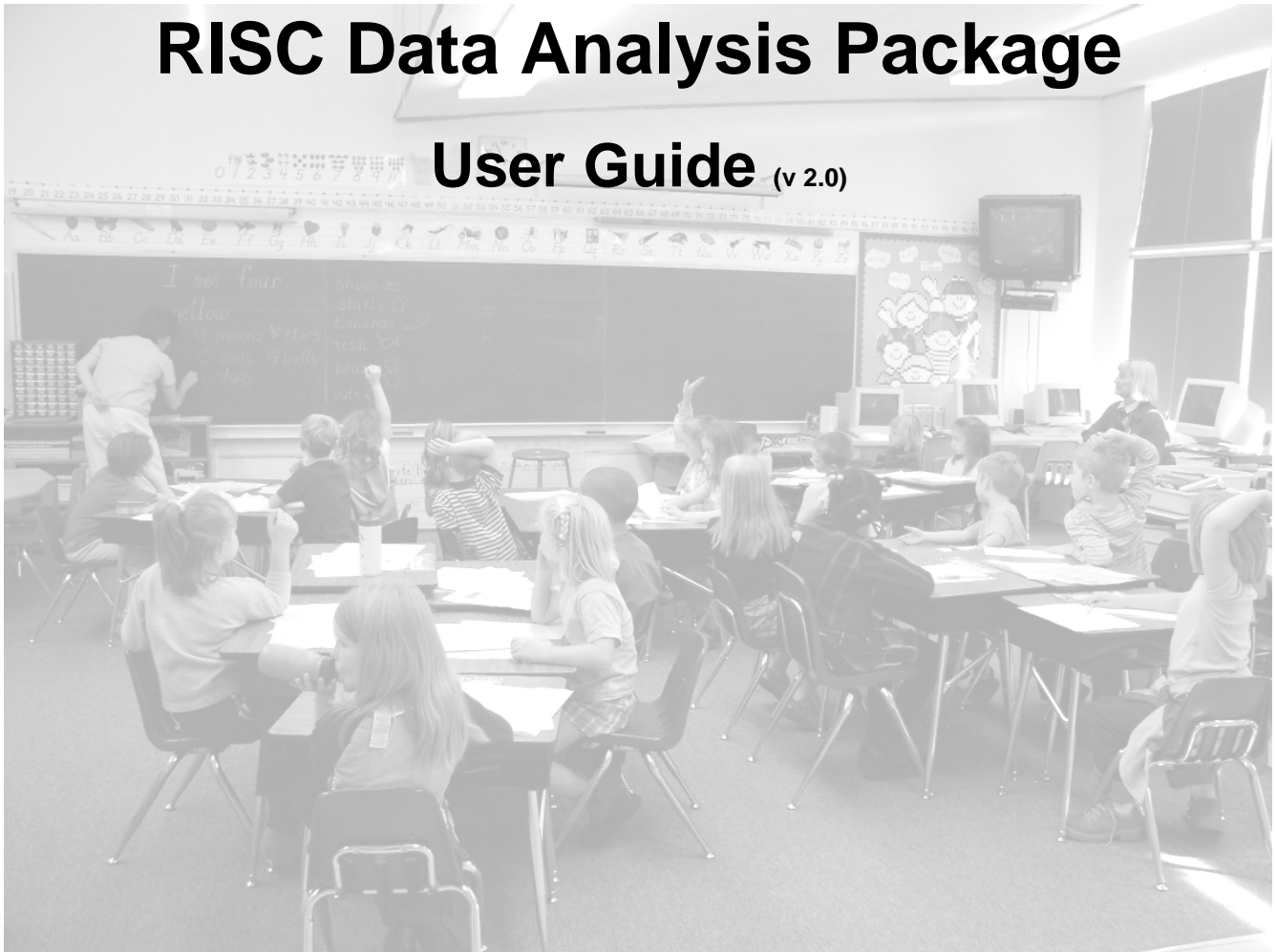


RISC Data Analysis Package

User Guide – V2.0

An Excel Spreadsheet for analysing export data from the “RISC” software program commonly used in many NSW schools.



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Before You Begin – some basic pointers

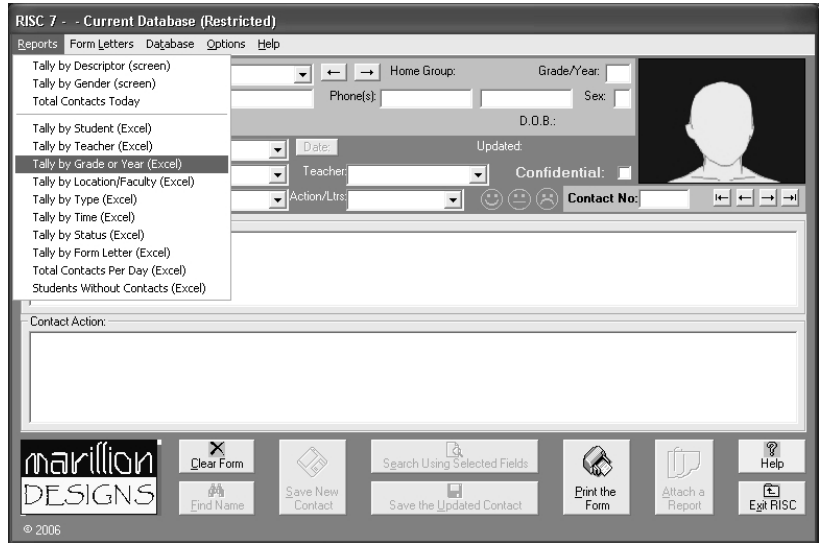
- To use the package you will need a computer with Microsoft Excel 2002 (Excel XP or later) installed.
- You also need to be using RISC software at your school as the package works with the specific export files created by that program. The spreadsheet currently works for RISC version 7.
- The factor that most determines whether or not you get meaningful data from the package is how you organize the collection of data in RISC. For example:
 1. Avoid any blank lines in your Category, Type and other menu lists. I use an asterisk (*) to space lines. If you use blank lines then statistics will be recorded against them, but asterisks are ignored by the program when exporting data/statistics.
 2. Don't repeat the same name within your Category, Type or other lists. If there are duplicates then they will both get data recorded against them and you will not be able to distinguish between them.
 3. Ensure that the date for each entry is correct and reflects the date of the incident. If an incident is entered after the date it occurred then the date should be edited to the original date.
 4. Whilst it is not essential to do so, this package works best if RISC is used to record only negative behaviours/discipline incidents. If you use RISC to record merits or other welfare contacts then much of the analysis will still be relevant but some areas will be distorted as the summary data does not distinguish between "positive", "neutral" or "negative" entries. There are several ways around this. One might be to record all merits using a separate system or even to set up two RISC databases with different database paths and different shortcut icons on computer desktops. One could be for "RISC-discipline" and the other for "RISC-Merit". This would then allow more detail analysis of both merits and discipline entries separately.

Installation and Setup

- To set up the spreadsheet simply:
 1. Remove/extract the "RISC Data Analysis Package.xlt" file from its compressed (zip) folder.
 2. Place the file wherever you like. It is a template file and so it will always be preserved in its "clean" (empty of data) state
 3. Double-click on the file to open it in Excel. A new copy will be opened.
 4. Save the new copy under whatever name and in whichever location you wish.
 5. Then work from the copy you just saved to import the RISC data as explained over page.

Exporting Data from RISC

- Open RISC on any computer.
- To export data from RISC simply:
 1. Select the “Reports” menu.
 2. Select the export you wish to do. Though most of the exports provided are worth analysing, some do not need further work to be interpreted. As such, the analysis package only works with the following exports:



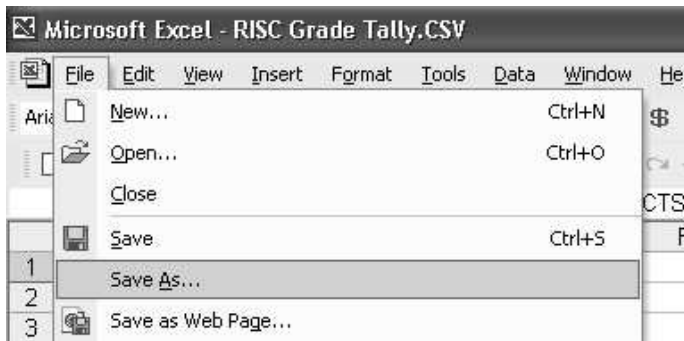
- Tally by Student
- Tally By Grade or Year
- Tally by CATEGORY (set to “Location/Faculty” at my school)
- Tally by Type
- Tally by CATEGORY2 (set to “Time” at my school)
- Tally by Form Letter
- Total Contacts Per Day

3. The export is then opened in Microsoft Excel as a “CSV” file. For example:

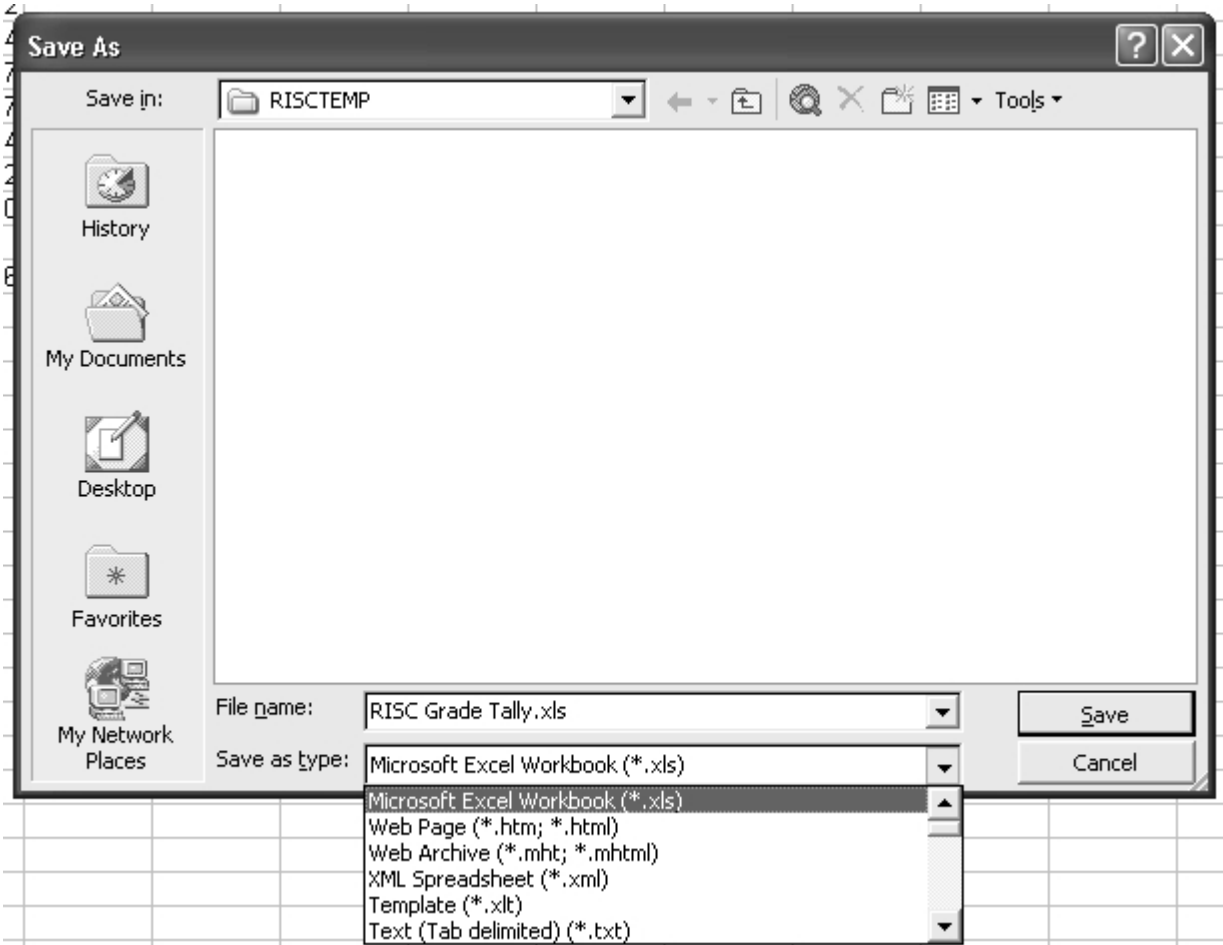
The screenshot shows Microsoft Excel with a CSV file named 'RISC Grade Tally.CSV' open. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J
1	INDIVIDUAL STUDENT CONTACTS BY GRADE / YEAR									
2										
3	Grade 7	272								
4	Grade 8	864								
5	Grade 9	577								
6	Grade 10	747								
7	Grade 11	384								
8	Grade 12	302								
9	Grade	120								
10										
11	TOTAL	3266	As at : 04-06-2006							
12										
13										
14										

4. You need to save this file as an excel file so select “Save As...” from the “File” menu.



5. Select “Microsoft Excel Workbook (*.xls)” as the “Save as type:”. The file name should automatically be set to “RISC Grade Tally.xls”, **DO NOT CHANGE IT!** Select where you want the file saved and click “Save”.

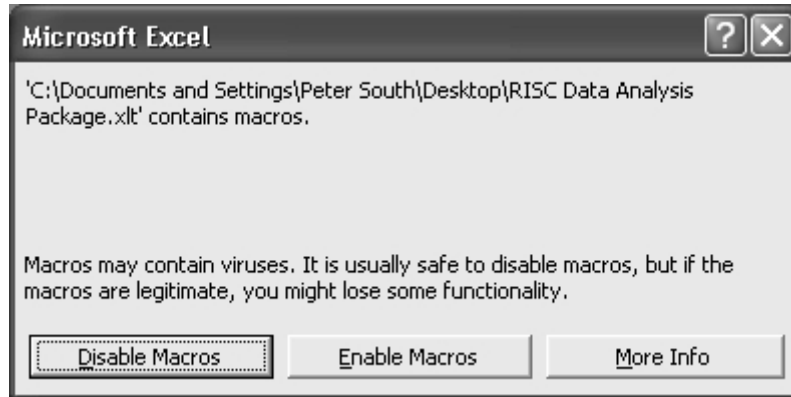


6. Repeat the above process for all export files, making sure that they are saved as **Excel** files **NOT CSV** and that their name stays the same as the default names. For your reference, these names are:

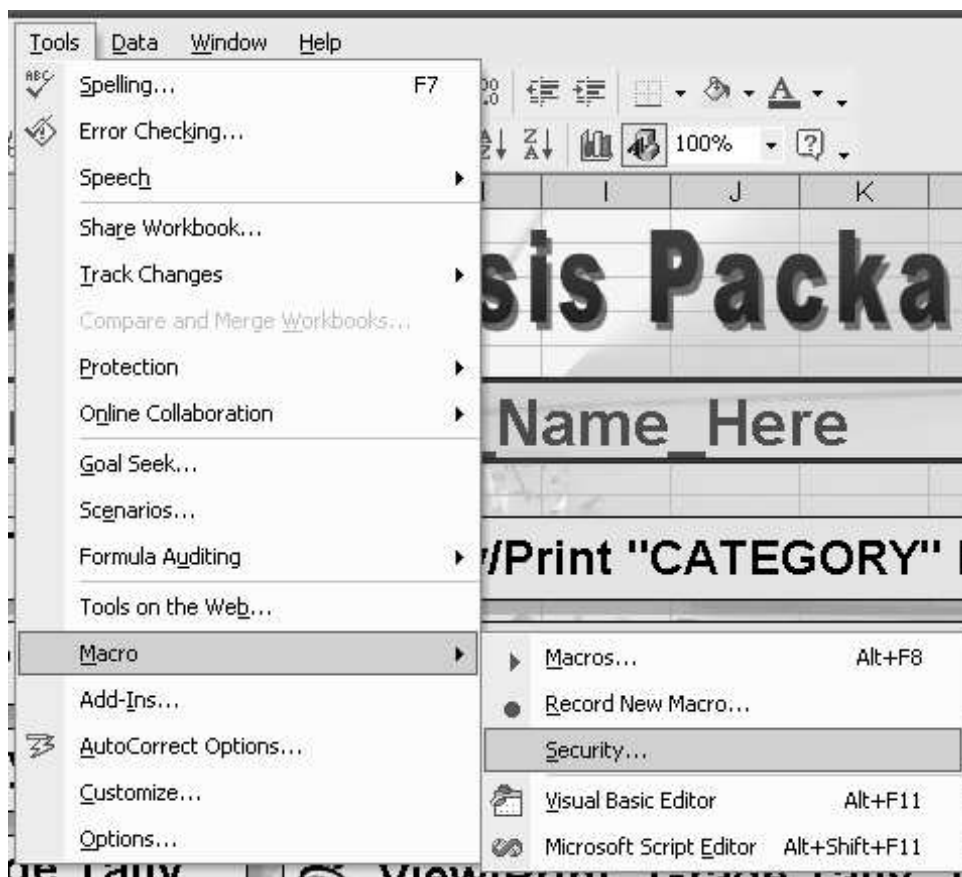
- RISC Category Tally.xls
- RISC Category2 Tally.xls
- RISC Contact Free Tally.xls
- RISC Daily Tally.xls
- RISC Form Letter Tally.xls
- RISC Grade Tally.xls
- RISC Status Tally.xls
- RISC Student Tally.xls
- RISC Type Tally.xls

Importing Data into the RISC Data Analysis Package

- Open your new copy of the Analysis Package Excel spreadsheet.
- When you open the spreadsheet you should receive the following message. You **MUST** click “Enable Macros” for the package to work.



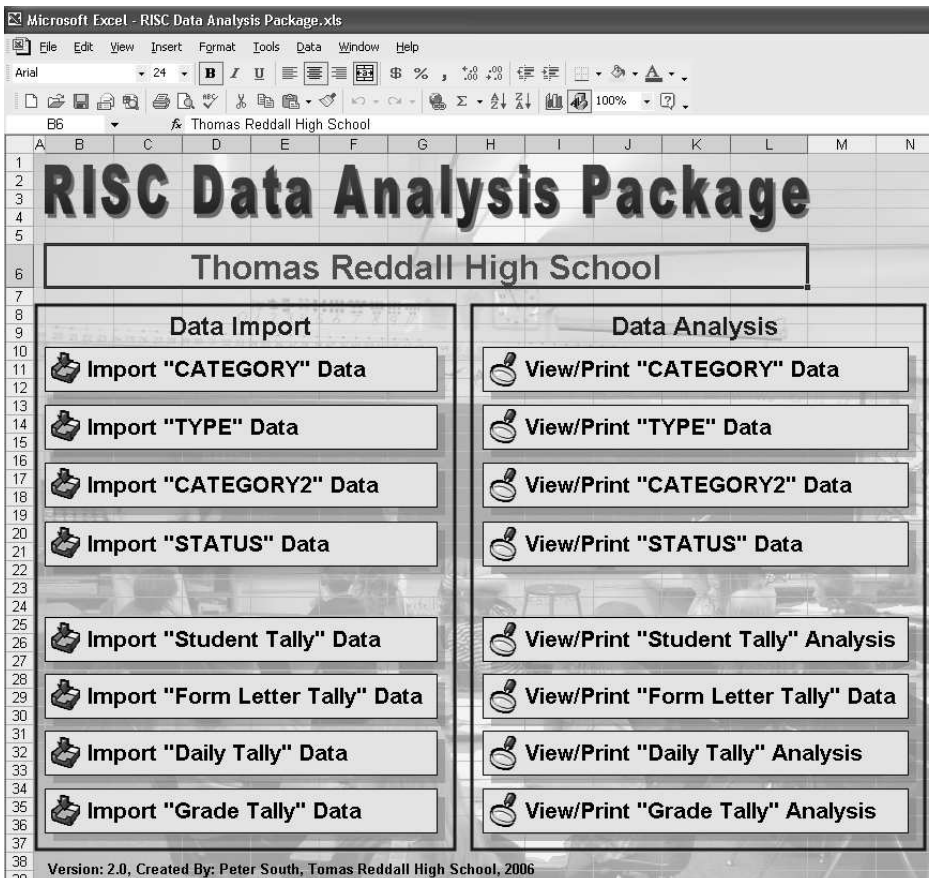
- **IF** this message **does not** appear then you need to make sure that your security settings aren't preventing macros from running. To do this:
 1. Select the “Macro”, then “Security” from the “Tools” menu in Microsoft Excel (see below).



- The following window should appear. You must click the “Medium” option to select it and then click “OK”. It is not recommended that you click “Low” but doing so will not stop the package working, though a setting of “High” will stop it working.

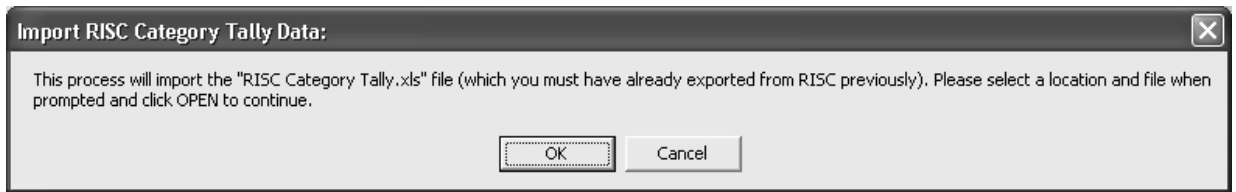


- Once this is done you made need to quit Excel and then reopen the package to ensure that Macros are turned on. Once you open the spreadsheet package you should see the following screen. Click in the box in the middle of the screen and enter your school name before continuing.

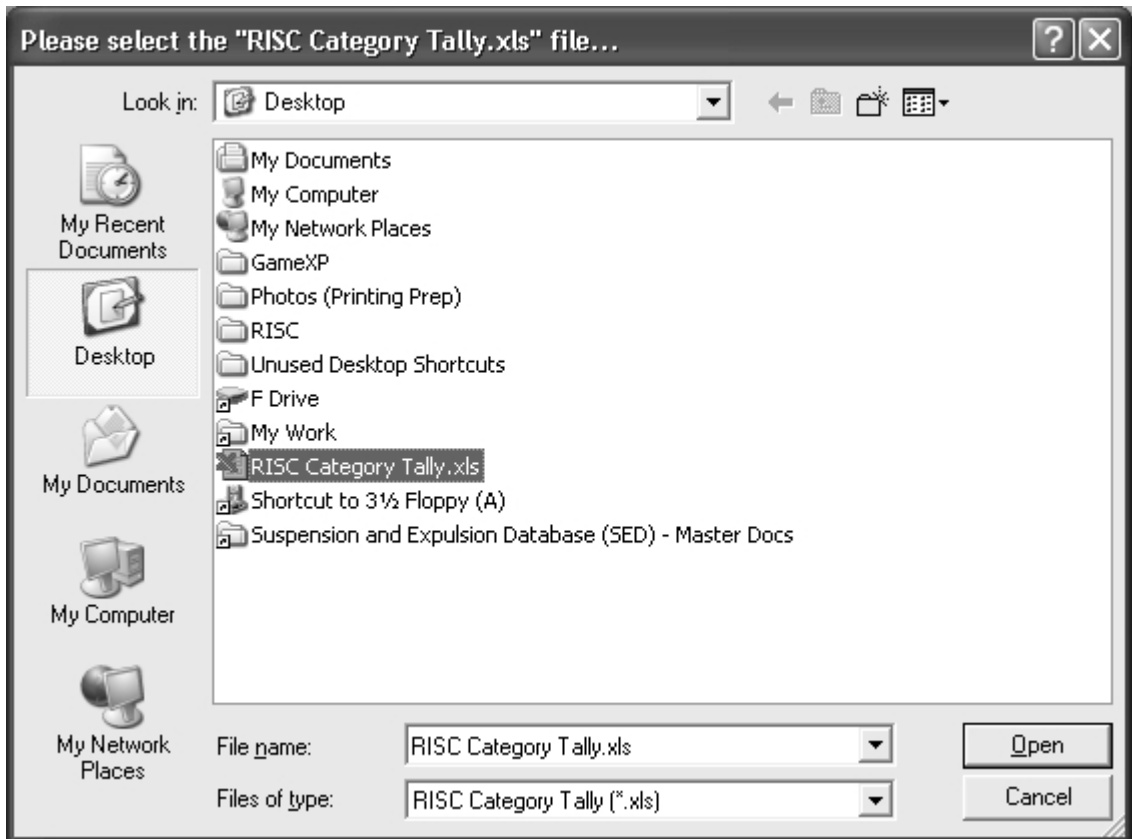


- Congratulations! You are now ready to start importing data into the spreadsheet, as follows:

1. Click on the “Import CATEGORY Data” Button. The following message will appear, click “OK” to continue.



2. You will then be prompted to select the “RISC Category Tally.xls” file to open. Locate the file (where ever you previously saved it when you exported it from RISC), select it and then click “Open”.



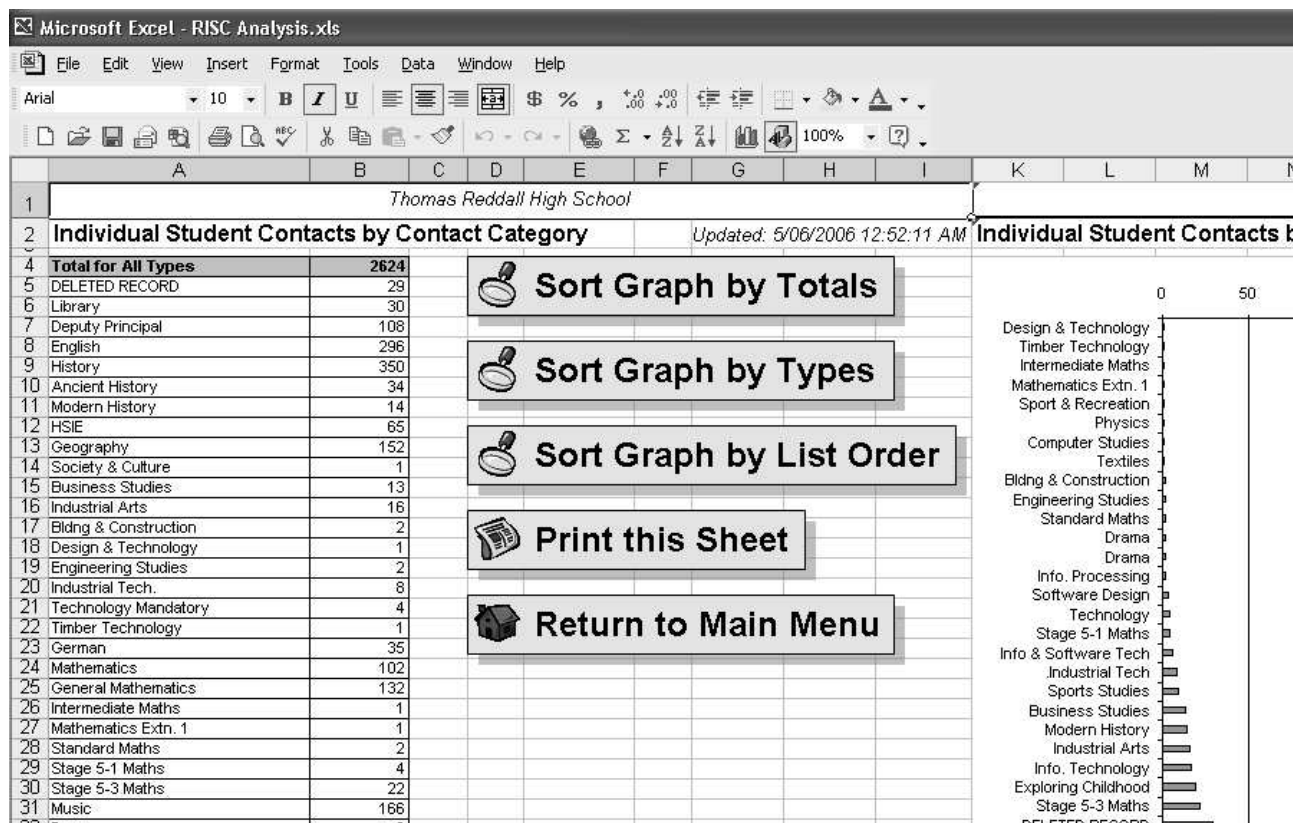
3. The data will then be imported for you and you will be taken to the “Category” data page. Once you reach this page you can return to the main menu to continue importing the rest of the data by click on the “Return to Main Menu” button.



4. Once you return to the Main Menu screen repeat steps 1 – 3 above for the other data imports. When you are finished you can view the analysis pages for each set of data by clicking on the relevant “View/Print” button.

The following pages describe each of the data analysis pages in more detail.

Contact CATEGORY Data Analysis Screen



This page lists all the contact CATEGORIES you have available in RISC at your school and the total number of RISC entries for each (In the example above this list has been called “Location/Faculty”). This data is also graphed to the right in a horizontal bar graph. The top three buttons allow you to sort the graph data in different ways of your choosing. You can then print out this screen, both the table and the graph, by clicking on the “Print this Sheet” button.

Note that the “Updated:” time/date stamp at the top of the sheet represents only the time/date that the data was imported into the spreadsheet, NOT when it was exported from RISC.

Also note that the program is currently limited to Category lists of 200 or less items (I didn’t anticipate anyone having lists of greater than this size).

Contact TYPE Data Analysis Screen

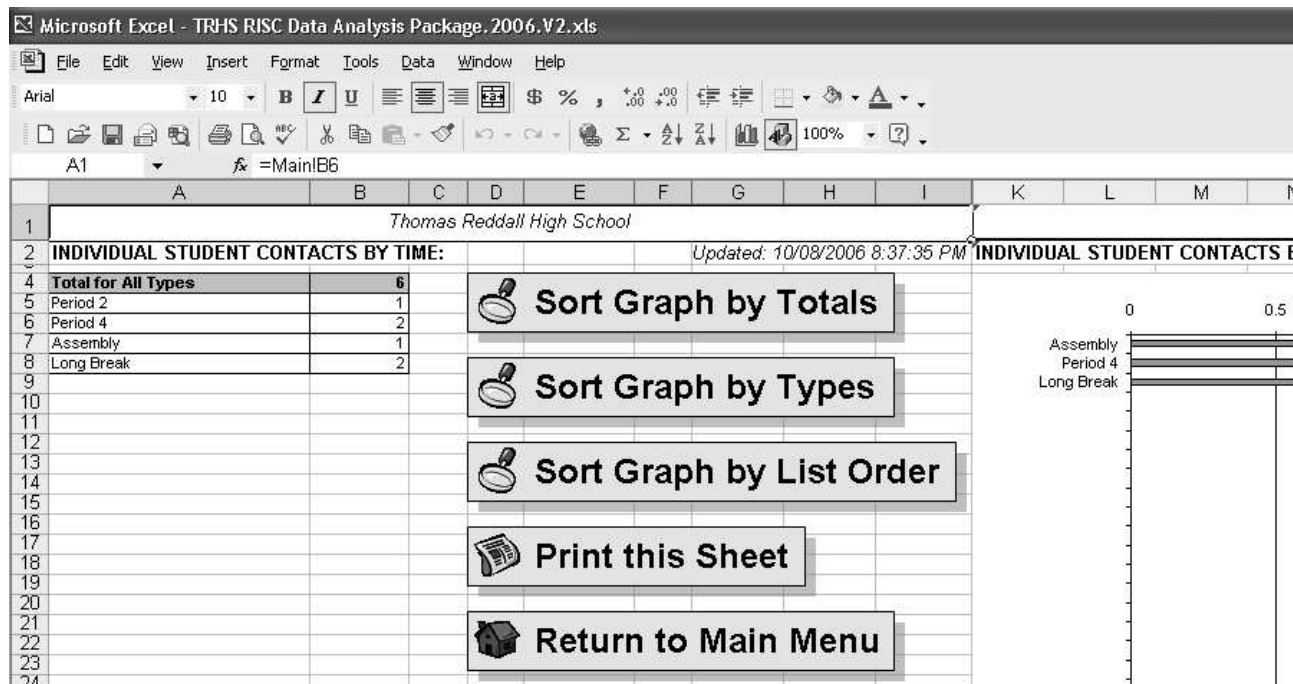
Thomas Reddall High School	
Individual Student Contacts by Contact Type	
Total for All Types	2906
Bullying	11
Detention Failure	42
Disobedience	517
Disruption	145
Lateness	33
Littering	4
Misbehaviour	122
Offensive beh	37
Out of Bounds	18
Racism	1
Swearing	19
Truancy	493
Uniform	26
Vandalism	5
Aggressive Behaviour	157
Cont. Disobedience	170
Persist Misbehaviour	34
Smoking	7
with Smokers	1
Criminal Behaviour	1
Illegal Substance	5
Implement as Weapon	2
Physical Violence	17
Prohibited Weapon	5
Classwork Failure	170
Homework Failure	26
Late Submission	3
Poor Performance	5

This page lists all the contact TYPES you have available in RISC at your school and the total number of RISC entries for each. This data is also graphed to the right in a horizontal bar graph. The top three buttons allow you to sort the graph data in different ways of your choosing. You can then print out this screen, both the table and the graph, by clicking on the “Print this Sheet” button.

Note that the “Updated:” time/date stamp at the top of the sheet represents only the time/date that the data was imported into the spreadsheet, NOT when it was exported from RISC.

Also note that the program is currently limited to Type lists of 200 or less items (I didn’t anticipate anyone having lists of greater than this size).

Contact CATEGORY2 Data Analysis Screen



This page lists all the contact CATEGORY2 entries you have available in RISC at your school and the total number of RISC entries for each (In the example above this list has been called “Time”). This data is also graphed to the right in a horizontal bar graph. The top three buttons allow you to sort the graph data in different ways of your choosing. You can then print out this screen, both the table and the graph, by clicking on the “Print this Sheet” button.

Note that the “Updated:” time/date stamp at the top of the sheet represents only the time/date that the data was imported into the spreadsheet, NOT when it was exported from RISC.

Also note that the program is currently limited to lists of 200 or less items (I didn’t anticipate anyone having lists of greater than this size).

Contact STATUS Data Analysis Screen

The screenshot displays an Excel spreadsheet with the following data:

Row	Contact Type	Count
4	Total for All Types	3612
5	INCOMPLETE	12
6	*	3
7	*	3
8	***GRN LTR	28
9	b	363
10	b & c	634
11	*	3
12	*	3
13	ASD	49
14	Docket	1333
15	Interview	11
16	Lunch Det	278
17	Monitoring	26
18	ProgReport	1
19	phone home	21
20	Long Susp	32
21	Short Susp	24
22	RISC entry	240
23	Unsat Ltr	88
24	WOS - C.D.	246
25	WOS - A.B.	80
26	WOS - P.M.	54

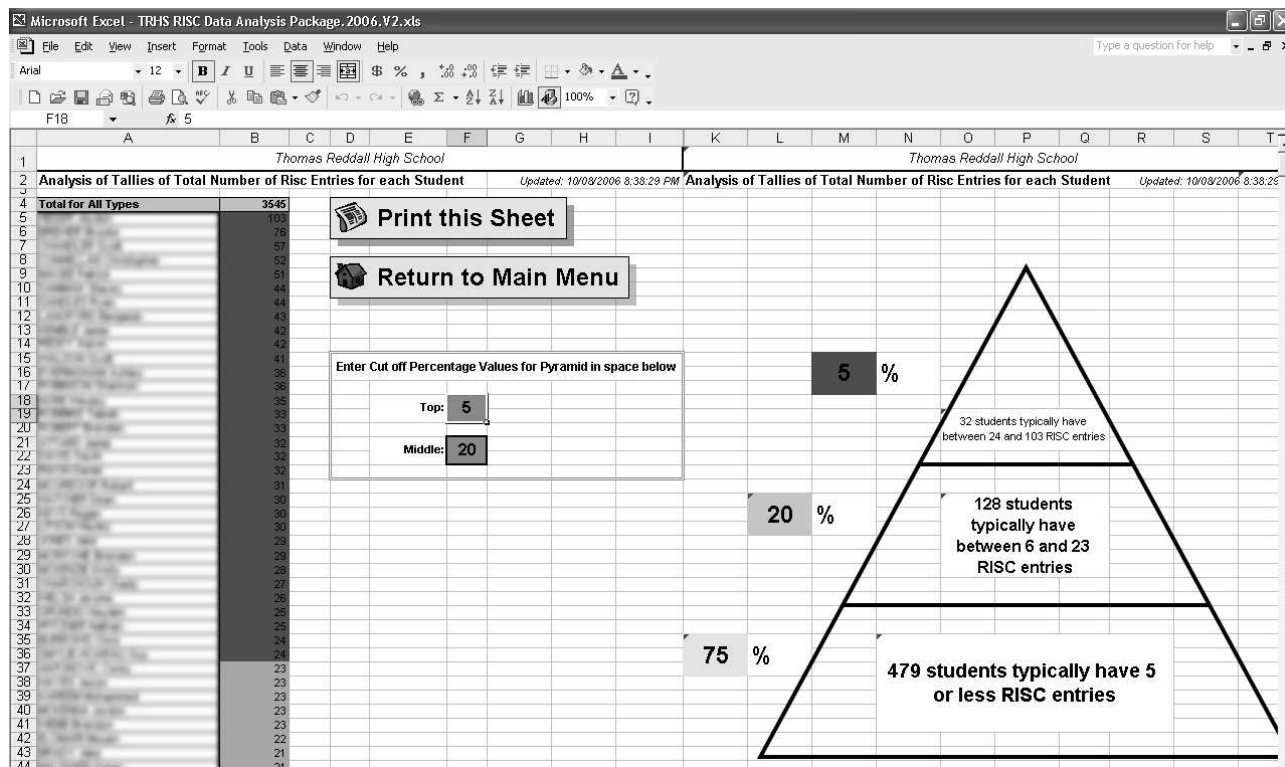
The bar graph on the right shows the distribution of these counts, with 'Docket' having the highest value at 1333. The x-axis ranges from 0 to 200+.

This page lists all the contact STATUS entries you have available in RISC at your school and the total number of RISC entries for each (In the example above this list has been called “Action/Ltrs”). This data is also graphed to the right in a horizontal bar graph. The top three buttons allow you to sort the graph data in different ways of your choosing. You can then print out this screen, both the table and the graph, by clicking on the “Print this Sheet” button.

Note that the “Updated:” time/date stamp at the top of the sheet represents only the time/date that the data was imported into the spreadsheet, NOT when it was exported from RISC.

Also note that the program is currently limited to lists of 200 or less items (I didn’t anticipate anyone having lists of greater than this size).

Contact STUDENT TALLY Data Analysis Screen



This page requires two separate imports from RISC for “Tally by Student” (“RISC Student Tally.xls”) and “Students Without Contacts” (“RISC Contact Free Tally.xls”). The table to the left of screen lists those students with RISC contacts and the number of contacts per student, in descending order (i.e. the student at the top has the most RISC contacts).

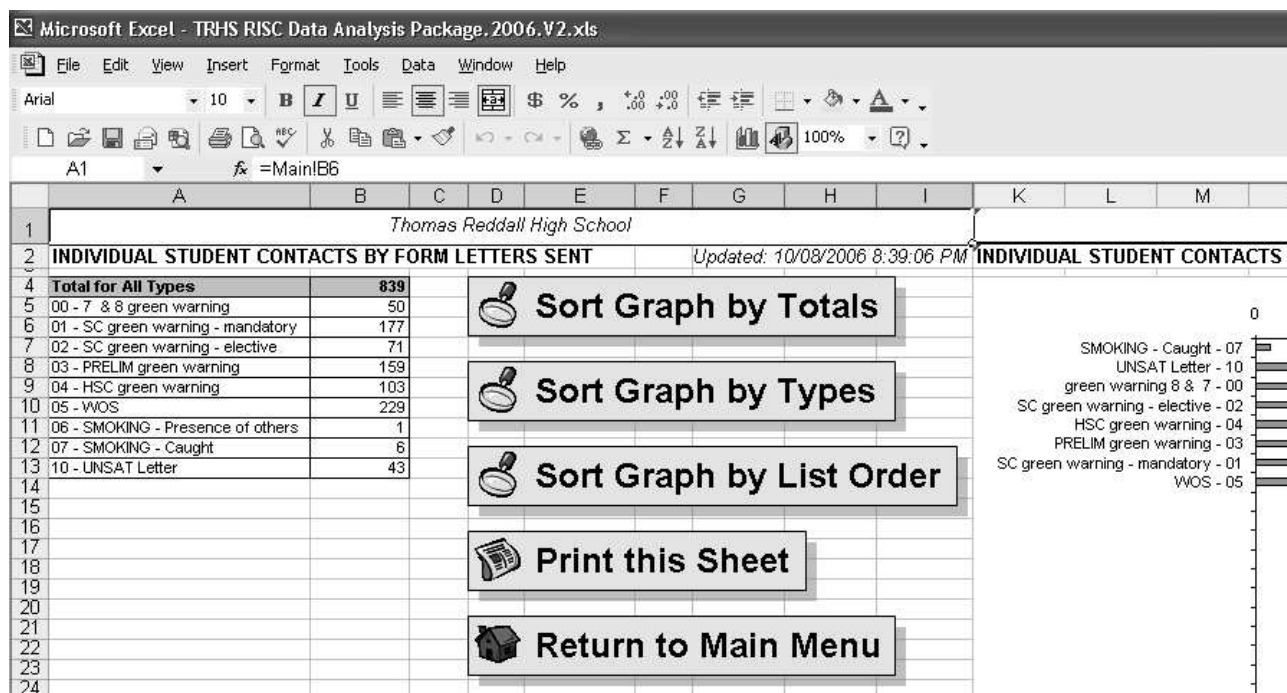
The pyramid diagram to the right breaks up the school into three percentile bands. These bands are a percentage of the total student population (all students, even those without RISC entries). The default bands are 5%, 20% and 75% but you can set your own bands by entering the top and middle bands in the table in the middle of the screen. When you do this, the table and diagram will update to reflect the new cut-off. The table has entries shaded in RED for the top band, the middle band is ORANGE and the bottom band is YELLOW. The program then calculates the typical number of RISC entries for students in those bands and displays this in the pyramid to the right of screen.

This banding and the data provided in the Pyramid diagram is designed to help create a “picture” of what a typical student in that band might look like as far as total number of RISC entries. It is only a rough guide but can help in working out which groups to target within the school. For example, in the sample shown, the middle 20% of students have between 6 and 23 RISC entries. We could use this data to refer to the table at left where we could identify students with around 23 RISC entries (give or take a few entries). We could then go back into RISC and look at the table summaries for these students to determine if there is any commonality in the types of incidents being reported. The school could then target programs to address any associated issues, with the aim being to target those students possibly moving from the middle to top band to correct any potential behaviour problems. This process could be carried out for any band and might help in targeting specific behaviours and strategies for students in each band. The pyramid might also be helpful in defining what would constitute a “difficult student” or a “student at risk”.

Note that the “Updated:” time/date stamp at the top of the sheet represents only the time/date that the data was imported into the spreadsheet, NOT when it was exported from RISC.

Also note that the program is currently limited to lists of 1500 or less students with RISC entries (I didn’t anticipate any school having more than 1500 students who have 1 or more RISC entries – even schools with populations larger than 1500 would have a significant number of students with no entries which would offset the total number of students).

Contact FORM LETTER TALLY Data Analysis Screen



This page lists the number of letters printed for each of the form letters available in RISC at your school. This data is also graphed to the right in a horizontal bar graph. The top three buttons allow you to sort the graph data in different ways of your choosing. You can then print out this screen, both the table and the graph, by clicking on the “Print this Sheet” button.

This can be useful in determining the amount and type of parental contact resulting from RISC and making budgeting decisions relating to mailing costs, for example.

Note that the “Updated:” time/date stamp at the top of the sheet represents only the time/date that the data was imported into the spreadsheet, NOT when it was exported from RISC.

Also note that the program is currently limited to lists of 200 or less form letters (I didn’t anticipate anyone having more than this many letters).

Contacts **PER DAY** & **PER MONTH** Data Analysis Screen

RISC Contacts Per Day (over period: 1/1/2006 to 5/6/2006) Updated: 5/06/2006 12:55:27 AM

Total for All Days	3222
Monday	622
Tuesday	753
Wednesday	592
Thursday	657
Friday	598
Other (errors - entry on weekend)	20

RISC Contacts Per Month (over period: 1/1/2006 to 5/6/2006) Updated: 5/06/2006 12:55:27 AM

Total for All Months	3242
January	3
February	608
March	1254
April	465
May	828
June	84

This page lists two tables with summaries of the total number of RISC contacts for each day of the week (weekdays only) and each month of the year, for a given date range. This data is also graphed to the right of each table in a pie chart. You can then print out this screen, both the table and the graph, by clicking on the “Print this Sheet” button.

When data is first imported into this screen it sets the date range to display between the start of the current year and the date at which the data was last updated (see “updated:” time/date stamp). However, you can change this date range simply by clicking in either box to the right of the words “Start Date” and “End Date” and entering a date in dd/mm/yy format. Note that the dates are inclusive. This might be useful if you wanted to narrow data down to a particular semester, term or even week.

RISC Contacts Per Day (over period: 1/1/2006 to 5/6/2006)

Note that the “Updated:” time/date stamp at the top of the sheet represents only the time/date that the data was imported into the spreadsheet, NOT when it was exported from RISC.

Also note that the program is currently limited to handling lists of 4000 or less dates/days (I didn’t anticipate anyone having data of greater than this size).

Further note that you can also edit and manipulate the display of the graphs on any of these pages by right-clicking on the graph and selecting options from the context sensitive menu that appears.

Contacts Per **GRADE/YEAR GROUP** Data Analysis Screen

The screenshot displays a Microsoft Excel spreadsheet titled "RISC Analysis.xls" for Thomas Reddall High School. The main heading is "Individual Student Contacts by Grade / Year Group", updated on 5/06/2006 at 12:56:56 AM. The spreadsheet contains a table with the following data:

Grade	Contacts
Total for All Grades	3146
Grade 7	272
Grade 8	864
Grade 9	577
Grade 10	747
Grade 11	384
Grade 12	302

To the right of the table is a pie chart illustrating the percentage distribution of contacts by grade level:

- Grade 12: 10%
- Grade 7: 9%
- Grade 8: 27%
- Grade 9: 18%
- Grade 10: 24%
- Grade 11: 12%
- Grade 12: 0% (Note: This label is present in the image but does not correspond to the data in the table or chart)

At the bottom of the spreadsheet, there are two buttons: "Print this Sheet" and "Return to Main Menu".

This page lists two tables with summaries of the total number of RISC contacts for each grade/year group. This data is also graphed to the right of each table in a pie chart. You can then print out this screen, both the table and the graph, by clicking on the "Print this Sheet" button.

Note that the "Updated:" time/date stamp at the top of the sheet represents only the time/date that the data was imported into the spreadsheet, NOT when it was exported from RISC.