

# DIGITAL LEARNING

## Google Sheets Updates to Save Time

Find this document at [bit.ly/savingtimewithsheets](https://bit.ly/savingtimewithsheets)

Back to school is such an exciting time, but it can be overwhelming with multiple lists of class rosters, classes, and assessment data. Google Sheets has a few updates that can save teachers and leaders precious time with organization and data analysis. Below you will find information on three Sheets features you may find helpful and additional tutorials for anyone wanting to dive a little deeper.

### Column Stats

**What is it?** A new feature that will allow you to get a snapshot of your data quickly and easily.

**When would I use it?** Quickly getting a count of students in what grade, homeroom, or any other micro-data that is needed quickly

**How do I use it?** Open your Sheet > Select the column you would like to analyze > Click *Data* > Click *Column Stats*

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	Student ID #	House	Year	OWL Test 1	OWL Test 1 Proficiency	OWL Test 2	OWL Test 2 Proficiency	OWL Test 3	OWL Test 3 Proficiency	OWL Te
2	Chang	Cho	832502110	Ravenclaw	Year 5	29	Below	57	Approaching	86	Above	
3	Weasley	Fred	912839738	Gryffindor	Year 7	41	Approaching	37	Below	90	Above	
4	Lovegood	Luna	406043164	Ravenclaw	Year 5	89	Above	52	Approaching	83	Above	
5	Patil	Padma	547404760	Ravenclaw	Year 5	36	Below	82	Above	63	At	
6	Finnigan	Seamus	522843060	Gryffindor	Year 5	25	Below	82	Above	87	Above	
7	Creevy	Colin	137486180	Gryffindor	Year 1	30	Below	69	At	31	Below	
8	McLaggen	Cormac	997162658	Gryffindor	Year 6	96	Above	31	Below	17	Below	
9	Creevy	Dennis	269290085	Gryffindor	Year 2	48	Approaching	50	Approaching	41	Approaching	
10	Malfoy	Draco	420874029	Slytherin	Year 5	40	Below	97	Above	96	Above	
11	Weasley	Geneva	857779661	Gryffindor	Year 3	72	At	49	Approaching	64	At	
12	Weasley	George	440313990	Gryffindor	Year 7	49	Approaching	52	Approaching	79	At	
13	Goyle	Gregory	641675013	Slytherin	Year 5	24	Below	38	Below	66	At	
14	Abbot	Hannah	912886585	Hufflepuff	Year 2	40	Below	74	At	77	At	
15	Potter	Harry	713073889	Gryffindor	Year 5	60	Approaching	13	Below	60	Approaching	
16	Granger	Hermione	131586200	Gryffindor	Year 5	99	Above	101	Above	103	Above	
17	Bell	Katie	971128297	Gryffindor	Year 3	88	Above	53	Approaching	78	At	
18	Brown	Lavender	926572290	Gryffindor	Year 7	60	Approaching	56	Approaching	70	At	
19	Jordan	Lee	731413192	Gryffindor	Year 7	53	Approaching	96	Above	35	Below	
20	Bulstrode	Millicent	751910022	Slytherin	Year 6	80	At	10	Below	20	Below	
21	Longbottom	Neville	694299014	Gryffindor	Year 5	96	Above	84	Above	95	Above	

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## Data Clean Up Feature

**What is it?** A new Sheets feature that will analyze your data and find errors and allow you to fix them with a mouse click. (Don't worry! If you make a mistake or do not like the changes you can always click undo!)

**When would I use it?** Sorting large lists of students, rosters, bus lists, and any other data set where you may have students entered more than once.

**How do I use it?** Open your Sheet > Click *Data* > Click *Data Clean Up* > Select the option that works best for you

Last Name	First Name	Student ID #	House	Year	OWL Test 1	OWL Test 1 Proficiency	OWL Test 2	OWL Test 2 Proficiency	OWL Test 3	OWL Test 3 Proficiency	OWL Test 4	OWL Test 4 Proficiency
Chang	Cho	832502110	Ravenclaw	Year 5	29	Below	57	Approaching	86	Above	40	Below
Weasley	Fred	912839738	Gryffindor	Year 7	41	Approaching	37	Below	90	Above	51	Approaching
Lovegood	Luna	406043164	Ravenclaw	Year 5	89	Above	52	Approaching	83	Above	29	Below
Patil	Padma	547404760	Ravenclaw	Year 5	36	Below	82	Above	63	At	82	Above
Finnigan	Seamus	522843060	Gryffindor	Year 5	25	Below	82	Above	87	Above	12	Below
Creevy	Colin	137486180	Gryffindor	Year 1	30	Below	69	At	31	Below	35	Below
McLaggen	Cormac	997162658	Gryffindor	Year 6	96	Above	31	Below	17	Below	79	At
Creevy	Dennis	269290085	Gryffindor	Year 2	48	Approaching	50	Approaching	41	Approaching	91	Above
Malfoy	Draco	420874029	Slytherin	Year 5	40	Below	97	Above	96	Above	33	Below
Weasley	Geneva	857779661	Gryffindor	Year 3	72	At	49	Approaching	64	At	56	Approaching
Weasley	George	440313990	Gryffindor	Year 7	49	Approaching	52	Approaching	79	At	40	Below
Goyle	Gregory	641675013	Slytherin	Year 5	24	Below	38	Below	66	At	27	Below
Abbot	Hannah	912886585	Hufflepuff	Year 2	40	Below	74	At	77	At	58	Approaching
Potter	Harry	713073889	Gryffindor	Year 5	60	Approaching	13	Below	60	Approaching	97	Above
Granger	Hermione	131586200	Gryffindor	Year 5	99	Above	101	Above	103	Above	105	Above
Bell	Katie	971128297	Gryffindor	Year 3	88	Above	53	Approaching	78	At	41	Approaching
Brown	Lavender	926572290	Gryffindor	Year 7	60	Approaching	56	Approaching	70	At	73	At
Jordan	Lee	731413192	Gryffindor	Year 7	53	Approaching	96	Above	35	Below	68	At
Bulstrode	Millicent	751910022	Slytherin	Year 6	80	At	10	Below	20	Below	98	Above
Longbottom	Neville	694299014	Gryffindor	Year 5	96	Above	84	Above	95	Above	39	Below

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## Split Text to Columns

**What is it?** Even though this feature is not new, it is a time saver if you have a sheet of your students where their names are combined into one cell.

**When would I use it?** Editing data to make it more manageable (ex. being able to alphabetize by last name).

**How do I use it?** Open your Sheet > Insert an empty column to the right of the data you are splitting > Click *Data* > Click *Split Text to Columns* > Select the method that works best for you (in this example we chose a space because that was what divided the names)

	A	B	C	D	E	F	G	H	I	J	K
1	First Last	Astronomy	Herbology	Charms	Potions	DADA	Count	Completed			
2	Chang Cho										
3	Weasley Fred										
4	Lovegood Luna										
5	Patil Padma										
6	Finnigan Seamus										
7	Creevy Colin										
8	McLaggen Cormac										
9	Creevy Dennis										
10	Malfoy Draco										
11	Weasley Geneva										
12	Weasley George										
13	Goyle Gregory										
14	Abbot Hannah										
15	Potter Harry										
16	Granger Hermione										
17	Bell Katie										
18	Brown Lavendar										
19	Jordan Lee										
20	Bulstrode Millicent										
21	Longbottom Neville										



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Are you new to Sheets or just need a refresher? Here are a few Sheets tutorials you might find useful:

<a href="#">How to create a dropdown</a> (Data Validation)	<a href="#">Adding a chart</a>	<a href="#">How to Insert an image in a cell</a>
<a href="#">How to use find and replace</a>	<a href="#">Split text to columns</a>	<a href="#">How to export specific cells</a>
<a href="#">How to export a spreadsheet</a>	<a href="#">How to Create a Pivot Table</a>	
<a href="#">How to Create a Filter View</a>	<a href="#">Analyze Data with Column Stats</a>	
<a href="#">How to add conditional formatting rules</a>	<a href="#">How to use Conditional Formatting Rules</a>	

Have any questions or need support? Email [DigitalLearning@la.gov](mailto:DigitalLearning@la.gov)