

# General Directions

Revised: 12/3/06

- **There are four significant changes from last fall's file:**

- the button for Team results is finally active
- the Target and Sprint results now automatically compile overall results
- groups of more than 18 (up to 36) are now handled seamlessly
- virtually all of the annoying reference errors have been eliminated

- If you have questions about the Excel file or these directions, you can contact me, Chip Day, at [cdayfract@charter.net](mailto:cdayfract@charter.net) or at (home) 314-831-7347. (On the day of a qualifying event, I am generally at a site operating this program. Contact me at my (cell) 314-482-8365.)

- **CAUTION 1:** Before opening the program, it is a good idea on older systems to make sure that your Excel program has sufficient memory (RAM) allocated to run properly. To do this, consult your computer or system instructions for assigning or changing memory for an application (on the Mac, this is done by: selecting the program icon while in the Finder, choosing 'Get Info' from the 'File' menu, selecting 'show: memory', then typing in a larger value for the preferred size of memory). Different Excel versions have different requirements, so it is suggested that you just add 2-4 MB of memory to what is already allocated to the Excel application.

- **CAUTION 2:** If you opened the file without enabling macros, close it (saving it first is OK), then reopen it with the macros enabled. The macros are what operate the buttons at the top, which control the data compilation and its transfer between sheets.

- **CAUTION 3:** Do NOT alter the cells in yellow/peach in any way! (They contain formulas necessary for the macros' proper operation and the results calculations.)

- **CAUTION 4:** While using the file, it is a good idea to make occasional back-ups under other names (eg, 'QR 07a', '...07b', etc.), so that earlier files can be retrieved if any unrecoverable errors occur.

- **CAUTION 5:** Do NOT add or subtract rows or columns to any of the sheets, as the macros look for specific locations to do their copying, calculating and sorting. There must be 18 rows plus the heading row for each school.

- Due to different operating systems, computers, and screen resolutions, there are often some adjustments that need to be made when first opening this file on a new computer. Some changes that may be needed are:

- viewing more information: if using a PC, the screen initially shows much less information than on a Mac screen (where this program was designed). To fix this, select the 'Zoom' option (under the 'View' menu), and change the magnification to somewhere between 50% and 75% (your preference).

- showing the vertical window split: the program was created to work best at a screen resolution of 1152 x 870 or higher. If your monitor is set to a lower resolution, first try to set it higher. Otherwise, if the vertical window split does not already show in the ‘by school’ sheet (just to the right of **column 20[T]**), then find its tab (located at the right end of the bottom scroll bar), grab it, and slide it over to the left until it is just to the right of the main student data **in columns 1 - 19[A - S]**. This will allow easy entry of the item analysis information in the right split, while still viewing the main information on the left at all times.

- creating wider columns: due to font size differences in going from a Mac to a PC, you may need to widen some of the columns a little to view the numbers and all of the information in a column; this can be done by moving the cursor to the row near the top of the window with the column labels on it, and wait for the cursor to change to 2 vertical lines with arrows — then grab the line to the right edge of that column, and drag it to the right as needed to widen it.

• The spreadsheet consists of eight **sheets**, which can be paged between by clicking their names (Attendance, by school, power q, relay, sprint, target, team, and Sweepstakes) at the left side of the bottom scroll bar on each sheet:

- the ‘Attendance’ sheet is for entering the schools, sponsors, and students at the time of registration (it is strongly suggested that this be done as much as possible before the morning of the contest)

- the ‘by school’ sheet is the place where all contest results and item analysis are entered; the macro buttons at the top will send each contest round’s results to the appropriate results sheet

- the remaining six sheets are for the final results as they will be printed for each round, as well as the Sweepstakes; they can be edited if needed (note the pink warning boxes to avoid editing formulas, and see the orange **DIRECTIONS** boxes to the right side on those sheets)

• All of the **buttons** which operate the macros are located at the very top of the ‘Attendance’ sheet and ‘by school’ sheet windows.

• **IMPORTANT:** Note that the **red** triangles located in the upper-right corner of many cells indicate comments about the function of that cell or a group of cells below it. Position the cursor above the cell to read its comment. Refer to these often, especially if you are new to using this program.

# Directions for the Attendance sheet

- Edit your site type, location and date in rows 2 and 3 as needed. It will be updated automatically on all of the other pages.
- The amount charged per student is in row 3, column 2 [alternately referred to as column B, according to your preferred reference style]. If needed, edit the amount there. This is used to calculate the total owed by each school in column 1[A].
- Enter information only in the following:
  - school name only in the first (heading) row of a school in column 5[E] (be certain you are in the correct column; the school name should also appear in column 25[Y] )
  - school size (capital L or S) in the first (heading) row in column 10[J]
  - school sponsor(s) in the first (heading) row in column 12[L]
  - **IMPORTANT:** for each school block, ‘y’ if the school is attending and ‘n’ if it cancelled or is empty, in the first (heading) row in column 20[T] (do NOT leave this cell blank, as it tracks which schools will appear in the results sheets!)
  - student names in column 6[F] and 8[H], and grade in column 10[J] (**watch** for the blank columns!)
  - for any students who are replaced [or who were registered but do not attend], COPY their info into columns 14[N] to 18[R], then replace it (or clear it out) in column 6[F] to 10[J].
  - if charging extra for late registration, enter the extra charge in front of that student’s name in column 3
  - to track and record payments, use columns 25[Y] to 30[AD] (*this section is strictly optional*); this is convenient if a computer is available in the registration area on the morning of the contest.

- If a school has more than 18 students who show up to participate (there is a limit of 36):
  - enter the Attendance names in two consecutive groups of 18 (the team and relay events will still require that members of the same team be together in the first or second 18-group)
  - also, follow the “Directions for the (7) results sheets” **for the two-block schools**

- After all of the above data is entered on the morning of the contest, and you are ready to transfer registered students to the results (specifically, to the ‘by school’ sheet):
  - click the {Sort Students by School} button, which arranges all students alphabetically within that school, and moves students who did not show and were not replaced to the bottom of each school’s listing
  - click the {Sort Schools by Attendance} button, which ensures that all participating schools (indicated by the ‘y’s in column 20[T] ) are at the top of the file, ordering alphabetically by school
  - click the {Copy to ‘by school’} button (which will transfer all information to the ‘by school’ sheet)

- To print a copy of this attendance list (with 2 schools per page, up to 12 pages), select 'print', and indicate the page range. The pages were originally scaled for a particular printer so as to print at 82% of full size, so if 'print preview' does not show the proper output, make adjustments in format with the page or printer set-ups for your printer driver as needed.

<ul style="list-style-type: none"><li>• AFTER transferring the data to the 'by school' sheet AND printing a copy of the attendance list as specified above, you can also <u>create an alphabetical list of students</u> without any blank lines by clicking the {Sort by Last Name} button (to return to the original arrangement, click the {Sort Students by School} button again).</li></ul>
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# Directions for the (7) results sheets

- After having entered the registration information in the 'Attendance' sheet, and pasting it into the 'by school' sheet via the {copy to results} button, you should be ready to enter contest round results in the 'by school' sheet. Double-check that the total number of students and schools attending ([rows 4 and 5, column 1\[A\]](#)) matches with those in the 'Attendance' sheet. Also check that each student's name has his school in front of it [in column 3\[C\]](#) (copy from above or below it if needed), or the student may 'lose his school' and be listed on the results pages improperly.
- Be sure to instruct graders that each round should have students sorted alphabetically by school and then by student (not by grade level); this will save much time on data entry.

- **(For the two-block schools)** If a school has more than 18 participants (and you have already created two blocks in the 'Attendance' sheet):
  - **IMPORTANT:** after copying to 'by school', enter a 'B' in front of the school name in the second (lower) group of 18, in [column 2\[B\]](#)
  - then enter all results as usual for students of that school (remember that members of the same team be together in the first or second 18-group). The macros will do the rest, and the sweepstakes total and qualifiers for state should be accurate. The 2 names used for the school can be identical or completely different.

- Enter the information for each student's results in any order you wish:
  - for target or sprint, enter the score [in column 10\[J\]](#) or [11\[K\]](#)
  - for team or relay rounds, assign a team number to each team (the order does not matter) to differentiate the teams and allow members of a team to stay together, then enter every student's score [in columns 12\[L\]](#) or [14\[N\]](#), and enter the team number for each student [in column 13\[M\]](#) or [15\[O\]](#), as appropriate

- note that Sweepstakes scores are computed automatically in the green-outlined yellow box for each school, and no data should be entered there

- **IMPORTANT** data entry notes:
  - all large schools must have 6 students per team, and small schools and relays 3 students, or the results buttons will not create results sheets correctly. If necessary, enter a team or relay number (with matching score) for blank students within a school to pad each team to have 6 or 3 members

- as noted in the comment boxes for the target, sprint, and relay headings on the 'by school' sheet, there must be at least 6 scores per large school (3 for small schools) to allow the Sweepstakes results to be computed properly. Fill in zeroes in blank lines within a school to pad them to 6 (3) scores if necessary.

- The item analysis data should be entered in **columns 28 - 90[AC - CL]**, and the results buttons will incorporate them into the awards data (it is not necessary to enter 0 for a wrong answer). If item analysis for a round is done by hand on paper instead, then after clicking the { **Results** } button at the top of the 'by school' sheet for a particular round, go to that results sheet, and set the rankings there (see the **DIRECTIONS** on that sheet).
- To transfer the results (when all results from a single round are entered) for a round to the appropriate summary of results sheet (which shows the ranking of the top students or schools, and notations for any awards), click its { **Results** } button at the top of the 'by school' sheet; the macro then does the rest. Before printing a set of results, read the notes below and the **DIRECTIONS** on that sheet.
- When all results from all rounds are entered, the Sweepstakes can be transferred. Click the { **Sweepstakes Results** } button to transfer these results to that sheet.
- When a round is entered and its results tabulated, note the following before printing a copy:
  - since the pages were originally scaled for a particular printer, if 'print preview' does not show the proper output, make adjustments in the format with the page or printer set-ups for your printer driver as needed before printing
  - for each school's results (1 school per page) on the 'by school' sheet, choose 'print' and enter the page numbers according to the number of schools with results, then print
  - for any round of results or Sweepstakes, just go to the appropriate sheet and choose 'print', then print the sheets needed.

- **IMPORTANT:** After the contest is over, remember to attach a copy of the file via email to GPML at [results@mathleague.org](mailto:results@mathleague.org) . These will be forwarded to me via the web site. Contact me at [cdayfract@charter.net](mailto:cdayfract@charter.net) if you want an official list of your site's state qualifiers after any round.
- Also, if your site is in Missouri, attach a copy of the file to Sonya Land at [sonya@mathisfun.org](mailto:sonya@mathisfun.org).

- **Suggestions** for improving these directions should be sent to me, Chip Day, at [cdayfract@charter.net](mailto:cdayfract@charter.net) .