

Coach Card for Completing Math Classwide Rank Order Sheet

(This Coach Card accompanies the Math Rank Order Sheet used to document, rank and graph data from probe administration.)

Note: Only cells that can be selected are to have information entered. All other cells are locked and you will not be able to enter data.

- 1) Open the Math Rank Order file that is labeled with the appropriate grade level.
- 2) Begin by filling in the demographic information for parish, school, and teacher by clicking the cursor in the cell next to the end of the corresponding areas.
- 3) For each student, type the student's name, student's I.D., gender, race, SpEd/504, and grades retained.
Note: A key is provided at the bottom of the page with the proper format for this information. (For example: Male should be entered into the Gender column as M)

Ex:

	Student Name	Student I.D.	Gender	Race	SpEd/504	Retained
1	Doe, John	000123456	M	B	OHI	2

Note: If there are not enough rows for your roster, you can add extra rows above the median row by clicking INSERT in the top tool bar.

- 4) For each student, enter the probe score for the appropriate time of the year
(Previous Grade Fall, Winter, Spring; Current Grade Fall, Winter, Spring).
- 5) If student was administered Skill/Motivation (S/M), enter that score in the S/M column.
- 6) iLEAP or LEAP data should be entered in the labeled column for 4th, 5th, or 6th grade classes. Enter an (AB) for Approaching Basic or a (U) for Unsatisfactory.
- 7) Type in the dates that the original probes and skill motivations were administered by clicking on the corresponding cell below Probe Dates.

Ex:

Previous Grade Probe Dates				Current Grade Probe Dates			
8/4	8/5			8/4	8/5		
Fall	S/M	Winter	Spring	Fall	S/M	Winter	Spring

- 8) Once all the student scores are entered, the median score will be calculated for you in the yellow highlighted row labeled Median. The cells below will automatically state whether the median score indicates a Classwide problem.
- 9) To rank order data from highest fall score to lowest fall score (previous year), highlight all cells containing student names, demographic information, probe scores, and comments. Select "Sort" in the menu bar, then sort by the first Fall column from highest to lowest.
- 10) All student probe scores will be graphed automatically. Graphs are viewed by selecting the appropriate tab at the bottom of the page (Current Year Chart or Previous Year Chart).
- 11) The graphs are personalized by left clicking on the existing title and typing in the teacher's name at the beginning.
Note: Instructional ranges are already drawn on each graph.
- 12) Save your file placing the teacher's last name and class grade level at the beginning of the file name.
 Example: Smith 3rd Grade Math RO Sheet v9-2010