

# TK and Kindergarten Spreadsheet How-To

The TK and Kindergarten Data Spreadsheet has the proficiency ranges preset in each column for each test in ELA and Mathematics by trimester. This spreadsheet can be used to assist teachers and PLCs in analyzing data for instruction and differentiation.

## Twin Rivers Assessment Calendars and Assessment Information

### 1. Locate the spreadsheet

- Go to the district website  
[www.twinriversusd.org](http://www.twinriversusd.org)
- Click on Departments
- Click on Curriculum and Instruction
- Scroll down to this section
- Click on Kindergarten Data Spreadsheet, download, and save to your computer

- 2016-17 Reporting Calendar
- Assessment Protocols
- 2016-17 District Reporting Calendar
- 2016-17 Grade TK Assessment Grid
- 2016-17 Grade K Assessment Grid
- 2016-17 Grade 1 Assessment Grid
- 2016-17 Grade 2 Assessment Grid
- 2016-17 Grade 3 Assessment Grid
- 2016-17 Grade 4 Assessment Grid
- 2016-17 Grade 5 Assessment Grid
- 2016-17 Grade 6 Assessment Grid
- SBAC Skills Practice for Teachers and Students
- Kinder Data Spreadsheet Math/ELA 16-17 Trimesters 1-3
- TK Data Spreadsheet Math/ELA 16-17 Trimesters 1-3

### 2. Gathering Data From Illuminate

- Go to list assessments
- Clear all filters and choose year 16-17 and grade TK or K
- Locate where the assessments are listed and choose 16-17 TK or Kindergarten Tri 1 manual entry (for ELA or Math)
  - Click on responses at the top
  - Click on new enter/edit
  - Click on find students
  - Copy the information on the entire screen
  - Click **next to the plus sign**, but *not on* the plus sign and highlight all the information to the bottom right corner of the last student
  - Copy all the information

Author	Year (1 selected item)	Grade (1 selected item)	Type	Scope	Subject
Mo	2016-17	TK	Assessment	Teacher Created	English Language Arts
Others	2015-16	TK	Pool Assessment	State	Mathematics
Shared to Me	2014-15	2	Summary Assessment	Publisher/Curriculum Embedded	CTE (career-technical education)
	2013-14	3	State & National/Publisher Assessment	Site Assessment	Health
	2012-13	4	Assessment View	District Benchmark	Special Education

Scan	Duplicate	Type	ID	Title	Author	Date Administered	Last Accessed	Tested
		Assessment	1516 kindergarten ELA Tri1 *Manual Entry (0) TRUSD	1516 kindergarten ELA Tri1 *Manual Entry (0) TRUSD	Ho, Douglas	August 20, 2015	February 5, 2016	
		Assessment	Fourtas and Pinnell Performance Levels Fall 1516	Fourtas and Pinnell Performance Levels Fall 1516	Arnold, Chris	August 20, 2015	January 25, 2016	560
		Assessment	Fourtas & Pinnell Fall Manual Entry 1516	Fourtas & Pinnell Fall Manual Entry 1516	Orozco, Cathy	August 20, 2015	December 9, 2015	
		Assessment	1516 Kindergarten ELA High Frequency Word (HFW) Tri1 *Manual Entry (1) TRUSD	1516 Kindergarten ELA High Frequency Word (HFW) Tri1 *Manual Entry (1) TRUSD	Ho, Douglas	August 20, 2015		
		Assessment	1516 Kindergarten ELA Tri2 *Manual Entry (13) TRUSD	1516 Kindergarten ELA Tri2 *Manual Entry (13) TRUSD	Ho, Douglas	August 20, 2015		



### 3. Putting Data Into the Spreadsheet

- Look at the bottom and make sure you have clicked on Tri \_ ELA or Math
- Click in column A box 2 and paste the information from Illuminate (right click and choose the paste option that says, "match destination formatting")
- All the information should populate and be color coded by proficiency level
- You can repeat this process in trimester 2 as soon as data has been input into Illuminate