

Google Sheets Updates to Save Time

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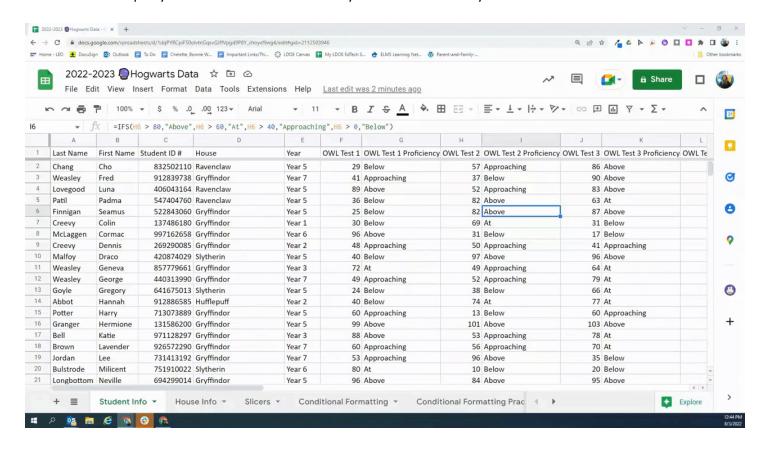
Back to school is such an exciting time, but it can be overwhelming with multiple lists of class rosters, classes, and assessment data. Google Sheets has a few updates that can save teachers and leaders precious time with organization and data analysis. Below you will find information on three Sheets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





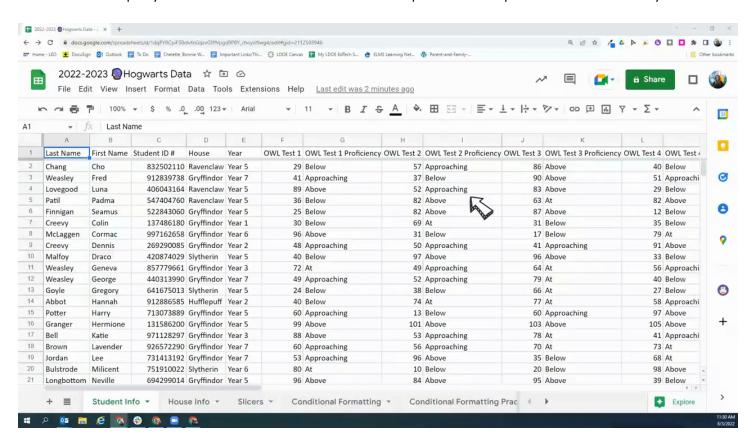


Data Clean Up Feature

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





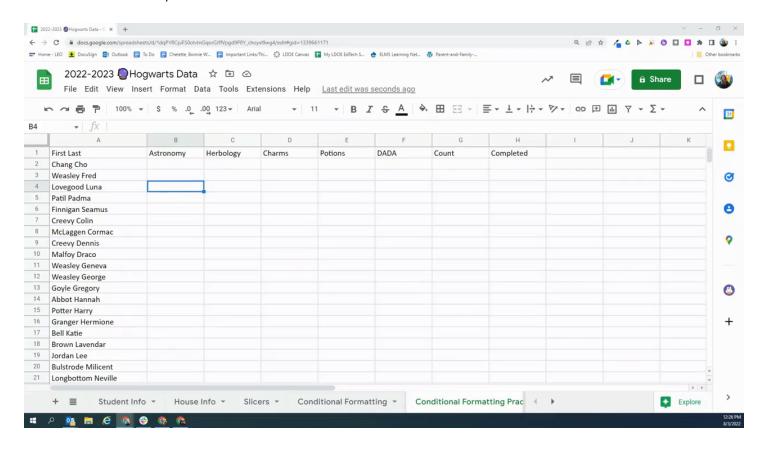


Split Text to Columns

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)







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

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

Have any questions or need support? Email DigitalLearning@la.gov

