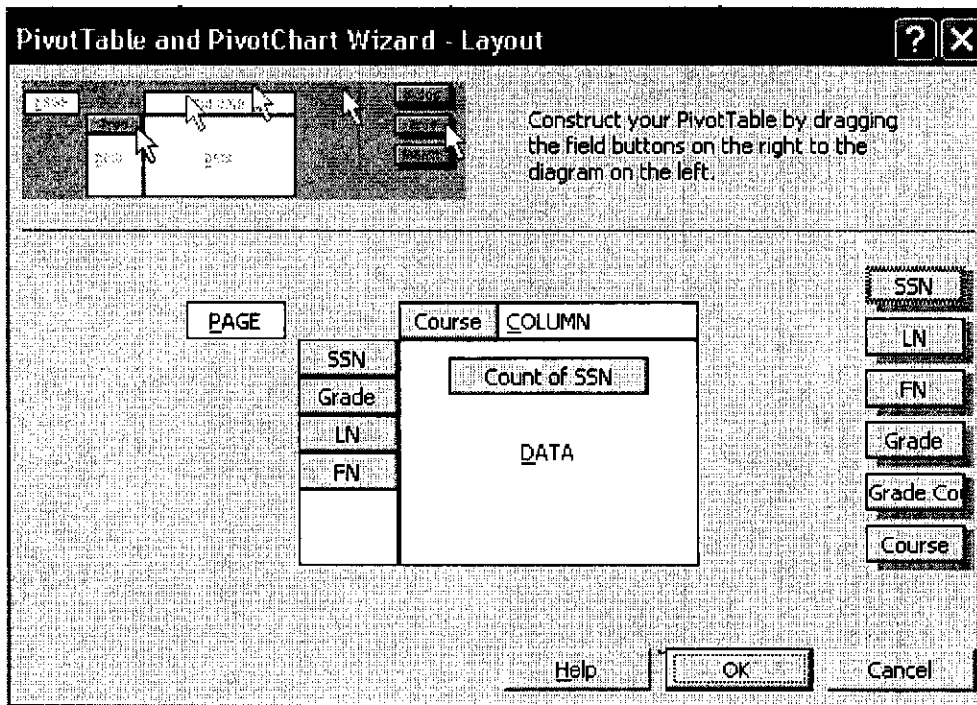


# Scheduling Connections

## Excel Pivot Table

1. Add column headings to what is exported from SASI.
2. Sort the spreadsheet by Course Title --- Replace with the general subject area where you have different course numbers / titles for different grades.
3. Highlight the spreadsheet. Go to **Data – Pivot Table and Pivot Chart Report**.
4. Click **Next** twice.
5. Click **Layout**.
6. Layout as follows:



*Note: Double-click on each of these and set subtotals to NONE!*

7. Click **OK**.
8. Click **Finish**.
9. Select the information in the Pivot Table, beginning with the headings directly above the data. Do not select any "total" data.
10. Copy & Past to a new spreadsheet.
11. Sort by Student Last Name, First Name.
12. Replace the grade level 7 with 8; Replace 6 with 7.
13. Go to the **Data** menu; Select **Filter – AutoFilter**.
14. Filter for each grade and Print.