

Loading Data into the CogAT Ability X Achievement Tool

CogAT®



About the *CogAT* Ability X Achievement Tool

This utility was designed using MS Excel to help you import student data from *CogAT* and compare it with student achievement scores to provide score comparisons to:

- Enable deeper understanding of student ability vs. their achievement
- Guide program planning and classroom instruction

Loading Data into the Ability X Achievement (AXA) Tool

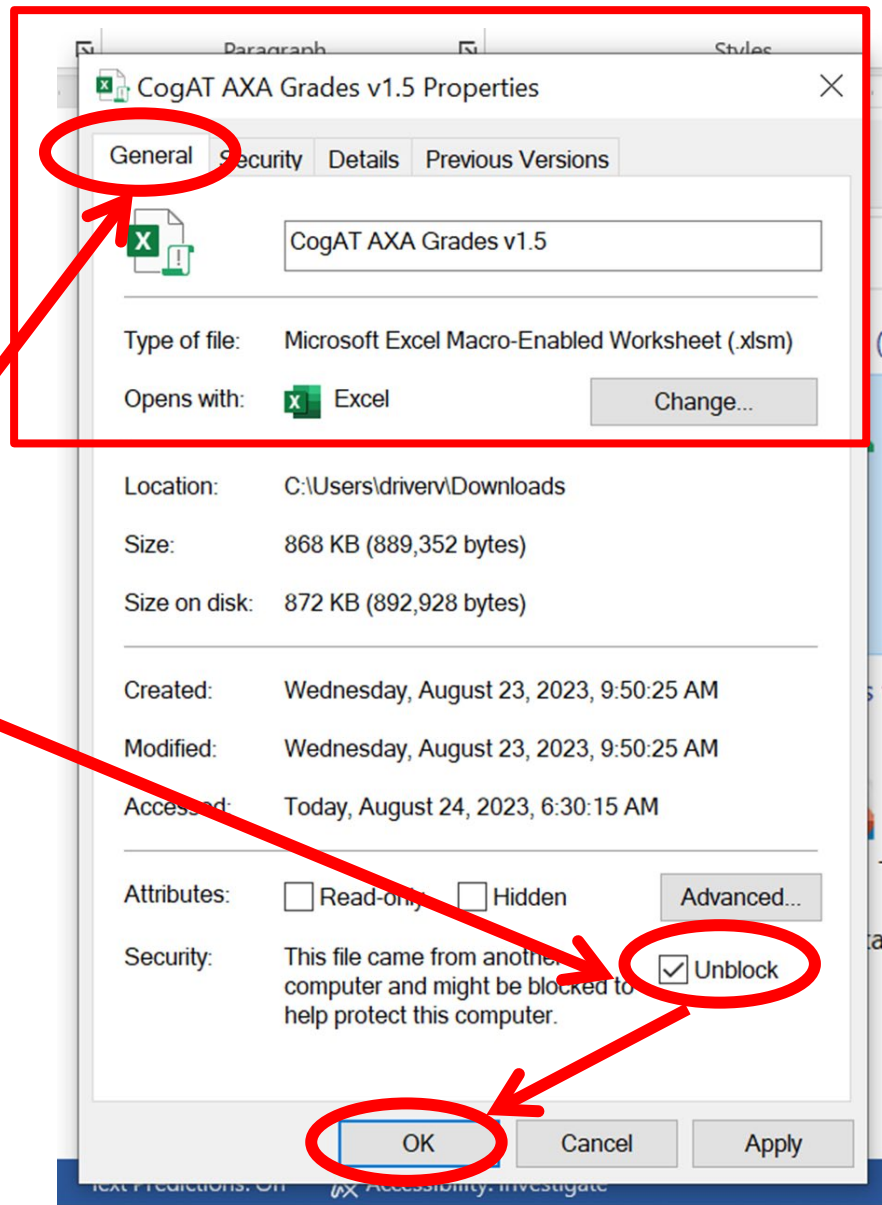
Now we will load data into the Excel AXA tool*

- Make sure you know the name and location the *CogAT* Data Export file you created
- If you have not already done so, download these two files:
 - *AXA Excel tool Achievement Score Analysis v1.7.xlsm*
 - *AXA Achievement Data Template.xlsx*

*The file runs ONLY on MS 365 – earlier versions of Excel will not complete the data analysis, because the dynamic array feature (found only in MS Office 365 and later versions) is necessary for the file functionality to work.

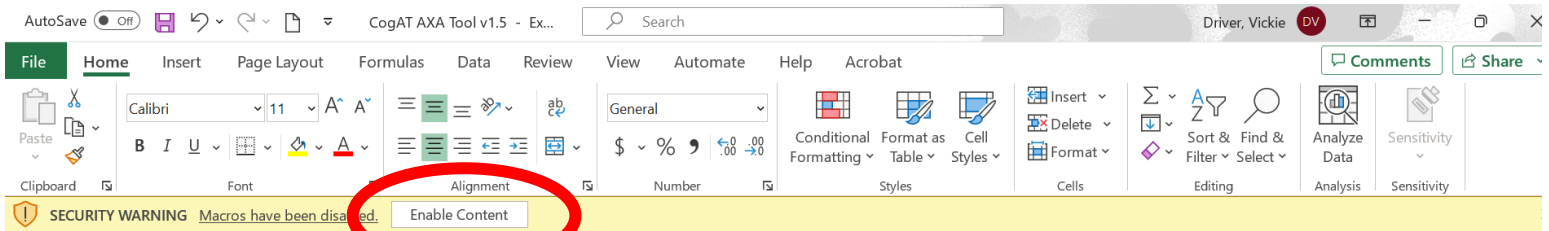


If you've not already done so, **before opening the Excel file CogAT Achievement Score Analysis v1.7.xlsm, right click on the file name and choose **Properties****



On the **General** tab, click the box to **Unblock → OK**

- Open the file **CogAT Achievement Score Analysis v1.7.xlsm**
- Click on **Enable Content** in the yellow banner to allow the macros to work

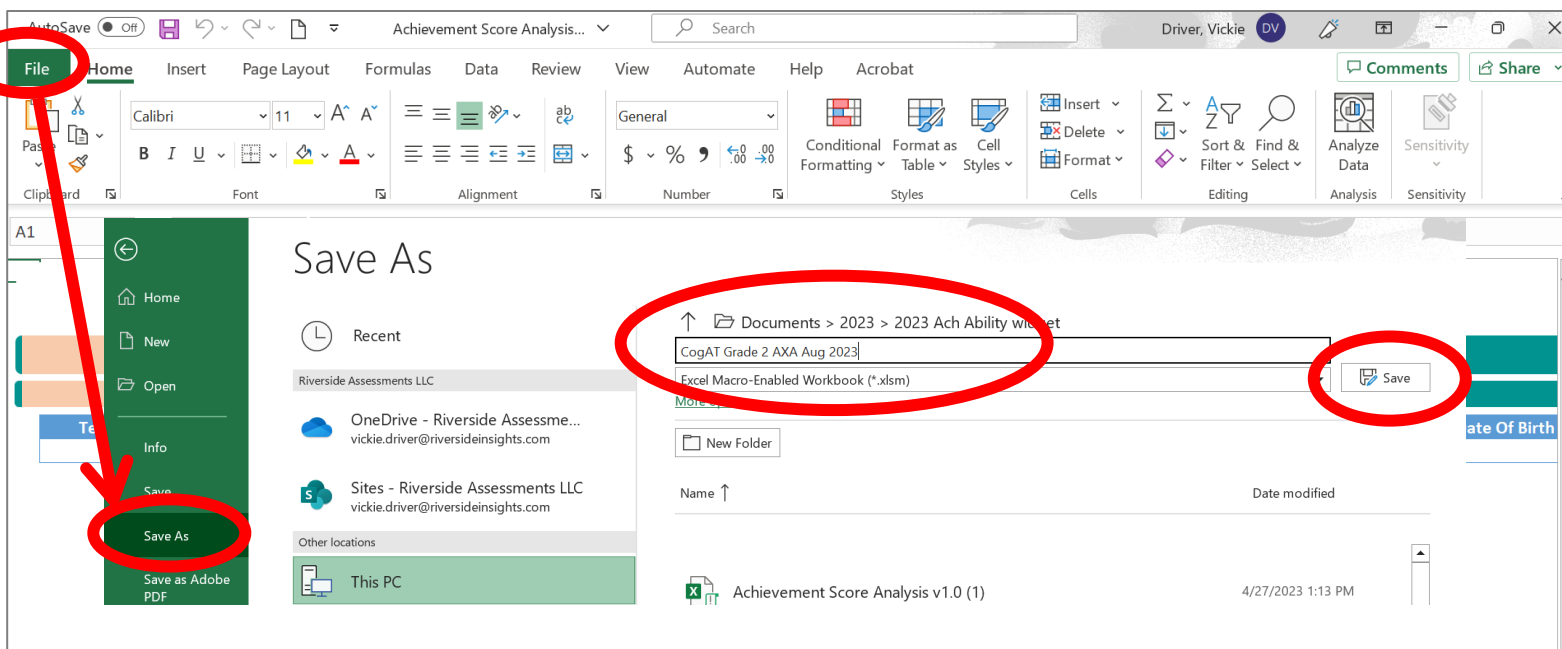


The screenshot shows the Microsoft Excel interface for the file 'CogAT AXA Tool v1.5 - Ex...'. The ribbon is set to 'Home'. A yellow security warning banner is displayed at the bottom of the ribbon area, stating 'SECURITY WARNING: Macros have been disabled.' and includes an 'Enable Content' button, which is circled in red. Below the ribbon, the active cell is A1. The main content area displays a dashboard titled 'Clean Raw Data' with a navigation bar containing 'Home', 'CogAT vs Score Dashboard', and 'Actual Vs Expected Score Dashboard'. Below the navigation bar, there are two rows of data headers: 'Raw Data' and 'CogAT Data'. The 'CogAT Data' row includes dropdown menus for 'Student ID', 'Student First Name', 'Student Last Name', 'Building', 'Class', 'Student Grade', 'Student Gender', 'Program Code', and 'Student Ethnic Group'.

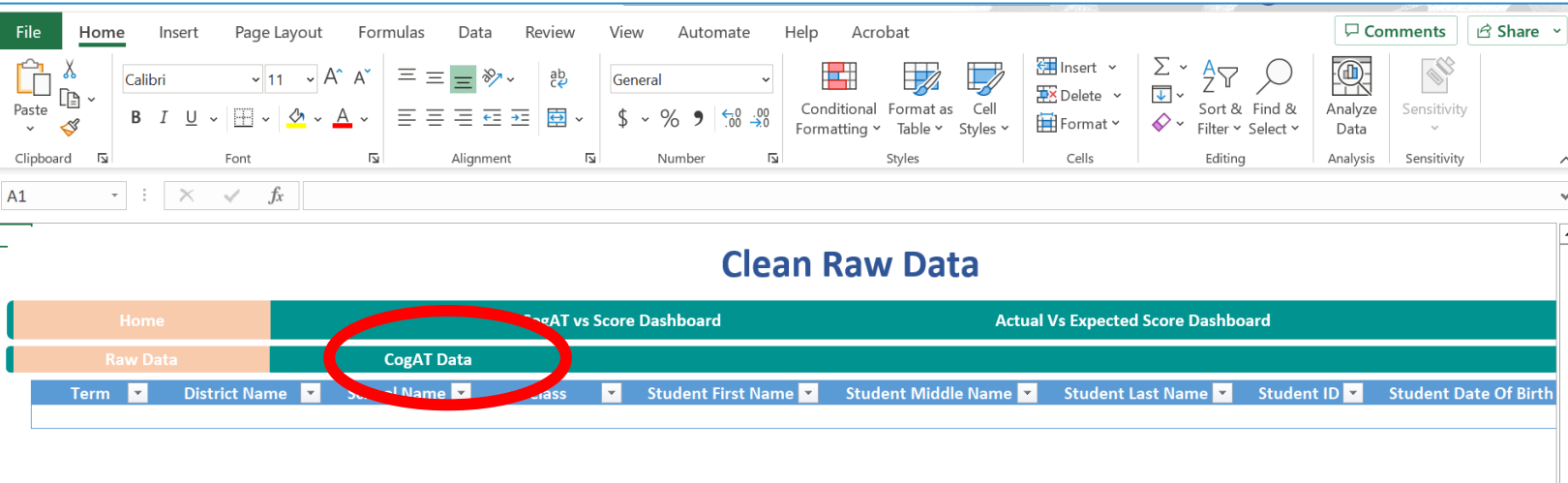
Loading CogAT Data into the AXA Tool

- Before importing any data, save a copy of the AXA Excel file with a name you can recognize based on the data you are importing
 - For example, “CogAT AXA Grade 2 Aug 2023”
 - The following pages show you how to import your *CogAT* data
 - Two sample data files are provided on CogAT.com if you want to practice by loading sample data
 - CogAT Data Export Sample Grade 2 AXA 1.7.xlsx
 - Sample Student Achievement Data Grade 2 AXA.xlsx
-

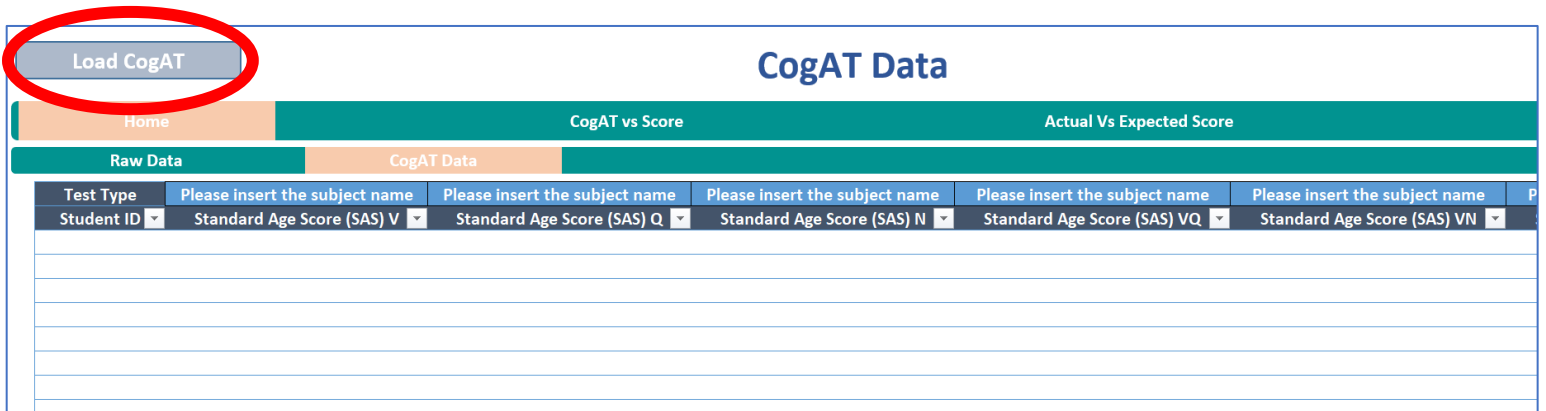
- Resave your file prior to importing data
- Choose a new file name that allows you to recognize the data you are importing and the analysis you are planning to conduct
 - For example, “CogAT Grade 2 Aug 2023”
- Click **File** → **Save As** → *New file name* and **Save**



Click on the **CogAT Data** tab in the file



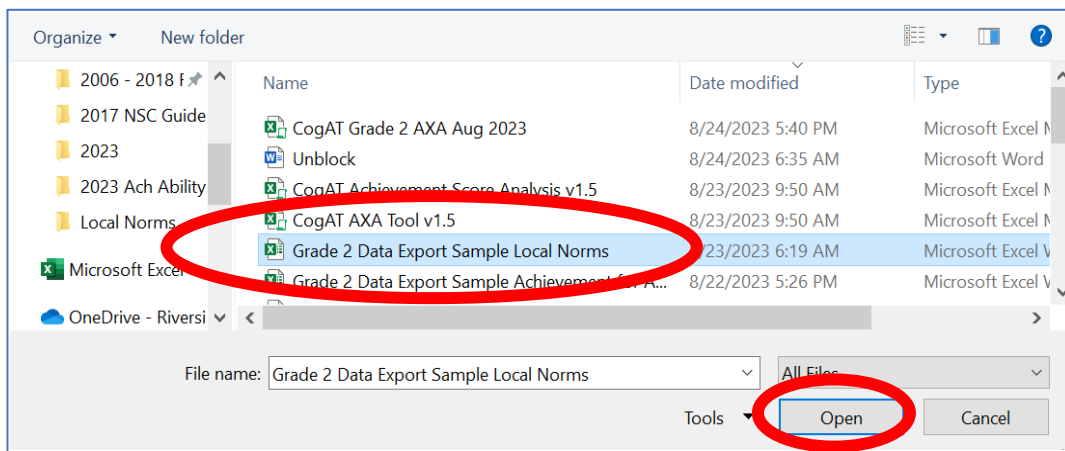
The **Load CogAT** button is in the upper lefthand corner



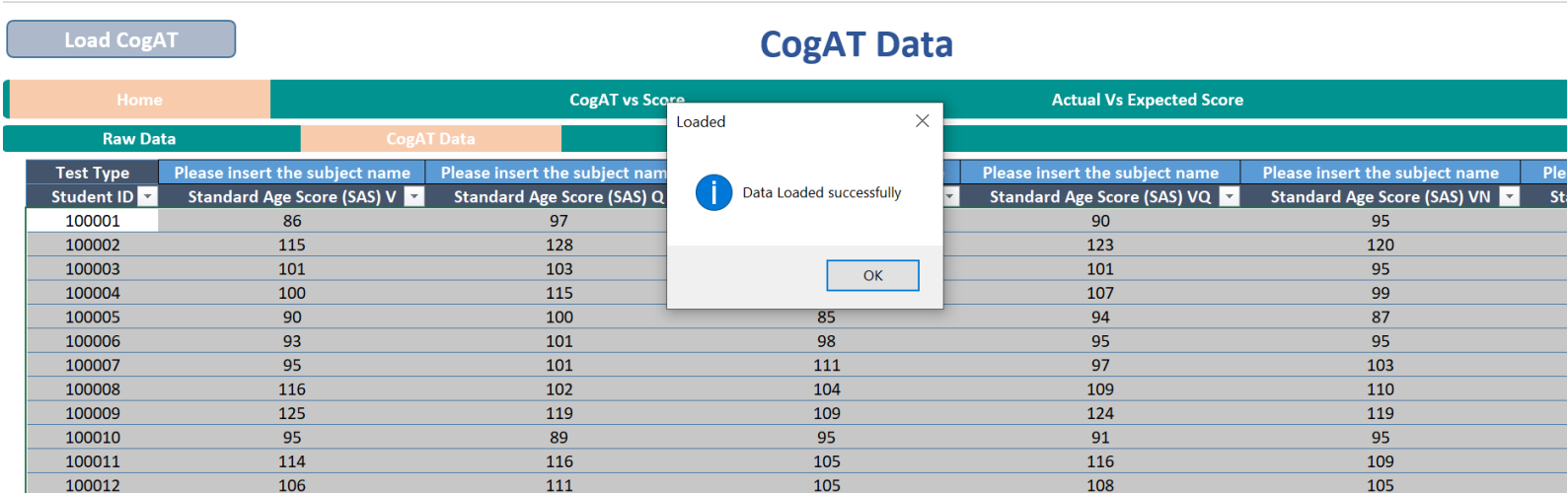
Click the button to **Load CogAT**

The screenshot shows a web interface for 'CogAT Data'. At the top left, a button labeled 'Load CogAT' is circled in red. Below the header, there are three main sections: 'Raw Data', 'CogAT Data', and 'Actual Vs Expected Score'. The 'CogAT Data' section contains a table with the following headers: 'Test Type', 'Please insert the subject name', 'Please insert the subject name', 'Please insert the subject name', 'Please insert the subject name', and 'Please insert the subject name'. Below these headers are columns for 'Student ID', 'Standard Age Score (SAS) V', 'Standard Age Score (SAS) Q', 'Standard Age Score (SAS) N', 'Standard Age Score (SAS) VQ', and 'Standard Age Score (SAS) VN'. The table body is currently empty.

- Navigate to select and click on the data export file you saved in Excel format
- Click **Open** to load the data automatically



Once your data loads, you should see this:



The screenshot shows a web application interface with a 'CogAT Data' table. A dialog box titled 'Loaded' is overlaid on the table, displaying the message 'Data Loaded successfully' and an 'OK' button. The table has columns for 'Student ID', 'Standard Age Score (SAS) V', 'Standard Age Score (SAS) Q', 'Standard Age Score (SAS) VQ', and 'Standard Age Score (SAS) VN'. The data rows show scores for students 100001 through 100012.

Test Type	Please insert the subject name	Please insert the subject name	Please insert the subject name	Please insert the subject name	Please insert the subject name
Student ID	Standard Age Score (SAS) V	Standard Age Score (SAS) Q	Standard Age Score (SAS) VQ	Standard Age Score (SAS) VN	Standard Age Score (SAS) VQN
100001	86	97		90	95
100002	115	128		123	120
100003	101	103		101	95
100004	100	115		107	99
100005	90	100	85	94	87
100006	93	101	98	95	95
100007	95	101	111	97	103
100008	116	102	104	109	110
100009	125	119	109	124	119
100010	95	89	95	91	95
100011	114	116	105	116	109
100012	106	111	105	108	105

- **Student ID** numbers and **CogAT Standard Age Scores (SAS)** will populate in the columns for V, Q, N, VQ, VN, QN, and VQN
- If you tested with the *CogAT* Screening Form, only the VQN column will populate
- **Save** your file

Creating your Achievement data file

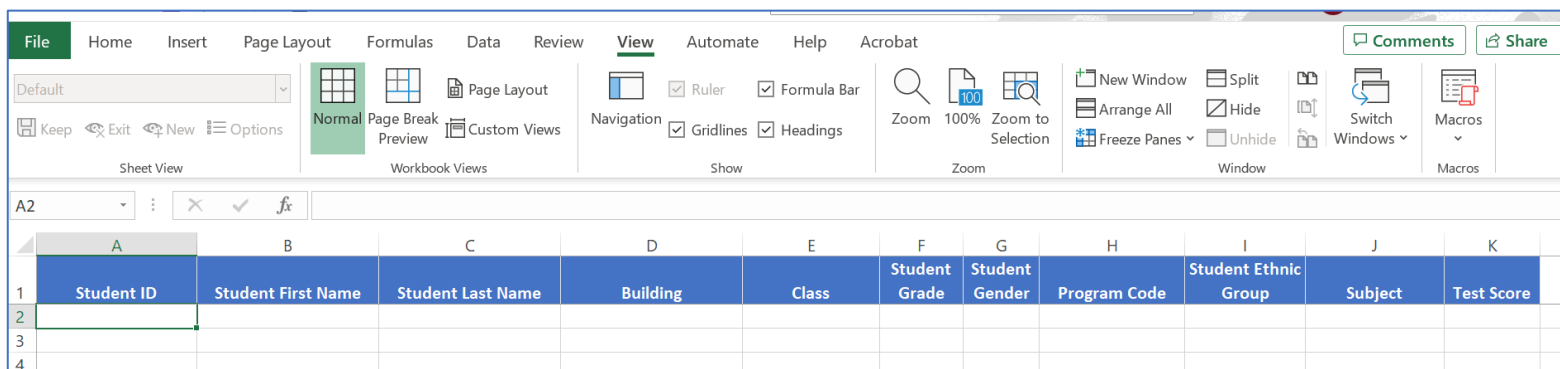
- Now you will create a file to load your Achievement data
 - We recommend using Scaled scores such as National Standard Scores (Iowa Assessments) or RIT scores (NWEA MAP)
 - Percentile ranks or percent correct can be used, but these scores are not as statistically sound for analysis
 - Download the *file [AXA Achievement Data Template.xlsx](#)*

Headings on the template match the Achievement Raw Data page in the AXA tool

Student ID
Student First Name
Student Last Name
Building
Class
Student Grade
Student Gender
Program Code
Student Ethnic Group
Subject
Test Score

- You do not need to add data for every field.
- At a minimum, you must include:
 - Student ID
 - Subject
 - (Achievement) Test Score

We recommend also loading student first and last names, grade, and building



The screenshot shows the Microsoft Excel interface with the 'View' ribbon selected. The ribbon includes options for 'Normal', 'Page Break Preview', 'Custom Views', 'Navigation', 'Ruler', 'Formula Bar', 'Gridlines', 'Headings', 'Zoom', 'New Window', 'Split', 'Hide', 'Freeze Panes', 'Unhide', 'Switch Windows', and 'Macros'. The active cell is A2. Below the ribbon, a table is displayed with the following columns: Student ID, Student First Name, Student Last Name, Building, Class, Student Grade, Student Gender, Program Code, Student Ethnic Group, Subject, and Test Score. The first row (row 1) contains the column headers, and rows 2, 3, and 4 are currently empty.

	A	B	C	D	E	F	G	H	I	J	K
1	Student ID	Student First Name	Student Last Name	Building	Class	Student Grade	Student Gender	Program Code	Student Ethnic Group	Subject	Test Score
2											
3											
4											

You might want to copy and paste the student ID numbers from the *CogAT* data page to ensure you load achievement scores for the students in your *CogAT* file

The screenshot shows an Excel spreadsheet with two tabs: 'Raw Data' and 'CogAT Data'. The 'Raw Data' tab contains a table with columns for 'Student ID' and 'Standard Age Score (SAS)'. The 'CogAT Data' tab contains a table with columns for 'Student ID', 'Student First Name', and 'Standard Age Score (SAS)'. Red arrows indicate the transfer of student ID data from the 'Raw Data' tab to the 'CogAT Data' tab. A 'Paste' menu is open over the 'CogAT Data' tab, showing options for 'Paste', 'Paste Values', and 'Other Paste Options'.

Student ID	Standard Age Score (SAS) V	Standard Age Score (SAS) Q	Standard Age Score (SAS) N	Standard Age Score (SAS) A
100001	86		02	90
100002	115		22	123
100003	101		31	101
100004	100		00	107
100005	90		35	94
100006	93		38	95
100007	95		11	97
100008	116		04	109
100009	125		09	124
100010	95		35	91
100011	114		05	116
100012	106		05	108
100013	82		35	83
100014	72		31	78
100015	98		02	106
100016	109		09	106
100017	79		35	75

- Then populate the remaining fields from your Student Information System
- Do not rearrange, add, or delete columns
- You do not need to have data in every column
- At a minimum, you must include:
 - Student ID
 - Subject (our example uses Reading and Math)
 - (Achievement) Test Score

Student ID	Student First Name	Student Last Name	Building	Class	Student Grade	Student Gender	Program Code	Student Ethnic Group	Subject	Test Score
100001	Name1	LName1	Building 3	GRADE 2	2	F	EL	Black	Reading	177
100002	Name2	LName2	Building 33	GRADE 2	2	F	NonEL	White	Reading	218
100003	Name3	LName3	Building 18	GRADE 2	2	M	EL	Black	Reading	181
100004	Name4	LName4	Building 12	GRADE 2	2	M	NonEL	Black	Reading	189
100005	Name5	LName5	Building 15	GRADE 2	2	M	NonEL	Asian	Reading	178
100006	Name6	LName6	Building 29	GRADE 2	2	F	EL	Black	Reading	173
100007	Name7	LName7	Building 3	GRADE 2	2	F	NonEL	Black	Reading	178
100008	Name8	LName8	Building 16	GRADE 2	2	M	NonEL	White	Reading	187
100009	Name9	LName9	Building 4	GRADE 2	2	F	NonEL	Black	Reading	191
100010	Name10	LName10	Building 40	GRADE 2	2	F	NonEL	White	Reading	168

- Each student needs a separate row for each Achievement score
 - If you include multiple achievement scores in your analysis, each student will have multiple rows of data
- In the below example, students 10001-10010 each two rows of data including one for their **Reading** score and one for their **Math** score
 - Rows of data can be in any order. The data below is shown sorted by student ID within subject

Student ID	Student First Name	Student Last Name	Building	Class	Grade	Gender	Program Code	Group	Subject	Test Score
100001	FName1	LName1	Building 3	GRADE 2	2	F	EL	Black	Reading	177
100002	FName2	LName2	Building 33	GRADE 2	2	F	NonEL	White	Reading	218
100003	FName3	LName3	Building 18	GRADE 2	2	M	EL	Black	Reading	181
100004	FName4	LName4	Building 12	GRADE 2	2	M	NonEL	Black	Reading	189
100005	FName5	LName5	Building 15	GRADE 2	2	M	NonEL	Asian	Reading	178
100006	FName6	LName6	Building 29	GRADE 2	2	F	EL	Black	Reading	173
100007	FName7	LName7	Building 3	GRADE 2	2	F	NonEL	Black	Reading	178
100008	FName8	LName8	Building 16	GRADE 2	2	M	NonEL	White	Reading	187
100009	FName9	LName9	Building 4	GRADE 2	2	F	NonEL	Black	Reading	191
100010	FName10	LName10	Building 40	GRADE 2	2	F	NonEL	White	Reading	188
100001	FName1	LName1	Building 3	GRADE 2	2	F	EL	Black	Math	182
100002	FName2	LName2	Building 33	GRADE 2	2	F	NonEL	White	Math	216
100003	FName3	LName3	Building 18	GRADE 2	2	M	EL	Black	Math	176
100004	FName4	LName4	Building 12	GRADE 2	2	M	NonEL	Black	Math	184
100005	FName5	LName5	Building 15	GRADE 2	2	M	NonEL	Asian	Math	172
100006	FName6	LName6	Building 29	GRADE 2	2	F	EL	Black	Math	174
100007	FName7	LName7	Building 3	GRADE 2	2	F	NonEL	Black	Math	187
100008	FName8	LName8	Building 16	GRADE 2	2	M	NonEL	White	Math	190
100009	FName9	LName9	Building 4	GRADE 2	2	F	NonEL	Black	Math	188
100010	FName10	LName10	Building 40	GRADE 2	2	F	NonEL	White	Math	172

- In this example, we've also included student first and last names, building, class, grade, and gender
- You can use the Program Code field any way you want
 - Our example uses EL and NonEL
 - We also included data for Student Ethnic Group

Student ID	Student First Name	Student Last Name	Building	Class	Student Grade	Student Gender	Program Code	Student Ethnic Group	Subject	Test Score
100001	FName1	LName1	Building 3	GRADE 2	2	F	EL	Black	Reading	177
100002	FName2	LName2	Building 33	GRADE 2	2	F	NonEL	White	Reading	218
100003	FName3	LName3	Building 18	GRADE 2	2	M	EL	Black	Reading	181
100004	FName4	LName4	Building 12	GRADE 2	2	M	NonEL	Black	Reading	189
100005	FName5	LName5	Building 15	GRADE 2	2	M	NonEL	Asian	Reading	178
100006	FName6	LName6	Building 29	GRADE 2	2	F	EL	Black	Reading	173
100007	FName7	LName7	Building 3	GRADE 2	2	F	NonEL	Black	Reading	178
100008	FName8	LName8	Building 16	GRADE 2	2	M	NonEL	White	Reading	187
100009	FName9	LName9	Building 4	GRADE 2	2	F	NonEL	Black	Reading	191
100010	FName10	LName10	Building 40	GRADE 2	2	F	NonEL	White	Reading	168
100001	FName1	LName1	Building 3	GRADE 2	2	F	EL	Black	Math	182
100002	FName2	LName2	Building 33	GRADE 2	2	F	NonEL	White	Math	216
100003	FName3	LName3	Building 18	GRADE 2	2	M	EL	Black	Math	176
100004	FName4	LName4	Building 12	GRADE 2	2	M	NonEL	Black	Math	184
100005	FName5	LName5	Building 15	GRADE 2	2	M	NonEL	Asian	Math	172
100006	FName6	LName6	Building 29	GRADE 2	2	F	EL	Black	Math	174
100007	FName7	LName7	Building 3	GRADE 2	2	F	NonEL	Black	Math	187
100008	FName8	LName8	Building 16	GRADE 2	2	M	NonEL	White	Math	190
100009	FName9	LName9	Building 4	GRADE 2	2	F	NonEL	Black	Math	188
100010	FName10	LName10	Building 40	GRADE 2	2	F	NonEL	White	Math	172

- When adding achievement data, you need one line per student per SUBJECT (such as “Math” or “Reading”)
 - The Excel AXA tool uses STUDENT ID to match the data
 - The Achievement data loaded from the template is treated as the “source of truth” for the analysis
 - For instance, if the student’s *CogAT* is from grade 2, and Math Achievement is from Grade 3, the analysis will use “Grade 3” from the Achievement data
 - Student IDs do not need to be in any specific order
 - You do not need every column nor data for every student for the analysis to work
 - The tool will use data for those students it can match on STUDENT ID and achievement SUBJECT with the Student ID field in the *CogAT* data
-

- **Save your Achievement data file so you don't lose your work!**
- Keep your Achievement file open and return to your AXA file where you have already loaded *CogAT* data
- On the *CogAT* data page, type the name of the achievement **SUBJECT** in the *CogAT* header of the Test Type row for your data comparison

Load CogAT CogAT Data

Home CogAT vs Score

Raw Data CogAT Data

Test Type	Please insert the subject name	Please insert the subject name	Please insert the subject name	Please in
Student ID	Standard Age Score (SAS) V	Standard Age Score (SAS) Q	Standard Age Score (SAS) N	Standar
100001	6	97	102	

Home CogAT vs Score

Raw Data CogAT Data

Test Type	READING	MATH	Please
Student ID	Standard Age Score (SAS) V	Standard Age Score (SAS) Q	Stand
100001	86	97	
100002	115	128	

- For instance, in this file, Reading will be compared to *CogAT* Verbal SAS V and Math will be compared to *CogAT* Quantitative SAS Q based on the Subjects specified in in the headings
- You can choose to compare any achievement score to any *CogAT* score
- Make sure the headers you type exactly match your **Subject** labels in column J of your Achievement data file

Load CogAT

CogAT Data

Home		CogAT vs Score		Actual Vs Expected Score	
Raw Data		CogAT Data		Actual Vs Expected Score	
Test Type	READING	MATH	Please insert the subject name	Please insert the subject name	Please insert the subject name
Student ID	Standard Age Score (SAS) V	Standard Age Score (SAS) Q	Standard Age Score (SAS) N	Standard Age Score (SAS) VQ	Standard Age Score (SAS) VQ
100001	86	97	102	90	
100002	100	128	122	123	
100003	101	103	91	101	
100004	100	115	100	107	
100005	90	100	85	94	
100006	93	101	98	95	
100007	95	101	111	97	
100008	116	102	104	109	
100009	125	119	109	124	
100010	95	89	95	91	
100011	114	116	105	116	
100012	106	111	105	108	

Next, click the Raw Data tab to return to the achievement page to paste in your Achievement data

Load CogAT

CogAT Data

Home CogAT vs Score Actual Vs Expected Score

Raw Data CogAT Data

Test Score	READING	MATH	Please insert the subject name	Please insert the subject name	Please insert the subject name
Student ID	Standard Age Score (SAS) V	Standard Age Score (SAS) Q	Standard Age Score (SAS) N	Standard Age Score (SAS) VQ	Standard Age Score (SAS) VQ
100001	86	97	102	90	102
100002	115	128	122	123	122
100003	101	103	91	101	101
100004	100	115	100	107	100
100005	90	100	85	94	90
100006	93	101	98	95	93
100007	95	101	111	97	95
100008	116	102	104	109	116
100009	125	119	109	124	125
100010	95	89	95	91	95
100011	114	116	105	116	114
100012	106	111	105	108	106

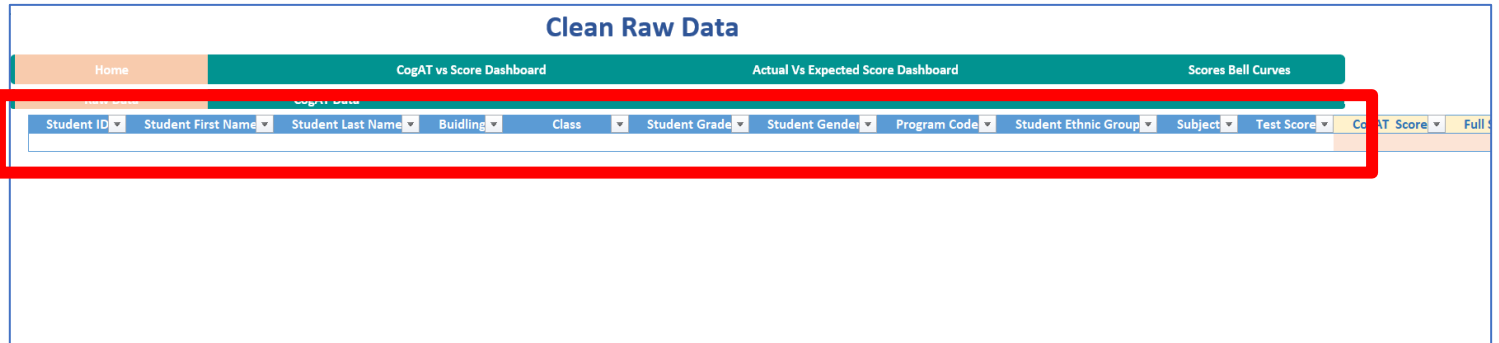
Clean Raw Data

Home CogAT vs Score Dashboard Actual Vs Expected Score Dashboard Scores Bell Curves

Raw Data CogAT Data

Student ID	Student First Name	Student Last Name	Building	Class	Student Grade	Student Gender	Program Code	Student Ethnic Group	Subject	Test Score	CogAT Score	Full Score
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Blank Raw Data page:



Your Achievement data layout must match the columns on the Raw Data page before pasting

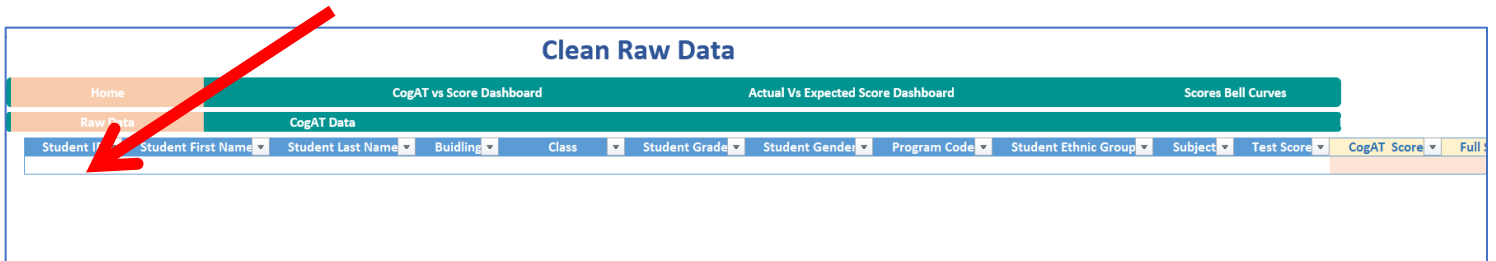
The screenshot shows an Excel spreadsheet with the following columns: Student ID, Student First Name, Student Last Name, Building, Class, Student Grade, Student Gender, Program Code, Student Ethnic Group, Subject, and Test Score. The data is as follows:

Student ID	Student First Name	Student Last Name	Building	Class	Student Grade	Student Gender	Program Code	Student Ethnic Group	Subject	Test Score
100001	FName1	LName1	Building 3	GRADE 2	2	F	EL	Black	Reading	177
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100009	FName9	LName9	Building 4	GRADE 2	2	F	NonEL	Black	Reading	191
100010	FName10	LName10	Building 40	GRADE 2	2	F	NonEL	White	Reading	168
100001	FName1	LName1	Building 3	GRADE 2	2	F	EL	Black	Math	182
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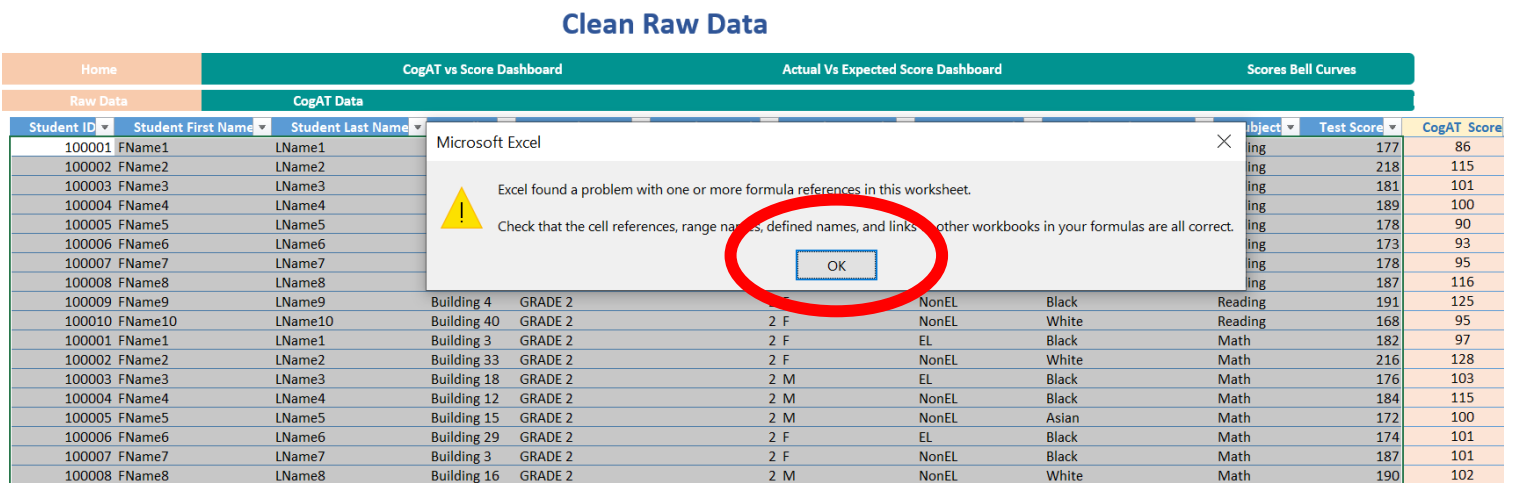
- Copy the data on your Achievement data file beginning in col. A, row 2 – make sure to get all columns from A to K and all rows containing student data
 - Click on the uppermost data cell on the lefthand side (cell A2 in this example), hold the SHIFT key and use cursor arrows   to select the data in all populated rows and columns
 - Click **Control** and **C** to copy to the selected cells

A	B	C	D	E	F	G	H	I	J	K
Student ID	Student First Name	Student Last Name	Building	Class	Student Grade	Student Gender	Program Code	Student Ethnic Group	Subject	Test Score
100001	FName1	LName1	Building 3	GRADE 2	2	F	EL	Black	Reading	177
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100008	FName8	LName8	Building 16	GRADE 2	2	M	NonEL	White	Math	190
100009	FName9	LName9	Building 4	GRADE 2	2	F	NonEL	Black	Math	188
100010	FName10	LName10	Building 40	GRADE 2	2	F	NonEL	White	Math	172

Use **Control** and **V** to paste the data from your Achievement data file into the blank Clean Raw Data page starting in the first row under "**Student ID**"



- You will get a message about "circular references"
- Just click **OK** when you see this message



If your data has loaded correctly, and you have specified an achievement **SUBJECT** above a *CogAT* score on the *CogAT* data page, *CogAT* scores and student names will automatically populate on the Raw Data page in the pink columns on the right

Clean Raw Data

CogAT vs Score Dashboard										Actual Vs Expected Score Dashboard			Scores Bell Curve		
Raw Data										CogAT Data			CogAT Data		
Student ID	Student First Name	Student Last Name	Building	Class	Student Grade	Student Gender	Program Code	Student Ethnic Group	Subject	Test Score	CogAT Score	Full Student name	Index		
100001	FName1	LName1	Building 3	GRADE 2	2 F	EL	Black	Reading	177	86	FName1 LName1	1			
100002	FName2	LName2	Building 33	GRADE 2	2 F	NonEL	White	Reading	218	115	FName2 LName2	2			
100003	FName3	LName3	Building 18	GRADE 2	2 M	EL	Black	Reading	181	101	FName3 LName3	3			
100004	FName4	LName4	Building 12	GRADE 2	2 M	NonEL	Black	Reading	189	100	FName4 LName4	4			
100005	FName5	LName5	Building 15	GRADE 2	2 M	NonEL	Asian	Reading	178	90	FName5 LName5	5			
100006	FName6	LName6	Building 29	GRADE 2	2 F	EL	Black	Reading	173	93	FName6 LName6	6			
100007	FName7	LName7	Building 3	GRADE 2	2 F	NonEL	Black	Reading	178	95	FName7 LName7	7			
100008	FName8	LName8	Building 16	GRADE 2	2 M	NonEL	White	Reading	187	116	FName8 LName8	8			
100009	FName9	LName9	Building 4	GRADE 2	2 F	NonEL	Black	Reading	191	125	FName9 LName9	9			
100010	FName10	LName10	Building 40	GRADE 2	2 F	NonEL	White	Reading	168	95	FName10 LName10	10			
100011	FName11	LName11	Building 21	GRADE 2	2 M	NonEL	Hispanic	Reading	191	114	FName11 LName11	11			
100012	FName12	LName12	Building 33	GRADE 2	2 M	NonEL	Hispanic	Reading	185	106	FName12 LName12	12			
100013	FName13	LName13	Building 19	GRADE 2	2 F	EL	Hispanic	Reading	165	82	FName13 LName13	13			
100014	FName14	LName14	Building 17	GRADE 2	2 M	EL	Asian	Reading	161	72	FName14 LName14	14			
100015	FName15	LName15	Building 2	GRADE 2	2 F	NonEL	Black	Reading	189	98	FName15 LName15	15			
100016	FName16	LName16	Building 33	GRADE 2	2 F	NonEL	Hispanic	Reading	171	109	FName16 LName16	16			
100017	FName17	LName17	Building 28	GRADE 2	2 M										
100018	FName18	LName18	Building 33	GRADE 2	2 M										
100019	FName19	LName19	Building 19	GRADE 2	2 F										
100020	FName20	LName20	Building 38	GRADE 2	2 M										
100021	FName21	LName21	Building 35	GRADE 2	2 M										
100022	FName22	LName22	Building 18	GRADE 2	2 F										

Subject	Test Score	CogAT Score	Full Student name	Index
Reading	177	86	FName1 LName1	1
Reading	218	115	FName2 LName2	2
Reading	181	101	FName3 LName3	3
Reading	189	100	FName4 LName4	4
Reading	178	90	FName5 LName5	5
Reading	173	93	FName6 LName6	6
Reading	178	95	FName7 LName7	7
Reading	187	116	FName8 LName8	8
Reading	191	125	FName9 LName9	9
Reading	168	95	FName10 LName10	10
Reading	191	114	FName11 LName11	11
Reading	185	106	FName12 LName12	12
Reading	165	82	FName13 LName13	13

Using the Ability X Achievement Tool

Now we are going to look at the data!

But first, **SAVE YOUR WORK** –
use a file name you can recognize
based on the data you selected and the
analysis you are conducting