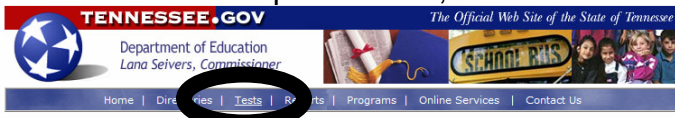


Creating Charts from TVAAS

Connie Campbell

TVAAS

- ✓ From the county website's Main Menu **click TN Department of Ed**
- ✓ On the state's top menu line, click Test



- ✓ From the Tennessee TCAP Test Results page click:
 - [TVAAS \(connect to School Search and more - Public Use\)](#)

- ✓ Choose Jefferson County and click **View System Data**
- ✓ Click the **Reports** tab and choose **School Value Added**



- ✓ Choose Jefferson County and the desired school, click OK
- ✓ The screen always defaults to Math, but a different subject can be selected by clicking the **Subject** tab.
- ✓ At the bottom of the screen there is a **Mean Score** for each year (2002-2005)

- ✓ Click and drag the mouse over this data, starting with the cell that contains the words Mean Score 2002 and ending with the data in the row that contains the Mean Score 2005 (see below).

Std Error:	0.8	0.7	0.5	0.5
Estimated School Mean NCE Scores				
Grade:	3	4	5	
State Base Year (1998):	50.0	50.0	50.0	
State 3-Yr-Avg:	55.3	52.8	52.4	
2002 Mean:	42.2	47.8	48.5	
2003 Mean:	43.8	44.9	51.0	
2004 Mean:	46.8	41.9	48.9	
2005 Mean:	54.1	48.1	52.1	

G - Estimated mean NCE gain equal to or greater than growth standard.

- ✓ Hold the **Ctrl** key on the keyboard while you press the letter **C**, which makes of copy of this data.

Excel

- ✓ Open Excel and click the mouse in row 2, column A
- ✓ Hold the **Ctrl** key on the keyboard and press the letter **V** (view, which will paste this data into Excel)
- ✓ To delete rows which contain info that is unnecessary, or to delete blank rows, click the mouse on the number of the row that should be deleted. Click Edit...Delete. **Leave one row directly over the data** in place in order to include grade levels in the graph. Continue until the unnecessary rows are removed.

	A	B	C	D	E	F	G	H
1								
2		JavaScript is not enabled on this browser.						
3								
4		To use all of the features of this Web site, JavaScript must be enabled.						
5								
6		2002 Mean:	42.2	47.8	48.5			
7		2003 Mean:	43.8	44.9	51.0			
8		2004 Mean:	46.8	41.9	48.9			
9		2005 Mean:	54.1	48.1	52.1			
10								

- ✓ Click the mouse in the cell for column B, row 1 and type the appropriate grade level, continue this process for columns C, D, etc.

- ✓ Click the mouse in the cell for Column A, row 1 and click and drag the mouse until all data has been highlighted.

	A1	B	C	D	E
1		3	4	5	
2		2002 Mean:	42.2	47.8	48.5
3		2003 Mean:	43.8	44.9	51.0
4		2004 Mean:	46.8	41.9	48.9
5		2005 Mean:	54.1	48.1	52.1
6					

- ✓ Press the **F11** key at the top of your keyboard. This will create a graph.
- ✓ Place your mouse at the top of the graph and right-click to change the **Chart Options**.

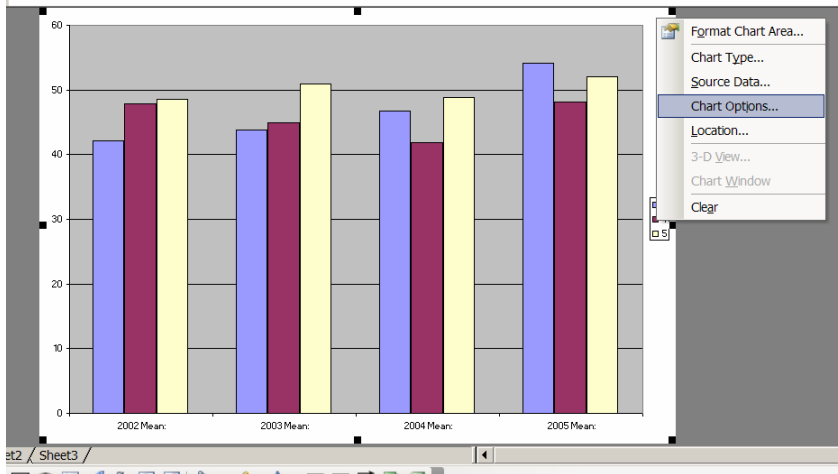
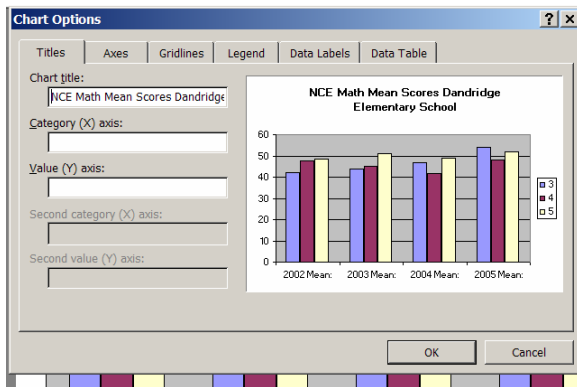
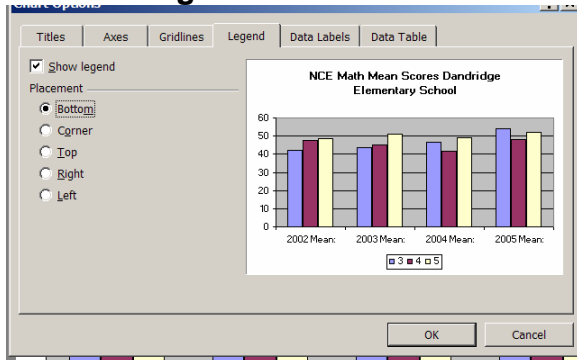


Chart Options – As you work through the following options, *do not click OK until you have finished modifying all options.*

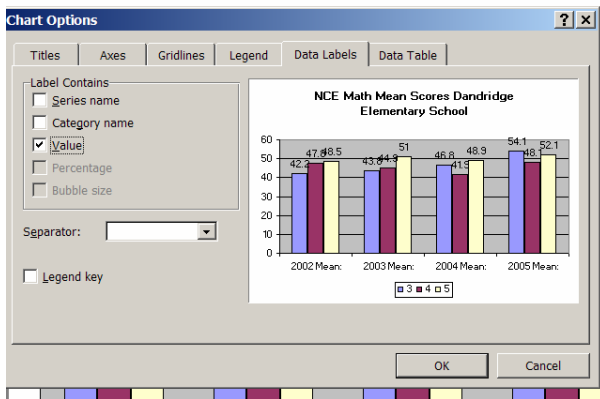
Click the **Title Tab** to add a title to the chart.



Click the **Legend Tab** and click **bottom** to move the legend to the bottom of the screen:



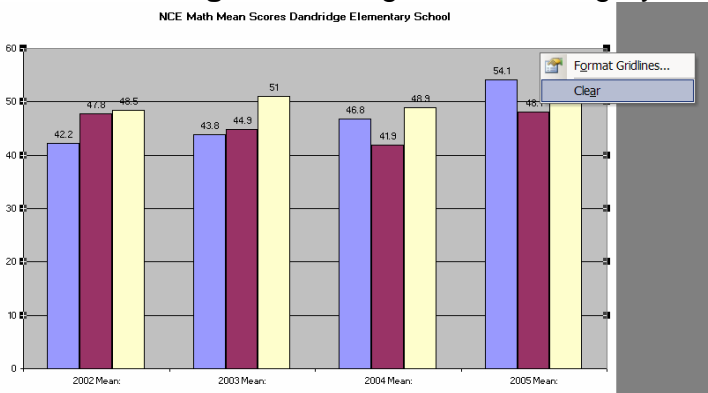
Click the **Data Labels Tab** and click **Add Value** to add data labels to each column of the chart:



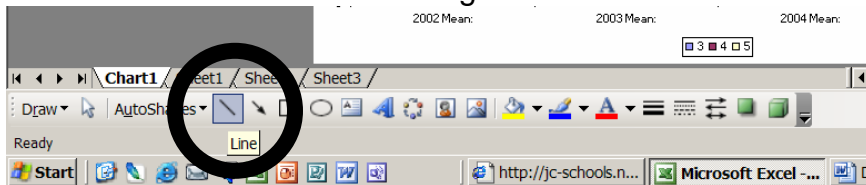
When all options are selected click OK.

Additional Formatting

✓ **Clear background** – Right-click in the grey area of the chart and choose clear

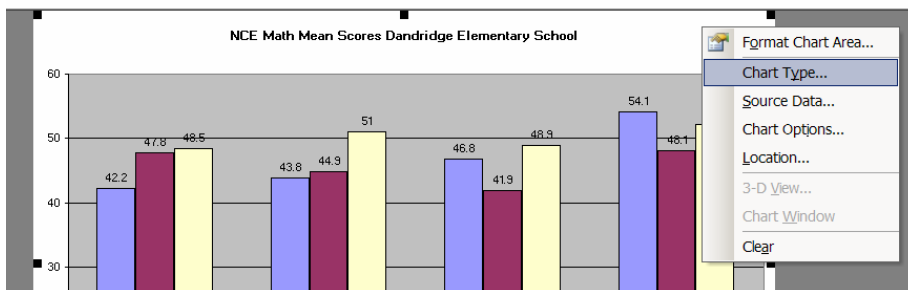


✓ **Adding a base line** – To include a 50 NCE baseline in the chart use the drawing toolbar found at the bottom of the screen. If this toolbar is not visible, click View...Toolbars and make sure it has been checked for viewing. Choose the line tool from the drawing toolbar



Locate the 50th row on the chart and click and drag the mouse across this area, holding the shift key as you do so. (The use of the shift key will assure the line is straight.) Double click the line created to change the color or weight.

✓ **Change Chart Type** – Right click at the top of the chart and choose Chart Type to select a different chart



More graph and chart formatting options can be found online at Tech Tutorials. Choose Excel from the dropdown menu.