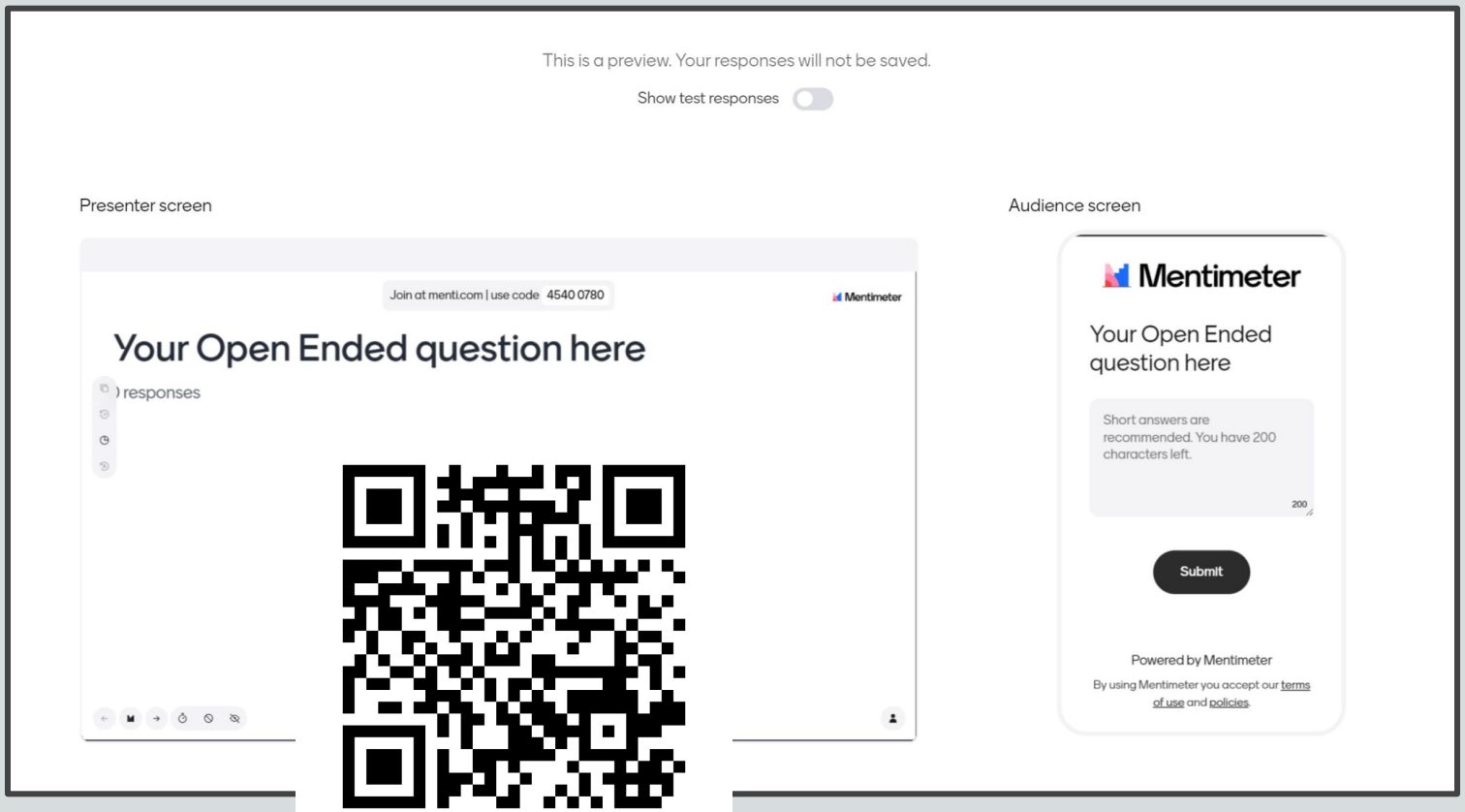


*IF - Instructions Follow

RESULTS

ARKANSAS DATA SUMMIT

A GOOGLE SHEETS SESSION

Data Without Drama

“It’s not what you know — it’s what you share.”

Google Trainer Code: 02510

Level 1 & 2 CERTIFIED Educator Google for Education

Gemini Certified Educator

Susan Gilley

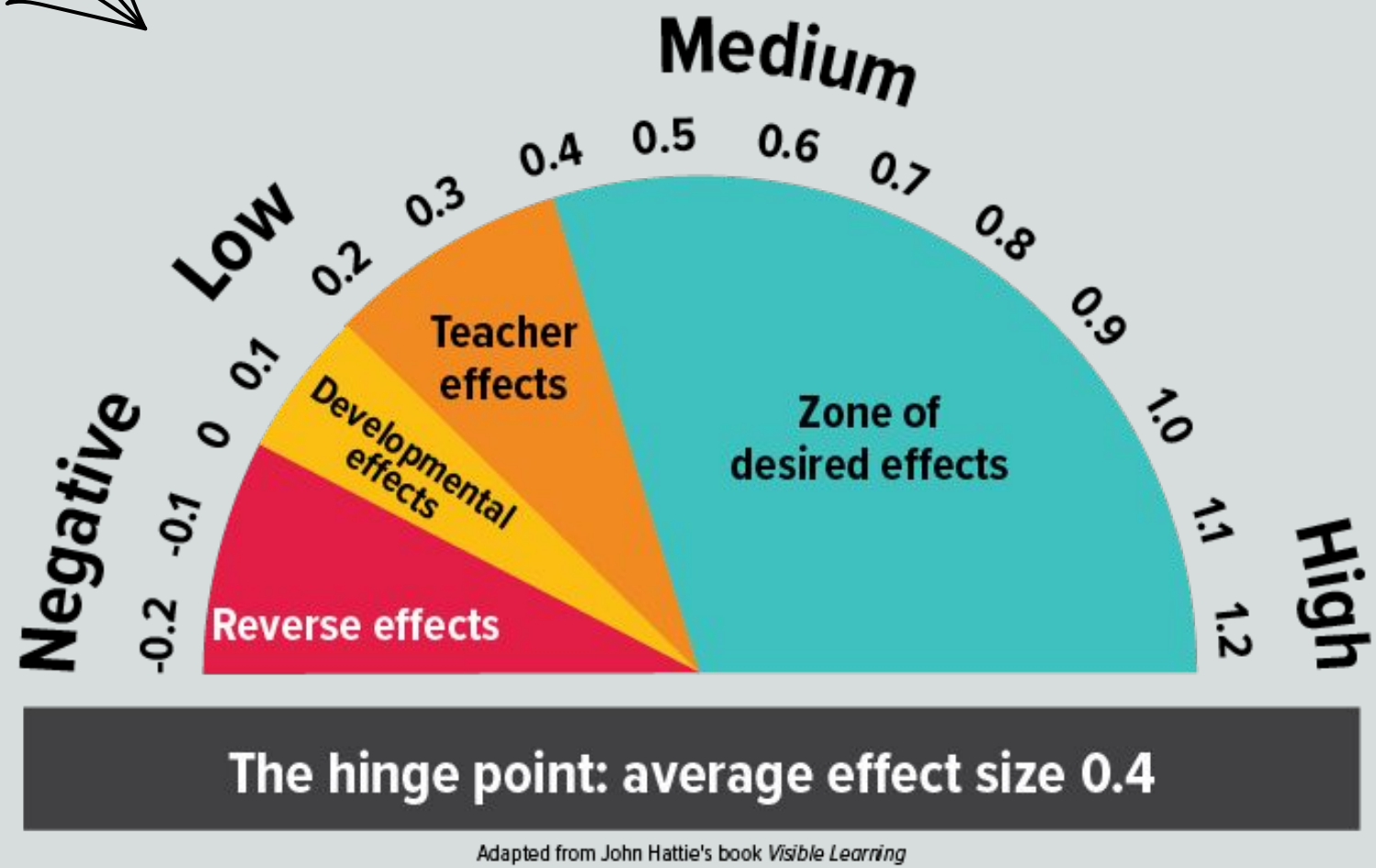
Harrison School District | sgilley@hps.k12.ar.us

Take this session home:

Presentation - tinyurl.com/DataWithoutDrama

Practice Packet - https://tinyurl.com/DwDpacket

Hattie Effect Sizes



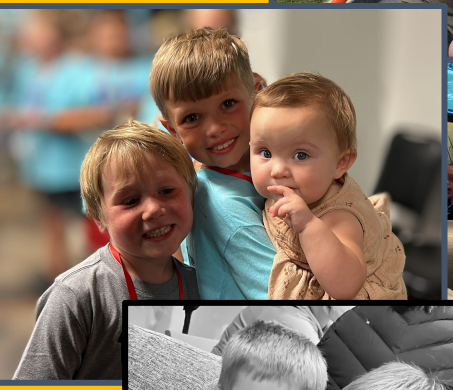
Adapted from John Hattie's book *Visible Learning*

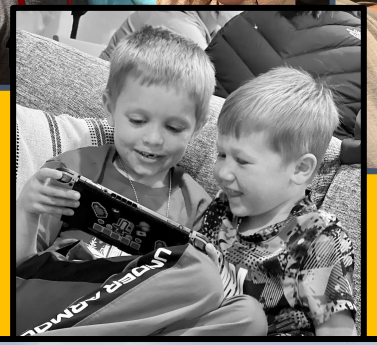
Effect Sizes

- Teacher Efficacy - 1.57
- Prior Ability - .94
- Classroom Discussion - .82
- Deliberate Practice - .79
- What Else?

Title IIA PD that is

- Sustained
- Intensive
- Collaborative
- Job-Embedded
- Data-Driven
- Classroom-Focused





sgilley.com

Presentations

Conference Presentations

DATA Conference

My Only Promise

I hope you learn one new thing.

In a data-driven school system, spreadsheets can feel intimidating or overly technical. But the goal of any data conversation isn't complexity — it's clarity.

Brand NEW

or you could probably teach this session yourself — there's a formula in here for you.

One to implement

Leave today with at least one strategy you can put to work tomorrow.

One to share

And one you'll want to teach to someone else back in your district.

The Room Just Grew

275+

REGISTERED — AND COUNTING

This session was planned as a build-it-together workshop. With this many of you in the room, we're shifting the format — so everyone still walks out with everything.

What changes today

- We watch the formulas work together, live, on screen
- Less "open your laptop and follow along," more "watch, then go try it"
- Questions come at the end, or find me after

What doesn't change

- You still get a fully-built, take-home packet with every formula wired in
- Data safety is still rule #1
- It's still yours to keep, reuse, and pass along

Practice Packet -

https://tinyurl.com/DwDpacket

What You Told Me You Wanted

From the sign-up survey — in your own words, paraphrased

1

Merge it into one row

Combine separate ELA, Math, and Science sheets so each student's full picture lives on a single row.

2

Look things up, find duplicates

VLOOKUP-style matching, plus a fast way to catch repeated entries before they cause problems.

3

Build it once, reuse it forever

Deadline trackers, budget monitors, and dashboards that update themselves instead of being rebuilt monthly.

4

Every skill level, welcome

Responses ranged from "never opened it" to confident intermediate — today has something for both.

Rule #1: Safety Before Spreadsheets

Everything else today builds on top of this.

1. **Practice on fake or sample data first — not on real students.**
2. **Strip names and ID numbers before pasting data anywhere, including into an AI tool.**
3. **Only use AI tools your district has vetted and approved with a data agreement in place.**
4. **Ask AI to write or explain a formula using placeholder numbers — it doesn't need real data to write it correctly.**
5. **When in doubt, leave it out. A slower workflow beats a data breach every time.**

Comparing Top AI Options

A Quick-Glance Summary

1	**GEMINI.** (Main Use: Multimodal Content. Provider: Google. Best For: Native Workspace Integration.)	Multimodal (Text, Image, Video). Best for Workspace users.
2	**CLAUDE.** (Main Use: Detailed Summarization. Provider: Anthropic. Best For: Safety & Long Context Window.)	Long Context & Safety. Best for Natural Dialogue.
3	**CHATGPT.** (Main Use: Diverse Tasks. Provider: OpenAI. Best For: Creative Writing & Complex Reasoning.)	Versatile Problem Solving. Best for Custom GPTs.
4	**COPILOT.** (Main Use: MS 365. Provider: Microsoft/OpenAI. Best For: Productivity & Coding (Docs, Email).)	Integrated Assistant. Best for Automating Office Work.
5	**PERPLEXITY.** (Main Use: Answer Engine. Provider: Best For: Cited Information & Search.	Search & Citations. Best for Real-time, Sourced Answers.

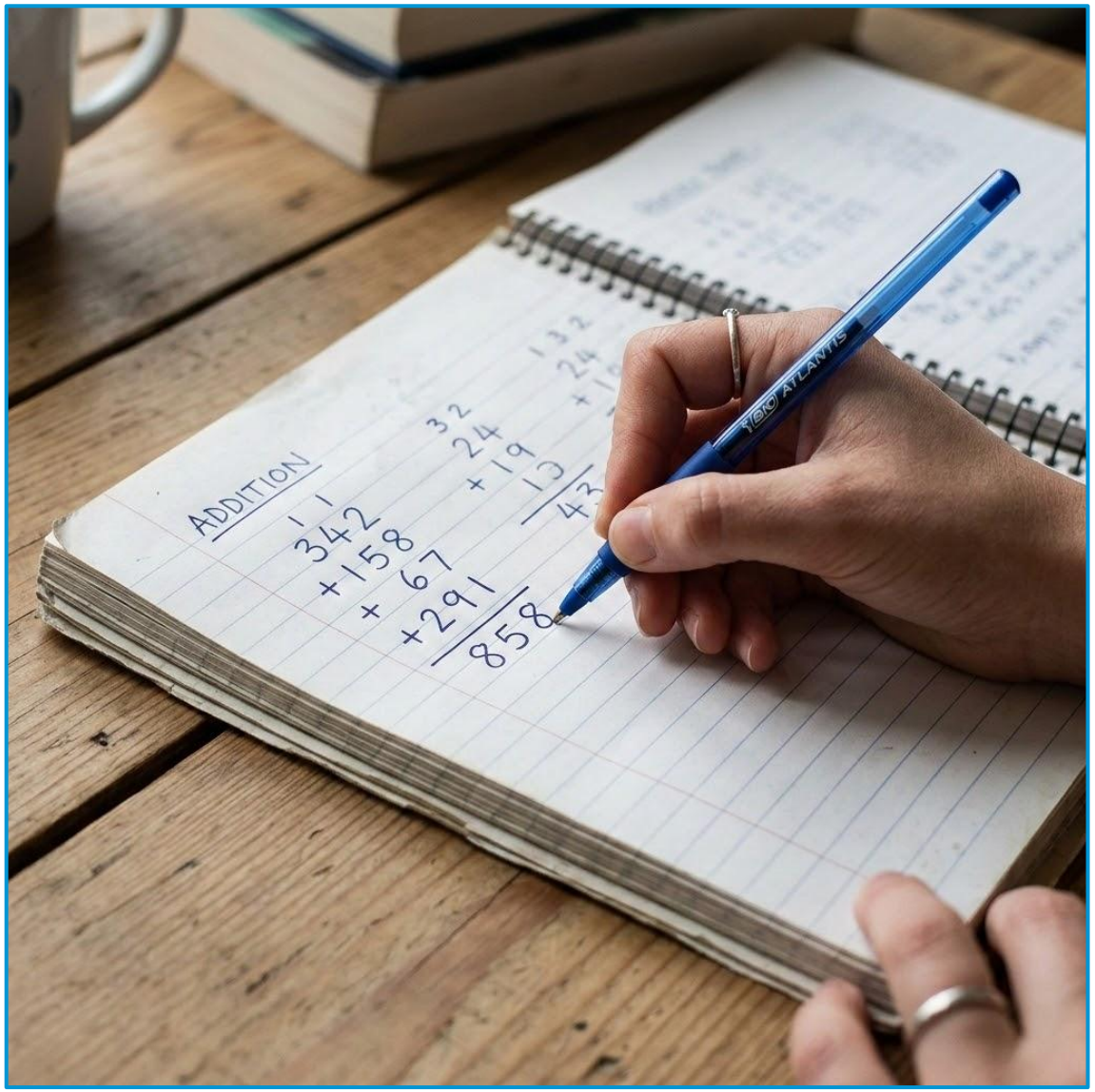
Start SMALL

My Two Cents

1

Use it

Until you start using it, you are not going to learn it.



The Quick Stats Bar

No formula required — just highlight and look.

1

Highlight any range of numbers

Click and drag over a column, row, or block of cells — doesn't matter how many.

2

Look at the bottom-right corner

Right next to “Explore,” Sheets instantly shows the Sum of what you selected.

3

That's it — no typing, no formula

Nothing gets written to your sheet. It's just a quick, temporary answer for you.

Data_Without_Drama_Take_Home_Packet

File Edit View Insert Format Data Tools Extensions Help

kami Share

100% $ % 123 Defaul... 11

G:G

	A	B	C	D	E	F	G	H	I	J
1										
2	John Doe	6441	2213	019	66100	644122130190000066100	$25.00			
3	John Doe				66100	644122130190000066100	$25.00		John Doe	
4	John Doe				65810	644122130190000065810	$25.00		Fred Flintstone	
5	John Doe				66100	644122130190000066100	$25.00		George Jones	
6	John Doe				66100	644122130190000066100	$25.00			
7	John Doe				66100	644122130190000066100	$25.00			
8	John Doe				66100	644122130190000066100	$25.00			
9	Fred Flintstone				66100	644122130190000066100	$25.00			
10	Fred Flintstone				65810	644122130190000065810	$25.00			
11	Fred Flintstone				65810	644122130190000065810	$25.00			
12	Fred Flintstone				65810	644122130190000065810	$25.00			
13	Fred Flintstone				66100	644122130190000066100	$25.00			
14	Fred Flintstone				63420	644122130190000063420	$25.00			
15	Fred Flintstone				66100	644122130190000066100	$25.00			
16	George Jones				66100	644122130190000066100	$25.00			
17	George Jones				66100	644122130190000066100	$25.00			

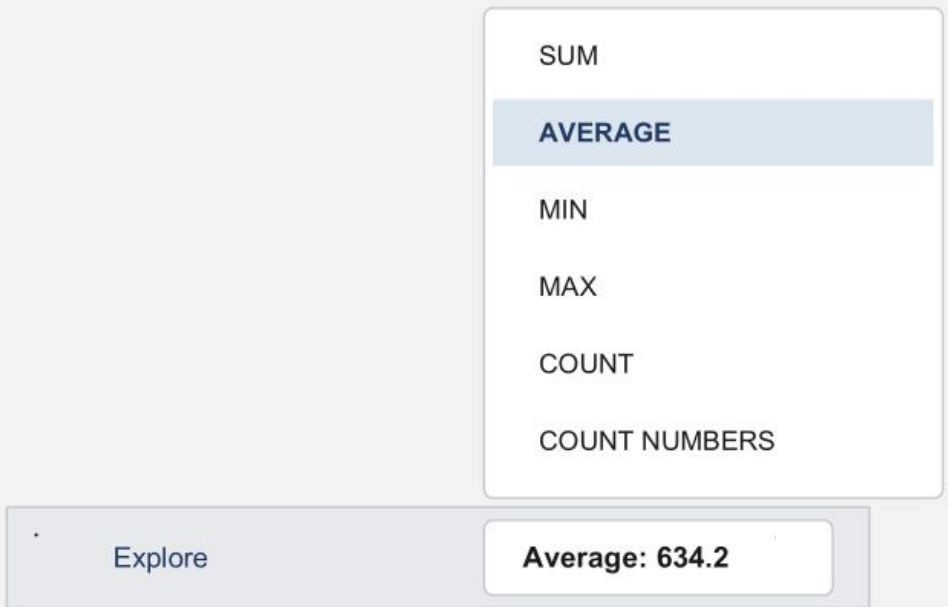
ts Here | General Formula Fun | Expanded Formula Fun | Form Response TShirt Tally | Detail Distribution Detail Sum

Sum: $1,200.00

More Than Just Sum

Click the number itself to change what it's telling you.

Click the pill to choose:



Try it with your ATLAS data

- Highlight the whole ELA Scale Score column
- Bottom-right instantly shows the Sum of every score
- Click it, choose Average — there's your class average, with zero formulas typed
- Sheets remembers your choice, so the next range you highlight shows Average too

Great for a gut-check. For something permanent that updates and stays on the sheet, use a real formula like =AVERAGE().

WHAT ELSE?

	A	B	C	D
1	General Formula Fun - Merge and Center			
2	Quick Aggregate Tool		Whole Columns vs Cell Ranges	
3	Sum		Duplicating Sheets	
4	Average		Freezing Rows and Columns	
5	Max		Drop Downs	
6	Min		Conditional Formatting	
7	Copy		Format Painter	
8	Paste		Check Boxes	
9	Paste Special		Split Text to Columns	
10	Find/Replace		<CTRL><SHIFT><V>	
11	Add/Subtract/Multiple/Divide		<CTRL><T> <CTRL><Z>	
12	=countifs		<CTRL><SHIFT><T>	
13	=counta (any cell containing data)		Edit / Copy / Template/Preview	
14	=count (how many cells)		Wrap Cells	
15	=countblank		Charts	
16	Apostrophe for data		Filter	
17	Notification Settings		Alternating Colors	
18	Sorting Data		Cell Rotation and Wrapping	
19	Revision History		Notification Rules	

Assignment-On the Previous Slide

Highlight in Green
what you know
Yellow what you
want to start using
Red what you
want to learn more about

Research Tools/Integrity

Let Me Google that for YOU!

ChatGPT

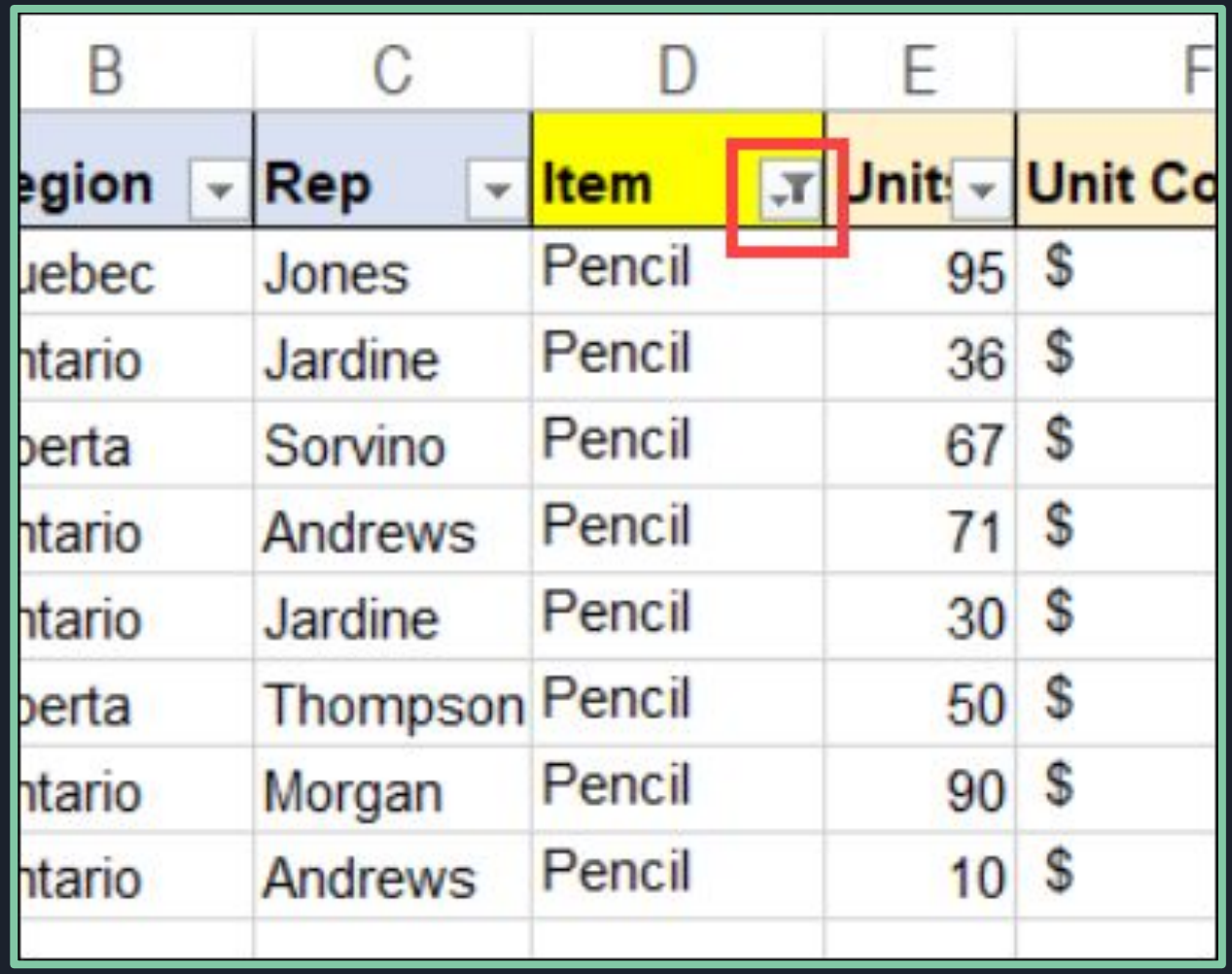
Click me

Certifications

Genius!

Spreadsheet Filter (Excel or NOT . . .)

- **Google Link with Instructions**



B	C	D	E	F
egion	Rep	Item	Unit	Unit Co
uebec	Jones	Pencil	95	$
ntario	Jardine	Pencil	36	$
berta	Sorvino	Pencil	67	$
ntario	Andrews	Pencil	71	$
ntario	Jardine	Pencil	30	$
berta	Thompson	Pencil	50	$
ntario	Morgan	Pencil	90	$
ntario	Andrews	Pencil	10	$

FORMULA SPOTLIGHT

SORT

Put your data in order automatically — highest to lowest, A to Z, whatever you need — without touching a single row.

In Your Data

Rank every student by ELA score, highest first

Google Sheets Formula

```
=SORT(range, sort_column, FALSE)
```

- **FALSE means descending — places the biggest number or highest score at the top of your list.**
- **Swap it to TRUE — instantly flips the entire list to ascending order.**
- **Fully automatic — no cutting, pasting, or manual re-sorting is required when new student scores are added.**

This exact example is built and working on your take-home packet's "Formulas in Action" tab.

https://tinyurl.com/DwDpacket

Data_Without_Drama_Take_Home_Packet

File Edit View Insert Format Data Tools Extensions Help

kami Share

A1

Formulas in Action

Same four formulas from the session, already built from the Sample Data tab.

SORT — rank students by ELA score, highest first

Student Code	Grade	ELA Score
#REF!		

Formula used:
SORT(range, sort_column, FALSE)
FALSE = descending (highest first)

REF ERROR

https://tinyurl.com/DwDpacket

Read Me First | Sample Data | Formulas in Action Version One | Formulas in Action Version Two | Quick Dashboard | Your Data Star

Data_Without_Drama_Take_Home_Packet

File Edit View Insert Format Data Tools Extensions Help

kami Share

Data validation rules

+ Add rule

Formula in cell A7 - =sort('Sample Data'!A:C,3,FALSE())

Formulas in Action

Same four formulas from the session, already built from the Sample Data tab.

SORT — rank students by ELA score, highest first

Student Code	Grade	ELA Score
S012	3	465
S007	5	464
S017	5	459
S009	5	457
S015	4	455
S021	5	451
S040	6	450
S002	3	449
S004	4	449
S025	4	448
S034	4	448
S018	4	440
S024	5	439
S030	5	422
S036	5	418
S035	6	414
S020	3	408
S013	6	407

Formula used:

SORT(range, sort_column, FALSE)

FALSE = descending (highest first)

Formula in cell B4 - =

FILTER — show only students b

Student Code	Grade	ELA Score
S001	3	316
S006	5	336
S010	5	330
S016	6	346
S019	3	349
S026	3	338
S027	3	331
S028	4	342
S032	4	311
S033	5	328
S037	3	325

This is 100% made-up practice data — n

https://tinyurl.com/DwDpacket

Read Me First | Sample Data | Formulas in Action Version One | Formulas in Action Version Two | Quick Dashboard | ATLAS ELA Dat

FORMULA SPOTLIGHT

FILTER

Show only the rows that match your rule — everything else stays out of sight, but never gets deleted.

In your data

Instantly list every student below a benchmark score

GOOGLE SHEETS

```
=FILTER(range, condition)
```

Change the number in the condition and the list rebuilds itself — perfect for building an intervention list, an ELL roster, or anything else that needs to update itself when scores change.

This exact example is built and working on your take-home packet's "Formulas in Action" tab.

https://tinyurl.com/DwDpacket

Data_Without_Drama_Take_Home_Packet

File Edit View Insert Format Data Tools Extensions Help

kami Share

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S021	5	451
S040	6	450
S002	3	449
S004	4	449
S025	4	448
S034	4	448
S018	4	440
S024	5	439
S030	5	422
S036	5	418
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S033	5	328
S037	3	325

This is 100% made-up practice data — n

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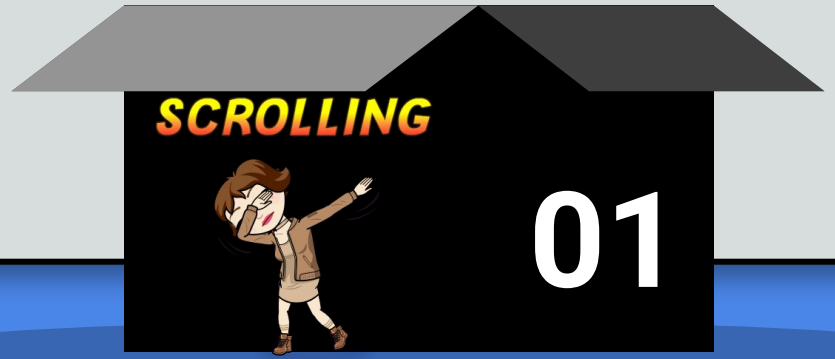
Read Me First | Sample Data | Formulas in Action Version One | Formulas in Action Version Two | Quick Dashboard | ATLAS ELA Dat

<CTRL> <T> and
<CTRL> <SHIFT> <T>
<CTRL> <SHIFT> <V>
<CTRL> <Z>

Keyboard shortcuts that are life savers and TIMEsavers!



FORMULA SPOTLIGHT

SUMIF & COUNTIF

Add up or count anything that matches a rule — no manual tallying, ever again.

In your data

GOOGLE SHEETS SYNTAX

Count students who are chronically absent

```
=COUNTIF(attendance_range, "<90")
```

Counts every row where attendance is below 90% — one formula, always current.

Total intervention minutes, one grade level only

```
=SUMIF(grade_range, 4, minutes_range)
```

Adds only the minutes where the grade matches — swap the 4 for any grade you need.

This exact example is built and working on your take-home packet's "Formulas in Action" tab.

https://tinyurl.com/DwDpacket

Data_Without_Drama_Take_Home_Packet

File Edit View Insert Format Data Tools Extensions Help

K5 | 336

COUNTIF & SUMIF — quick counts and totals, no filtering needed

Students chronically absent (attendance below 90%):	23	=COUNTIF('Sample Data'!F:F,"<90")
Students in Grade 5:	12	=COUNTIF('Sample Data'!B:B,5)
Total intervention minutes logged, Grade 4 only:	345	=SUMIF('Sample Data'!B:B,4,'Sample Data'!G:G)
Average ELA score, Grade 6 only:	396.2	=AVERAGEIF('Sample Data'!B:B,6,'Sample Data'!C:C)

Formula patterns:

COUNTIF(range, condition) SUMIF(range_to_check, condition, range_to_add)

Formula

FILTER — s

Student Co
S001
S002
S003
S004
S005
S006
S007
S008
S009
S010
S011
S012
S013
S014
S015
S016
S017
S018
S019
S020
S021

https://tinyurl.com/DwDpacket

Read Me First | Sample Data | Formulas in Action Version One | Formulas in Action Version Two | Quick Dashboard | ATLAS ELA Dat

Data Cleaning Quick Wins

Remove Duplicates

Two clicks in Google Sheets, and repeat entries are gone — Data > Data cleanup > Remove duplicates.

Trim Extra Spaces

=TRIM() strips the stray spaces that make “matching” rows silently fail to match.

Dropdown Lists

Data validation turns free-typed fields into a fixed list — no more three ways to spell the same building.

Conditional Formatting

Color rules flag outliers and missing data the second you open the sheet — no scanning required.

	A	B	C
1	**Other Shared Spreadsheets with Formula Examples**		
2	**Sample Shared Budget Sheets**		
3	Creating a totals page for all of your budgets		Payroll Distribution Detail Report
4	Using fixed percentages		=left(K1,4)
5	Copying cells		=right(K2,5)
6	Absolute cell reference		=mid(K3,12,3)
7	Relative cell reference		=sort(unique('6795'!F:F))
8	Mixed cell reference		=sumif('6781'!$F:$F,$A2,'6781'!$M:$M)
9	Rank and Serve		=sumifs('6795'!$N:$N,'6795'!$F:$F,$A3,'6795'!$L:$L,$D$1)
10	Pulling budget info from an eFinance report		Import range specific columns
11	Sort formula		=QUERY(IMPORTRANGE("url of spreadsheet","all ranges"),"select
12	Unique		Col1,Col4,Col5")
13	Concatenate		
14	**Things I am Learning more About**		
15	Approvals		E-mail and Scheduling and Scripting
16	=indirect(A2&"!d1") referencing tab titles and cells		Conditional Formatting and Creating Documents with Sheets
17	=IF(ISBLANK(cell), 0, cell) - transportation document		Scripting for duplicating tabs
18	AI SCRIPTS and duplicating tabs (AMAZING)		index(match(
19	=unique(vstack(A2:A,D2:D,etc))		={'Form Responses 1'!A:Q} Use { } to pull a tab from another sheet
20	**Things I like to SHARE!**		
21	Blank Travel Template		504 Sample
22	September Template - Calculating Hours Worked		Function List
23	Sample Needs Assessment		Health and Wellness Checklist
24			

Talk Among Yourselves!

Networking is collaborative, job embedded professional development which promotes teacher efficacy (effect size 1.57) which may make this conference payable out of Title IIA

FORMULA SPOTLIGHT

UNIQUE

Just gives you a list of the unique names or items it sees in a column of data.

In your data

Instantly list every student below a benchmark score

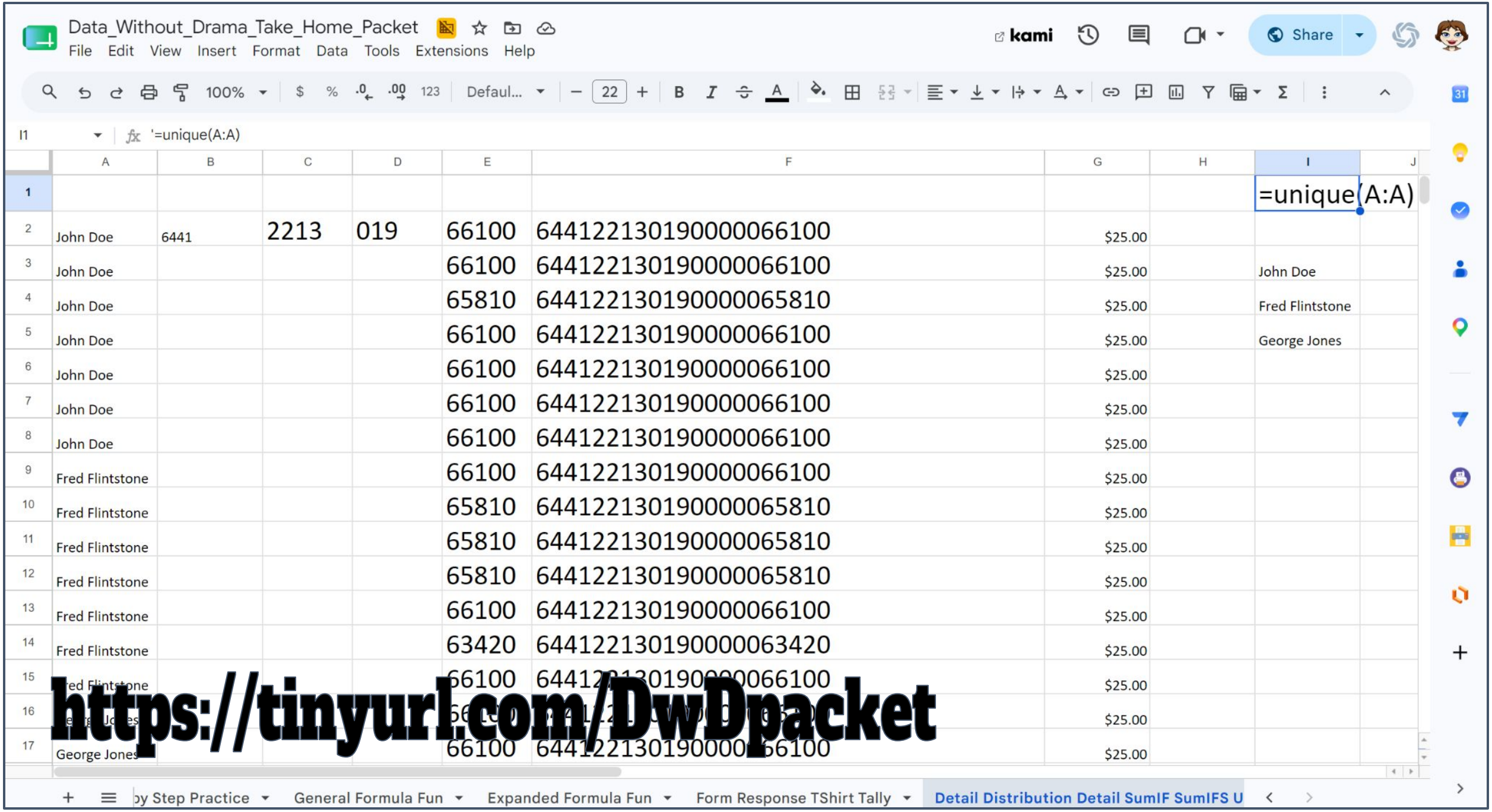
GOOGLE SHEETS

```
=UNIQUE(range)
```

Auto updates as you add any new items into the range. If you want them in alphabetical order stack on the sort function at the beginning.

```
=SORT(UNIQUE(range))
```

This exact example is built and working on your take-home packet's "Detail Distribution" tab.



	A	B	C	D	E	F	G	H	I	J
1									=unique(A:A)	
2	John Doe	6441	2213	019	66100	64412213019000066100	$25.00			
3	John Doe				66100	64412213019000066100	$25.00		John Doe	
4	John Doe				65810	64412213019000065810	$25.00		Fred Flintstone	
5	John Doe				66100	64412213019000066100	$25.00		George Jones	
6	John Doe				66100	64412213019000066100	$25.00			
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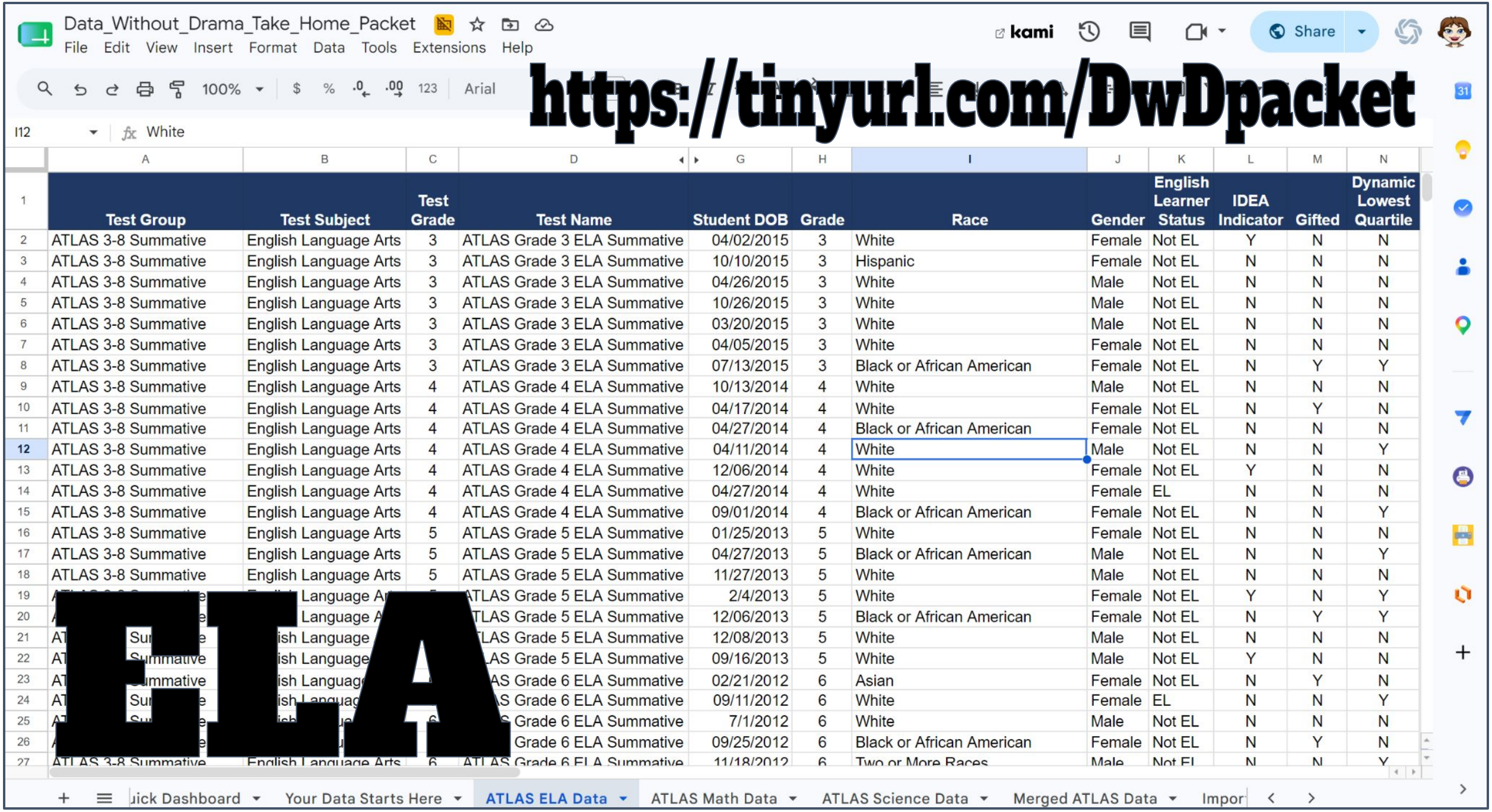
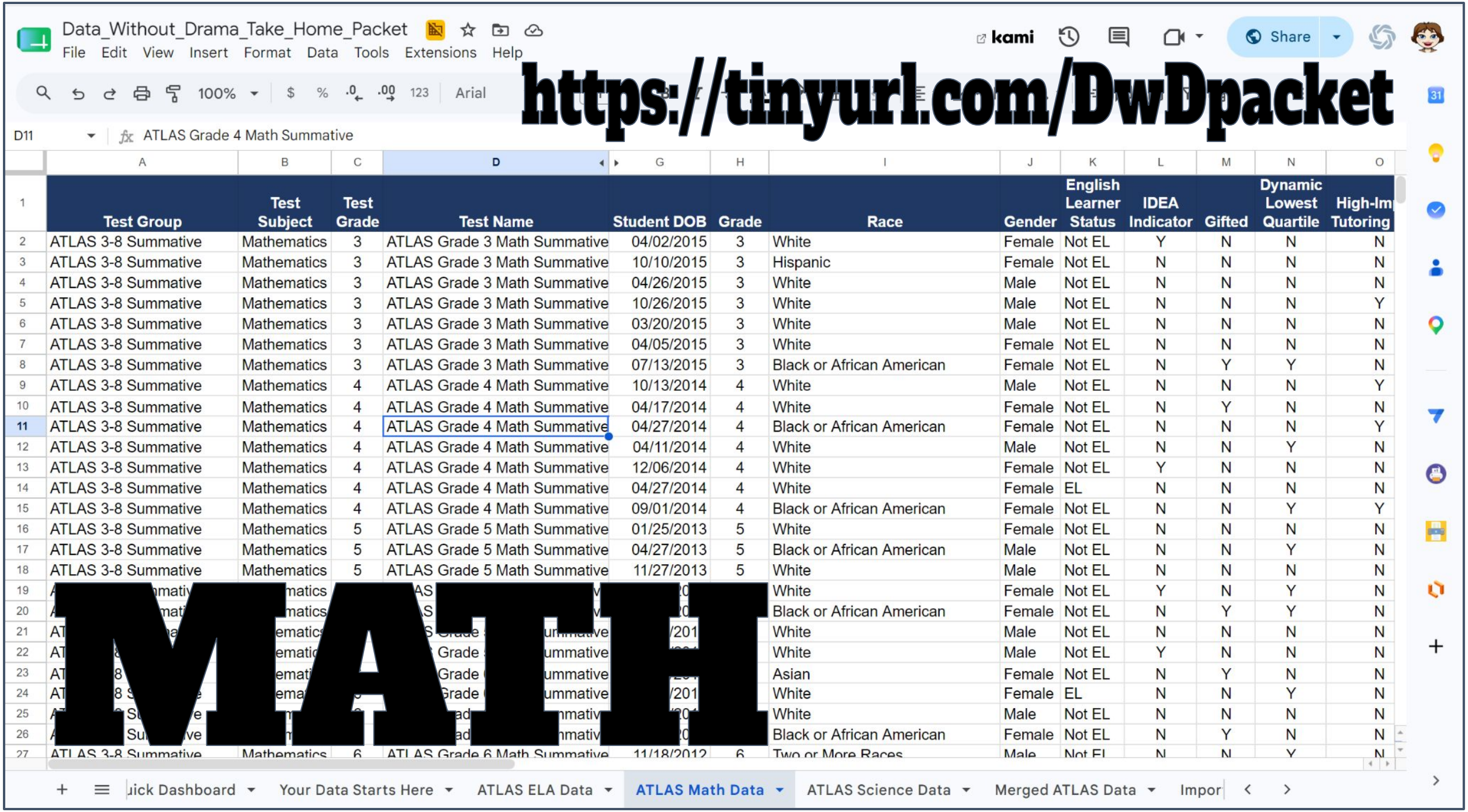
13	Fred Flintstone				66100	64412213019000066100	$25.00			
14	Fred Flintstone				63420	64412213019000063420	$25.00			
15	[illegible]				66100	64412213019000066100	$25.00			
16	[illegible]				66100	[illegible]	$25.00			
17	George Jones				66100	64412213019000066100	$25.00			

=unique(vstack(A2:A,D2:D,etc))

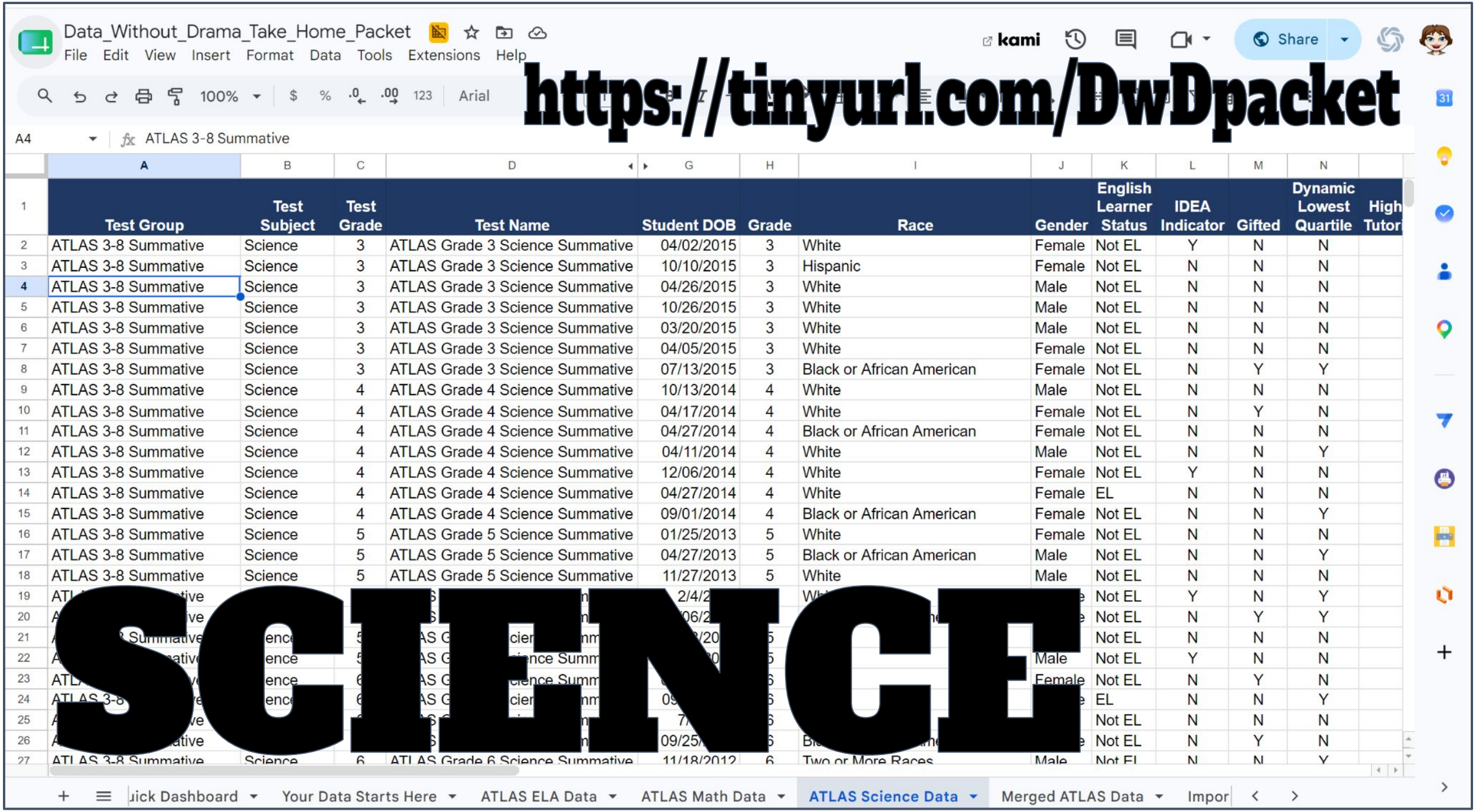
=IFERROR(VLOOKUP($A1,'ATLAS ELA Data'!$F:$H,3,FALSE()),
IFERROR(VLOOKUP($A1,'ATLAS Math Data'!$F:$H,3,FALSE()),
VLOOKUP($A1,'ATLAS Science Data'!$F:$H,3,FALSE())))



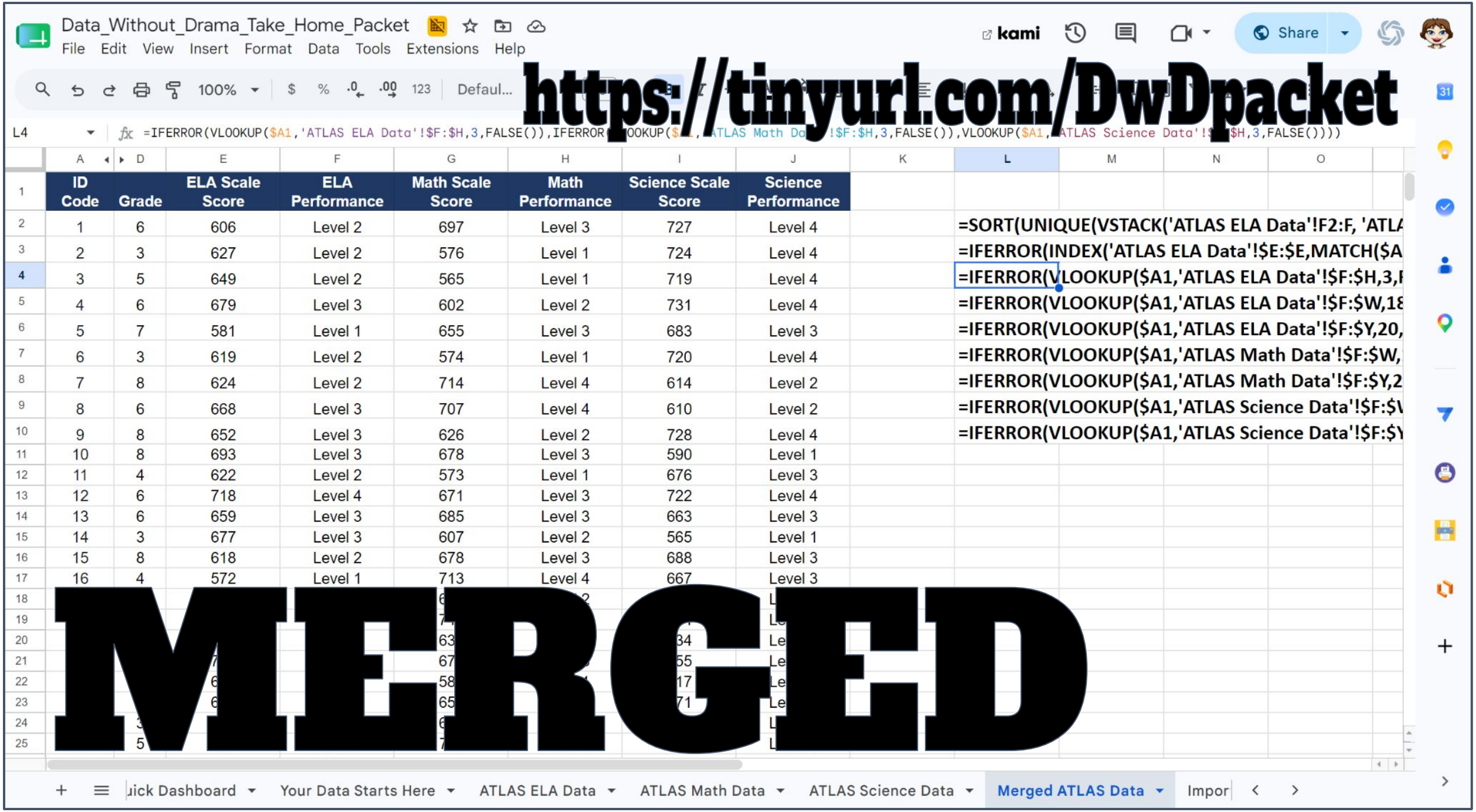
	A	B	C	D	G	H	I	J	K	L	M	N
1	Test Group	Test Subject	Test Grade	Test Name	Student DOB	Grade	Race	Gender	English Learner Status	IDEA Indicator	Gifted	Dynamic Lowest Quartile
2	ATLAS 3-8 Summative	English Language Arts	3	ATLAS Grade 3 ELA Summative	04/02/2015	3	White	Female	Not EL	Y	N	N
3	ATLAS 3-8 Summative	English Language Arts	3	ATLAS Grade 3 ELA Summative	10/10/2015	3	Hispanic	Female	Not EL	N	N	N
4	ATLAS 3-8 Summative	English Language Arts	3	ATLAS Grade 3 ELA Summative	04/26/2015	3	White	Male	Not EL	N	N	N
5	ATLAS 3-8 Summative	English Language Arts	3	ATLAS Grade 3 ELA Summative	10/26/2015	3	White	Male	Not EL	N	N	N
6	ATLAS 3-8 Summative	English Language Arts	3	ATLAS Grade 3 ELA Summative	03/20/2015	3	White	Male	Not EL	N	N	N
7	ATLAS 3-8 Summative	English Language Arts	3	ATLAS Grade 3 ELA Summative	04/05/2015	3	White	Female	Not EL	N	N	N
8	ATLAS 3-8 Summative	English Language Arts	3	ATLAS Grade 3 ELA Summative	07/13/2015	3	Black or African American	Female	Not EL	N	Y	Y
9	ATLAS 3-8 Summative	English Language Arts	4	ATLAS Grade 4 ELA Summative	10/13/2014	4	White	Male	Not EL	N	N	N
10	ATLAS 3-8 Summative	English Language Arts	4	ATLAS Grade 4 ELA Summative	04/17/2014	4	White	Female	Not EL	N	Y	N
11	ATLAS 3-8 Summative	English Language Arts	4	ATLAS Grade 4 ELA Summative	04/27/2014	4	Black or African American	Female	Not EL	N	N	N
12	ATLAS 3-8 Summative	English Language Arts	4	ATLAS Grade 4 ELA Summative	04/11/2014	4	White	Male	Not EL	N	N	Y
13	ATLAS 3-8 Summative	English Language Arts	4	ATLAS Grade 4 ELA Summative	12/06/2014	4	White	Female	Not EL	Y	N	N
14	ATLAS 3-8 Summative	English Language Arts	4	ATLAS Grade 4 ELA Summative	04/27/2014	4	White	Female	EL	N	N	N
15	ATLAS 3-8 Summative	English Language Arts	4	ATLAS Grade 4 ELA Summative	09/01/2014	4	Black or African American	Female	Not EL	N	N	Y
16	ATLAS 3-8 Summative	English Language Arts	5	ATLAS Grade 5 ELA Summative	01/25/2013	5	White	Female	Not EL	N	N	N
17	ATLAS 3-8 Summative	English Language Arts	5	ATLAS Grade 5 ELA Summative	04/27/2013	5	Black or African American	Male	Not EL	N	N	Y
18	ATLAS 3-8 Summative	English Language Arts	5	ATLAS Grade 5 ELA Summative	11/27/2013	5	White	Male	Not EL	N	N	N
19	[illegible]	[illegible] Language [illegible]	5	[illegible] ATLAS Grade 5 ELA Summative	2/4/2013	5	White	Female	Not EL	Y	N	Y
20	[illegible]	[illegible] Language [illegible]	5	[illegible] TLAS Grade 5 ELA Summative	12/06/2013	5	Black or African American	Female	Not EL	N	Y	Y
21	AT	Su [illegible]	5	[illegible] LAS Grade 5 ELA Summative	12/08/2013	5	White	Male	Not EL	N	N	N
22	AT	Summative	5	[illegible] AS Grade 5 ELA Summative	09/16/2013	5	White	Male	Not EL	Y	N	N
23	AT	[illegible]	6	[illegible] AS Grade 6 ELA Summative	02/21/2012	6	Asian	Female	Not EL	N	Y	N
24	AT	Su [illegible]	6	[illegible] S Grade 6 ELA Summative	09/11/2012	6	White	Female	EL	N	N	Y
25	[illegible]	[illegible]	6	[illegible] Grade 6 ELA Summative	7/1/2012	6	White	Male	Not EL	N	N	N
26	[illegible]	[illegible]	6	[illegible] Grade 6 ELA Summative	09/25/2012	6	Black or African American	Female	Not EL	N	Y	N
27	ATLAS 3-8 Summative	English Language Arts	6	ATLAS Grade 6 ELA Summative	11/18/2012	6	Two or More Races	Male	Not EL	N	N	Y



	A	B	C	D	G	H	I	J	K	L	M	N	O
1	Test Group	Test Subject	Test Grade	Test Name	Student DOB	Grade	Race	Gender	English Learner Status	IDEA Indicator	Gifted	Dynamic Lowest Quartile	High-Im Tutoring
2	ATLAS 3-8 Summative	Mathematics	3	ATLAS Grade 3 Math Summative	04/02/2015	3	White	Female	Not EL	Y	N	N	N
3	ATLAS 3-8 Summative	Mathematics	3	ATLAS Grade 3 Math Summative	10/10/2015	3	Hispanic	Female	Not EL	N	N	N	N
4	ATLAS 3-8 Summative	Mathematics	3	ATLAS Grade 3 Math Summative	04/26/2015	3	White	Male	Not EL	N	N	N	N
5	ATLAS 3-8 Summative	Mathematics	3	ATLAS Grade 3 Math Summative	10/26/2015	3	White	Male	Not EL	N	N	N	Y
6	ATLAS 3-8 Summative	Mathematics	3	ATLAS Grade 3 Math Summative	03/20/2015	3	White	Male	Not EL	N	N	N	N
7	ATLAS 3-8 Summative	Mathematics	3	ATLAS Grade 3 Math Summative	04/05/2015	3	White	Female	Not EL	N	N	N	N
8	ATLAS 3-8 Summative	Mathematics	3	ATLAS Grade 3 Math Summative	07/13/2015	3	Black or African American	Female	Not EL	N	Y	Y	N
9	ATLAS 3-8 Summative	Mathematics	4	ATLAS Grade 4 Math Summative	10/13/2014	4	White	Male	Not EL	N	N	N	Y
10	ATLAS 3-8 Summative	Mathematics	4	ATLAS Grade 4 Math Summative	04/17/2014	4	White	Female	Not EL	N	Y	N	N
11	ATLAS 3-8 Summative	Mathematics	4	ATLAS Grade 4 Math Summative	04/27/2014	4	Black or African American	Female	Not EL	N	N	N	Y
12	ATLAS 3-8 Summative	Mathematics	4	ATLAS Grade 4 Math Summative	04/11/2014	4	White	Male	Not EL	N	N	Y	N
13	ATLAS 3-8 Summative	Mathematics	4	ATLAS Grade 4 Math Summative	12/06/2014	4	White	Female	Not EL	Y	N	N	N
14	ATLAS 3-8 Summative	Mathematics	4	ATLAS Grade 4 Math Summative	04/27/2014	4	White	Female	EL	N	N	N	N
15	ATLAS 3-8 Summative	Mathematics	4	ATLAS Grade 4 Math Summative	09/01/2014	4	Black or African American	Female	Not EL	N	N	Y	Y
16	ATLAS 3-8 Summative	Mathematics	5	ATLAS Grade 5 Math Summative	01/25/2013	5	White	Female	Not EL	N	N	N	N
17	ATLAS 3-8 Summative	Mathematics	5	ATLAS Grade 5 Math Summative	04/27/2013	5	Black or African American	Male	Not EL	N	N	Y	N
18	ATLAS 3-8 Summative	Mathematics	5	ATLAS Grade 5 Math Summative	11/27/2013	5	White	Male	Not EL	N	N	N	N
19	A	matics		AS			White	Female	Not EL	Y	N	Y	N
20	A	matics		S			Black or African American	Female	Not EL	N	Y	Y	N
21	AT	ematics		S Grade		/201	White	Male	Not EL	N	N	N	N
22	AT	ematic		Grade			White	Male	Not EL	Y	N	N	N
23	AT	emati		Grade			Asian	Female	Not EL	N	Y	N	N
24	AT	ema		Grade		/201	White	Female	EL	N	N	Y	N
25	A			ad			White	Male	Not EL	N	N	N	N
26	A			ad			Black or African American	Female	Not EL	N	Y	N	N
27	ATLAS 3-8 Summative	Mathematics	6	ATLAS Grade 6 Math Summative	11/18/2012	6	Two or More Races	Male	Not EL	N	N	Y	N



Test Group	Test Subject	Test Grade	Test Name	Student DOB	Grade	Race	Gender	English Learner Status	IDEA Indicator	Gifted	Dynamic Lowest Quartile	High Tutor
ATLAS 3-8 Summative	Science	3	ATLAS Grade 3 Science Summative	04/02/2015	3	White	Female	Not EL	Y	N	N	
ATLAS 3-8 Summative	Science	3	ATLAS Grade 3 Science Summative	10/10/2015	3	Hispanic	Female	Not EL	N	N	N	
ATLAS 3-8 Summative	Science	3	ATLAS Grade 3 Science Summative	04/26/2015	3	White	Male	Not EL	N	N	N	
ATLAS 3-8 Summative	Science	3	ATLAS Grade 3 Science Summative	10/26/2015	3	White	Male	Not EL	N	N	N	
ATLAS 3-8 Summative	Science	3	ATLAS Grade 3 Science Summative	03/20/2015	3	White	Male	Not EL	N	N	N	
ATLAS 3-8 Summative	Science	3	ATLAS Grade 3 Science Summative	04/05/2015	3	White	Female	Not EL	N	N	N	
ATLAS 3-8 Summative	Science	3	ATLAS Grade 3 Science Summative	07/13/2015	3	Black or African American	Female	Not EL	N	Y	Y	
ATLAS 3-8 Summative	Science	4	ATLAS Grade 4 Science Summative	10/13/2014	4	White	Male	Not EL	N	N	N	
ATLAS 3-8 Summative	Science	4	ATLAS Grade 4 Science Summative	04/17/2014	4	White	Female	Not EL	N	Y	N	
ATLAS 3-8 Summative	Science	4	ATLAS Grade 4 Science Summative	04/27/2014	4	Black or African American	Female	Not EL	N	N	N	
ATLAS 3-8 Summative	Science	4	ATLAS Grade 4 Science Summative	04/11/2014	4	White	Male	Not EL	N	N	Y	
ATLAS 3-8 Summative	Science	4	ATLAS Grade 4 Science Summative	12/06/2014	4	White	Female	Not EL	Y	N	N	
ATLAS 3-8 Summative	Science	4	ATLAS Grade 4 Science Summative	04/27/2014	4	White	Female	EL	N	N	N	
ATLAS 3-8 Summative	Science	4	ATLAS Grade 4 Science Summative	09/01/2014	4	Black or African American	Female	Not EL	N	N	Y	
ATLAS 3-8 Summative	Science	5	ATLAS Grade 5 Science Summative	01/25/2013	5	White	Female	Not EL	N	N	N	
ATLAS 3-8 Summative	Science	5	ATLAS Grade 5 Science Summative	04/27/2013	5	Black or African American	Male	Not EL	N	N	Y	
ATLAS 3-8 Summative	Science	5	ATLAS Grade 5 Science Summative	11/27/2013	5	White	Male	Not EL	N	N	N	
ATL				2/4/2		Wh		Not EL	Y	N	Y	
A				06/2				Not EL	N	Y	Y	
A				20				Not EL	N	N	N	
A							Male	Not EL	Y	N	N	
ATL							Female	Not EL	N	Y	N	
ATLAS 3-8				09				EL	N	N	Y	
A				7/				Not EL	N	N	N	
A				09/25/		Bl		Not EL	N	Y	N	
ATLAS 3-8 Summative	Science	6	ATLAS Grade 6 Science Summative	11/18/2012	6	Two or More Races	Male	Not EL	N	N	Y	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L4
=IFERROR(VLOOKUP($A1,'ATLAS ELA Data'!$F:$H,3,FALSE()),IFERROR(VLOOKUP($A1,'ATLAS Math Data'!$F:$H,3,FALSE()),VLOOKUP($A1,'ATLAS Science Data'!$F:$H,3,FALSE())))
ID Code
Grade
ELA Scale Score
ELA Performance
Math Scale Score
Math Performance
Science Scale Score
Science Performance
1 6 606 Level 2 697 Level 3 727 Level 4
2 3 627 Level 2 576 Level 1 724 Level 4
3 5 649 Level 2 565 Level 1 719 Level 4
4 6 679 Level 3 602 Level 2 731 Level 4
5 7 581 Level 1 655 Level 3 683 Level 3
6 3 619 Level 2 574 Level 1 720 Level 4
7 8 624 Level 2 714 Level 4 614 Level 2
8 6 668 Level 3 707 Level 4 610 Level 2
9 8 652 Level 3 626 Level 2 728 Level 4
10 8 693 Level 3 678 Level 3 590 Level 1
11 4 622 Level 2 573 Level 1 676 Level 3
12 6 718 Level 4 671 Level 3 722 Level 4
13 6 659 Level 3 685 Level 3 663 Level 3
14 3 677 Level 3 607 Level 2 565 Level 1
15 8 618 Level 2 678 Level 3 688 Level 3
16 4 572 Level 1 713 Level 4 667 Level 3
=SORT(UNIQUE(VSTACK('ATLAS ELA Data'!F2:F, 'ATLA
=IFERROR(INDEX('ATLAS ELA Data'!$E:$E,MATCH($A
=IFERROR(VLOOKUP($A1,'ATLAS ELA Data'!$F:$H,3,F
=IFERROR(VLOOKUP($A1,'ATLAS ELA Data'!$F:$W,18
=IFERROR(VLOOKUP($A1,'ATLAS ELA Data'!$F:$Y,20,
=IFERROR(VLOOKUP($A1,'ATLAS Math Data'!$F:$W,
=IFERROR(VLOOKUP($A1,'ATLAS Math Data'!$F:$Y,2
=IFERROR(VLOOKUP($A1,'ATLAS Science Data'!$F:$V
=IFERROR(VLOOKUP($A1,'ATLAS Science Data'!$F:$Y
MERGED
Quick Dashboard
Your Data Starts Here
ATLAS ELA Data
ATLAS Math Data
ATLAS Science Data
Merged ATLAS Data
Impor

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kami Share

https://tinyurl.com/DwDpacket

CONDITIONAL FORMATTING

ID Code	Grade	ELA Scale Score	ELA Performance	Math Scale Score	Math Performance	Science Scale Score	Science Performance
1	6	606	Level 2	697	Level 3	727	Level 4
2	3	627	Level 2	576	Level 1	724	Level 4
3	5	649	Level 2	565	Level 1	719	Level 4
4	6	679	Level 3	602	Level 2	731	Level 4
5	7	581	Level 1	655	Level 3	683	Level 3
6	3	619	Level 2	574	Level 1	720	Level 4
7	8	624	Level 2	714	Level 4	614	Level 2
8	6	668	Level 3	707	Level 4	610	Level 2
9	8	652	Level 3	626	Level 2	728	Level 4
10	8	693	Level 3	678	Level 3	590	Level 1
11	4	622	Level 2	573	Level 1	676	Level 3
12	6	718	Level 4	671	Level 3	722	Level 4
13	6	659	Level 3	685	Level 3	663	Level 3
14	3	677	Level 3	607	Level 2	565	Level 1
15	8	618	Level 2	678	Level 3	688	Level 3
16	4	572	Level 1	713	Level 4	667	Level 3
18							Level 3
19				740			Level 1
20				630			Level 2
21							Level 3
22	21	4	622	Level 2	581	Level 1	717
23	22	8	639	Level 2	658	Level 3	671
24							Level 2
25							Level 4
26							Level 2
27							Level 2

```
=SORT(UNIQUE(VSTACK('ATLAS ELA Data'!F2:F, 'ATLAS Math Data'!F2:F, 'A
=IFERROR(INDEX('ATLAS ELA Data'!$E:$E,MATCH($A1,'ATLAS ELA Data'!$
=IFERROR(VLOOKUP($A1,'ATLAS ELA Data'!$F:$H,3,FALSE()),IFERROR(VL
=IFERROR(VLOOKUP($A1,'ATLAS ELA Data'!$F:$W,18,FALSE()),"No 'ATLAS
=IFERROR(VLOOKUP($A1,'ATLAS ELA Data'!$F:$Y,20,FALSE()),"No 'ATLAS
=IFERROR(VLOOKUP($A1,'ATLAS Math Data'!$F:$W,18,FALSE()),"No 'ATLA
=IFERROR(VLOOKUP($A1,'ATLAS Math Data'!$F:$Y,20,FALSE()),"No 'ATLA
=IFERROR(VLOOKUP($A1,'ATLAS Science Data'!$F:$W,18,FALSE()),"No 'AT
=IFERROR(VLOOKUP($A1,'ATLAS Science Data'!$F:$Y,20,FALSE()),"No 'ATL
```

Can you give me the step by steps with this data to do condition that will highlight the level 1s in red - level 2s in yellow - level 3s a green.

Architected step-by-step conditional formatting rules for performance columns

Here's the step-by-step for Google Sheets, based on the columns in your screens Performance in F, Math Performance in H, Science Performance in J):

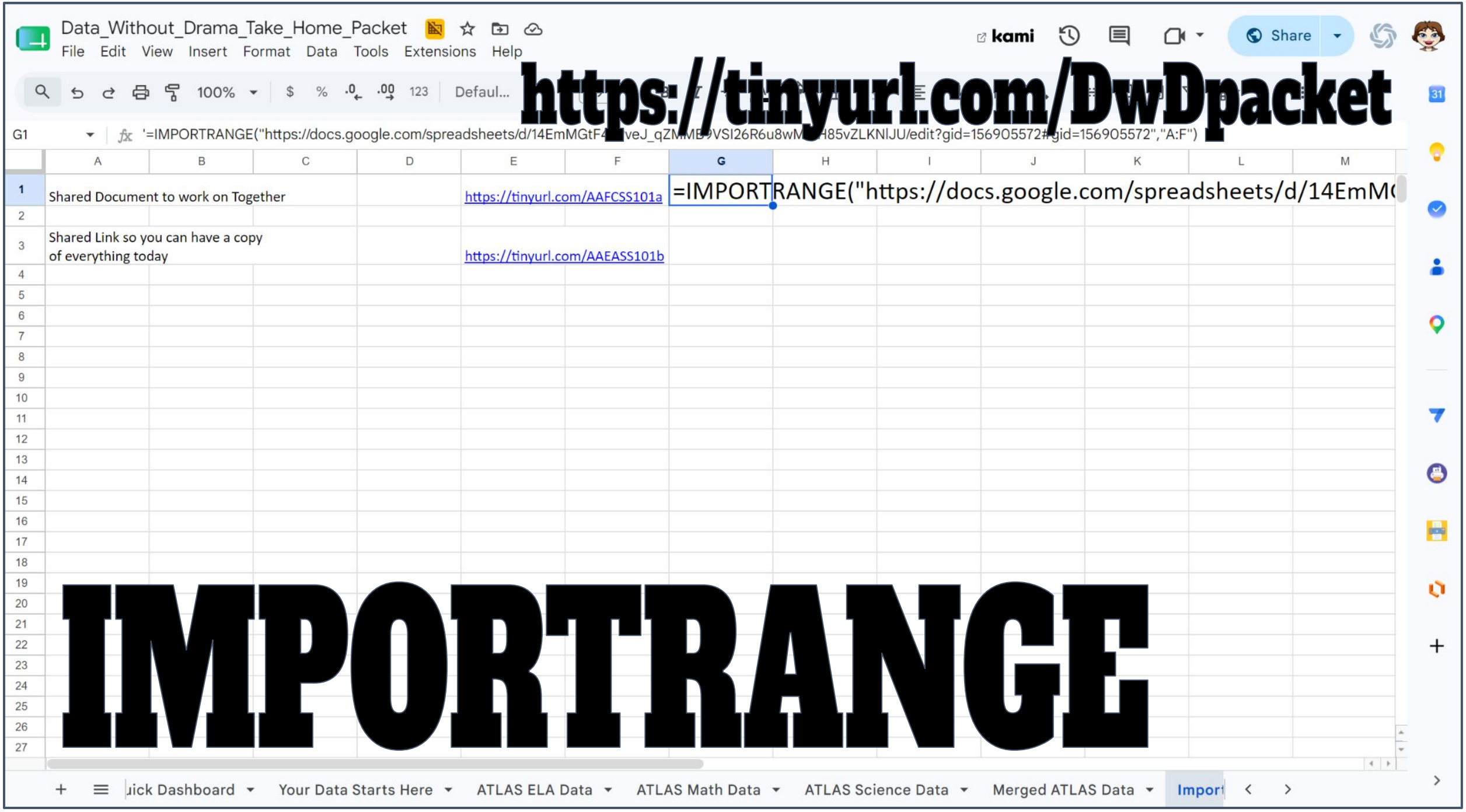
1. Select all three Performance columns at once

Click and drag to select `F2:F19`, then hold **Ctrl** (or **Cmd** on Mac) and drag to also `H2:H19` and `J2:J19`. This lets you apply the same rules to all three columns in on instead of repeating the whole process three times.

2. Open Conditional Formatting

Go to **Format > Conditional formatting** in the menu (or right-click the selection

ATLAS Math Data | ATLAS Science Data | Merged ATLAS Data | Color Formatted Merged ATLAS Data | Import | Practice Data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Share
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G1
'=IMPORTRANGE("https://docs.google.com/spreadsheets/d/14EmMGtF4veJ_qZMMB9VSI26R6u8wM85vZLKNlJU/edit?gid=156905572#gid=156905572","A:F")
Shared Document to work on Together
https://tinyurl.com/AAFCSS101a
=IMPORTRANGE("https://docs.google.com/spreadsheets/d/14EmM
Shared Link so you can have a copy of everything today
https://tinyurl.com/AAEASS101b
IMPORTRANGE
Quick Dashboard
Your Data Starts Here
ATLAS ELA Data
ATLAS Math Data
ATLAS Science Data
Merged ATLAS Data
Import

AI: Your Spreadsheet Copilot

The fastest way to stop fearing formulas is to stop writing them alone.

DO

- Describe what you want in plain English and let AI draft the formula
- Paste in a formula you don't understand and ask AI to explain it in plain language
- Test AI's suggestions on sample or made-up numbers first
- Bring the working formula back to your real, secured sheet yourself

DON'T

- Paste real student names, IDs, or records into a public AI chat tool
- Assume "free" or "popular" means "approved" for district data
- Skip checking your district's AI and data-use policy before trying a new tool
- Let AI touch anything you wouldn't want printed and left on a copier

FORMULA SPOTLIGHT

LEFT
RIGHT
MID

Let's you pull out information from the middle of a long stream of numbers without having to try to sort it.

In your data

Instantly list every student below a benchmark score

GOOGLE SHEETS

```
=LEFT(CELL REFERENCE, NUMBER OF CHARACTERS

OR

=RIGHT(CELL REFERENCE, NUMBER OF CHARACTERS

OR

=MID(CELL REFERENCE, NUMBER TO GO TO, NUMBER

OF CHARACTERS)
```

Geeky Formulas

B	C	D	E	F
egion	Rep	Item	Unit	Unit Co
uebec	Jones	Pencil	95	$
ntario	Jardine	Pencil	36	$
berta	Sorvino	Pencil	67	$
ntario	Andrews	Pencil	71	$
ntario	Jardine	Pencil	30	$
berta	Thompson	Pencil	50	$
ntario	Morgan	Pencil	90	$
ntario	Andrews	Pencil	10	$

650122130101810066100

=left(A:A,4) gets me 6501

=right(A:A,5) gets me 66100

=mid(range,location,numberofcharacters)

so =mid(A:A,11,3) gets me 018

K	L	M	N	O	P
6781110501216010	62220	**46.5**		6781	=left(K1,4)
6781110501216010	62270	**10.88**		16010	=right(K2,5)
6781110501216010	62320	**110.63**		160	=mid(K3,12,3)
6781110501216010	61520	**750**			
6781110501216010	62220	**46.5**			

First - gives you the first four characters of information in column K

Second - gives you the last five characters of information in column K

Third - gives you the characters in the middle of the information in column K - 12 is how many characters into the data you want to go and 3 is the number of characters it will show starting with character 13)

***IF - Instructions Follow**

FORMULA SPOTLIGHT

QUERY IMPORTRANGE

Imports data based on the items you tell the function that you want.

In your data

Instantly list every student below a benchmark score

GOOGLE SHEETS

```
=QUERY(IMPORTRANGE("url of spreadsheet","all ranges"),"select Col1,Col4,Col5")
```

Auto updates as you add any new items into the range.

Sample added to the tab "COMING SOON"

FORMULA SPOTLIGHT

NOTIFICATIONS

Let's you know when something has happened in your document

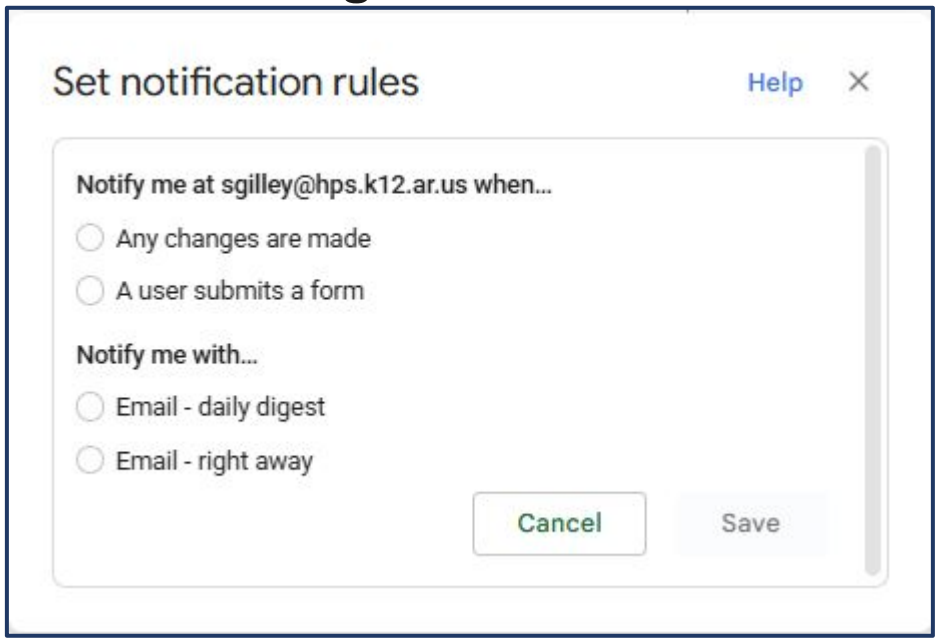
In your data

Instantly list every student below a benchmark score

GOOGLE SHEETS

```
Collaborate and Turn on Notifications to
see when others have contributed.
```

Click Tools - Notification Settings - Edit Notifications - Set the Rules



Feedback

Feedback Effect Size .73

One NEW THING!

*IF - Instructions Follow

Format painter tool tutorial

Can you create a spreadsheet with some formatted data that you can demonstrate the use and value of the format painter tool with step by step instructions on how a new user would use it?

Crafting sample data with varied formatting elements

Checking xlsx skill before creating spreadsheet

Format painter tool tutorial

Identified and rectified a code syntax error

Clean recalc, no errors. Let's move it to the outputs folder and share it.

Ran a command, read a file

This has two tabs:

- **Instructions** — a walkthrough explaining why Format Painter matters, plus separate numbered steps for Google Sheets and Excel (since you're a Google Trainer, the Sheets steps come first).
- **Practice Data** — a gradebook table where row 3 (Ava Thompson) is fully formatted (navy header, ice-blue fill, bold name, orange status text, borders, `AVERAGE` formula), and rows 4–9 have identical data but zero formatting — that's the "before" state your audience fixes by painting row 3's format onto them. There's also a blank row 13 for a bonus exercise: painting the header row's style.

Cell comments on A3 and A4 flag which row is the source and which rows to paint, so it doubles as a self-guided demo if you hand it out directly.

Format painter demo
Spreadsheet · XLSX
Download

Want to be notified when Claude responds? Notify

Write a message...

Sonnet 5 Medium

Claude is AI and can make mistakes. Please double-check responses.

Format painter demo · XLSX

	A	B	C
1			
2		**Format Painter: Step-by-Step Practice**	
3		*Use the "Practice Data" tab to try each step below.*	
4			
5		***Why it matters***	
6		Format Painter copies EVERY formatting choice from one cell (font, color, borders, number format, fill) and a	
7			
8		**In Google Sheets (recommended for this file)**	
9		1	Go to the "Practice Data" tab. Click cell A3 (the fully formatted "Ava
10		2	Click the Format Painter icon in the toolbar — it looks like a small p
11		3	Your cursor turns into a paint roller. Click cell A4 and drag down an
12		4	Release the mouse. Rows 4-9 now match row 3: same fills, borders
13		5	Tip: double-click the Format Painter icon (instead of single-click) to
14			
15		**In Excel (this file's native format)**	
16		1	Select the formatted row (A3:F3) on the Practice Data tab.
17		2	On the Home tab, click Format Painter (the paint brush icon in the
18		3	Click and drag over A4:F9 to apply the copied formatting.

Instructions | Practice Data

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F15

	Student Name	Quiz 1	Quiz 2	Quiz 3	Average	Status
3	Ava Thompson	88	92	95	92	Meets Goal
4	Marcus Lee	75	81	79	78.3333333	Needs Support
5	Priya Natarajan	91	89	94	91.3333333	Meets Goal
6	Devon Carter	68	72	70	70	Needs Support
7	Sofia Ramirez	85	88	90	87.66666667	Meets Goal
8	Jamal Whitfield	77	74	80	77	Needs Support
9	Lin Zhao	96	98	94	96	Meets Goal

Legend: Row 3 = fully formatted example | Rows 4-9 = plain data awaiting Format Painter | Row 13 = blank row to try painting the

Try painting header formatting here

https://tinyurl.com/DwDpacket

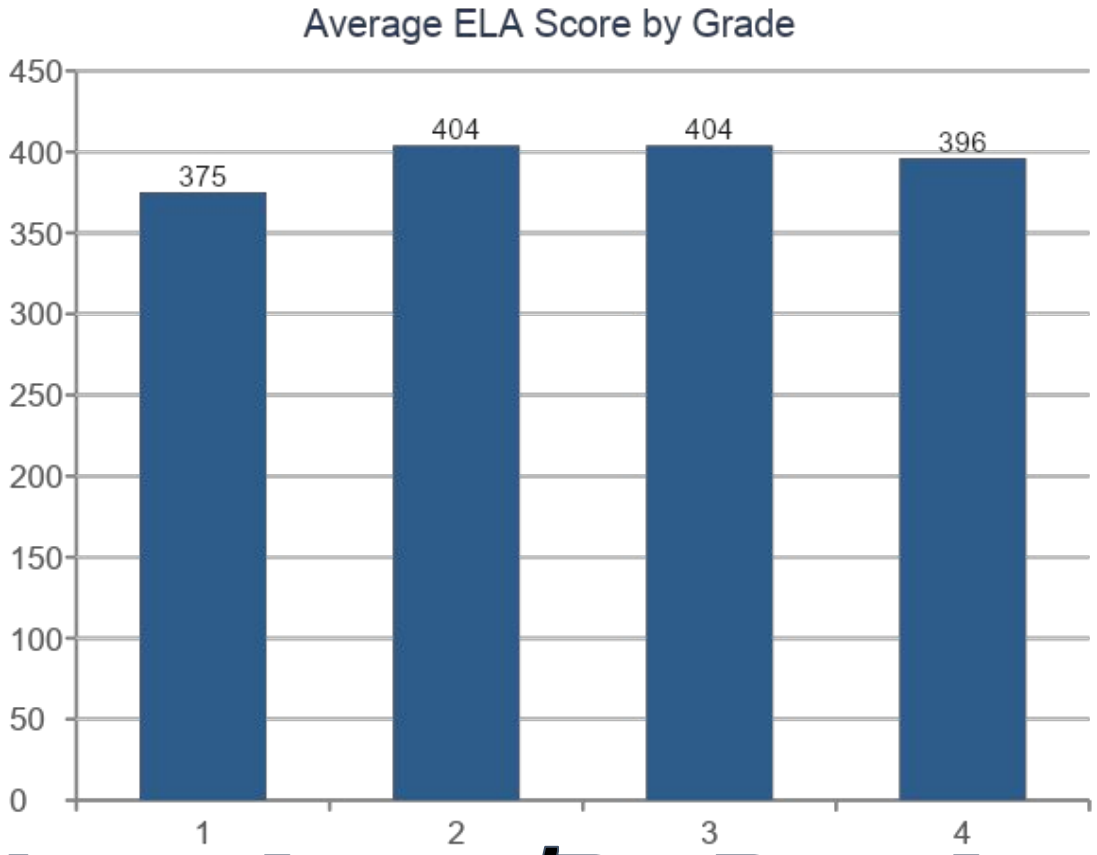
Your Data Starts Here | Practice Data | Format Painter Step by Step Practice | Gene

Make It Visual - Dashboard

A number in a sea of numbers gets skimmed. A shape gets noticed.

One-glance dashboard numbers

- **Total students, chronically-absent count, average scores — all built from formulas, all recalculating live**
- **Color scales that shade cells red-to-green based on the value inside them**
- **A single chart that updates the moment new data lands**



https://tinyurl.com/DwDpacket

Your Take-Home Packet

One workbook. Five tabs PLUS. Opens straight into Google Sheets, already built.

1. Read Me First	How the workbook is organized, plus the safety rules from earlier — in writing, for later.
2. Sample Data	Made-up, de-identified practice data so you can explore risk-free before touching anything real.
3. Formulas in Action	SORT, FILTER, SUMIF, and COUNTIF — already working. Click any result to see the formula behind it.
4. Quick Dashboard	Counts, averages, and a chart, all built from formulas — a template for your own dashboard.
5. Your Data Starts Here	A blank template with the formulas pre-wired. Paste your real numbers in, and everything updates itself.

How To Use It

1

Explore the sample tab

It’s fake data — click around, break something, see how each formula reacts. Nothing here is real, so nothing here is risky.

2

De-identify, then paste your real numbers

Strip names and ID numbers, then drop your real data into the yellow zone on “Your Data Starts Here.”

3

Watch the dashboard build itself

No extra formulas to write — the counts, averages, and chart update the moment your data lands.

EASY does it!

Get excel sheets/google sheets from . . .

- **eFinance**
- **Cognos**
- **ATLAS Portal**
- **Forms**
- **Google**
- **Stolen, I mean shared, from a friend**
- **Ok, if you insist, make your own**

The Vision

You know I wear tons of hats. I need AI to be my assistant and to keep me organized next year through some automation. For example. I have people listed in a spreadsheet that have alternative licensure requirements. I need to check in on them throughout the year for their progress. We have principals that should be working on school improvement plans. We need to check on progress and implementation on those in an automated way. Same for plc meetings that happen weekly and different groups are supposed to be meeting and working through data and actions etc. How can we monitor and adjust on these items and what is the ideal way to arrange all of that so it can be automated.

Harrison_District_Operations_Hub_Working_Mockup

File Edit View Insert Format Data Tools Extensions Help

A1:H1 | Harrison District Operations Hub — Working Dashboard Mockup

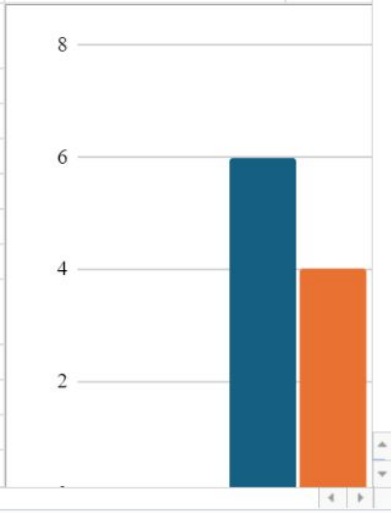
Harrison District Operations Hub — Working Dashboard Mockup

This Month's Focus	PLCs & Instruction
Essential Question	Are collaborative teams improving student learning?
Last Refresh	7/13/2026 20:05:07
Dashboard Mode	Demo with sample connected-source tabs
Use Case	Shows what the live Google Sheet would look like behind the scenes

Work in Progress

District Pulse	Expected	Complete	Needs Review / Due Soon	Missing / Overdue	Status
PLCs	6	4	0	2	Off Track
School Improvement Plans	5	2	2	1	Off Track
Walkthroughs	8	5	3	0	Watch
Alternative Licensure	4	2	1	1	Off Track

Red / Yellow Flags — Meeting Discussion List	Area	Source	Issue	Owner	Link
#NAME?					



HOME Dashboard | Source_Registry | Raw_PLC_Import | Raw_SIP_Import | Raw_Walkthrough_Import | Raw_Licensure_Import

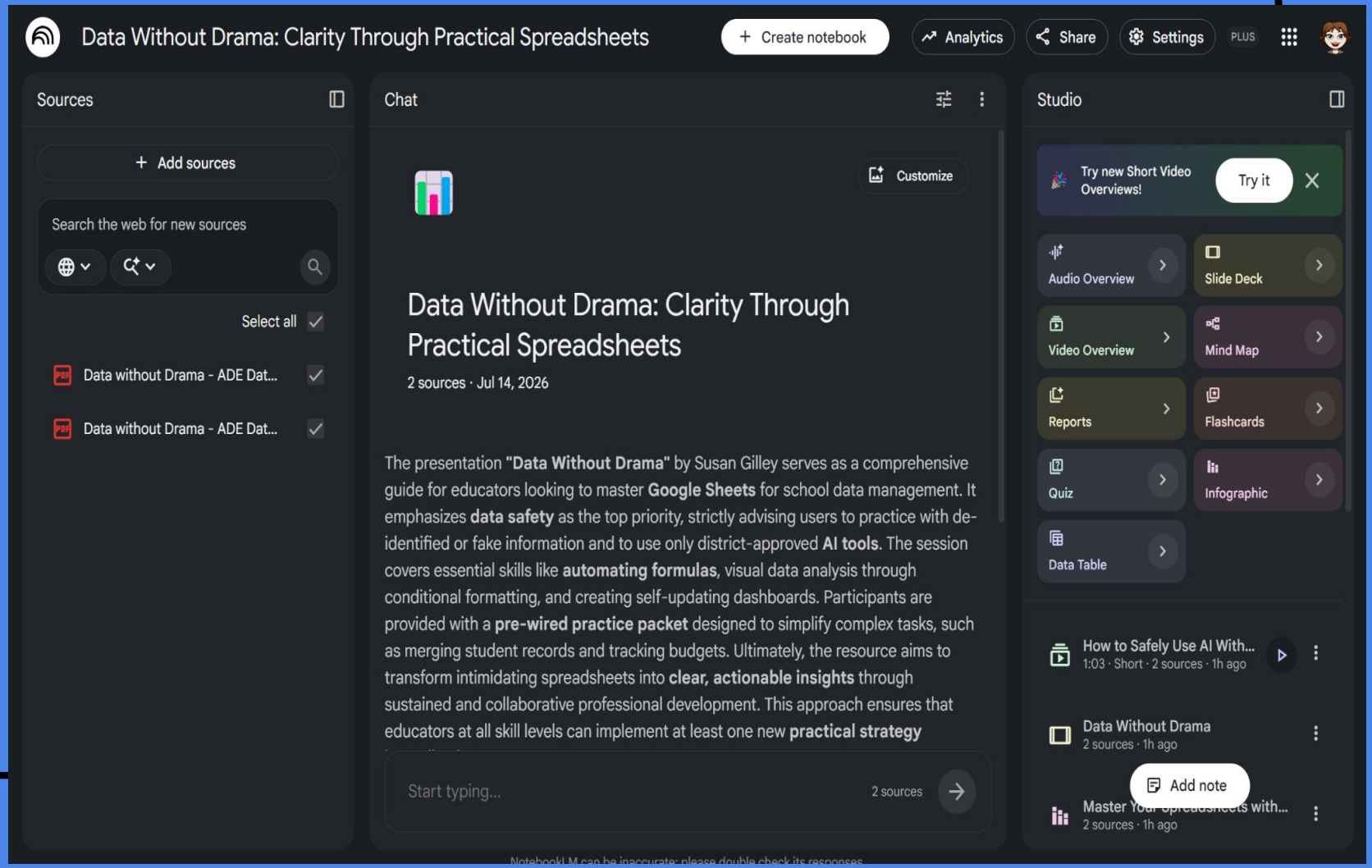
FREE Play

What do we want to ask of AI

Let’s try it

Don’t Forget Notebook LM

- **Slide Deck**
- **Infographic**
- **Video**
- **Quiz**
- **Audio**



Data Without Drama: Master Your Spreadsheets

Transform intimidating data into clear insights using simple Google Sheets tools and AI safely.

Rule #1: Safety Before Spreadsheets

Always use de-identified or fake data when practicing or using AI tools to prevent data breaches.

Use AI as Your Formula Copilot

Describe what you need in plain English and let AI draft the formulas for you.

Put Strategies to Work Tomorrow

PRACTICE PACKET

tinyurl.com/DwDpacket

Use the pre-wired practice packet at **tinyurl.com/DwDpacket** to implement these tools immediately.

Before You Go

What's the ONE thing

you'll implement this month?

Write it on your packet's Read Me tab right now, while it's fresh or send yourself an e-mail that will show up in a month.

Who's the ONE person

you'll share it with?

Because when we share what works, data becomes less about compliance — and more about impact.

Sometimes it only takes

one little thing...

. . . to turn everything around

Summary

This presentation, "Data Without Drama" by Susan Gilley, covers practical, data-driven strategies for educators using Google Sheets. Here is a summary of the key takeaways from the session:

* **Safety First:** Always use fake or de-identified data when practicing or using AI tools.
* **Key Formulas:** Use functions like SORT, FILTER, SUMIF, COUNTIF, and UNIQUE to automate data organization.
* **AI Assistance:** Leverage AI to explain or draft formulas, but never input real student data.
* **Data Visualization:** Use conditional formatting and charts to make data trends instantly visible.
* **Take-Home Resources:** The session includes a fully built, pre-wired practice packet for implementation.

Thank you!

Go make one spreadsheet a little less dramatic.

- sgilley@hps.k12.ar.us
- Presentation - https://tinyurl.com/DataWithoutDrama
- Practice Packet - https://tinyurl.com/DwDpacket
- Harrison School District