

# ERIA Trend Charting

## Information You Need to Get Started

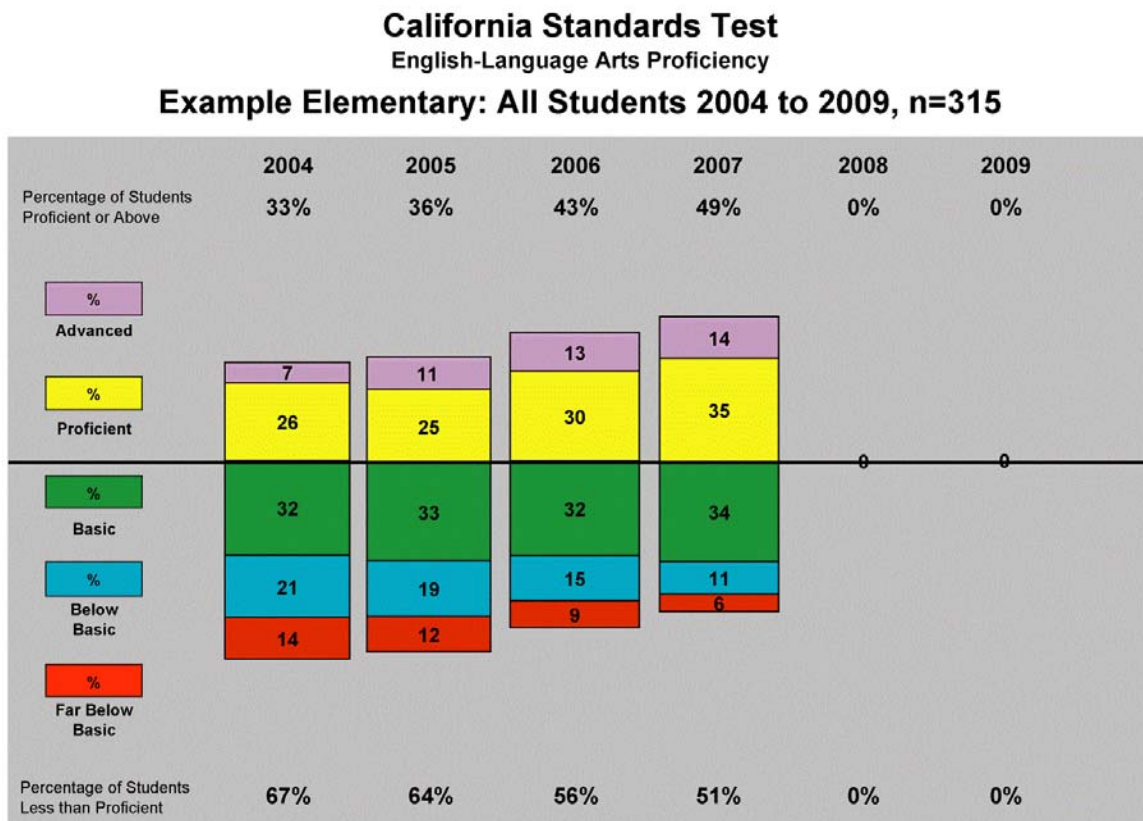
This program is an easy-to-use Excel file that allows you to enter the California Standards Test (CST) proficiency levels of students at your site and then, with only a few clicks of the mouse, to generate easy-to-read charts that visually represent this information. The charts can then be shared with teachers, administrators, parents, and other stakeholders.

For the purposes of ERIA Evaluation, CalSTAT requires that four charts are generated, each displaying the CST English Language Arts proficiency of your site in every year from 2004 through 2009. These charts will display the proficiency levels of each of these subgroups:

- All Students
- Students with Disabilities
- English Language Learners
- Economically Disadvantaged Students

The proficiency level breakdowns for each subgroup schoolwide are supplied to you by your standards test vendor. Please enter the percentages at each proficiency level in each year and place these numbers in the appropriate yellow boxes in the trending program.

**Save the ERIA Trending Program and forward a copy, by email, to your Coordinating Coach.**



Due to rounding error, the percentages in each column may not add up to 100%

## How to Use the Trending Program

The ERIA Trend Charting Program is an Excel file and can be used on both Windows and Mac computers.

- **Using the CST Charting Program requires that “Macro Security” in Excel be set to Medium.** On a Mac computer, this is a default setting. To change the setting on a Windows computer, follow these steps (you only have to do this once):
  1. Open Microsoft Excel
  2. Go to the Tools Drop-down Menu
  3. Choose Options
  4. Select the Security Tab
  5. Choose Macro Security
  6. Select Medium
- **Then** you can go back to the Evaluation Packet folder and open the ERIA Trending file from this folder, and when Excel gives you a choice as the file opens, choose “Enable Macros” (for Windows and Macs).
- **Click on the picture of a clipboard labeled “data.”** Add the percentage of students in each proficiency level in the appropriate yellow boxes, using the first table, “Example Elementary” as a guide.
  - The four tables after Example Elementary are formatted to record the CST ELA proficiency data required for ERIA evaluation. Match your subgroups data to the titles of each table (such as students with disabilities).
  - **Please remember to add the total number of students in the tables’ titles (“n=”).** This should be the number of students in the displayed subgroup only and should reflect the most current year (2007).
  - Additional tables can be modified to create additional charts. Modify the yellow boxes only, using the first row of yellow for your title and categories (years, grade levels, teachers, etc) and use the block of yellow underneath to store data. The ERIA Trending Program is flexible and can fulfill many charting needs.
- Once you have added your data to the tables, **click on the “Go To Chart” icon** near the top of the window. This will allow you to view charts based on the data you entered in the tables.
  - Use the drop-down menu in the upper left-hand corner above the chart to navigate between the different charts you have made.
  - Click on the “Go To Data Page” to return to the source tables to modify charts.
- Additional instructions and functions of the ERIA Trending Program are described on the Main Page, which can be reached at any time by clicking on the “Go to Main Page” banner.

For questions regarding the ERIA Trend Charting Program, please email [cst.charting@calstat.org](mailto:cst.charting@calstat.org) or call 707-849-2268.

Discover additional charting and trending programs online at  
<http://www.calstat.org/CSTProficiencyCharting.htm>.