

SB Sign-in Cards with California Student ID and Rosters

From Foothill Middle School

Ellen Martin, Secretary

ORDER 6 x 4 cards from Office Depot: One color for ELA and another color for Math. We did blue and green.

This query will pull all students that have 6th, 7th or 8th grade English class under regular ed, TM, and RS. If you are using courses other than the three listed (regular ed, TM, or RS), you will need to add that course number to your query.

LIST STU SEC MST TCH MST.PD STU.GR STU.LN STU.FN STU.CID TCH.TE BY TCH.TE IF MST.CN = 000160 OR MST.CN = 100160 OR MST.CN = 900160 OR MST.CN = 000170 OR MST.CN = 100170 OR MST.CN = 900170 OR MST.CN = 000180 OR MST.CN = 100180 OR MST.CN = 900180

This query pulls all our students in their Math classes. Same goes in this query as above, if you have another Math class, add that class in your query. Included are Math 6th, Math 7th, Math 8th, Algebra I, and Geometry in the regular ed, TM, and RS classes.

LIST STU SEC MST TCH MST.PD STU.GR STU.LN STU.FN STU.CID TCH.TE BY TCH.TE IF MST.CN = 001060 OR MST.CN = 101060 OR MST.CN = 901060 OR MST.CN = 001171 OR MST.CN = 101171 OR MST.CN = 901171 OR MST.CN = 001306 OR MST.CN = 101306 OR MST.CN = 901306 OR MST.CN = 001310 OR MST.CN = 101310 OR MST.CN = 901310 OR MST.CN = 001320

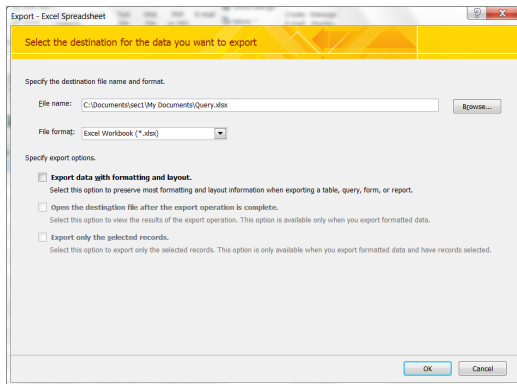
After you run the query you will need to export to an excel spreadsheet.

The screenshot shows the Microsoft Access interface. At the top, the ribbon includes File, Home, Create, External Data, and Database Tools. The main window displays a query named 'Query' with the following SQL query:

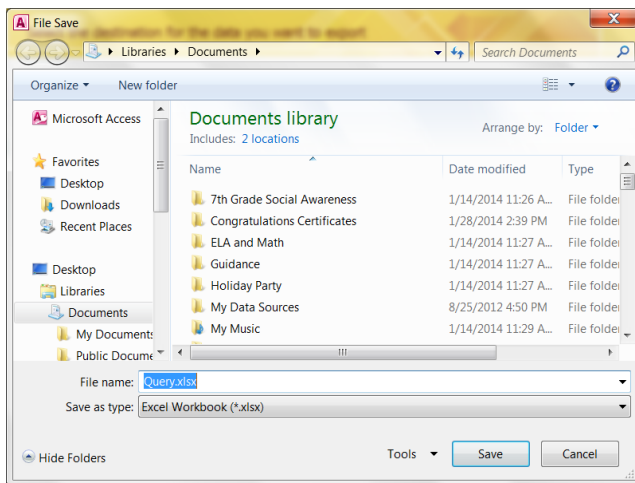
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LIST STU SEC MST TCH MST.PD STU.GR STU.LN STU.FN STU.CID TCH.TE BY TCH.TE IF MST.CN = 001060 OR MST.CN = 101060 OR MST.CN = 901060 OR MST.CN = 001171 OR MST.CN = 101171 OR MST.CN = 901171 OR MST.CN = 001306 OR MST.CN = 101306 OR MST.CN = 901306 OR MST.CN = 001310 OR MST.CN = 101310 OR MST.CN = 901310 OR MST.CN = 001320
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Below the query window, a data table is displayed with the following columns: Peri, Grade, Last Name, First Name, State ID#, and Teacher nar. The table contains 24 rows of student data.

| Peri | Grade | Last Name | First Name | State ID# | Teacher nar |
|------|-------|-----------------|-------------|------------|-------------|
| 1 | 6 | Abrams | Mary | 6386811478 | Hull |
| 1 | 6 | Aguilera | William | 2163678445 | Hull |
| 7 | 6 | Alexander | Colby | 4159875600 | Hull |
| 4 | 7 | Altieri | Anya | 7347813445 | Hull |
| 2 | 6 | Amin | Daylon | 3136397117 | Hull |
| 1 | 6 | Aragon | Analisa | 9159878891 | Hull |
| 6 | 6 | Arenson | Samuel | 6159862664 | Hull |
| 1 | 6 | Arrazola-Rodrig | Alejandra | 1159880523 | Hull |
| 5 | 7 | Babcock | Christopher | 2328549906 | Hull |
| 6 | 6 | Bagley | Gavin | 1159857663 | Hull |
| 4 | 7 | Baldwin | Ezra | 9136396001 | Hull |
| 5 | 7 | Barrios | Maxine | 8159877358 | Hull |
| 1 | 6 | Batie | Cabot | 1159860723 | Hull |
| 7 | 6 | Beckon | Tess | 5159867872 | Hull |
| 7 | 6 | Bennett | Kyle | 4159875960 | Hull |
| 6 | 6 | Berger | Brian | 1159861623 | Hull |
| 4 | 7 | Betova | Anna | 4136462820 | Hull |
| 4 | 7 | Betova | Stephanie | 6136462664 | Hull |
| 6 | 6 | Blankley | Mark | 5159854192 | Hull |
| 6 | 6 | Boyle | Laura | 7190294646 | Hull |



Remember where you save the export.



You can create a new folder and change the file name to what is best for your school. At Foothill we have save most files under the shared drive and this year there is a folder called “Testing Schedule”.

You will then access your spreadsheet to fluff and fold. I sorted our report by period, teacher, last name, first name. I then copied and pasted this list to a second spread sheet. The first sheet on the bottom tab I’ve designated “for Cards”. The second sheet I’ve designated “Rosters”.

On the second sheet I’ve put in the page breaks with a header line and have it so all students fit on one sheet. You can design your rosters that fit you school. You may not have to have a second sheet and use the “for Cards”. I did the rosters as to print out and stapled/taped to the front of a 9 x 10 manila envelope. Inside the envelopes I placed the cards.

Rosters:

11 of 11 Foothill Middle School
ELA SB Testing Rosters 3/31/2014

| Last Name | First Name | Grade | State ID. | Period | Teacher name |
|--------------------|------------|-------|------------|--------|--------------|
| Adelberg | Kyle | 6 | 3159859577 | 5 | Waters |
| Arrazola-Rodriguez | Alejandra | 6 | 1159880523 | 5 | Waters |
| Cardo | William | 6 | 4159864080 | 5 | Waters |
| Carscadden | Taylee | 6 | 5159870032 | 5 | Waters |
| de Saint Meoir | Charlotte | 6 | 1617031697 | 5 | Waters |
| Devol | Tyler | 6 | 7159877976 | 5 | Waters |
| Edejer | Cierra | 6 | 9159866831 | 5 | Waters |
| Jenkins | Sierra | 6 | 4169600370 | 5 | Waters |
| Khamosh | Sonia | 6 | 9159852611 | 5 | Waters |
| Kim | Taeun | 6 | 2499808015 | 5 | Waters |

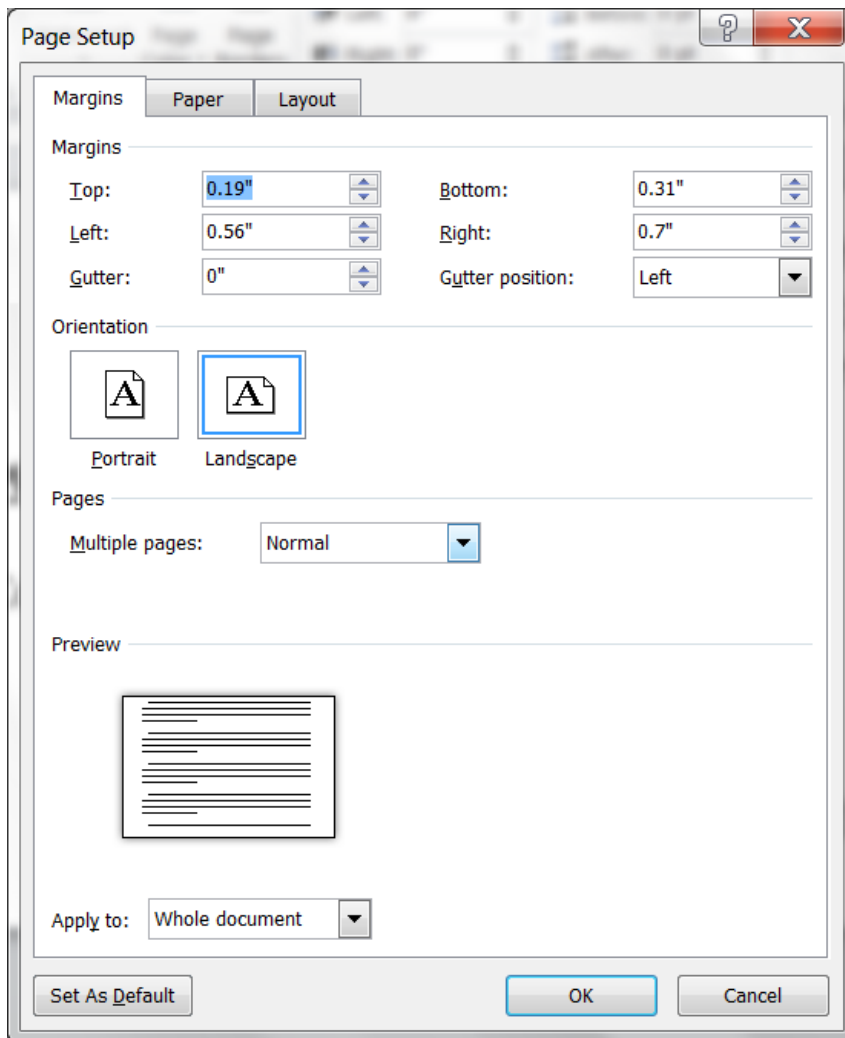
For Cards:

| | A | B | C | D | E | F | G | H | I | J |
|-----|-------------|-----------|---|------------|---|--------|---|---|---|---|
| 121 | Stagmier | Ryan | 6 | 9157765241 | 1 | McGill | | | | |
| 122 | Stynes | Aubrey | 6 | 4178605050 | 1 | McGill | | | | |
| 123 | Trees | Jacob | 6 | 6159879584 | 1 | McGill | | | | |
| 124 | Vega | Eliana | 6 | 9160703201 | 1 | McGill | | | | |
| 125 | Verkhovski | Gabrielle | 6 | 6166811294 | 1 | McGill | | | | |
| 126 | Wilson | Aniya | 6 | 1159872603 | 1 | McGill | | | | |
| 127 | Wong | Jasmine | 6 | 2159856505 | 1 | McGill | | | | |
| 128 | Yoo | Rachel | 6 | 9007970567 | 1 | McGill | | | | |
| 129 | Alcozai | Sahar | 6 | 9159874571 | 3 | Hoshaw | | | | |
| 130 | Alvis | Marshall | 6 | 4580227348 | 3 | Hoshaw | | | | |
| 131 | Bajalieh | Gina | 6 | 4136463009 | 3 | Hoshaw | | | | |
| 132 | Cacioppo | Kaylie | 6 | 2178611605 | 3 | Hoshaw | | | | |
| 133 | Christensen | Piper | 6 | 3159859487 | 3 | Hoshaw | | | | |

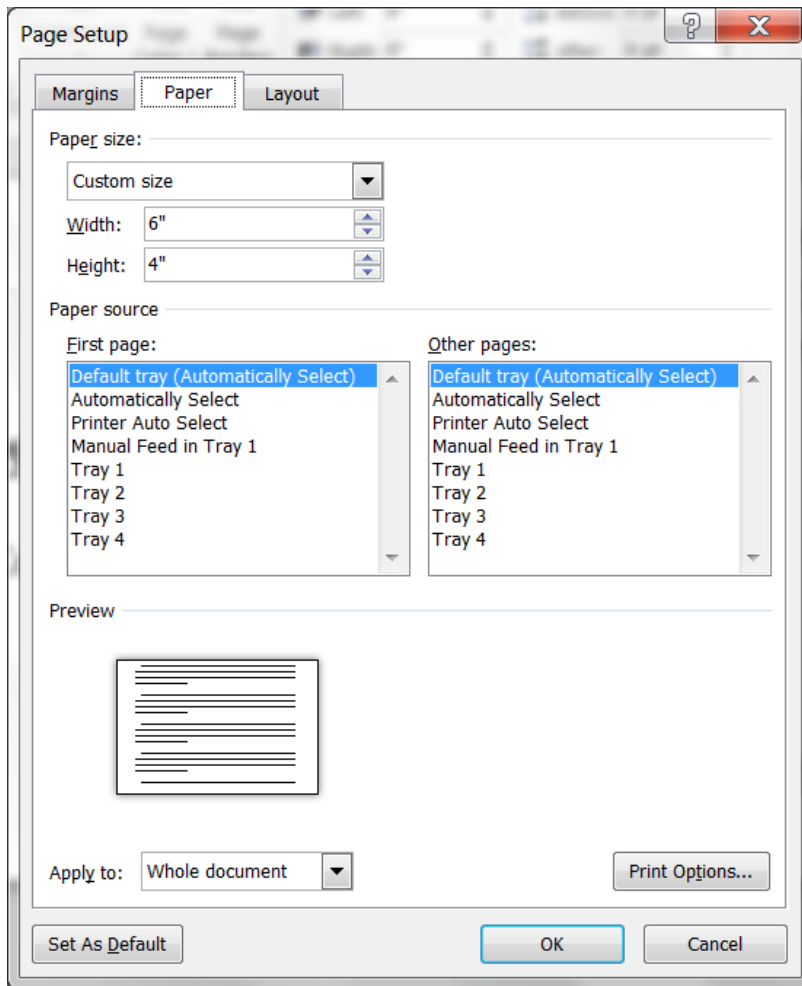
Once you have organized the sheet you can then do a mail merge with this info for the sign-in cards.

Open a word document.

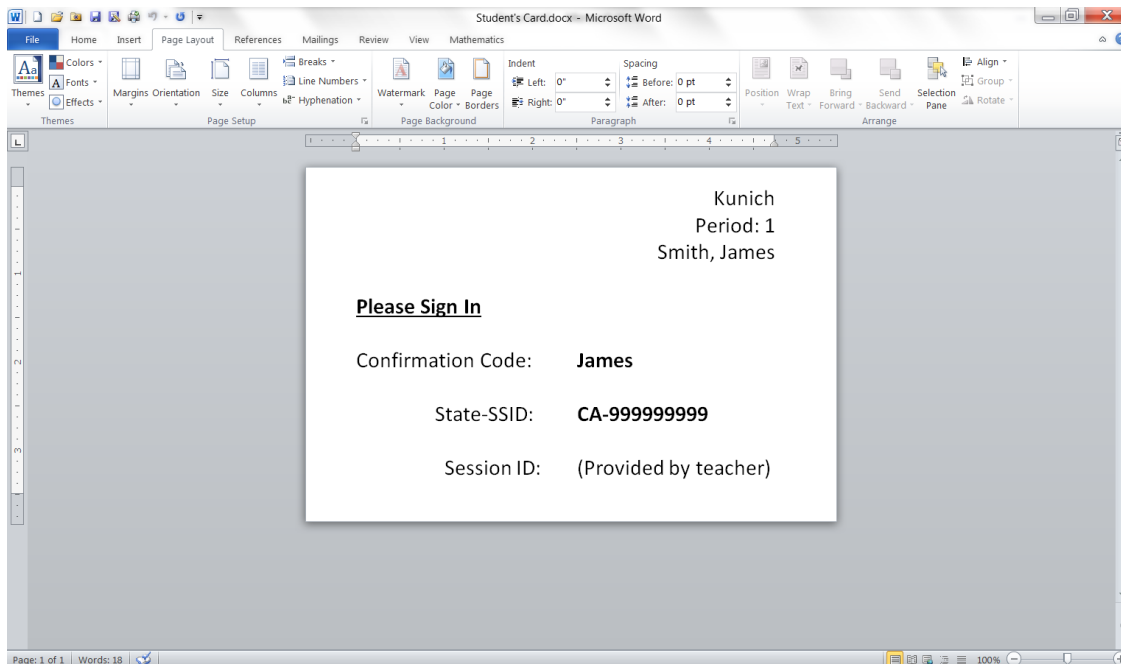
Set margins on the page layout tab to:



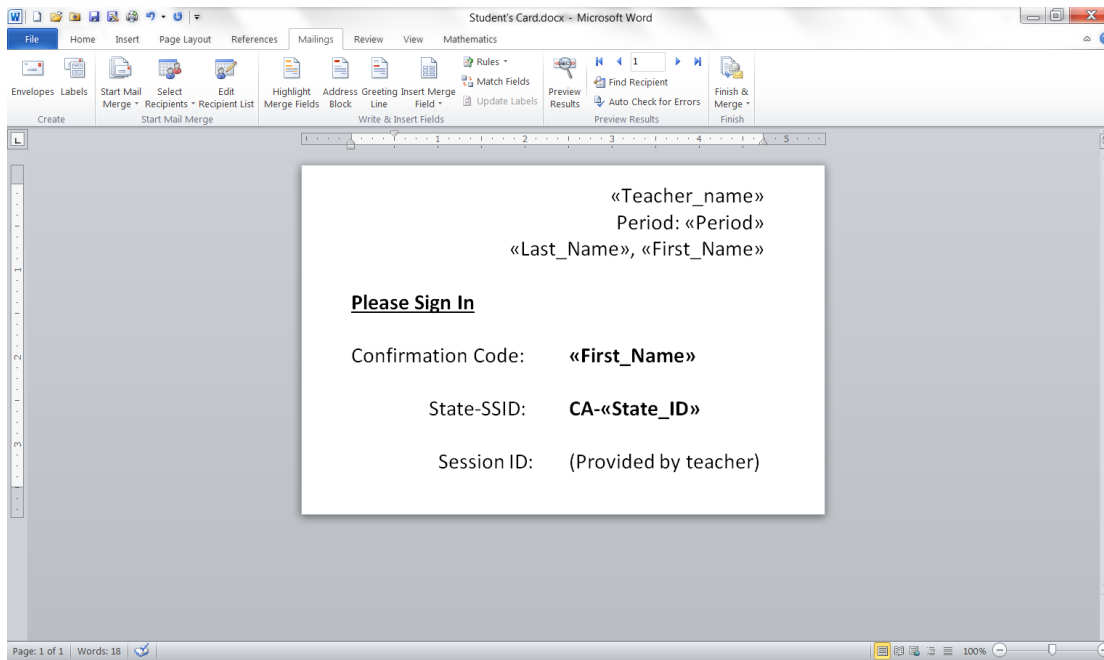
Set the paper on the page layout to:



We set up the card with this information:



Under the mail merge the card will look like this:



The cards are then handed to the students just before signing in for testing.