



ED Data Express: Data about elementary & secondary schools in the U.S.

Tutorial: How to Generate a Custom State Tables Report

The ED Data Express State Tables tool enables you to compare state and national data elements side-by-side. Follow the steps below to generate a State Tables Report.

1. To begin, you must select one, many, or all states, as shown in Figure 1.
 - To easily select all states, select the *All States* checkbox. To deselect all states, simply deselect the *All States* checkbox.
 - If you want to compare the selected states to the nation, be sure to select the *National* checkbox.

Figure 1: Select one, many or all states

1. Select states for table

<input type="checkbox"/> All States	<input checked="" type="checkbox"/> National	<input checked="" type="checkbox"/> District of Columbia	<input type="checkbox"/> Kentucky	<input type="checkbox"/> Montana	<input type="checkbox"/> Ohio	<input type="checkbox"/> Texas
<input type="checkbox"/> Alabama	<input type="checkbox"/> Florida	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont
<input type="checkbox"/> Alaska	<input type="checkbox"/> Georgia	<input type="checkbox"/> Maine	<input type="checkbox"/> Nevada	<input type="checkbox"/> Oregon	<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington
<input type="checkbox"/> Arizona	<input type="checkbox"/> Hawaii	<input type="checkbox"/> Maryland	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Idaho	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> South Carolina	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> California	<input type="checkbox"/> Illinois	<input type="checkbox"/> Michigan	<input type="checkbox"/> New Mexico	<input type="checkbox"/> North Carolina	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Colorado	<input type="checkbox"/> Indiana	<input type="checkbox"/> Minnesota	<input checked="" type="checkbox"/> New York	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Tennessee	
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Iowa	<input type="checkbox"/> Mississippi				
<input type="checkbox"/> Delaware	<input type="checkbox"/> Kansas	<input type="checkbox"/> Missouri				

2. Next, specify whether you want to display the State names on the top or left side of the data tables by selecting either "Horizontally" or "Vertically" radio button under *Select to display state names horizontally or vertically*, as shown in Figure 2.
 - If you select "Horizontally", the States will be displayed on the x-axis (on the top of the data table), and groups/sub-groups/data elements on the y-axis (on the left of the data table).
 - If you select "Vertically", the States will be displayed on the y-axis (on the left of the data table) and groups/sub-groups/data elements on the x-axis (on the top of the data table).

Figure 2: Select to display state names horizontally or vertically

2. Select to display state names horizontally or vertically

Displaying states vertically is recommended if you are selecting ten or more states, to prevent horizontal scrolling.

Horizontally Vertically

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NOTE: If you have selected ten or more states, it is recommended that you select the “Vertically” radio button. This will help to prevent horizontal scrolling. However, if you have selected a large number of data elements, horizontal scrolling may still occur.

- 3. Next, you must select one, many or all data elements. Each data element is only in one sub-group, each sub-group is only in one group and each group is only in one category.
- Initially, all categories appear collapsed with a plus icon (⊕) in front of each category as shown in Figure 3. Select the plus icon to expand the category. To collapse the category, select the minus icon (⊖).
- When you mouse-over the Category name, you will see the Category's name and description.
- If you select a category, the system will automatically select all groups, sub-groups and data elements in that category.
- If you select a group, the system will automatically select all sub-groups and data elements in that group.
- If you select a sub-group, the system will automatically select all data elements in that sub-group.
- The system displays groups that contain more than one sub-group with a plus icon (⊕). Select the plus icon to display the group's sub-groups. To then hide the sub-groups, select the minus icon (⊖).
- The system displays sub-groups that contain more than one data element with a plus icon (⊕). Select the plus icon to display the sub-group's data elements. To hide the data elements, select the minus icon (⊖).

Figure 3: Select one, many or all data elements

3. Select data elements

<input type="checkbox"/> State Facts and Figures	<input type="checkbox"/> Accountability Components
<input type="checkbox"/> Achievement Data	<input type="checkbox"/> Annual Measurable Objectives
<input type="checkbox"/> Adequate Yearly Progress Data	<input type="checkbox"/> Title III Program - English Learners
<input type="checkbox"/> Teachers	<input type="checkbox"/> Migrant Education Program
<input type="checkbox"/> Options for Parents	<input type="checkbox"/> Homeless Program (McKinney-Vento)

- As shown in Figure 4, if you select either the *All Reading* or *All Math* group in the *Annual Measurable Objectives* category, the system will by default select all academic years and grades in those groups. You can select just one academic year and/or grade by selecting an individual option in these fields. You can also select multiple academic years and/or grades by ctrl-clicking multiple options in these fields.

Figure 4: All academic years and grades are selected by default when you select the *Reading* or *Math* groups, but you can refine this selection to one or a few.

Annual Measurable Objectives

AMO Timeline Structure

AMO Timeline Structure

All Math

Academic Year	Grade
2010-11	9
2011-12	10
2012-13	11
2013-14	12
2014-15	HS

All Reading

Academic Year	Grade
2010-11	9
2011-12	10
2012-13	11
2013-14	12
2014-15	HS

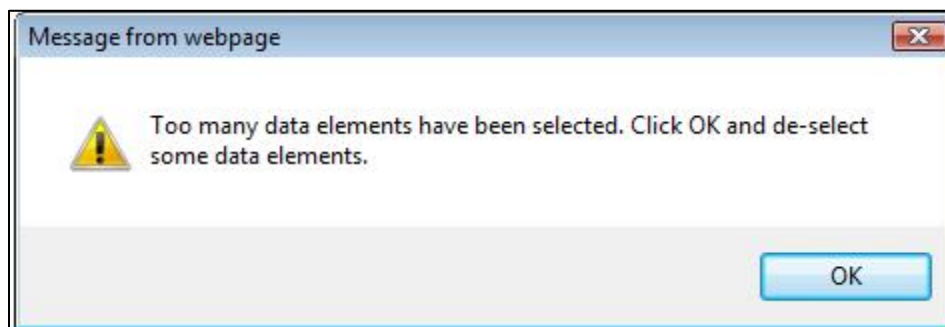
- The system limits the number of Data Elements you can select at one time to 200. A box below the selections keeps a count of the Data Elements selected at a given time. If the number of Data Elements you select exceeds 200, the box will be surrounded by a red border, as shown in Figure 5.

Figure 5: Selected data elements



- If, having selected more than 200 Data Elements, you click Display Report; a message will appear stating that too many have been selected, as shown in Figure 6. You may then click OK for the opportunity to de-select some data elements.

Figure 6: Too many data elements selected



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NOTE: If at any point you want to reset the form, select the *Clear Selections* button at the bottom of the page.

4. Next, select the display method to specify whether you want to view the data elements by category or in alphabetical order as shown in Figure 7.
- If you select "View the Data Elements by Category", all selected data elements will be displayed in the report sorted alphabetically by Category, then alphabetically by Group, then alphabetically by Sub-group, and then alphabetically by data element.
 - If you select "View the Data Elements in alphabetical order," all selected data elements will be displayed in a single table in alphabetical order by title.

Figure 7: Select display method



4. Select Display Method

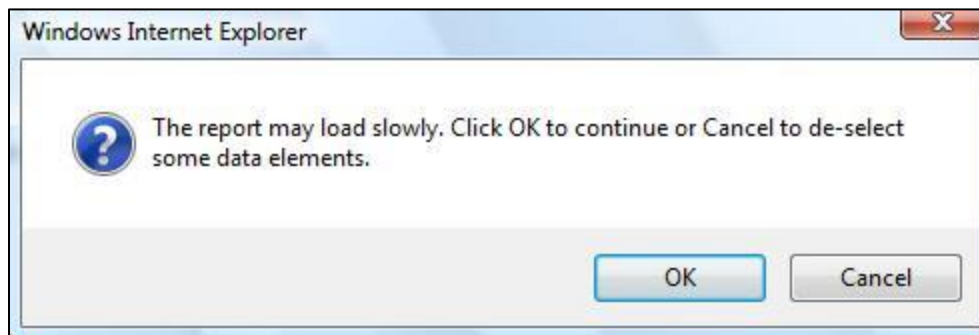
View the Data Elements by Category

View the Data Elements in alphabetical order

5. Finally, select the *Display Report* button to generate the report.

NOTE: If you make selections that are likely to trigger a load time of more than 10 seconds, for example, you select all states and many data elements, upon selecting the Display Report button, the system will display a message as shown in Figure 8. You may then click OK to continue or Cancel to de-select some data elements.

Figure 8: Slow loading notice




2. The report will be displayed, as shown in Figure 9, with data elements sorted by sub-group, sub-groups sorted by group, and groups sorted by category.
6. Each data element has a footnote link (e.g. ¹). Select the link to view the data element-specific note, source, data uploaded on date, description and other information.
3. Each group and sub-group has a question mark icon (). Select it to view the group's or sub-group's description.

Figure 9: State Tables Report

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State Tables Report

STATE FACTS AND FIGURES

The State Facts and Figures category contains basic descriptive information about schools, students, and education funding.

Group/Sub-group/Data Element	Arizona
Schools [?]	
Total Number of Schools [?]	
Total Number of Charter Schools: 2010-11 ¹	519
Total Number of Schools: 2010-11 ²	2,265

NOTE: On the State Tables report page, you will see a warning message with a "More about..." link, as shown in Figure 10, if comparing data elements that are not comparable across states.

Figure 10: State Tables Report with a warning message

State Tables Report

[Get the Excel Viewer](#)

You have selected a data element that has limitations when comparing across states and years. Please select the link to learn more. [\[More about...\]](#)

ACHIEVEMENT DATA

The Achievement Data category includes information about student achievement in several different contexts: state-created assessments, the National Assessment of Educational Progress (a common test funded by the U.S. Department of Education), graduation rates, and Advanced Placement Exams. Each state designs its own academic content, assessments, academic achievement standards, and graduation rates; therefore, state-designed assessments and graduation rates are not comparable across states.

Group/Sub-group/Data Element	District of Columbia	New York	United States
Advanced Placement Data			
Advanced Placement Data: 2010-11			
Number of Students Who Took an AP Exam in High School: 2010-11	1,084	63,032	903,630
Percent of Students Who Took an AP Exam in High School: 2010-11	26%	40%	30%
Graduation Rate Data			
Averaged Freshman Graduation Rate			
Averaged Freshman Graduation Rate: 2009-10	59.9	76	78.2
State Graduation Rate: 2003-04			
State Graduation Rate, All Students: 2003-04	81.6%	77.0%	†
State Graduation Rate, American Indian and Alaskan Native: 2003-04	-	66.0%	†

7. To download the report to Excel format, select the *Download State Table Report as Excel file* button at the top of the report.
8. Next to the download button, there is a *Get the Excel Viewer* link. Select it to get the latest Excel document viewer if you do not have Excel.
9. To the left of the download button, there is a *Revise Selections* button. Select it to return to the State Tables page where you can change or clear your selections.
10. When the user has signed in, the system will display *Save Report* button (see Figure 9). Selecting *Save Report* button will allow user to save the report to *My ED Data Express* page. If the user has not signed in, the system will not display *Save Report* button.
11. Select *Save Report* button. The system will display *Save Report* page as shown in Figure 11.
12. Please fill out all required fields and click *Save* button. The system will redirect the user to *My ED Data Express* page and will display the report name under *My Reports* section of the page as shown in Figure 12.

Figure 11: Save Report

Save Report

*Name:
State Facts and Figures

*Description:
State Facts and Figures 2010-2011 for Colorado

* Required Field Cancel Save

Things to Consider:

- The report name should be descriptive as possible
- Report name length is limited to 250 characters

Figure 12: My ED Data Express

My Reports

[remove] [edit] State Facts and Figures

13. You will have the option to view these reports at any time, rename reports, save them with a different name, and delete reports.
14. You can also view the saved report by clicking on My Reports tab as shown in Figure 13.

Figure 13: My Reports

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Custom Reports Prepared Reports **My Reports** My Report Tutorial

Reports	Description
State Facts and Figures	State Facts and Figures 2010-2011 for Colorado

15. Please click on the report name. The system will display saved report.

