

## GEBndPlan

In this example I am going to look for the number of students within a certain boundary sorted by grade level. This same basic principle can be applied to gather different types of data.

- Open GEBndPlan
- Choose the **DATASETS** icon (or **Planning>Datasets**)
- Click on the **New DataSet** button
- Choose the Name of the School(s) that you need to work with by highlighting and clicking **Add**
- Click **Next**
- Choose the Boundary or Boundaries that you need to work with by highlighting and clicking **Add**
- Click **Next**
- Choose the **Student Fields** you need in your report (this is where you should put in First/Last Name, Address, etc if you need this information in your final report. In our example we are going to just use Grade and School.)
- Example: **Grade**
- Click **Add**
- Example: **School**
- Click **Add**
- Click **Next**
- Choose the criteria for matching students. Example: **Grade** - In the list/range space put: KI, 01-06 (or school and school numbers )
- Click **Add**
- Click **Next**
- Highlight **Grade** and **School**
- Click **Add**
- Click **Next**
- Name your DataSet
- **Click Finish**

Now you are at the Gismo Boundary Planning Window

\*Remember to refer to the legend on the left\*Make sure what you want to view is checked\*

- Click on the **Show Students** icon
- Choose **Grade** (under 'Using the field')
- Highlight the field values you need
- Click **Add** and **Show**
- Click on the **Show Boundary** icon
- Highlight the boundary you need from the list of Boundaries
- Click **Add** and **Show**

To get a tally of the students either inside or outside of this boundary

- Click on the **Tally Students** icon
- Highlight the boundary to be used in the data collection
- Click on **Inside** or **Outside** (Depending on what you need)
- Click **OK**
- You will now see your tally
- You can print the tally box from here or export to another file

### Exporting Tally Results from GEBnd Plan into an Excel File

GEBnd Plan requires you to export your data to a **previously saved file in Excel**, therefore:

1. Open **Excel**. Save a blank file as the filename you want to use. Make sure you select the location where you want the file to be saved (example D:\)
  - File
  - Save As
  - Name your workbook
  - Save
  - Close
2. In GEBnd Plan, with the Tally window open, click the **Export** button
3. The **Select Data Source** window opens.
  - Click the button **Machine Data Source** tab
  - Choose **Excel Files**
  - Click **OK**
4. The **Select Workbook** window opens.
  - Under **Database Name** choose your filename of the workbook you saved - you may have to choose the correct Drive/Directories on the right hand side of the window first
  - Make sure **Read Only** is not checked
  - Click **OK**
5. The **Enter the ...** window opens
  - This is where you name the worksheet
  - Click **OK**
  - You should see a message that says you are done with your export – click **OK**

#### MS OFFICE EXCEL 2003

**\*\***When you open your excel sheet you will notice an error symbol in the excel cells (the green triangle in the upper left corner of the cell) – OR you will notice that all the cells are in text format (they have an apostrophe before the number in the cells) In experimenting with this I have found that if you click in one of the cells (I choose the last cell in the last column – makes the next step easier) when the trace error symbol appears (the warning sign with the exclamation point in it) then drag over all the cells to select them all – then hover the mouse pointer over the trace error until the drop box appears then choose 'convert to number' You can then use the formula feature to apply sums etc...

I was told that this did not work with the MS Office 2000 version of Excel.

## Exporting Analysis Reports from GEBnd Plan to an Excel File

GEBnd Plan requires you to export your data to a **previously saved file in Excel**, therefore:

1. Open **Excel**. Save a blank file as the filename you want to use. Make sure you select the location where you want the file to be saved (example D:\)
  - File
  - Save As
  - Name your workbook
  - Save
  - Close
2. In GEBnd Plan, once you have your data displayed, from the menu, select **Analysis > Window > \*find worksheet that has your data on it by using the tabs at the bottom of the screen\***
3. If you need to reorder your spreadsheet before you export it you can click on **Analysis>Edit Query** (or click the Query Icon) In this window you can add or remove columns and use the 'Order rows by:' field to put columns in alphabetical or numerical order. When you are done with this window click **OK**
4. You are now ready to Export to Excel. Click on **Analysis>Export**. Type in the Export Table Name (example: Students) (no spaces) , then click **OK**
5. The **Select Data Source** window opens
  - Click the **Machine Data Source** tab
  - Choose **Excel Files**
  - Click **OK**
6. The **Select Workbook** window opens
  - Under **Database name** choose your filename – you may have to choose the Drive/Directory to find your saved workbook
  - Make sure **Read Only** is not checked
  - Click **OK**
7. DONE with the export message will appear.
  - Click **OK**

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