Steps to determine a cohort group average National Percentile Rank on PSAT
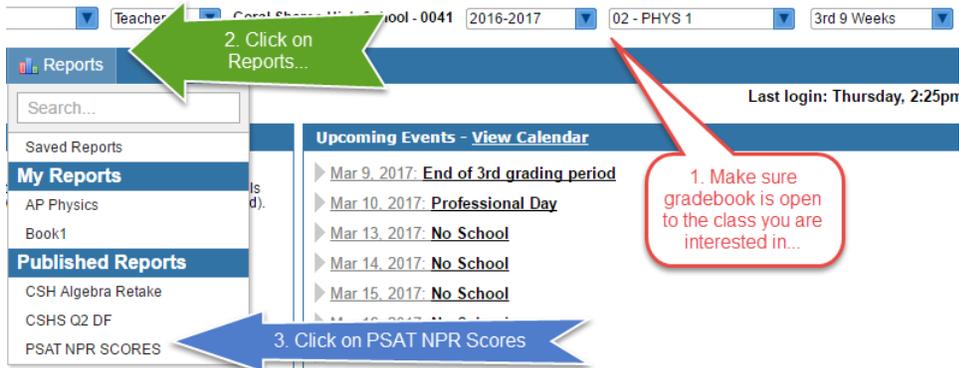
1. Open FOCUS and navigate to the Portal page by clicking on the MCSD icon in the upper left corner of the webpage.
2. When you run the PSAT NPR SCORES report it will pull scores only from the class you have open. If you have multiple sections of the SAME COURSE that use PSAT NPR Reading or Math you will need to repeat the steps in order to get all student data to determine the cohort average.
   a. Open the correct section/course
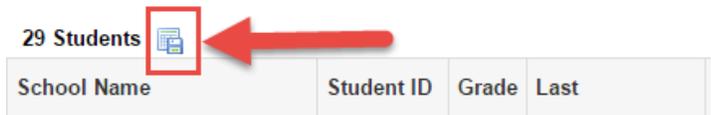   b. Click on Reports
   c. Click on PSAT NPR SCORES

3. The report will display both the most recent PSAT 8-9 Scores and the most recent PSAT-NMSQT Scores for the students in that class.
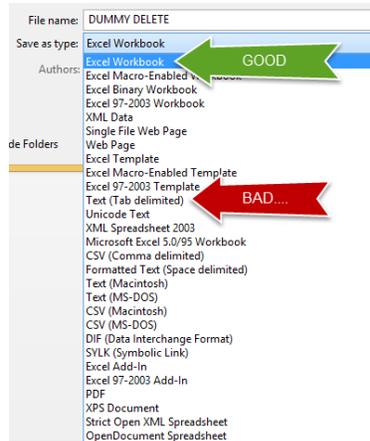

4. The average can be hand-calculated OR downloaded in EXCEL by clicking the download button found above the SCHOOL NAME column on the left of the report.

5. When downloaded and opened the report will trigger an error in excel because the file downloads as a "tab-delimited" file – CLICK YES (Excel doesn't care)…
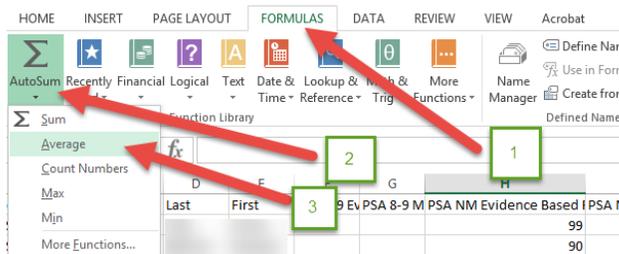

6. Save the file in a place where you can find it – BUT CHANGE THE FILE TYPE TO EXCEL WORKBOOK!

7. FIRST - Delete rows of students that do not have PSAT data – they will not be calculated into the average cohort score for the group.
8. SECOND – Place the cursor in the cell at the bottom of the list of scores (remember that if you have multiple classes/sections of the same course, download their scores first and copy and paste the names and scores below the first class – then delete students with no scores again…)

9. First click the FORMULAS tab, then click the SMALL ARROW beneath AUTO-SUM, then click AVERAGE.

10. Excel should "guess" that you want to include the column of numbers above the cell and will highlight them and wait for you to accept. If it looks correct as in the example hit the enter key. This, by the way, is why it is important to delete the blank rows…we don't want to confuse

excel…but if it gets confused you can type the following formula in the cell: =AVERAGE(then highlight the cells you want to average (don't type 'then highlight the cells…)…example =average(H2:H25)… then hit enter! Or you can correct it by dragging the corners of the highlighted area to cover the cells you meant to average.

H
M PSA NM Evidence Based I PSA NM
99
90
80
98
99
50
16
67
71
77
99
67
80
74
20
96
46
39
99
86
85
88
63
86
63
93
88
59
=AVERAGE(H2:H29)
AVERAGE(**number1**, [number2], …)

H
PSA NM Evidence Based I P
99
90
80
98
99
50
16
67
71
77
99
67
80
74
20
96
46
39
99
86
85
88
63
86
63
93
88
59
74.21428571

fx =AVERAGE(H2:H29)   Formula in formula bar

C	D	E	F	G	H

11. Rinse and repeat for other columns that may need averaging.

NOTE: Courses with a mixture of underclassman and upperclassman may take more work to create a single column with their most recent scores. If a student has both a PSAT 8-9 score and a PSAT-NMSQT score the PSAT-NMSQT Score will be used. If the student has one or the other, the existing score will be used. Because the different assessments are normed comparing the student to the group of similar students taking the same test at THAT TIME then it represents the best "predictor score" available.

If you have difficulties find the MOS certified student or teacher in your building to assist!