



Get more out of ASAP Reports with Pivot Tables

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West Contra Costa Adult
Education, Richmond, CA



ASAP Reports are Valuable

- Does not always give us what we're looking for

Class Summary Report									
West Contra Costa Adult Education									
Fall Quarter 2019									
Filters: All									
Code Status	Class	Location Facility/Room	Min Max	Enrolled Pending	WaitList Open	Start Date End Date	Start Time End Time	Days Instructor	Default Clas Total Net Fee
11701.00 Active	Accounting/Bookkeeping	Alvarado Room 10	10 25	0 0	0 25	09/09/2019 10/14/2019	06:30 PM 08:30 PM		
44101.00 Active	Actors Studio Theater	Alvarado RM 12	20 20	0 0	0 20	09/11/2019 10/30/2019	07:30 PM 08:30 PM		
20101.00 Active	Arabic - Level I	Alvarado RM 3	10 20	0 0	0 20	09/12/2019 11/14/2019	06:00 PM 07:00 PM		
20105.00 Active	Arabic - Level II	Alvarado RM 3	10 20	0 0	0 20	09/12/2019 11/14/2019	07:15 PM 08:15 PM		
06222.00 Active	Automotive Training	El Cerrito High School Auto Shop	10 20	0 0	0 20	09/10/2019 12/17/2019	06:00 PM 09:30 PM		
70115.00	Ba Duan Jin	Alvarado	10	0	0	12/02/2019	09:30 AM		

Restructure and Customize Data

Of all classes offered how
many cancelled?

Class Status	Total		
Active	88		
Cancelled	23		
Total Classes	111		

Of the active
and cancelled
classes how
many were
enrolled?

Instructor Name	Active	Cancelled
	19	
	6	
	6	4
		2
	3	
	1	1
	8	
	2	
	1	
	1	
	1	1
		1
	1	1
	1	
	2	1
	4	
	4	
		1
	4	
	2	1
	2	1
	1	1
	1	1
	1	
	1	6

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Download the Data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	CourseName	Location	Room	Min	Max	Enrolled	Pending	WaitList	StartDate	EndDate	StartTime	EndTime	Days	Instructor	EventCD	Open	Def
2	Accounting/Bookkeeping	Alvarado	Room 10	10	25	0	0	0	9/9/2019	10/14/2019	6:30 PM	8:30 PM	Mo		11701	25	
3	Actors Studio Theater	Alvarado	RM 12	20	20	0	0	0	9/11/2019	10/30/2019	7:30 PM	8:30 PM	We		44101	20	
4	Arabic - Level I	Alvarado	RM 3	10	20	0	0	0	9/12/2019	11/14/2019	6:00 PM	7:00 PM	Th		20101	20	
5	Arabic - Level II	Alvarado	RM 3	10	20	0	0	0	9/12/2019	11/14/2019	7:15 PM	8:15 PM	Th		20105	20	
6	Automotive Training	El Cerrito High School	Auto Shop	10	20	0	0	0	9/10/2019	12/17/2019	6:00 PM	9:30 PM	Tu		6222	20	
7	Ba Duan Jin	Alvarado	rm 8	10	20	0	0	0	12/2/2019	12/16/2019	9:30 AM	11:30 AM	Mo		70115	20	
8	Basic Beginning Sewing	Alvarado	Room 11	0	9	0	0	0	10/3/2019	11/21/2019	6:30 PM	9:00 PM	Th		60101	9	
9	Basic First Aid	Alvarado	RM 1	10	12	0	0	0	9/21/2019	9/21/2019	1:30 PM	4:30 PM	Sa		80110	12	
10	Basic First Aid	Alvarado	RM 1	10	12	0	0	0	10/19/2019	10/19/2019	1:30 PM	4:30 PM	Sa		80110.01	12	
11	Basic First Aid	Alvarado	RM 1	10	12	0	0	0	11/16/2019	11/16/2019	1:30 PM	4:30 PM	Sa		80110.02	12	
12	Basic First Aid	Alvarado	RM 1	10	12	0	0	0	12/14/2019	12/14/2019	1:30 PM	4:30 PM	Sa		80110.03	12	
13	Basic Medical Mathematics	Alvarado	RM 13	10	15	0	0	0	10/22/2019	12/3/2019	5:00 PM	7:30 PM	Tu		7330	15	
14	Beginning Chinese	Alvarado	RM 12	10	12	1	0	0	9/14/2019	9/14/2019	10:00 AM	2:00 PM	Sa		30521	11	
15	Beginning/Intermediate Flute/Saxophone/Clarinet	Alvarado	RM 12	10	10	1	0	0	9/11/2019	10/30/2019	6:00 PM	7:00 PM	We		4255	9	
16	Beginning/Intermediate Violin	Alvarado	RM 4	10	10	0	0	0	9/9/2019	10/28/2019	7:15 PM	8:15 PM	Mo		4280	10	
17	Build Your Own Website with HTML & CSS	Alvarado	RM 4	10	12	1	0	0	9/12/2019	11/21/2019	7:00 PM	9:00 PM	Th		4584.01	11	
18	Build Your Own Website with HTML & CSS	Alvarado	rm 8	10	12	0	0	0	9/12/2019	11/21/2019	10:00 AM	12:00 PM	Th		4584	12	
19	Certificado de Reparacion y Mantenimiento de Edificios-Avanzado	DeJean	E108	10	10	0	0	0	9/14/2019	10/12/2019	9:00 AM	2:00 PM	Sa		6210	10	
20	Certificado de Reparacion y Mantenimiento de Edificios-Principiante	DeJean	E108	10	10	0	0	0	9/12/2019	10/31/2019	6:00 PM	8:30 PM	Th		6205	10	
21	Clase de Preparacion para GED Fase I-Evaluacion	Alvarado	RM 5	10	20	1	0	0	9/11/2019	9/18/2019	9:00 AM	2:00 PM	We		2105	19	
22	Clase de Preparacion para GED Fase I-Evaluacion	Alvarado	RM 5	10	20	1	0	0	10/5/2019	10/12/2019	9:00 AM	2:00 PM	Sa		2105.01	19	
23	Clase de Preparacion para GED Fase I-Evaluacion	Alvarado	RM 5	10	20	0	0	0	11/6/2019	11/13/2019	9:00 AM	12:00 PM	We		2105.02	20	
24	Clase de Preparacion para GED Fase I-Evaluacion	Alvarado	RM 5	10	20	0	0	0	12/7/2019	12/14/2019	9:00 AM	2:00 PM	Sa		2105.03	20	
25	Continuing Sewing I	Alvarado	Room 11	0	3	0	0	0	10/17/2019	11/21/2019	6:30 PM	9:00 PM	Th		60105	3	
26	Cooking 4 One	Alvarado	RM 12	10	10	0	0	0	9/11/2019	11/20/2019	10:30 AM	12:30 PM	We		30501	10	
27	CPR	Alvarado	RM 1	10	12	0	0	0	9/21/2019	9/21/2019	8:00 AM	1:00 PM	Sa		80105	12	
28	CPR	Alvarado	RM 1	10	12	0	0	0	10/19/2019	10/19/2019	8:00 AM	1:00 PM	Sa		80105.01	12	

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- Keeping it simple
 - Decide what kind of information is needed
 - Example:
 - What are the different classes being taught by each teacher?

Teacher 1

Clase de Preparacion para GED Fase I-Evaluacion
GED Test Orientation Phase I-Assessment

Teacher 2

Pain Away Plan, The
Strong Bodies Stay Young
Strong Bodies/Strong Bones

Teacher 3

Arabic - Level I
Arabic - Level II
French - Level C
French - Level I
French - Level II
French - Level III
German - Level I
German - Level II
Italian - Level C
Italian - Level I
Italian - Level II
Italian - Level III
Portuguese - Level I
Portuguese - Level II
Russian - Level I
Russian - Level II
Spanish - Level C
Spanish - Level I
Spanish - Level II
Spanish - Level III

Teacher 4

Automotive Training
Electrical Controls
Pre-Apprenticeship (Electrician Training)
Stationary Engineering Training
Welding
Woodworking

Teacher 5

Basic First Aid
CPR
Deaf Interpreter - Sign Language 3 Plus
Deaf Interpreter - Sign Language I
Deaf Interpreter - Sign Language II

Teacher 6

Getting Started

How many hours are being taught by each teacher for a specific time period?

Step 1: Find the Right Report

- How many hours are being taught by each teacher?
Search reports until you find the report that best suits answers the question.



Instructor Hours

Displays scheduled teaching hours, with or without attendance, and other data for Payroll.




VS



Class Attendance Summary Report
Grid

View/print Class attendance summary records for single or multiple classes

***Choose the Report that
provides you answers to a
variety of questions***

	Class Summary Master	Class Summary Master Report
	Class Enrollments with Total Hours and Home School	Class enrollments with total attendance hours and home school by time period.
	Class Attendance Summary Report Grid	View/print Class attendance summary records for single or multiple classes

Report Results

Drag a column header and drop it here to group by that column

Instructor Last Name	Instructor First Name	Event ID	Event CD	Course Name	Time Period Cd	Total Attendance Hours	Undup Student Count w/att	Daily Avg Stu Count	Daily Avg Hours Attended ALL	Daily Avg Hours Attended Per Student	Class Schedule Hours
		1462180	02105.03	Evaluacion	QTFA19	0.00					
		1462002	02101.00	GED Test Orientation Phase I-Assessment	QTFA19	0.00					
		1462014	02101.02	GED Test Orientation Phase I-Assessment	QTFA19	0.00					
		1458923	20101.00	Arabic - Level I	QTFA19	0.00					
		1458924	20105.00	Arabic - Level II	QTFA19	0.00					
		1458968	20116.00	French - Level C	QTFA19	0.00					
		1458960	20110.00	French - Level I	QTFA19	0.00					
		1458964	20115.00	French - Level II	QTFA19	0.00					

Class Summary Report

West C

Filters: All

Code Status	Class	Location Facility/Room	Min Max	Enrolled Pending	WaitList Open	Start Date End Date	Start Time End Time
90300.04 Active	ABE English	DeJean E103	0 50	0 0	0 50	09/03/2019 12/19/2019	06:00 PM 09:00 PM
90300.01 Active	ABE English	Alvarado TBA	0 50	0 0	0 50	09/03/2019 12/20/2019	08:30 AM 02:00 PM
90300.00 Cancelled	ABE English	DeJean E103	0 50	0 0	0 50	09/03/2019 12/20/2019	09:00 AM 12:00 PM
90300.07 Active	ABE English	DeJean E103	0 30	0 0	0 30	09/03/2019 12/19/2019	09:00 AM 12:00 PM
90300.03 Active	ABE English	DeJean E103	0 30	0 0	0 30	09/03/2019 12/20/2019	12:30 PM 02:30 PM
90300.02 Active	ABE English	DeJean E103	0 30	0 0	0 30	09/03/2019 12/19/2019	09:00 AM 12:00 PM
90300.08 Active	ABE English	DeJean E103	0 30	0 0	0 30	09/03/2019 12/19/2019	12:30 PM 02:30 PM
90101.08 Active	ABE Math	DeJean E103	0 30	0 0	0 30	09/03/2019 12/19/2019	12:30 PM 02:30 PM

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Exporting Awareness

1 of 11

Export to the selected format

Export to the selected format

Acrobat (PDF) file

CSV (comma delimited)

Excel 97-2003

Rich Text Format

TIFF file

Web Archive

Class Summary Report

Filters: All

Code Status	Class	Facility/Room	Min Max	Enrolled Pending	WaitL Ope
90300.04 Active	ABE English	DeJean E103	0 50	0 0	0 50
90300.01 Active	ABE English	Alvarado TBA	0 50	0 0	0 50
90300.00 Cancelled	ABE English	DeJean E103	0 50	0 0	0 50

Class Summary Report

Filters: All

Code Status	Class	Location Facility/Room	Min Max	Enrolled Pending	WaitList Open	Start Date	Start Time
11701.00 Active	Accounting/Bookkeeping	Alvarado Room 10	10 25	0 0	0 25	09/09/2019	06:30 PM
44101.00 Active	Actors Studio Theater	Alvarado RM 12	20 20	0 0	20 20	09/11/2019	07:30 PM
20101.00 Active	Arabic - Level I	Alvarado RM 3	10 20	0 0	0 20	09/12/2019	06:00 PM
20105.00 Active	Arabic - Level II	Alvarado RM 3	10 20	0 0	0 20	09/12/2019	07:15 PM
06222.00 Active	Automotive Training	El Cerrito High School Auto Shop	10 20	0 0	0 20	09/10/2019	06:00 PM
70115.00 Active	Ba Duan Jin	Alvarado rm 8	10 20	0 0	0 20	12/02/2019	09:30 AM
60101.00 Active	Basic Beginning Sewing	Alvarado Room 11	0 9	0 0	0 9	10/03/2019	06:30 PM
80110.00 Active	Basic First Aid	Alvarado RM 1	10 12	0 0	0 12	09/21/2019	01:30 PM
80110.01 Active	Basic First Aid	Alvarado RM 1	10 12	0 0	0 12	10/19/2019	01:30 PM
80110.02 Active	Basic First Aid	Alvarado RM 1	10 12	0 0	0 12	11/16/2019	01:30 PM
80110.03 Active	Basic First Aid	Alvarado RM 1	10 12	0 0	0 12	12/14/2019	01:30 PM
07330.00 Active	Basic Medical Mathematics	Alvarado RM 13	10 15	0 0	0 15	10/22/2019	05:00 PM
30521.00 Active	Beginning Chinese	Alvarado RM 12	10 12	1 0	1 11	09/14/2019	10:00 AM
04255.00 Active	Beginning/Intermediate Flute/Saxophone/Clarinet	Alvarado RM 12	10 10	1 0	0 9	09/11/2019	06:00 PM
04280.00 Active	Beginning/Intermediate Violin	Alvarado RM 4	10 10	0 0	0 10	09/09/2019	07:15 PM
04584.01 Active	Build Your Own Website with HTML & CSS	Alvarado RM 4	10 12	1 0	1 11	09/12/2019	07:00 PM
04584.00 Active	Build Your Own Website with HTML & CSS	Alvarado rm 8	10 12	0 0	0 12	09/12/2019	10:00 AM
06210.00 Active	Certificado de Reparacion y Mantenimiento de Edificios-Avanzado	DeJean E108	10 10	0 0	0 10	09/14/2019	09:00 AM

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.CSV File Type

1 of 11

Export to the selected format

Export to the selected format

Acrobat (PDF) file

CSV (comma delimited)

Excel 97-2003

Rich Text Format

TIFF file

Web Archive

Class Summary Report

Filters: All

Code	Status	Class	Facility/Room	Min	Max	Enrolled	Pending	WaitList	Open	Start Date	End Date
90300.04	Active	ABE English	DeJean E103	0	50	0	0	0	50	09/03/20	12/19/20
90300.01	Active	ABE English	Alvarado TBA	0	50	0	0	0	50	09/03/20	12/20/20
90300.00	Cancelled	ABE English	DeJean E103	0	50	0	0	0	50	09/03/20	12/20/20

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	CourseName	Location	Room	Min	Max	Enrolled	Pending	WaitList	StartDate	EndDate	StartTime	EndTime	Days	Inst
2	ABE English	DeJean	E103	0	50	0	0	0	9/3/2019	12/19/2019	6:00 PM	9:00 PM	Mo Tu We Mo	
3	ABE English	Alvarado	TBA	0	50	0	0	0	9/3/2019	12/20/2019	8:30 AM	2:00 PM	Mo Tu We TB	
4	ABE English	DeJean	E103	0	50	0	0	0	9/3/2019	12/20/2019	9:00 AM	12:00 PM	Mo Tu We TB	
5	ABE English	DeJean	E103	0	30	0	0	0	9/3/2019	12/19/2019	9:00 AM	12:00 PM	Mo We TB	
6	ABE English	DeJean	E103	0	30	0	0	0	9/3/2019	12/20/2019	12:30 PM	2:30 PM	Tu Th Fra	
7	ABE English	DeJean	E103	0	30	0	0	0	9/3/2019	12/19/2019	9:00 AM	12:00 PM	Tu Th Fra	
8	ABE English	DeJean	E103	0	30	0	0	0	9/3/2019	12/19/2019	12:30 PM	2:30 PM	Mo We TB	
9	ABE Math	DeJean	E103	0	30	0	0	0	9/3/2019	12/19/2019	12:30 PM	2:30 PM	Mo We TB	
10	ABE Math	DeJean	E103	0	30	0	0	0	9/3/2019	12/19/2019	9:00 AM	12:00 PM	Tu Th Fra	
11	ABE Math	DeJean	E103	0	30	0	0	0	9/3/2019	12/20/2019	12:30 PM	2:30 PM	Tu Th Fra	

Pivot Table Compatibility

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
3		Class Summary Report																			West Contra Costa Adult Education												
5		Filters: All																			Fall Quarter 2019												
7																																	
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153																																	

	B	C	D	E	F	G	H	I	J	K	L
1	Location	Room	Min	Max	Enrolled	Pending	WaitList	StartDate	EndDate	StartTime	EndTime
2	Alvarado	Room 10	10	25	3	0	0	9/9/2019	10/14/2019	6:30 PM	8:30 PM
3	Alvarado	RM 12	20	20	2	0	0	9/11/2019	10/30/2019	7:30 PM	8:30 PM
4	Alvarado	RM 3	10	20	2	0	0	9/12/2019	11/14/2019	6:00 PM	7:00 PM
5	Alvarado	RM 3	10	20	1	0	0	9/12/2019	11/14/2019	7:15 PM	8:15 PM
6	El Cerrito	Auto Shop	10	20	3	0	0	9/10/2019	12/17/2019	6:00 PM	9:00 PM
7	Alvarado	rm 8	10	20	0	0	0	12/2/2019	12/16/2019	9:30 AM	11:30 AM
8	Alvarado	Room 11	0	9	5	0	0	10/3/2019	11/21/2019	6:30 PM	9:30 PM
9	Alvarado	RM 1	10	12	2	0	0	9/21/2019	9/21/2019	1:30 PM	4:30 PM
10	Alvarado	RM 1	10	12	0	0	0	10/19/2019	10/19/2019	1:30 PM	4:30 PM
11	Alvarado	RM 1	10	12	0	0	0	11/16/2019	11/16/2019	1:30 PM	4:30 PM
12	Alvarado	RM 1	10	12	0	0	0	12/14/2019	12/14/2019	1:30 PM	4:30 PM
13	Alvarado	RM 13	10	15	0	0	0	10/22/2019	12/3/2019	5:00 PM	7:00 PM
14	Alvarado	RM 12	10	12	6	0	0	9/14/2019	9/14/2019	10:00 AM	2:00 PM
15	Alvarado	RM 12	10	10	4	0	0	9/11/2019	10/30/2019	6:00 PM	7:00 PM
16	Alvarado	RM 4	10	10	0	0	0	9/9/2019	10/28/2019	7:15 PM	8:15 PM
17	Alvarado	RM 4	10	12	4	0	0	9/12/2019	11/21/2019	7:00 PM	9:00 PM
18	Alvarado	rm 8	10	12	2	0	0	9/12/2019	11/21/2019	10:00 AM	12:00 PM
19	DeJean	E108	10	10	0	0	0	9/14/2019	10/12/2019	9:00 AM	2:00 PM
20	DeJean	E108	10	10	2	0	0	9/12/2019	10/31/2019	6:00 PM	8:00 PM
21	Alvarado	RM 5	10	20	6	0	0	9/11/2019	9/18/2019	9:00 AM	2:00 PM
22	Alvarado	RM 5	10	20	2	0	0	10/5/2019	10/12/2019	9:00 AM	2:00 PM
23	Alvarado	RM 5	10	20	0	0	0	11/6/2019	11/13/2019	8:00 AM	12:00 PM

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Pivot Table Compatibility

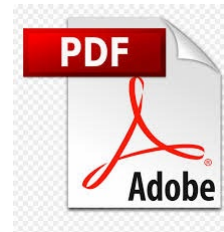
Drag a column header and drop it here to group by that column

Instructor Last Name	Instructor First Name	Event ID	Event CD	Course Name	Time Period Cd	Total Attendance Hours
		1462178	02105.01	Clase de Preparacion para GED Fase I- Evaluacion	QTFA19	0.00
		1462180	02105.03	Clase de Preparacion para GED Fase I- Evaluacion	QTFA19	0.00
		1462002	02101.00	GED Test Orientation Phase I-Assessment	QTFA19	0.00
		1462014	02101.02	GED Test Orientation Phase I-Assessment	QTFA19	0.00
		1458923	20101.00	Arabic - Level I	QTFA19	0.00
		1458924	20105.00	Arabic - Level II	QTFA19	0.00
		1458968	20116.00	French - Level C	QTFA19	0.00

	B	C	D	E	F	G	L	S
1	Instructor First Name	Event ID	Event CD	Course Name	Time Period Cd	Total Attendance Hours	Class Scheduled Hours	
2	Adelina	1462178	2105.01	Clase de Preparacion para GED Fase I- Evaluacion	QTFA19	0.00	10.00	
3	Adelina	1462180	2105.03	Clase de Preparacion para GED Fase I- Evaluacion	QTFA19	0.00	10.00	
4	Adelina	1462002	2101	Assessment	QTFA19	0.00	10.00	
5	Adelina	1462014	2101.02	Assessment	QTFA19	0.00	10.00	
6	Simon	1458923	20101	Arabic - Level I	QTFA19	0.00	10.00	
7	Simon	1458924	20105	Arabic - Level II	QTFA19	0.00	10.00	
8	Simon	1458968	20116	French - Level C	QTFA19	0.00	10.00	
9	Simon	1458960	20110	French - Level I	QTFA19	0.00	10.00	
10	Simon	1458964	20115	French - Level II	QTFA19	0.00	10.00	
11	Simon	1458966	20117	French - Level III	QTFA19	0.00	10.00	
12	Simon	1458982	20120	German - Level I	QTFA19	0.00	10.00	
13	Simon	1458984	20125	German - Level II	QTFA19	0.00	10.00	
14	Simon	1459173	20140	Italian - Level C	QTFA19	0.00	10.00	
15	Simon	1459111	20130	Italian - Level I	QTFA19	0.00	10.00	
16	Simon	1459138	20135	Italian - Level II	QTFA19	0.00	10.00	
17	Simon	1459145	20136	Italian - Level III	QTFA19	0.00	10.00	
18	Simon	1459193	20145	Portuguese - Level I	QTFA19	0.00	10.00	
19	Simon	1459195	20155	Portuguese - Level II	QTFA19	0.00	10.00	
20	Simon	1459204	20160	Russian - Level I	QTFA19	0.00	10.00	
21	Simon	1459205	20161	Russian - Level II	QTFA19	0.00	10.00	
22	Simon	1459229	20180	Spanish - Level C	QTFA19	0.00	10.00	
23	Simon	1459219	20165	Spanish - Level I	QTFA19	0.00	10.00	
24	Simon	1459221	20170	Spanish - Level II	QTFA19	0.00	10.00	
25	Simon	1459223	20175	Spanish - Level III	QTFA19	0.00	10.00	
26	Steve	1466724	6222	Automotive Training	QTFA19	0.00	49.00	
27	Steve	1461867	6215	Electrical Controls	QTFA19	0.00	49.00	
28	Steve	1461968	6285	Pre-Apprenticeship (Electrician Training)	QTFA19	0.00	49.00	
29	Steve	1463933	6221	Stationary Engineering Training	QTFA19	0.00	45.00	

Step 2: Export the Report Data to Excel

- Choosing your export method



May bring over titles and formatting



Brings over raw data

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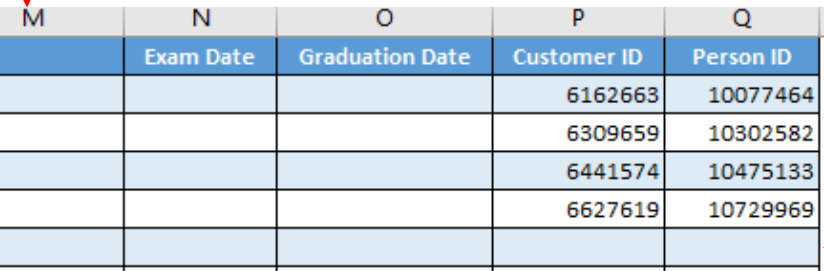
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.CSV (Source/Raw Data)

	A	B	C	D	E	F	K	L	M	N	O	P	Q
1	Instructor	Event ID	Event CD	Course Name	Time Period Cd	Total Attendance Hours	Class Scheduled Hours	Scheduled Days Count	Days With Attendance Count	Enrollment Records Total	Daysof Week	Start Time	End Time
2	Teacher U	1462178	2105.01	Clase de Preparacion para GED Fase I- Evaluacion	QTFA19	0.00	10.00	2	0	2	Sa	9:00 AM	2:00 PM
3	Teacher D	1462180	2105.03	Clase de Preparacion para GED Fase I- Evaluacion	QTFA19	0.00	10.00	2	0		Sa	9:00 AM	2:00 PM
4	Teacher N	1462002	2101	GED Test Orientation Phase I-Assessment	QTFA19	0.00	10.00	2	0	7	Sa	9:00 AM	2:00 PM
5	Teacher I	1462014	2101.02	GED Test Orientation Phase I-Assessment	QTFA19	0.00	10.00	2	0		Sa	9:00 AM	2:00 PM
6	Teacher E	1458923	20101	Arabic - Level I	QTFA19	0.00	10.00	10	0	2	Th	6:00 PM	7:00 PM
7	Teacher F	1458924	20105	Arabic - Level II	QTFA19	0.00	10.00	10	0	1	Th	7:15 PM	8:15 PM
8	Teacher X	1458968	20116	French - Level C	QTFA19	0.00	10.00	10	0		Tu	4:45 PM	5:45 PM
9	Teacher N	1458960	20110	French - Level I	QTFA19	0.00	10.00	10	0	3	Tu	6:00 PM	7:00 PM
10	Teacher G	1458964	20115	French - Level II	QTFA19	0.00	10.00	10	0	3	Tu	7:15 PM	8:15 PM
11	Teacher Y	1458966	20117	French - Level III	QTFA19	0.00	10.00	10	0		Tu	3:30 PM	4:30 PM
12	Teacher S	1458982	20120	German - Level I	QTFA19	0.00	10.00	10	0	2	We	2:15 PM	3:15 PM
13	Teacher Y	1458984	20125	German - Level II	QTFA19	0.00	10.00	10	0		Th	2:15 PM	3:15 PM
14	Teacher R	1459173	20140	Italian - Level C	QTFA19	0.00	10.00	10	0		Mo	4:45 PM	5:45 PM
15	Teacher T	1459111	20130	Italian - Level I	QTFA19	0.00	10.00	10	0	2	Mo	6:00 PM	7:00 PM
16	Teacher R	1459138	20135	Italian - Level II	QTFA19	0.00	10.00	10	0	6	Mo	7:15 PM	8:15 PM
17	Teacher Y	1459145	20136	Italian - Level III	QTFA19	0.00	10.00	10	0	4	Mo	3:30 PM	4:30 PM
18	Teacher E	1459193	20145	Portuguese - Level I	QTFA19	0.00	10.00	10	0		Th	3:30 PM	4:30 PM
19	Teacher K	1459195	20155	Portuguese - Level II	QTFA19	0.00	10.00	10	0		Th	4:45 PM	5:45 PM
20	Teacher S	1459204	20160	Russian - Level I	QTFA19	0.00	10.00	10	0		Mo	2:15 PM	3:15 PM
21	Teacher W	1459205	20161	Russian - Level II	QTFA19	0.00	10.00	10	0		Tu	2:15 PM	3:15 PM
22	Teacher M	1459229	20180	Spanish - Level C	QTFA19	0.00	10.00	10	0	2	We	4:45 PM	5:45 PM
23	Teacher I	1459219	20165	Spanish - Level I	QTFA19	0.00	10.00	10	0	4	We	6:00 PM	7:00 PM
24	Teacher Q	1459221	20170	Spanish - Level II	QTFA19	0.00	10.00	10	0	4	We	7:15 PM	8:15 PM

Datasheet Prerequisites

- Data in columns and rows must be in contiguous columns and rows
 - No blank columns or rows that separate data



	G	H	I	J	K	L	M	N	O	P	Q
1	Birth Date	Primary Phone	Address	City	State	Postal Code		Exam Date	Graduation Date	Customer ID	Person ID
2	12/19/1999	(925) 204-7960	816 Wilson Ave	Richmond	CA	94805				6162663	10077464
3	11/15/1999	(415) 577-9355	3400 richmond prky	Richmond	CA	94806				6309659	10302582
4	10/15/1996	(510) 234-1030	6171 Plymouth Ave	Richmond	CA	94805				6441574	10475133
5	5/18/2000	(415) 305-6603	555 8th Street	Richmond	CA	94801				6627619	10729969
6											
7	7/27/1989	(510) 901-8955	555 41st Street	Richmond	CA	94805				6467540	10512295
8	12/28/1998	(510) 575-7076	226 16th Street	Richmond	CA	94801				6825828	11002462

Step 3: Create the Pivot Table

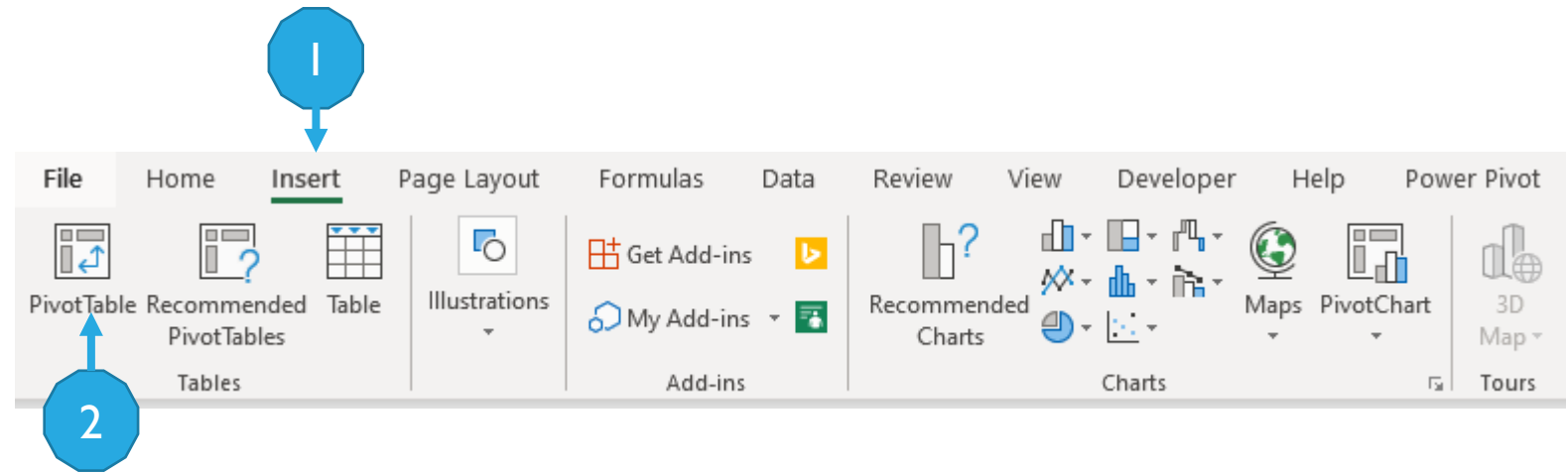
- Select any cell that contains data

8982	20120	German - Level I	QTFA
8984	20125	German - Level II	QTFA
9173	20140	Italian - Level C	QTFA
9111	20130	Italian - Level I	QTFA
9138	20135	Italian - Level II	QTFA
9145	20136	Italian - Level III	QTFA
9193	20145	Portuguese - Level I	QTFA
9195	20155	Portuguese - Level II	QTFA
9204	20160	Russian - Level I	QTFA
9205	20161	Russian - Level II	QTFA
9229	20180	Spanish - Level C	QTFA
9219	20165	Spanish - Level I	QTFA
9221	20170	Spanish - Level II	QTFA
9223	20175	Spanish - Level III	QTFA
6724	6222	Automotive Training	QTFA
4867	6245	Electrical Controls	QTFA

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Step 4: *Insert > Pivot Table*



Create Pivot Table Dialog Box

Create PivotTable

Choose the data that you want to analyze

☒ Select a table or range

Table/Range: 'RadGridExport (31)!'\$A\$1:\$R\$152

☐ Use an external data source

Choose Connection...

Connection name:

☐ Use this workbook's Data Model

Choose where you want the PivotTable report to be placed

☒ New Worksheet

☐ Existing Worksheet

Location:

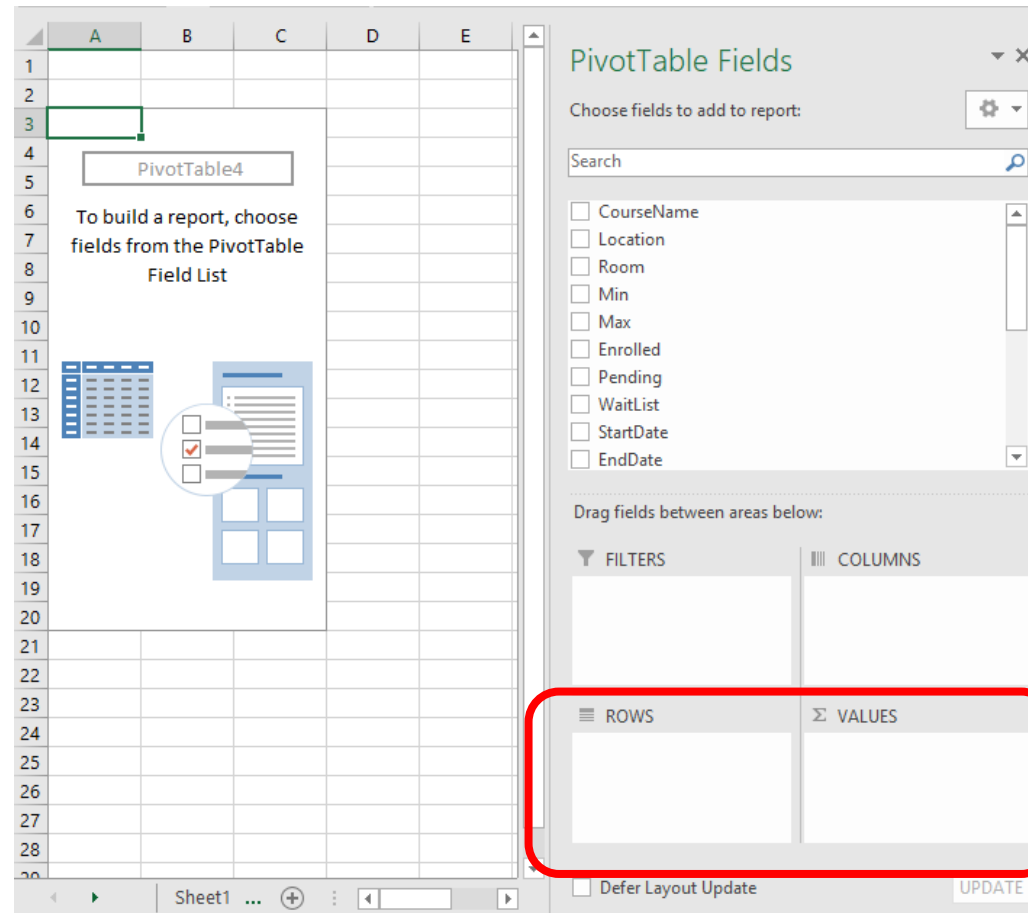
Choose whether you want to analyze multiple tables

☐ Add this data to the Data Model

OK Cancel

Defines the range of contiguous cells that contain data

Step 5: Start Structuring Your Pivot Table



Which field(s) do you want to show in your report ?

Where and how do you want them to appear?

Class Attendance Summary Report Grid
Before And After

	A	B	C	D	E	F	K	L	M	N	O	P	Q
1	Instructor	Event ID	Event CD	Course Name	Time Period Cd	Total Attendance Hours	Class Scheduled Hours	Scheduled Days Count	Days With Attendance Count	Enrollment Records Total	Daysof Week	Start Time	End Time
2	Teacher U	1462178	2105.01	Clase de Preparacion para GED Fase I- Evaluacion	QTFA19	0.00	10.00	2	0	2	Sa	9:00 AM	2:00 PM
3	Teacher D	1462180	2105.03	Clase de Preparacion para GED Fase I- Evaluacion	QTFA19	0.00	10.00	2	0		Sa	9:00 AM	2:00 PM
4	Teacher N	1462002	2101	GED Test Orientation Phase I-Assessment	QTFA19	0.00	10.00	2	0	7	Sa	9:00 AM	2:00 PM
5	Teacher I	1462014	2101.02	GED Test Orientation Phase I-Assessment	QTFA19	0.00	10.00	2	0		Sa	9:00 AM	2:00 PM
6	Teacher E	1458923	20101	Arabic - Level I	QTFA19	0.00	10.00	10	0	2	Th	6:00 PM	7:00 PM
7	Teacher F	1458924	20105	Arabic - Level II	QTFA19	0.00	10.00	10	0	1	Th	7:15 PM	8:15 PM
8	Teacher X	1458968	20116	French - Level C	QTFA19	0.00	10.00	10	0		Tu	4:45 PM	5:45 PM
9	Teacher N	1458960	20110	French - Level I	QTFA19	0.00	10.00	10	0	3	Tu	6:00 PM	7:00 PM
10	Teacher G	1458964	20115	French - Level II	QTFA19	0.00	10.00	10	0	3	Tu	7:15 PM	8:15 PM
11	Teacher Y	1458966	20117	French - Level III	QTFA19	0.00	10.00	10	0		Tu	3:30 PM	4:30 PM
12	Teacher S	1458982	20120	German - Level I	QTFA19	0.00	10.00	10	0	2	We	2:15 PM	3:15 PM
13	Teacher Y	1458984	20125	German - Level II	QTFA19	0.00	10.00	10	0		Th	2:15 PM	3:15 PM
14	Teacher R	1459173	20140	Italian - Level C	QTFA19	0.00	10.00	10	0		Mo	4:45 PM	5:45 PM
15	Teacher T	1459111	20130	Italian - Level I	QTFA19	0.00	10.00	10	0	2	Mo	6:00 PM	7:00 PM
16	Teacher R	1459138	20135	Italian - Level II	QTFA19	0.00	10.00	10	0	6	Mo	7:15 PM	8:15 PM
17	Teacher Y	1459145	20136	Italian - Level III	QTFA19	0.00	10.00	10	0	4	Mo	3:30 PM	4:30 PM
18	Teacher E	1459193	20145	Portuguese - Level I	QTFA19	0.00	10.00	10	0		Th	3:30 PM	4:30 PM
19	Teacher K	1459195	20155	Portuguese - Level II	QTFA19	0.00	10.00	10	0		Th	4:45 PM	5:45 PM
20	Teacher S	1459204	20160	Russian - Level I	QTFA19	0.00	10.00	10	0		Mo	2:15 PM	3:15 PM
21	Teacher W	1459205	20161	Russian - Level II	QTFA19	0.00	10.00	10	0		Tu	2:15 PM	3:15 PM
22	Teacher M	1459229	20180	Spanish - Level C	QTFA19	0.00	10.00	10	0	2	We	4:45 PM	5:45 PM
23	Teacher I	1459219	20165	Spanish - Level I	QTFA19	0.00	10.00	10	0	4	We	6:00 PM	7:00 PM
24	Teacher Q	1459221	20170	Spanish - Level II	QTFA19	0.00	10.00	10	0	4	We	7:15 PM	8:15 PM

	A	B
3	Teacher <div></div>	Total Scheduled Hours
4	Teacher A	43
5	Teacher B	54
6	Teacher C	98
7	Teacher D	173
8	Teacher E	156
9	Teacher F	31
10	Teacher G	48
11	Teacher H	26
12	Teacher I	174
13	Teacher J	119
14	Teacher K	34
15	Teacher L	88
16	Teacher M	61
17	Teacher N	67
18	Teacher O	86
19	Teacher P	68
20	Teacher Q	48
21	Teacher R	64
22	Teacher S	123
23	Teacher T	81
24	Teacher U	79
25	Teacher V	57

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How'd I Get There?

	A	B
3	Teacher	Total Scheduled Hours
4	Teacher A	43
5	Teacher B	54
6	Teacher C	98
7	Teacher D	173
8	Teacher E	156
9	Teacher F	31
10	Teacher G	48
11	Teacher H	26
12	Teacher I	174
13	Teacher J	119
14	Teacher K	34
15	Teacher L	88
16	Teacher M	61
17	Teacher N	67
18	Teacher O	86
19	Teacher P	68
20	Teacher Q	48
21	Teacher R	64
22	Teacher S	123
23	Teacher T	81
24	Teacher U	79
25	Teacher V	57

The screenshot shows the 'PivotTable Fields' task pane. A blue arrow points from the 'Teacher' field in the table to the 'Instructor' field in the list. Another blue arrow points from the 'Total Scheduled Hours' field in the table to the 'Total Scheduled Hours' field in the 'Values' area. The 'Instructor' field is selected in the list and is also placed in the 'Rows' area. The 'Total Scheduled Hours' field is placed in the 'Values' area. The 'Filters' and 'Columns' areas are empty.

PivotTable Fields

Choose fields to add to report:

Search

- ☒ Instructor
- ☐ Event ID
- ☐ Event CD
- ☐ Course Name
- ☐ Time Period Cd

Drag fields between areas below:

Filters

Columns

Rows

Instructor

Values

Total Scheduled Hours

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- Check

	A	B	C
1			
2			
3	Instructor	Sum of Class Scheduled Hours	
4	Abril	40	
5	Adelina	40	
6	Bandar	200	
7	Simon	200	
8	Bartoni	279	
9	Steve	279	
10	Berry	59	
11	Marian	59	
12	Brown	15	
13	Bradley	15	
14	Coe	20	
15	Mary	20	
16	Corley	25	
17	Glenn	25	
18	Dante-Barragan	28	
19	Cesar	28	
20	Dearborn	40	
21	Laurel	40	
22	Dey	12	
23	Marguerite	12	
24	Dynes	16	
25	Beverly	16	
26	Fischer	20	
27	Nancy	20	
28	Foster	2	
29	Lisa	2	

PivotTable Fields

Choose fields to add to report:

Search

- ☒ Instructor Last Name
- ☒ Instructor First Name
- ☐ Event ID
- ☐ Event CD
- ☐ Course Name
- ☐ Time Period Cd
- ☐ Total Attendance Hours
- ☐ Undup Student Count w/att
- ☐ Daily Avg Stu Count
- ☐ Daily Avg Hours Attended ALL
- ☐ Daily Avg Hours Attended Per Student
- ☒ Class Scheduled Hours
- ☐ Scheduled Days Count
- ☐ Days With Attendance Count
- ☐ Enrollment Records Total

Drag fields between areas below:

FILTERS

COLUMNS

ROWS

Instructor Last Name

Instructor First Name

VALUES

Sum of Class Schedule...

Move Fields into Position

- Tweak

	A	B	C	D
1				
2				
3	Instructor Last Name	Instructor First Name	Sum of Class Scheduled Hours	
4	Abril	Adelina	40	
5	Bandar	Simon	200	
6	Bartoni	Steve	279	
7	Berry	Marian	59	
8	Brown	Bradley	15	
9	Coe	Mary	20	
10	Corley	Glenn	25	
11	Dante-Barragan	Cesar	28	
12	Dearborn	Laurel	40	
13	Dey	Marguerite	12	
14	Dynes	Beverly	16	
15	Fischer	Nancy	20	
16	Foster	Lisa	2	
17	Fujioka	Marjorie	42	
18	Garcia	Michael	16	
19	Hall	Celina	11	
20	Herzfeld	Martin	18	
21	Kehoe	Carol	78	
22	Khalsa	Sahib-Amar	11	
23	Lang	Karen	35	
24	Lockard	Janet	27	
25	Lopez	Josephina	32	
26	Lopez Tello	Esperanza	36	
27	Luke	Vivienne	39	
28	McCrossin	Tracy	65	

PivotTable Fields

Choose fields to add to report:

Search

☒ Instructor Last Name

☒ Instructor First Name

☐ Event ID

☐ Event CD

☐ Course Name

☐ Time Period Cd

☐ Total Attendance Hours

☐ Undup Student Count w/att

☐ Daily Avg Stu Count

☐ Daily Avg Hours Attended ALL

☐ Daily Avg Hours Attended Per Student

☒ Class Scheduled Hours

☐ Scheduled Days Count

☐ Days With Attendance Count

☐ Enrollment Records Total

Drag fields between areas below:

FILTERS

COLUMNS

ROWS

Instructor Last Name
Instructor First Name

VALUES

Sum of Class Schedule...

Step 6: PivotTables Tool Tab

Explore Different Report Layouts and More

The screenshot displays the Microsoft Excel interface with the PivotTable Tools ribbon active. The Design tab is selected, and the Report Layout dropdown menu is open, showing options for how the PivotTable should be displayed. The background shows a PivotTable with 'Instructor Last' as the row label and 'Total Scheduled Hours' as the value.

Instructor Last	Total Scheduled Hours
Abril	40
Bandar	200
Bartoni	279
Berry	59
Brown	15

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Know How You Want the Data to Look

**Of all classes offered how
many cancelled?**

**How many were enrolled for
each status
(active/cancelled)?**



Demo

Questions?

Google Sheet

- Select All Data
- Data > Pivot Table

	A	B
1	<i>EventStatus</i>	COUNTA of Ever
2	Active	89
3	Cancelled	18
4	Grand Total	107
5		

Sheet1!A1:P108

Suggested

Rows **Add**

EventStatus **X**

Order: Ascending Sort by: EventStatus

☒ Show totals

Columns **Add**

Values **Add**

EventStatus **X**

Summarize by: COUNTA Show as: Default

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Data Is Power!

Thank You!

Joann Miller – jmiller@wccusd.net