



# Keep Your Student Data Tidy with Google Sheets



Sign-In / Attendance:

<https://tinyurl.com/2acxp53n>

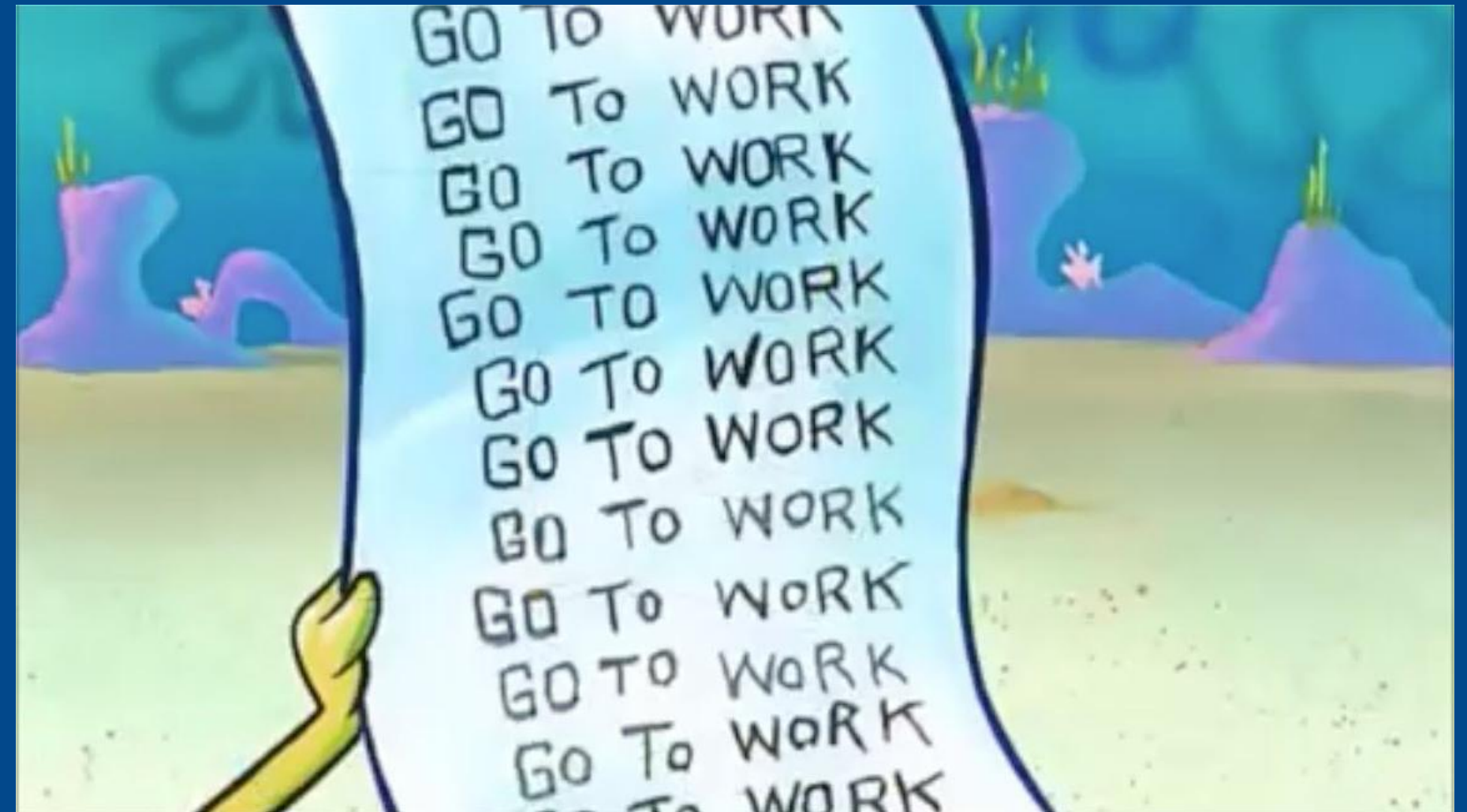


Access to Blank  
Documents:

<https://tinyurl.com/b3wj42uu>

# Agenda

- My Favorite Character
- The Master Student List
- Recording Attendance and MaineSTARS Entry
- HiSET Test Score Records and MSG 1d
- Additional Tracking Docs
- Questions and / or Google Sheets Tool Demonstrations

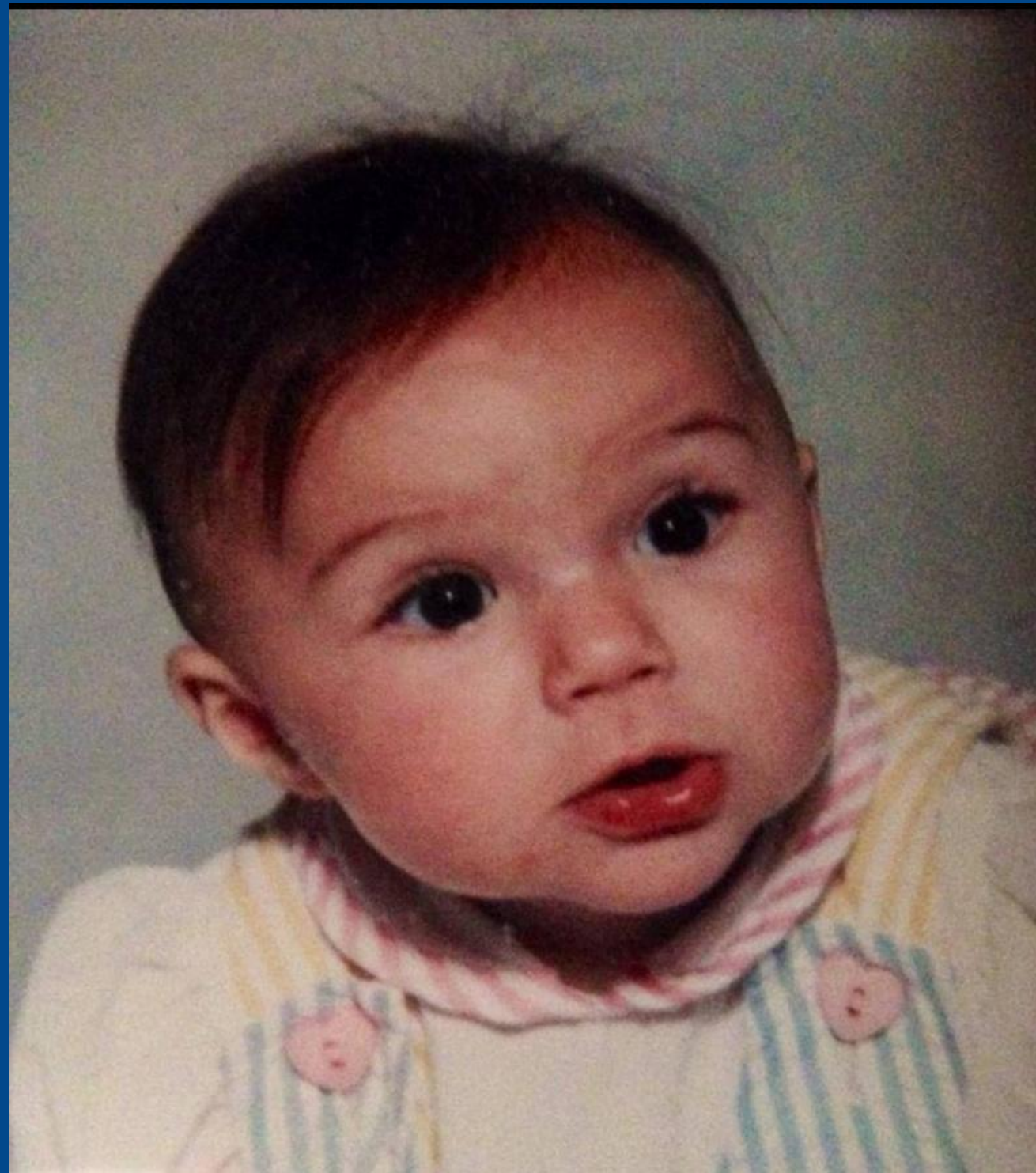




1

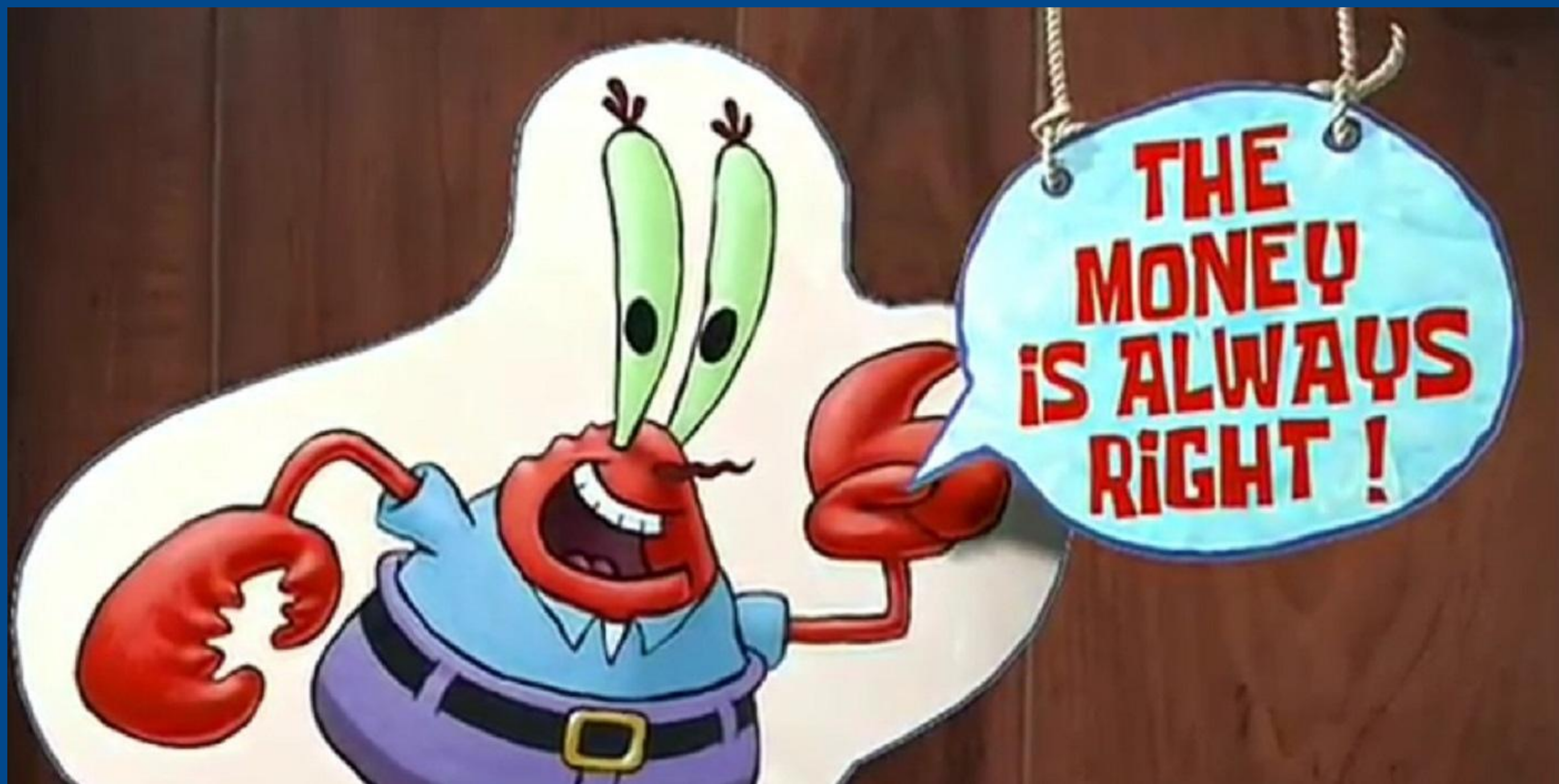


**FROM  
HUMBLE  
BEGINNINGS**



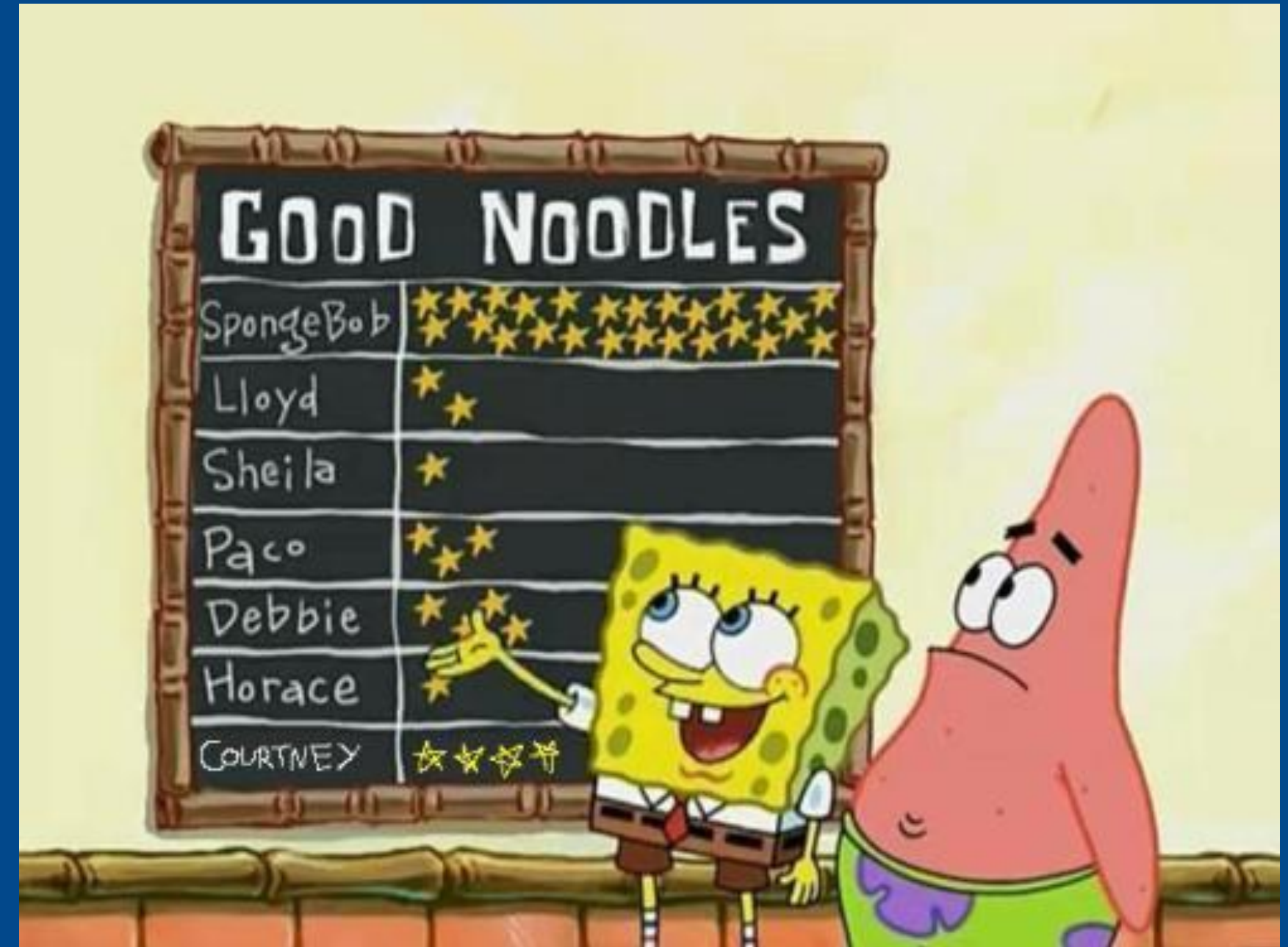
Virginia  
New York  
Wyoming  
Maine  
Wyoming (Again)  
Montana  
Maine (Again)





# The Master Student List

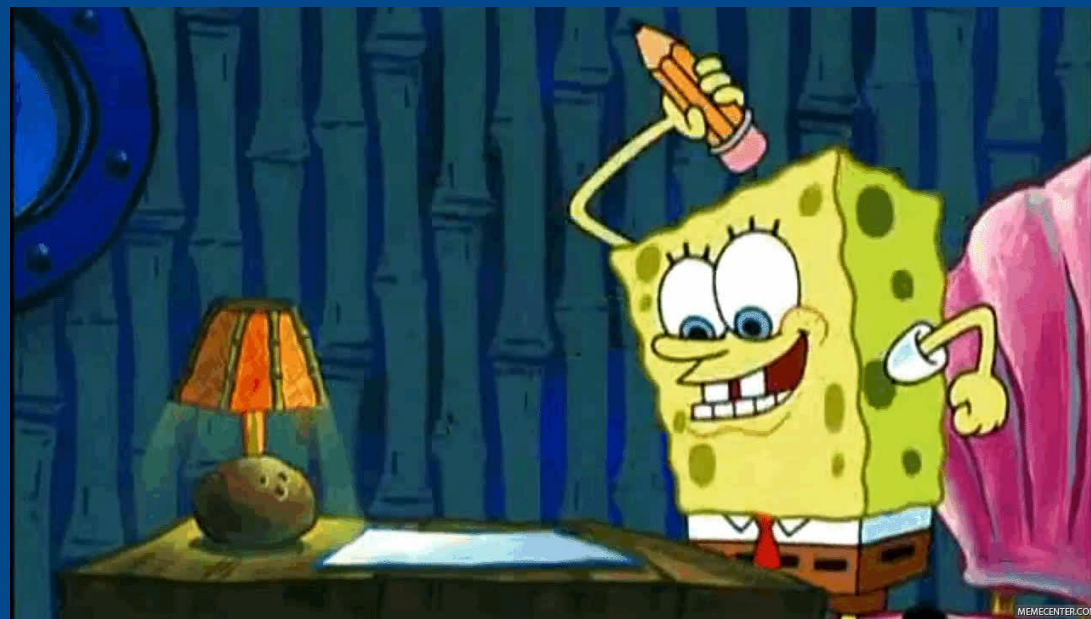
- Origin in our program: the famed Peg Junge
- Where does it fit at RSU 13?
- Why, when we have MaineSTARS?
- Document review: General Information, CASAS Testing, HiSET Testing, Federal and State Reporting Data, and MaineSTARS Tickets



# Where Does It Fit At RSU 13?

1

Full Intake by  
Academic Advisor



2

New or Updated  
Student File Sent to  
Program Assistant



3

Program Assistant  
Enters into MaineSTARS  
and Master Student List





# Why, When We Have MaineSTARS?

- Consolidated information
- Detailed, not comprehensive
- Collection at intake saves time
- Track qualitative data
- Easy to add new columns
- The 16-20 report
- Sort and filter



# Attendance Sheets

- Origin in our program and purpose
- Where does it fit at RSU 13?
- Why, when we have MaineSTARS?
- Custom range sorting: your new best friend



# Where Does It Fit At RSU 13?

1

Instructor Holds Class,  
One-to-One Tutoring,  
or Student Advising



2

Instructor Enters  
Attendance into the  
Google Sheet



3

Program Assistant Sorts  
and Enters Into  
MaineSTARS



# Why, When We Have MaineSTARS?

- Checkpoint for Program Assistant to catch errors
- Class dropdowns exactly match MaineSTARS class names
- Dropdowns prevent clerical errors or abbreviations
- Includes content
- Accessible hours calculations for diploma completion



# 1. Select range you want to sort

Class Date	Last Name	First Name	Teacher (last name)	Hours	Content	Class	Hours Type (Face to Face or Proxy)	Hours Entered in ME STARS	Data Entry Notes
7/1/24	Star	Patrick	Puff	1.00	Chapter 1 Ten Steps review	HiSET Reading	Face to Face	<input type="checkbox"/>	
7/9/24	Krabs	Pearl	Puff	1.00	Went over FPT-7 Reading	HiSET Reading	Face to Face	<input type="checkbox"/>	
7/9/24	Squarepants	Spongebob	Puff	1.00	Reading OPT 10 22/30 w/p	HiSET Reading	Face to Face	<input type="checkbox"/>	
7/15/24	Krabs	Pearl	Puff	1.00	Reading OPT 11 - 27/30 WP	HiSET Reading	Face to Face	<input type="checkbox"/>	
7/15/24	Star	Patrick	Puff	0.50	HiSET Academy Reading Practice Test 4	HiSET Reading	Face to Face	<input type="checkbox"/>	
7/16/24	Squarepants	Spongebob	Puff	1.00	Main Ideas, chapter 2	HiSET Reading	Face to Face	<input type="checkbox"/>	
7/17/24	Krabs	Pearl	Plankton	1.00	Math OPT 11	HiSET Math	Face to Face	<input type="checkbox"/>	
7/18/24	Squarepants	Spongebob	Plankton	1.00	Math OPT 10	HiSET Math	Face to Face	<input type="checkbox"/>	
7/22/24	Star	Patrick	Plankton	1.00	Math OPT 10	HiSET Math	Face to Face	<input type="checkbox"/>	
7/23/24	Krabs	Pearl	Puff	1.00	Reading Support	HiSET Reading	Face to Face	<input type="checkbox"/>	
7/23/24	Star	Patrick	Puff	1.25	Poetry	HiSET Reading	Face to Face	<input type="checkbox"/>	
7/25/24	Krabs	Pearl	Plankton	1.00	Math Support	HiSET Math	Face to Face	<input type="checkbox"/>	
7/25/24	Squarepants	Spongebob	Plankton	1.00	Factors	HiSET Math	Face to Face	<input type="checkbox"/>	
7/25/24	Star	Patrick	Plankton	1.00	Fractions	HiSET Math	Face to Face	<input type="checkbox"/>	
8/12/24	Krabs	Pearl	Puff	1.00	Ch. 2 & 8 in 10 Steps	HiSET Reading	Face to Face	<input type="checkbox"/>	
8/12/24	Star	Patrick	Puff	1.00	HSA Reading	HiSET Reading	Face to Face	<input type="checkbox"/>	
8/15/24	Krabs	Pearl	Plankton	2.00	Fractions	HiSET Math	Face to Face	<input type="checkbox"/>	
8/15/24	Squarepants	Spongebob	Puff	1.50	Vocabulary in Context	HiSET Reading	Face to Face	<input type="checkbox"/>	
8/18/24	Squarepants	Spongebob	Plankton	1.00	Stats, Probability, proportions	HiSET Math	Face to Face	<input type="checkbox"/>	

# 2. Data > Sort range > Advanced range sorting options

The screenshot shows the Google Sheets interface with the 'Data' menu open and the 'Sort range' option selected. The 'Advanced range sorting options' sub-menu is also open, showing options to sort by column A (A to Z) or (Z to A). The spreadsheet data is partially visible, including a header row for 'General Information' and a table with columns 'Class Date', 'Last Name', and 'First Name'.

General Information			
	Class Date	Last Name	First Name
3	7/1/24	Star	Patrick
4	7/9/24	Krabs	Pearl
5	7/9/24	Squarepants	Sponge

Menu path: Data > Sort range > Advanced range sorting options

- Sort range by **column A** (A to Z)
- Sort range by **column A** (Z to A)
- Advanced range sorting options

# 3. Sort columns in order

Sort range from A3 to J17 ✕

Data has header row

Sort by Column J ▾  A to Z  Z to A

---

then by Column A ▾  A to Z  Z to A 🗑️

Add Column

Cancel Sort

- Column A
- Column B
- Column C
- Column D
- Column E
- Column F
- Column G
- Column H
- Column I

J = Hours Entered Checklist

G = Class

B = Last Name

A = Class Date

Sort range from A3 to J17 ✕

Data has header row

Sort by   A to Z  Z to A

---

then by   A to Z  Z to A ✕

---

then by   A to Z  Z to A ✕

---

then by   A to Z  Z to A ✕

---

[Add another sort column](#)



# 4. Profit! Your attendance is now sorted into how MaineSTARS accepts entered hours

Class Date	Last Name	First Name	Teacher (last name)	Hours	Content	Class	Hours Type (Face to Face or Proxy)	Hours Entered in ME STARS
7/17/24	Krabs	Pearl	Plankton	1.00	Math OPT 11	HiSET Math	Face to Face	<input type="checkbox"/>
7/25/24	Krabs	Pearl	Plankton	1.00	Math Support	HiSET Math	Face to Face	<input type="checkbox"/>
7/18/24	Squarepants	Spongebob	Plankton	1.00	Math OPT 10	HiSET Math	Face to Face	<input type="checkbox"/>
7/25/24	Squarepants	Spongebob	Plankton	1.00	Factors	HiSET Math	Face to Face	<input type="checkbox"/>
7/22/24	Star	Patrick	Plankton	1.00	Math OPT 10	HiSET Math	Face to Face	<input type="checkbox"/>
7/25/24	Star	Patrick	Plankton	1.00	Fractions	HiSET Math	Face to Face	<input type="checkbox"/>
7/9/24	Krabs	Pearl	Puff	1.00	Went over FPT-7 Reading	HiSET Reading	Face to Face	<input type="checkbox"/>
7/15/24	Krabs	Pearl	Puff	1.00	Reading OPT 11 - 27/30 WP	HiSET Reading	Face to Face	<input type="checkbox"/>
7/23/24	Krabs	Pearl	Puff	1.00	Reading Support	HiSET Reading	Face to Face	<input type="checkbox"/>
8/12/24	Krabs	Pearl	Puff	1.00	Ch. 2 & 8 in 10 Steps	HiSET Reading	Face to Face	<input type="checkbox"/>
7/9/24	Squarepants	Spongebob	Puff	1.00	Reading OPT 10 22/30 w/p	HiSET Reading	Face to Face	<input type="checkbox"/>
7/16/24	Squarepants	Spongebob	Puff	1.00	Main Ideas, chapter 2	HiSET Reading	Face to Face	<input type="checkbox"/>
7/1/24	Star	Patrick	Puff	1.00	Chapter 1 Ten Steps review	HiSET Reading	Face to Face	<input type="checkbox"/>
7/15/24	Star	Patrick	Puff	0.50	HiSET Academy Reading Practice Test 4	HiSET Reading	Face to Face	<input type="checkbox"/>
7/23/24	Star	Patrick	Puff	1.25	Poetry	HiSET Reading	Face to Face	<input type="checkbox"/>

# Enter Hours: Students

Test Program 2 - Kelley > HiSet Math (Change selection)

**Adult Ed Program Name:** Test Program 2 - Kelley  
**Class Name:** HiSet Math (AllYear 24/25)  
**Course ID:** 6510.03.Summer24.525.121.217282  
**Teacher Name:** KELLEY HEATH

Is NRS Reported

**Class Start/End Dates:** 7/1/2024 - 12/31/2024  
**Class Filtered Date Range:** 7/1/2024 - 7/8/2024

To input hours, just enter the hours in the text box. When you click out of the text box, it will automatically save the hours. One of the three following icons will appear next to the box:

- This icon means that the save was successful.
- This icon means that the save was successful, but there is a warning.
- This icon means that the save was not successful at all.

In any of these cases, you may hover over the icon to read any associated messages.

Due to the size of the page, it currently limits the number of students displayed. If there are more than **25** students, you will have the option to go to the navigate pages by using the back (<<) and forward (>>) buttons. You may also enter a last name to filter the students.

Finally, you may separate students from the selected class here as well. To do this, you must check the check box marked "Remove From Class?" Once this is checked, the separate button and a grade and credits text box will appear. Click the "separate" button to separate the student. Please note that when you do this, the student will disappear from your view and no more hours can be entered. Additionally, if you check this box then enter hours, the student will be separated automatically.

Name: [Krabs, Pearl \(637244\)](#)

Date of Birth: 5/12/2007 Primary Contact Phone: (207) - 555 - 1276 Work Phone: N/A

Remove From Class?  Official Transcripts?  Grade:

7/2/2024

0.00

7/4/2024

0.00

7/7/2024

0.00

Proxy Hours

Name: [Squarepants, Spongebob \(637239\)](#)

Date of Birth: 7/14/1986 Primary Contact Phone: (207) - 555 - 9764 Work Phone: N/A

Remove From Class?  Official Transcripts?  Grade:

7/2/2024

0.00

7/4/2024

0.00

7/7/2024

0.00

Proxy Hours

Name: [Star, Patrick \(637243\)](#)

Date of Birth: 8/17/1986 Primary Contact Phone: (207) - 555 - 2536 Work Phone: N/A

Remove From Class?  Official Transcripts?  Grade:

7/2/2024

0.00

7/4/2024

0.00

7/7/2024

0.00

Proxy Hours

# New: MSG 1d

- New this year: passing a HiSET subject test counts as a Measurable Skill Gain!
- Digitally recording student scores makes reporting the new MSG 1d easy

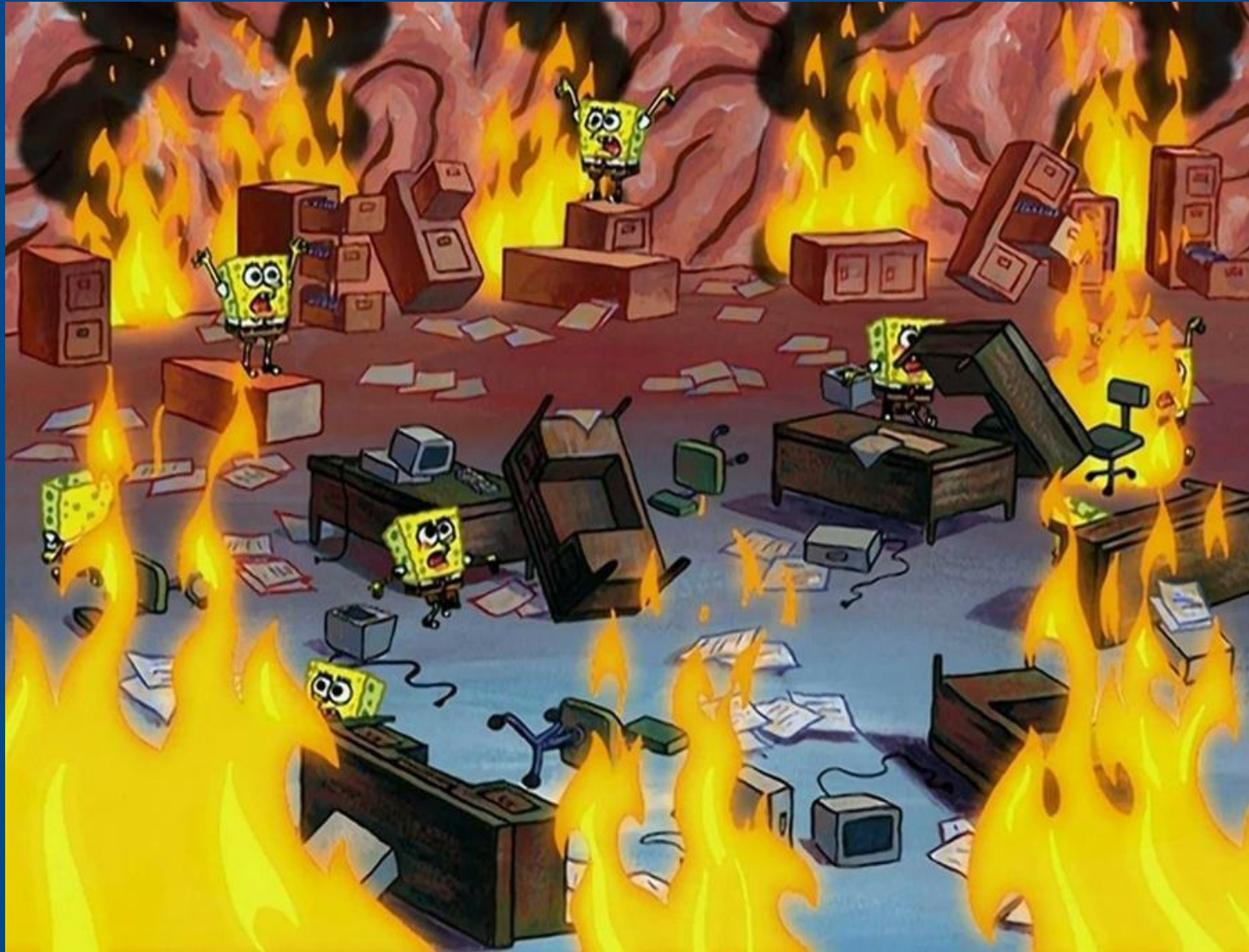


# Suggested Organization

- English Language Learners  
Class Attendance
- HiSET / HSDC Class  
Attendance
- Intake and / or Advising  
Appointments Attendance
- MCCA and Workforce Class  
Attendance
- CASAS Testing
- Enrichment



# Benefit at Year-End



# Additional Documents

- MaineSTARS Class List
- CASAS Testing Alerts



# Questions?

