QN	Standard Age Score (SAS) VQN	Age Percentile Rank (APR) VQN	Local Norm LAPR VQN
27%	95	38	39%	99	48	47%	94	35	36%
43%	103	57	57%	106	65	63%	103	57	56%

- The local norms calculation\* is based on the SAS for each area scored – V, Q, N, VQ, VN, QN, VQN

\* **Local Norms calculation may not precisely match that shown on score reports due differences in rounding and the statistical methods of calculation used – however, LPRs will be close**

- Local norms are based on the selections chosen in the lefthand filter pane
- The default view will be based to all students in all buildings
- The base of the norms here is all students because all buildings are selected

The screenshot shows a software interface with a sidebar on the left containing filters for 'Building Name', 'Class Grade', 'Student Gender', 'EL Status', 'City', and 'Program'. The main area is titled 'Local Norms' and contains a table with the following columns: Student ID, Student First Name, Student Last Name, Building Name, Class Name, Class Grade, Level, Student Gender, EL Status, City, Program, Program m 2, Standard Age Score (SAS) Y, Age Percentile, Building LAPP V, Standard Age Score (SAS) Q, Age Percentile, Building LAPP Q, Standard Age Score (SAS) H, Age Percentile, Building LAPP H, Standard Age Score (SAS) W, Age Percentile, Building LAPP W, Standard Age Score (SAS) V, Age Percentile, Building LAPP V, Standard Age Score (SAS) N, Age Percentile, Building LAPP N, Standard Age Score (SAS) R, Age Percentile, Building LAPP R, Standard Age Score (SAS) E, Age Percentile, Building LAPP E.

- Make selections in the filter pane to see LPRs based to a single building or group of buildings, or to a student subgroup

**Building Name**  

Adams Elem Chavez Elem  
 Jefferson Elem Kennedy Elem  
 Lincoln Elem Marshall Elem

**Class Grade**  

2 (blank)

**Student Gender**  

F M

**EL Status**  

EL NonEL

**Ethnicity**  

Asian Black  
 Hispanic Islander  
 Native White

**Program 1**  

Non-Title 1 Title 1

- To see local norms for a single building, choose only that building

**Building Name**  

Adams Elem Chavez Elem  
 Jefferson Elem Kennedy Elem  
 Lincoln Elem Marshall Elem

- When you choose multiple buildings, the local norms will be based to all students in that group of buildings
- Below, the three lower performing buildings are selected – local norms will be calculated using a base of students in all three buildings (Adams, Marshall, and Quincy)

**Building Name**  

Adams Elem Chavez Elem  
 Jefferson Elem Kennedy Elem  
 Lincoln Elem Marshall Elem

- To calculate LPRs separately for each building, choose only one building at a time
- These LPRs are based only to the 40+ students in the Kennedy building

The screenshot displays a data management interface with a table of student records and a filter panel on the left. The table has columns for Student ID, Student First Name, Student Last Name, Building Name, Class Name, Class Grade, Level, Student Gender, EL Status, Ethnicity, Program 1, Program 2, Standard Age Score (SAS) V, Age Percentile, Local Norm LPR V, Standard Score (SAS) I, Age Percentile, Local Norm LPR A, Standard Score (SAS) N, Age Percentile, Local Norm LPR N, Standard Score (SAS) VD, Age Percentile, Local Norm LPR VD, and Standard Score (SAS) A. Red circles highlight the 'Local Norm LPR' columns. The filter panel on the left includes sections for Building Name, Class Grade, Student Gender, EL Status, and Ethnicity. A red box highlights the filter panel, and a red arrow points from it to the 'Kennedy Elem' button in the 'Building Name' filter section.

Student ID	Student First Name	Student Last Name	Building Name	Class Name	Class Grade	Level	Student Gender	EL Status	Ethnicity	Program 1	Program 2	Standard Age Score (SAS) V	Age Percentile	Local Norm LPR V	Standard Score (SAS) I	Age Percentile	Local Norm LPR A	Standard Score (SAS) N	Age Percentile	Local Norm LPR N	Standard Score (SAS) VD	Age Percentile	Local Norm LPR VD	Standard Score (SAS) A	Age Percentile	Local Norm LPR A
100129	EMERI	AKINTOLA-ONISEMO	Kennedy Elem	Kelly	2	8	F	NonEL	Black	Non-Tile 1	(blank)	103	57	88%	100	50	88%	100	50	88%	100	50	88%	100	50	88%
100226	MALIYAH	ALVAREZ ALVAREZ	Kennedy Elem	Kelly	2	8	F	EL	Asian	Non-Tile 1	(blank)	108	63	89%	94	35	89%	96	65	89%	102	55	89%	102	55	89%
100259	CHRISTIAN	LOPEZ OSORTO	Kennedy Elem	Kelly	2	8	M	NonEL	Hispanic	Non-Tile 1	(blank)	98	40	1%	120	89	63%	111	75	45%	109	69	71	34%	105	
100289	EZZDEEN	LOVE	Kennedy Elem	Kelly	2	8	M	EL	Asian	Non-Tile 1	(blank)	115	83	95%	90	27	4%	107	67	38%	104	60	67	23%	111	
100307	SIDIKIBA	MACK	Kennedy Elem	Kelly	2	8	M	NonEL	Black	Non-Tile 1	(blank)	124	93	78%	110	73	40%	120	97	90%	110	67	62%	130	100	
100336	BREYDEN	MALDONADO-MARTINEZ	Kennedy Elem	Kelly	2	8	M	NonEL	Black	Non-Tile 1	(blank)	128	96	85%	124	93	78%	117	86	65%	127	95	84%	125	105	
100404	KIEMANI	BAKER	Kennedy Elem	Kelly	2	8	F	EL	Asian	Non-Tile 1	(blank)	107	67	32%	94	36	1%	108	65	35%	96	40	7%	107	50	
100416	XAVIER	MCCARTER	Kennedy Elem	Kelly	2	8	M	NonEL	Hispanic	Non-Tile 1	(blank)	95	38	1%	88	23	7%	98	23	8%	91	29	3%	94	34	
100454	PIPER	BELLINGER	Kennedy Elem	Kelly	2	8	F	NonEL	Hispanic	Non-Tile 1	(blank)	89	23	4%	102	55	20%	89	25	6%	94	35	5%	98	50	
100457	BRAYDEN	MCLAURIN	Kennedy Elem	Kelly	2	8	M	NonEL	Hispanic	Non-Tile 1	(blank)	113	79	48%	121	91	7%	112	77	2%	119	67	62%	133	110	
100501	RAYVEN	BLAIN	Kennedy Elem	Kelly	2	8	F	EL	Native	Non-Tile 1	(blank)	122	92	73%	130	97	89%	116	84	62%	130	97	89%	132	121	
100638	FAITH	BOWMAN	Kennedy Elem	Kelly	2	8	F	EL	Islander	Non-Tile 1	(blank)	124	93	78%	134	98	94%	115	83	60%	132	98	92%	121	121	
100644	ASHLEY	BOYD	Kennedy Elem	Kelly	2	8	F	NonEL	Black	Non-Tile 1	(blank)	131	97	90%	107	67	32%	119	68	70%	121	91	70%	127	107	
100697	KAYDENCE	BRANCH	Kennedy Elem	Kelly	2	8	F	NonEL	Black	Non-Tile 1	(blank)	104	60	28%	115	83	55%	99	48	1%	110	73	37%	101	50	
100710	BRYSON	MOORE	Kennedy Elem	Kelly	2	8	M	NonEL	Black	Non-Tile 1	(blank)	109	71	38%	105	62	27%	88	23	5%	107	67	28%	98	50	
100779	JAYCE	NI	Kennedy Elem	Kelly	2	8	M	EL	Hispanic	Non-Tile 1	(blank)	99	38	1%	109	71	37%	93	23	3%	100	50	13%	93	34	
100874	CARLEIGH	CAPPS	Kennedy Elem	Kelly	2	8	F	EL	Hispanic	Non-Tile 1	(blank)	98	45	1%	104	60	24%	104	60	30%	100	50	13%	101	34	
100939	JAXON	OLOKODE	Kennedy Elem	Kelly	2	8	M	NonEL	White	Non-Tile 1	(blank)	115	63	5%	105	62	27%	107	67	30%	110	73	37%	111	50	
100973	CHRISTOPHER	OLOKODE	Kennedy Elem	Kelly	2	8	M	NonEL	Black	Non-Tile 1	(blank)	99	48	1%	122	92	74%	113	79	54%	111	75	40%	107	50	

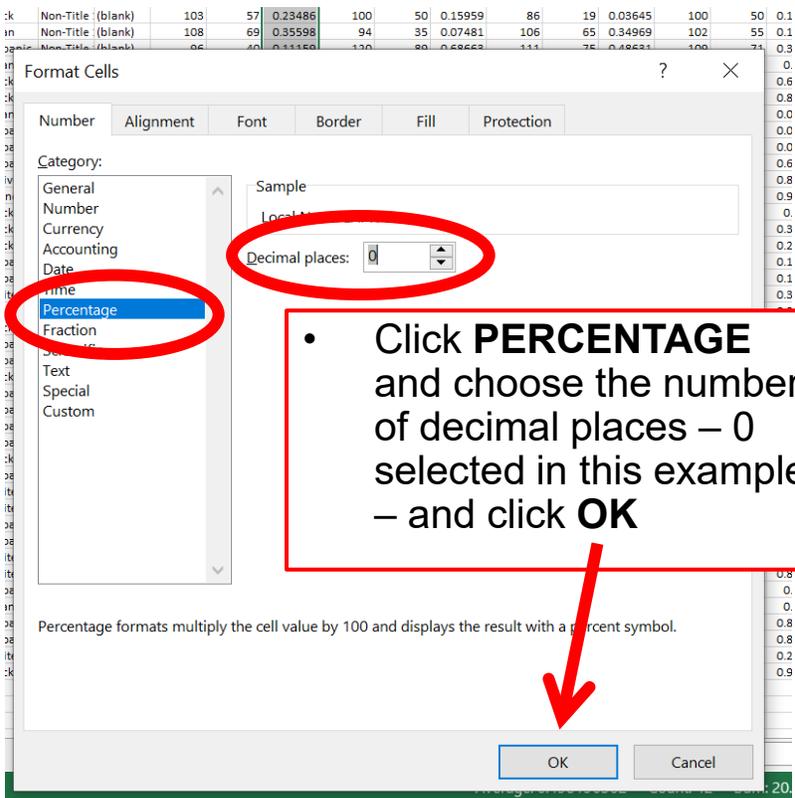
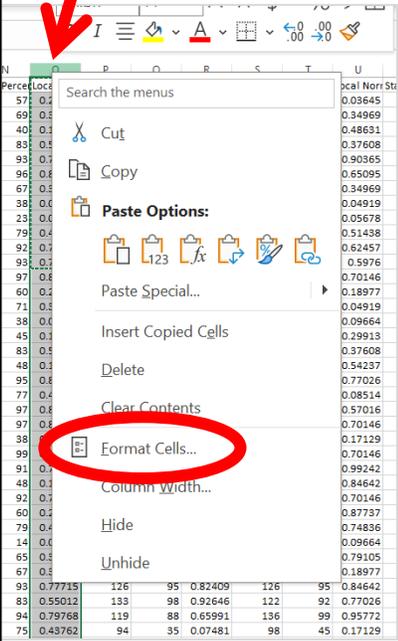
- To create a database copy of your local norms by building or subgroup, open a new Excel file and copy and paste the table from the Local Norms file into a new workbook

The screenshot shows an Excel spreadsheet with a 'Paste Options' menu open. The menu includes options like 'Cut', 'Copy', 'Paste Options:', 'Paste Special...', 'Smart Lookup', 'Insert Copied Cells...', 'Delete...', 'Clear Contents', and 'Quick Analysis'. The 'Paste Options:' section is expanded, showing 'Paste', 'Paste Values', and 'Other Paste Options'. The 'Paste Values' option is circled in red. A red arrow points from this option to a cell in the spreadsheet that contains the text 'Kennedy Gr 2'. Another red arrow points from the 'Paste Options:' section to the 'Paste Values' option.

- Cursor over the section to copy
- Include the column headings
- Use "Paste Special" and **PASTE VALUES – Values and Number Formatting**
- Make sure to label the tab / spreadsheet with the local norms group

Local Norm
LAPR V
0.23486
0.355977
0.111589
0.550115
0.777155
0.852123
0.329978
0.098723
0.037208
0.493805
0.732746
0.777155
0.895769
0.257138
0.382664
0.098723
0.140821
0.550115
0.157232
0.835181
0.465626
0.867858
0.895769
0.098723
0.938313
0.708977
0.157232
0.732746
0.257138
0.493805
0.016268
0.304776
0.329978
0.777155
0.550115
0.797679
0.437618
0.708977
0.919137
0.304776
0.994315

- If you **PASTE VALUES** without choosing **Values and Number Formatting**, the local norms columns will populate as decimals
- To reformat from decimals to percentiles, click on the column header to select all values in that column
- Right click to display the menu and click **FORMAT CELLS**



• Click **PERCENTAGE** and choose the number of decimal places – 0 selected in this example – and click **OK**

Local Norm
LAPR V
23%
36%
11%
55%
78%
85%
33%
10%
4%
49%
73%
78%
90%
26%
38%
10%
14%
55%
16%
84%
47%
87%
90%
10%
94%
71%
16%
73%
26%
49%
2%
30%
33%
78%
55%
80%
44%
71%
92%
30%
99%

- You can format multiple columns at once by holding down the **CNTRL** key while you click to select the columns
- Then right click and **FORMAT CELLS**

	P	Q	R	S	T	U	V	W	X	Y	Z	AA
23%	100	50	0.15959	86	19	0.03645	100	50	0.12955	93	33	0.0739
36%	94	35	0.07481	106	65	0.34969	102	55	0.16587	107	67	0.3163
11%	120	89	0.68663	111	75	0.48631	109	71	0.33801	105	62	0.2688
55%	90	27	0.04116	107	67	0.37608	104	60	0.2082	111	75	0.4203
78%	110	73	0.39939	130	97	0.90365	118	87	0.61513	130	97	0.8674
85%	124	93	0.78314	117	86	0.65095	127	95	0.84215	125	94	0.7788
33%	84	16	0.01455	106	65	0.34969	96	40	0.07432	107	67	0.3163
10%	88	23	0.02967	88	23	0.04919	91	29	0.03295	91	29	0.0564
4%	102	55	0.19824	89	25	0.05678	94	35	0.05455	88	23	0.0364
49%	121	91	0.71241	112	77	0.51438	118	87	0.61513	113	79	0.4750
73%	130	97	0.8902	116	84	0.62457	130	97	0.89255	122	92	0.7124
78%	134	98	0.93625	115	83	0.5976	132	98	0.91896	121	91	0.6884
90%	107	67	0.31658	119	88	0.70146	121	91	0.7018	127	95	0.8177
26%	115	83	0.54606	99	48	0.18977	110	73	0.36733	101	52	0.1858
38%	105	62	0.26581	88	23	0.04919	107	67	0.28237	98	45	0.1354
10%	109	71	0.37106	93	33	0.09664	100	50	0.12955	93	33	0.0739
14%	104	60	0.24207	104	60	0.29913	100	50	0.12955	101	52	0.1858
55%	105	62	0.26581	107	67	0.37608	110	73	0.36733	111	75	0.4203
16%	122	92	0.73715	113	79	0.54237	111	75	0.39744	107	67	0.3163
84%	128	96	0.85978	122	92	0.77026	129	97	0.87723	127	95	0.8177
47%	104	60	0.24207	92	31	0.08514	108	69	0.30965	102	55	0.2049
87%	112	77	0.45753	114	81	0.57016	122	92	0.72859	125	94	0.7788
90%	114	81	0.51658	119	88	0.70146	123	92	0.75412	127	95	0.8177
10%	103	57	0.21953	98	45	0.17129	98	45	0.09915	97	43	0.1209
94%	126	95	0.82409	119	88	0.70146	132	98	0.91896	131	97	0.8817
71%	130	97	0.8902	146	99	0.99242	128	96	0.86044	139	99	0.9588
16%	121	91	0.71241	126	95	0.84642	110	73	0.36733	115	83	0.5302
73%	113	79	0.48702	119	88	0.70146	118	87	0.61513	124	93	0.7577
26%	132	98	0.91556	128	96	0.87737	124	93	0.7783	119	88	0.6379
49%	127	95	0.8426	121	91	0.74836	122	92	0.72859	119	88	0.6379
2%	118	87	0.63235	93	33	0.09664	101	52	0.14696	87	21	0.0312
30%	110	73	0.39939	123	92	0.79105	107	67	0.28237	117	86	0.584
33%	93	33	0.06488	99	48	0.18977	100	50	0.12955	103	57	0.2251
78%	126	95	0.82409	126	95	0.84642	127	95	0.84215	128	96	0.8354
55%	133	98	0.92646	122	92	0.77026	128	96	0.86044	121	91	0.6884
80%	119	88	0.65991	136	99	0.95772	124	93	0.7783	136	99	0.9369
44%	94	35	0.07481	98	45	0.17129	104	60	0.2082	104	60	0.2464
71%	127	95	0.8426	118	87	0.67661	126	95	0.82236	121	91	0.6884
92%	118	87	0.63235	127	95	0.86248	126	95	0.82236	134	98	0.9179
30%	107	67	0.31658	98	45	0.17129	106	65	0.25631	102	55	0.2049
99%	132	98	0.91556	121	91	0.74836	143	99	0.98829	141	99	0.9696

**Paste Options:**

Paste Special...

Smart Lookup

Insert...

Delete...

Clear Contents

Quick Analysis

Filter

Sort

Get Data from Table/Range...

New Comment

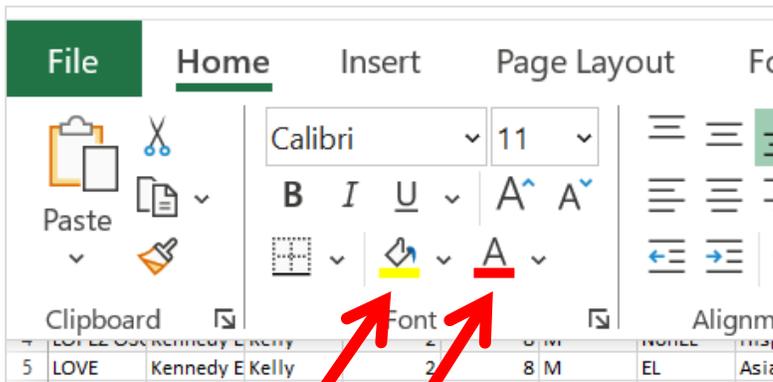
New Note

**Format Cells...**

Pick From Drop-down List...

Define Name...

- You might also choose to highlight the local norms columns or turn the font red to see them more easily



Fill Color

Font Color

N	O	P	Q	R	S
Age Percer	Local Norm	Standard	Age Percer	Local Norm	Standard
57	23%	100	50	16%	86
69	36%	94	35	7%	106
40	11%	120	89	69%	111
83	55%	90	27	4%	107
93	78%	110	73	40%	130
96	85%	124	93	78%	117
67	33%	84	16	1%	106
38	10%	88	23	3%	88
23	4%	102	55	20%	89
79	49%	121	91	71%	112
92	73%	130	97	89%	116
93	78%	134	98	94%	115
97	90%	107	67	32%	119
60	26%	115	83	55%	99
71	38%	105	62	27%	88
38	10%	109	71	37%	93
45	14%	104	60	24%	104
83	55%	105	62	27%	107
48	16%	122	92	74%	113
95	84%	128	96	86%	122
77	47%	104	60	24%	92
97	87%	112	77	46%	114
97	90%	114	81	52%	119
38	10%	103	57	22%	98
99	94%	126	95	82%	119
91	71%	130	97	89%	146
48	16%	121	91	71%	126
92	73%	113	79	49%	119
60	26%	132	98	92%	128
79	49%	127	95	84%	121
14	2%	118	87	63%	93
65	30%	110	73	40%	123
67	33%	93	33	6%	99
93	78%	126	95	82%	126
83	55%	133	98	93%	122
94	80%	119	88	66%	136
75	44%	94	35	7%	98
91	71%	127	95	84%	118
98	92%	118	87	63%	127
65	30%	107	67	32%	98
99	99%	132	98	92%	121

- Under **VIEW**, choose **FREEZE PANES** to be able to move back and forth while still seeing the students' names with their local norms scores

The screenshot shows the Microsoft Excel ribbon with the **View** tab selected. The **Freeze Panes** dropdown menu is open, showing three options: **Freeze Panes**, **Freeze Top Row**, and **Freeze First Column**. The **Freeze Panes** option is highlighted with a red circle. The background shows a worksheet with columns labeled 'Show' and 'Zoom' containing numerical data and percentages.

	Show					Zoom												
115	83	55%	90	27	4%	107	67	38%	104									
124	93	78%	110	73	40%	130	97	90%	118									
128	96	85%	124	93	78%	117	86	65%	127									
107	67	33%	84	16	1%	106	65	35%	96									
95	38	10%	88	23	3%	88	23	5%	91									
88	23	4%	102	55	20%	89	25	6%	94									
113	79	49%	121	91	71%	112	77	51%	118									
122	92	73%	130	97	89%	116	84	62%	130									
124	93	78%	134	98	94%	115	83	60%	132									
131	97	90%	107	67	32%	119	88	70%	121									
104	60	26%	115	83	55%	99	48	19%	110									
109	71	38%	105	62	27%	88	23	5%	107									
95	38	10%	109	71	37%	93	33	10%	100									
98	45	14%	104	60	24%	104	60	30%	100									
115	83	55%	105	62	27%	107	67	38%	110	73	37%	111	75	42%	106	65	31%	110
99	48	16%	122	92	74%	113	79	54%	111	75	40%	107	67	32%	118	87	64%	113
127	95	84%	128	96	86%	122	92	77%	129	97	88%	127	95	82%	127	95	84%	129
112	77	47%	104	60	24%	92	31	9%	108	69	31%	102	55	20%	96	40	11%	102
129	97	87%	112	77	46%	114	81	57%	122	92	73%	125	94	78%	113	79	50%	120

- The values you cut and pasted show one line per student with scores for each area (V, Q, N, VQ, VN, VQN) including:
  - Standard Age Score
  - National Age Percentile Rank
  - Calculated local norm

Student ID	Student First	Student	Standard Age Score	Age Percentile Rank	Local Norm	Standard Age Score	Age Percentile Rank	Local Norm	Standard Age Score	Age Percentile Rank	Local Norm	Standard Age Score	Age Percentile Rank	Local Norm	Standard Age Score	Age Percentile Rank	Local Norm	Standard Age Score	Age Percentile Rank	Local Norm	Standard Age Score (SAS) VQN	Age Percentile Rank (APR) VQN	Local Norm LAPR VQN
10029	EMERI	AKINTOLA-C	103	57	23%	100	50	16%	86	19	4%	100	50	13%	93	33	7%	91	29	6%	94	35	7%
10026	MALIAH	ALVAREZ AL	108	69	36%	94	35	7%	106	65	35%	102	55	17%	107	67	32%	101	52	19%	104	60	23%
10059	CHRISTIAN	LOPEZ OSOF	96	40	11%	120	89	69%	111	75	49%	109	71	34%	105	62	27%	116	84	58%	110	73	38%

- This example shows building norms for a high-performing building
  - In a high performing building, students' building local norms may be lower than their national APRs in many cases

9	EMERI	AKINTOLA-C	103	57	23%	100	50	16%	86	19	4%	100	50	13%
6	MALIAH	ALVAREZ AL	108	69	36%	94	35	7%	106	65	35%	102	55	17%
9	CHRISTIAN	LOPEZ OSOF	96	40	11%	120	89	69%	111	75	49%	109	71	34%



- Use the lefthand filter pane on the Local Norms page to make other selections for local norms including by building, groups of buildings, or student subgroups
- Copy and paste the local norms values into a new workbook – make sure to label each tab as you add sheets
- And **SAVE YOUR WORK!**

**Building Name**

Adams Elem Chavez Elem  
 Jefferson Elem Kennedy Elem  
 Lincoln Elem Marshall Elem

**Class Grade**

2 (blank)

**Student Gender**

F M

**EL Status**

EL NonEL

**Ethnicity**

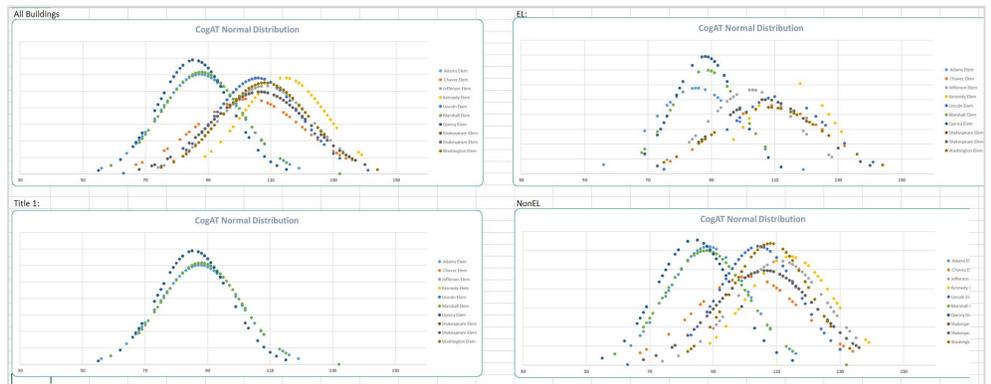
Asian Black  
 Hispanic Islander  
 Native White

**Program 1**

Non-Title 1 Title 1

18	101834	LONDON	GONZALEZ I	99	48	16%	121	91	71%	126	95	85%	110
19	101935	DORIE	TUNSTILL	122	92	73%	113	79	49%	119	88	70%	118
20	101958	LENNOX	UZHCA-MO	104	60	26%	132	98	92%	128	96	88%	124
21	102000	THIAGO	WAFFORD	113	79	49%	127	95	84%	121	91	75%	122

Kennedy Gr 2
  Title 1 Bldgs
  EL Grade 2
  NonEL Grade 2
  Distribution Charts



- Don't forget to name your files carefully and save your work frequently
- Use file names that help you identify which data are contained therein
- Your comments and feedback are welcome!