Excel Pivot Table Instructions for "All Goals" Reports in x2VOL

Once we have exported our file from x2VOL into Excel, we will create a Pivot Table to reorient the goal information horizontally. This allows us to sort students by progress towards each of their goals.

After you have run your All Goals report for your "Class of" Group:

1: Export your report using the blue "Export to Excel" button.
2: Open the downloaded report.
3: Delete the first 4 rows of data so that your header is comprised of the column headers only.
4: Right-click Row 1 and click Insert creating a new empty column for row 1.
5: In cell A1 – Type "Student Info"
6: In cell A2, copy and paste the following: =C2&","&B2&","&D2&","&E2 – Press "Enter"

A: You will notice that information from 4 cells are all inside of that cell.
B: Click cell A2, notice the outline of the cell has a Green box in the bottom RH corner

C: Double Click that small box and that will fill the formula all the way down the sheet for all lines.
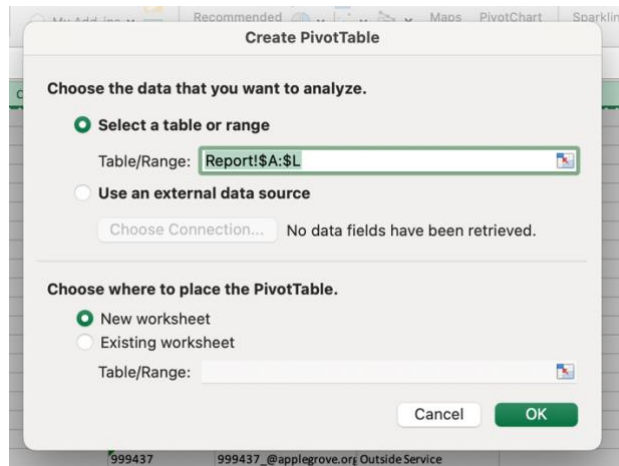7: Click the box above and to the left of cell A1. This box is half shaded, diagonally across
8: Select Insert from the Tool Menu
 A: Select Pivot Table

1: From the pop-up screen (do not change anything on this pop up page), click "OK"
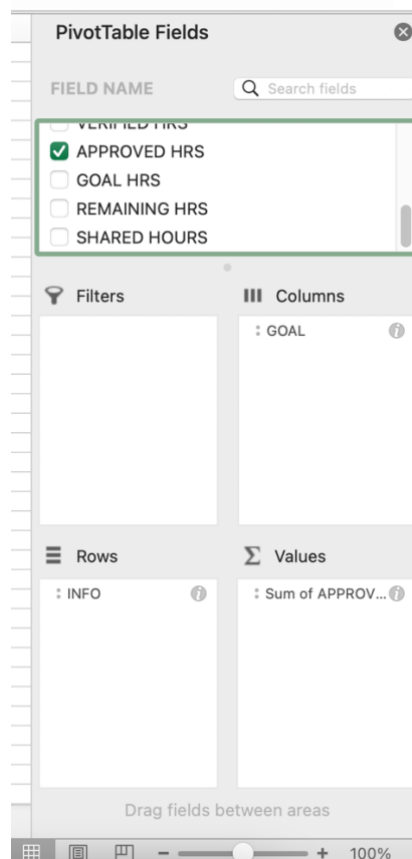

9: In the PivotTable Fields box. Drag the following items into the following Fields:
 A: Info goes into "Rows"
 B: Goals go into "Columns"
 C: Approve Hours go into "Values" (be sure that it is the sum of approved hours)

10: Your table is now created.
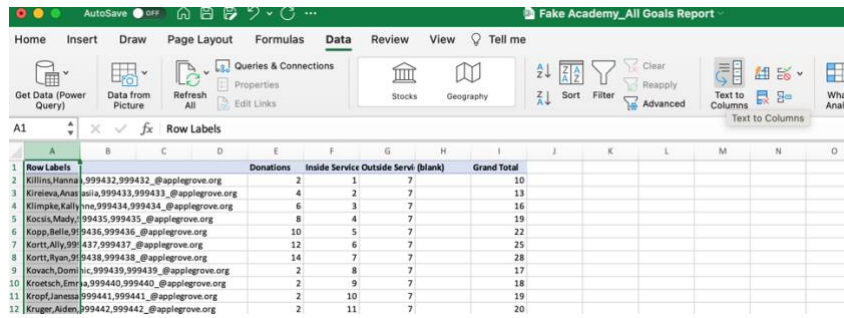 A: Copy the 2nd Blue row of the header down to the last row of student information.
11: Open a new sheet and paste your table into the new sheet.

AutoSave ● OFF   Fake Academ

Home   Insert   Draw   Page Layout   Formulas   Data   Review   View   **PivotTable Analyze**

PivotTable Name: Active Field: Expand Field
PivotTable5   Options   INFO   Field Settings   Collapse Field   Group Selection   Insert Slicer   Insert Timeline   Filter Connections

A4   fx   Row Labels

	A	B	C	D	E	F	G
1							
2							
3	Sum of APPROVED HRS	Column Labels					
4	Row Labels	Donations	Inside Service	Outside Service	(blank)	Grand Total	
5	Killins,Hannah,999432,999432_@applegrove.org	2	1	7		10	
6	Kireieva,Anastasiia,999433,999433_@applegrove.org	4	2	7		13	
7	Klimpke,Kallynne,999434,999434_@applegrove.org	6	3	7		16	
8	Kocsis,Mady,999435,999435_@applegrove.org	8	4	7		19	
9	Kopp,Belle,999436,999436_@applegrove.org	10	5	7		22	
10	Kortt,Ally,999437,999437_@applegrove.org	12	6	7		25	
11	Kortt,Ryan,999438,999438_@applegrove.org	14	7	7		28	
12	Kovach,Dominic,999439,999439_@applegrove.org	2	8	7		17	
13	Kroetsch,Emma,999440,999440_@applegrove.org	2	9	7		18	
14	Kropf,Janessa,999441,999441_@applegrove.org	2	10	7		19	
15	Kruger,Aiden,999442,999442_@applegrove.org	2	11	7		20	
16	Labarowski,Kyle,999443,999443_@applegrove.org	2	12	7		21	
17	Lapointe,Danielle,999444,999444_@applegrove.org	2	13	7		22	
18	Larranaga Arias,Juanita,999445,999445_@applegrove.org	2	14	7		23	
19	Larter,Shyla,999446,999446_@applegrove.org	2	15	7		24	
20	Lateo,Isaiah Luis Inigo,999447,999447_@applegrove.org	28	16	7		51	
21	Lateo,Sean Marcus,999448,999448_@applegrove.org	30	17	7		54	
22	Latta,Dominic,999449,999449_@applegrove.org	32	18	7		57	
23	Lauzon,Owen,999450,999450_@applegrove.org	34	19	7		60	
24	LeBleu,Myah,999451,999451_@applegrove.org	36	20	7		63	
25	Ledden,Abigail,999452,999452_@applegrove.org	38	21	7		66	
26	Lee,Desiree,999453,999453_@applegrove.org	40	22	7		69	
27	Legge,Brooklyn,999454,999454_@applegrove.org	42	23	7		72	
28	Legrandeur,Braigh,999455,999455_@applegrove.org	44	24	7		75	
29	Lenci,Zoe,999456,999456_@applegrove.org	46	25	7		78	
30	Leroux,Mackenzie,999457,999457_@applegrove.org	48	1	7		56	
31	LeRoy,Nathaniel,999458,999458_@applegrove.org	50	1	7		58	
32	Leusink,Elena,999459,999459_@applegrove.org	52	1	7		60	
33	Lewis,Amara,999460,999460_@applegrove.org	54	1	7		62	
34	Litke,Colton,999461,999461_@applegrove.org	56	1	7		64	
35	Lorenzo,Justine,999462,999462_@applegrove.org	58	1	7		66	
36	Luu,Ryan,999463,999463_@applegrove.org	60	1	7		68	
37	Macalino,Michael,999464,999464_@applegrove.org	62	1	7		70	
38	MacLean,Riley,999465,999465_@applegrove.org	64	1	7		72	
39	Marois,Julianna,999466,999466_@applegrove.org	66	1	7		74	

12: Insert 3 rows between the Info and first goal columns.

Calibri   11   A^ A
Paste   B I U
B1   fx

	A	B	C	D	E	
1	Row Labels				Donations	In
2	Killins,Hanna...,999432,999432_@applegrove.org				2	
3	Kireieva,Anas...asiia,999433,999433_@applegrove.org				4	
4	Klimpke,Kally...nne,999434,999434_@applegrove.org				6	
5	Kocsis,Mady,...99435,999435_@applegrove.org				8	
6	Kopp,Belle,99...9436,999436_@applegrove.org				10	
7	Kortt,Ally,99...437,999437_@applegrove.org				12	
8	Kortt,Ryan,99...9438,999438_@applegrove.org				14	
9	Kovach,Domi...nic,999439,999439_@applegrove.org				2	
10	Kroetsch,Emm...a,999440,999440_@applegrove.org				2	
11	Kropf,Janessa...999441,999441_@applegrove.org				2	
12	Kruger,Aiden,...999442,999442_@applegrove.org				2	
13	Labarowski,K...le,999443,999443_@applegrove.org				2	
14	Lapointe,Dan...elle,999444,999444_@applegrove.org				2	
15	Larranaga Ari...s,Juanita,999445,999445_@applegrove.o				2	
16	Larter,Shyla,9...99446,999446_@applegrove.org				2	
17	Lateo,Isaiah L...uis Inigo,999447,999447_@applegrove.or				28	
18	Lateo,Sean M...rcus,999448,999448_@applegrove.org				30	
19	Latta,Domini...,999449,999449_@applegrove.org				32	
20	Lauzon,Owen,...999450,999450_@applegrove.org				34	
21	LeBleu,Myah,...999451,999451_@applegrove.org				36	
22	Ledden,Abiga...l,999452,999452_@applegrove.org				38	
23	Lee,Desiree,9...9453,999453_@applegrove.org				40	
24	Legge,Brookly...n,999454,999454_@applegrove.org				42	
25	Legrandeur,B...aigh,999455,999455_@applegrove.org				44	
26	Lenci,Zoe,999...456,999456_@applegrove.org				46	
27	Leroux,Macke...nzie,999457,999457_@applegrove.org				48	
28	LeRoy,Nathar...iel,999458,999458_@applegrove.org				50	
29	Leusink,Elena...999459,999459_@applegrove.org				52	
30	Lewis,Amara,...999460,999460_@applegrove.org				54	
31	Litke,Colton,9...99461,999461_@applegrove.org				56	
32	Lorenzo,Justi...ne,999462,999462_@applegrove.org				58	
33	Luu,Ryan,999...463,999463_@applegrove.org				60	
34	Macalino,Mic...hael,999464,999464_@applegrove.org				62	
35	MacLean,Rile...,999465,999465_@applegrove.org				64	
36	Marois,Julian...na,999466,999466_@applegrove.org				66	
37	Marriott,Rhet...t,999467,999467_@applegrove.org				2	
38	Marsh,Willia...,999468,999468_@applegrove.org				2	
39	Martin,Faith ...iabrielle,999469,999469_@applegrove.or				2	

Sheet1   Sheet2   Sheet3   Sheet4

Ready

13: Highlight the entire column A.

A: Under the Data tab, select Text to columns.

B: Selected "Delimited" and click Next.

C: Select "comma" as your delimiter then click Finished.
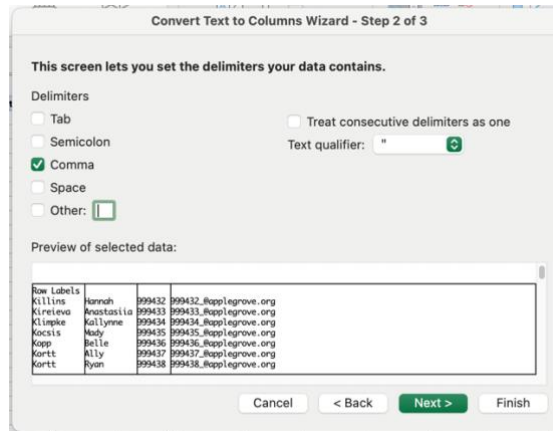
14: Create Headers for rows 1 through 4 to reflect the data found inside.

15: Delete the extra column before the Grand Total column.

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	ID	Email	Donations	Inside Service	Outside Service	Grand Total	
2	Killins	Hannah	999432	999432_@ap	2	1	7	10	
3	Kireieva	Anastasiia	999433	999433_@ap	4	2	7	13	
4	Klimpke	Kallynne	999434	999434_@ap	6	3	7	16	
5	Kocsis	Mady	999435	999435_@ap	8	4	7	19	
6	Kopp	Belle	999436	999436_@ap	10	5	7	22	
7	Kortt	Ally	999437	999437_@ap	12	6	7	25	
8	Kortt	Ryan	999438	999438_@ap	14	7	7	28	
9	Kovach	Dominic	999439	999439_@ap	2	8	7	17	
10	Kroetsch	Emma	999440	999440_@ap	2	9	7	18	
11	Kropf	Janessa	999441	999441_@ap	2	10	7	19	
12	Kruger	Aiden	999442	999442_@ap	2	11	7	20	
13	Labarowski	Kyle	999443	999443_@ap	2	12	7	21	
14	Lapointe	Danielle	999444	999444_@ap	2	13	7	22	
15	Larranaga Aria	Juanita	999445	999445_@ap	2	14	7	23	
16	Larter	Shyla	999446	999446_@ap	2	15	7	24	
17	Lateo	Isaiah Luis Inir	999447	999447_@ap	28	16	7	51	
18	Lateo	Sean Marcus	999448	999448_@ap	30	17	7	54	
19	Latta	Dominic	999449	999449_@ap	32	18	7	57	
20	Lauzon	Owen	999450	999450_@ap	34	19	7	60	
21	LeBleu	Myah	999451	999451_@ap	36	20	7	63	
22	Ledden	Abigail	999452	999452_@ap	38	21	7	66	
23	Lee	Desiree	999453	999453_@ap	40	22	7	69	
24	Legge	Brooklyn	999454	999454_@ap	42	23	7	72	
25	Legrandeur	Braigh	999455	999455_@ap	44	24	7	75	
26	Lenci	Zoe	999456	999456_@ap	46	25	7	78	
27	Leroux	Mackenzie	999457	999457_@ap	48	1	7	56	
28	LeRoy	Nathaniel	999458	999458_@ap	50	1	7	58	