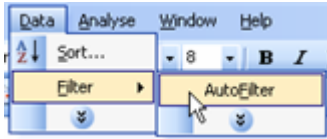
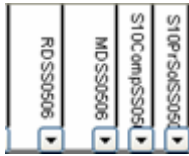
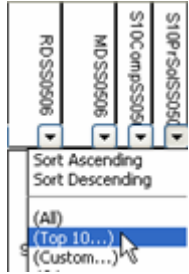
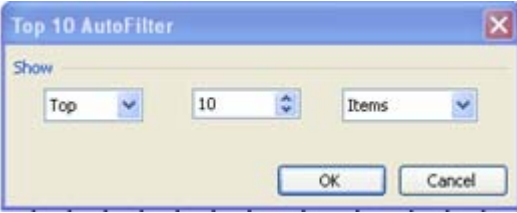
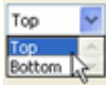

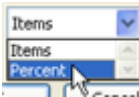


Finding the lowest 25%

You frequently will be asked to find the lowest performing 25% of students. The process described below will walk you through finding the lowest 25% in reading. The process can be used for any numerical data in any combination (for example, the upper 20 percent).

Follow these steps:

<p>1. Open your spreadsheet to the data and put a filter on the title row (see section on turning on filters)</p>	
<p>2. Proceed to the column you want to select the lowest 25%. Remember that you must be working with numerical data.</p>	
<p>3. Click on the filter arrow and select (Top 10...)</p>	
<p>4. A field will open that looks similar to this</p>	
<p>5. Choose Top from the left drop down box.</p>	
<p>6. Scroll up in the middle box until you reach 25.</p>	
<p>7. Choose Percent from the right drop down box.</p>	

8. Your dialog box should look like this for finding the bottom 25% of scores in this field. Click on **OK** to execute the filter.

