Tutorial for Using the Entity Comparison Report

**Step 1.** Navigate to the CRDC website (http://ocrdata.ed.gov).

*Tip: The tool works best with Chrome.*

**Step 2.** On the CRDC landing page, select **Data Analysis Tools** from the left navigation.

**Step 3.** On the Data Analysis Tools landing page, click **Entity Comparison Graphs and Data**.
**Step 4.** On the Entity Comparison Report landing page, select the appropriate **data element** and **collection year** to include in your analysis.

![Entity Comparison Report](image)

**Step 5.** Select up to 12 schools, districts and/or states to further refine your report. There are several ways to add schools, districts, or states to your analysis. The various ways of adding data are outlined in separate steps.

- To add schools by school name, go to **Step 6a**.
- To add schools by district name, go to **Step 7a**.
- To add schools by state, go to **Step 8a**.
- To add schools by data element criteria, go to **Step 9a**.
- To add districts by district name, go to **Step 10a**.
- To add districts by state, go to **Step 11a**.
- To add districts by data element criteria, go to **Step 12a**.
- To add states, go to **Step 13a**.
Step 6a. Click Add School(s).

Step 6b. Click Find Schools by Name, District or State.
Step 6c. Enter the **School Name** (e.g., “Mifflin”).

Click **Find**. A list of schools will appear.

*Tip: Use broad search terms and then narrow your selection. Do not include terms like “elementary” or “high school” in your search.*
Step 6d. Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**. Click **Add to Data Set** to add all of the selected schools to your analysis.

Proceed to **Step 14**.
Step 7a. Click **Add School(s)**.

Step 7b. Click **Find Schools by Name, District or State**.
Step 7c. Enter the **District Name** (e.g., “Columbus City”).

Click Find. A list of districts will appear.

*Note: ID and State can be used to help narrow the results.*
Step 7d. Select the appropriate district by clicking on the name. A list of schools within the district will appear. Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check Select all.

Click Add to Data Set to add all of the selected schools to your analysis.

Proceed to Step 14.
Step 8a. **Click Add School(s).**

Step 8b. **Click Find Schools by Name, District or State.**
Step 8c. Select the **State** (e.g., “Ohio”).

Click **Find**. A list of districts will appear.
Step 8d.  Select the appropriate district by clicking on the name. A list of schools within the district will appear. Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**. Click **Add to Data Set** to add all of the selected schools to your analysis.

Proceed to **Step 14**.
Step 9a. Click Add School(s).

Step 9b. Click Find Search for Schools Based on Data Element Criteria.
Step 9c. Select criteria from Characteristics, Membership, Staffing and Finance; College and Career Readiness; or Discipline tab to refine your search. Click Find.

*Note: A combination of criteria from any of the tabs can be selected. It is not necessary for you to enter a School Name, District Name or State. If you leave those fields empty, all schools are considered.

For example, for a list of middle schools in Ohio with less than 500 students and that are not juvenile justice facilities, select "Ohio" for the State; select grades “6”, “7”, and “8” for the Grades Offered; select “No” for Juvenile Justice Facility; and then enter “Less Than 500” for Enrollment Total.
**Step 9d.** Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**. Click **Add to Data Set** to add all of the selected schools to your analysis.

Proceed to **Step 14**.
Step 10a. **Click Add District(s).**

Step 10b. **Click Find Districts by Name or State.**

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**Entity Comparison Report Tutorial**
Step 10c. Enter the District Name (e.g., “Columbus”).

Click Find. A list of districts will appear.

*Note: ID and State can be used to help narrow the results.
Step 10d. Select the appropriate district to include in your analysis by checking the corresponding box on the left. To select all the districts, check Select all. Click Add to Data Set to add all of the selected districts to your analysis.

Proceed to Step 14.

Step 11a. Click Add District(s).
Step 11b. Click Find Districts by Name or State.

Step 11c. Select the State (e.g., “Ohio”).
Click Find. A list of districts will appear.
Step 11d. Select the districts to include in your analysis by checking the corresponding boxes on the left. To select all the districts, check **Select all**. Click **Add to Data Set** to add all of the selected districts to your analysis.

Step 12a. Click **Add District(s)**.
Step 12b. Click **Search for Districts Based on Data Element Criteria.**
Step 12c. Select criteria from Characteristics, Membership, Staffing and Finance; College and Career Readiness; or Discipline tab to refine your search.

Click Find.

*Note: A combination of criteria from any of the tabs can be selected. It is not necessary for you to enter a District Name or State. If you leave the field empty, all districts are considered.

For example, to create a list of all districts in Ohio that offer Gifted and Talented Programs, select “Ohio” for State and click “Yes” for Gifted/Talented Program.
Step 12d. Select the districts to include in your analysis by checking the corresponding boxes on the left. To select all the districts, check **Select all**. Click **Add to Data Set** to add all of the selected districts to your analysis.

Proceed to **Step 14**.
**Step 13a.** Click **Add State(s)**.

**Step 13b.** Select the state (e.g., Ohio).

Click **Add to Data Set** to add the entire state to the analysis.

Proceed to **Step 14**.

Step 15. View your generated report. Use the scroll bar to view the information presented on the far right of the graphics. To interpret the analysis, see Interpreting the Results from the Entity Comparison Report section starting on the following page.
Using and Interpreting the Results from the Entity Comparison Report

A short example was created to explain how to use and interpret the results from the Entity Comparison Report tool. The example reports are included on the following pages. Comparisons were made for ‘at least one out-of-school suspension’ (OSS) in Akron City, Cleveland Municipal City, and Columbus City school districts.

Notice there is a chart (i.e., graphical visualization) of the results and data (i.e., data table representation) of the results. To toggle between the two outputs while using the tool, Click Chart->Data button in the upper right of the output.

The chart view displays two separate bar charts. The top chart shows the OSS by race/ethnicity, sex, and disability status. The bottom chart shows the OSS by sex and LEP status. The default view displays the national percentage and a separate bar for each entity included in the report. Moreover, the default bar chart and accompanying percentages includes all race/ethnicities, both sexes, both disability statuses and both LEP statuses. To customize click the radio buttons on the bottom of the chart.

Suppose we want to include only male students of color. To do such, click the Students of Color and the Male radio buttons. Notice how the bar chart automatically adjusts accordingly. If we compare districts to the national percentage, it appears that Akron City, Cleveland Municipal City, and Columbus City school districts all have a greater percentage of male students of color that received at least one OSS compared to the nation. Now change the chart to show the OSS for Black male students. Notice that the percentage for Cleveland Municipal City district is closer to the national percentage, while the percentages for the other two districts appear greater.

A formula is provided at the top of the chart to aid in interpretation. The formula states: % = At least one out-of-school suspension student counts / student enrollment count. For example, in the first bar chart, Akron City has a value of 27.7%. This tells us that of all the students enrolled in Akron City, 27.7% of them received at least one out-of-school suspension. Change the filter so that only male students of color are selected. Notice the value is now 45.1%. This tells us that of the male students of color enrolled in Akron City, 45.1% of them received at least one out-of-school suspension.

Now click on Chart->Data to display the data view. Notice there are no options to filter the data report, as with the bar charts. You must customize the data view from the chart view. The corresponding results will display in both views. The first table of the data view shows the raw data used to compute the first bar chart in chart view. The second table of the data view shows the raw data used to compute the second bar chart in chart view.
Export is the third table in the data view. It displays the detailed raw data for each of the entities. The columns can be sorted by clicking on the blue column header. Also, to group on a variable drag the blue header to the white space above the header row. The data will adjust automatically.

To export the report from the data view, click the Export button on the upper right of the Data Set View and Export table.
**Entity Comparison Report**

U.S. (Nation)
District(s): 1. AKRON CITY, OH
2. CLEVELAND MUNICIPAL CITY, OH
3. COLUMBUS CITY, OH

Data Element: At least one out-of-school suspension (one and multiple suspensions combined)
(%) at least one out-of-school suspension student count/student enrollment count

Source: 2011-12 Civil Rights Data Collection

### Race/Ethnicity, Sex and Disability Status

<table>
<thead>
<tr>
<th>Race/Disability Status</th>
<th>U.S. (Nation)</th>
<th>1. AKRON CITY</th>
<th>2. CLEVELAND MUNICIPAL CITY</th>
<th>3. COLUMBUS CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>6.4%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td>15.2%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>12.8%</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Two or More</td>
<td>28.7%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sex and LEP Status

<table>
<thead>
<tr>
<th>Sex and LEP Status</th>
<th>U.S. (Nation)</th>
<th>1. AKRON CITY</th>
<th>2. CLEVELAND MUNICIPAL CITY</th>
<th>3. COLUMBUS CITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>5.4%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>25.5%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Race: All, Students of Color, Am Ind/AK Native, Asian, Nat Hi/Paci lst
Sex: All, Male, Female
Disability Status: All (Non-disabled + IDEA), Non-Disabled, IDEA

LEP Status: All (Non- LEP + LEP), Non-LEP, LEP
### Entity Comparison Report

#### U.S. (Nation)
- **District(s):** 1. AKRON CITY, OH 2. CLEVELAND MUNICIPAL CITY, OH 3. COLUMBUS CITY, OH

**Data Element:** At least one out-of-school suspension (one and multiple suspensions combined)

**Source:** 2011-12 Civil Rights Data Collection

#### Race/Ethnicity, Sex and Disability Status

<table>
<thead>
<tr>
<th>Entity</th>
<th>Race/Status</th>
<th>Sex/Status</th>
<th>Disability Status</th>
<th>Discipline</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. (Nation)</td>
<td>All</td>
<td>All</td>
<td>All (Non-disabled + IDEA)</td>
<td>3141577</td>
<td>48867057</td>
</tr>
<tr>
<td>1. District: AKRON CITY</td>
<td>All</td>
<td>All</td>
<td>All (Non-disabled + IDEA)</td>
<td>3004</td>
<td>21688</td>
</tr>
<tr>
<td>2. District: CLEVELAND MUNICIPAL CITY</td>
<td>All</td>
<td>All</td>
<td>All (Non-disabled + IDEA)</td>
<td>6150</td>
<td>42411</td>
</tr>
<tr>
<td>3. District: COLUMBUS CITY</td>
<td>All</td>
<td>All</td>
<td>All (Non-disabled + IDEA)</td>
<td>11767</td>
<td>40793</td>
</tr>
</tbody>
</table>

#### Sex and LEP Status

<table>
<thead>
<tr>
<th>Entity</th>
<th>Sex/Status</th>
<th>LEP Status</th>
<th>Discipline</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. (Nation)</td>
<td>All</td>
<td>All (Non-LEP + LEP)</td>
<td>3172667</td>
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<td>1. District: AKRON CITY</td>
<td>All</td>
<td>All (Non-LEP + LEP)</td>
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<td>21759</td>
</tr>
<tr>
<td>2. District: CLEVELAND MUNICIPAL CITY</td>
<td>All</td>
<td>All (Non-LEP + LEP)</td>
<td>6040</td>
<td>42030</td>
</tr>
<tr>
<td>3. District: COLUMBUS CITY</td>
<td>All</td>
<td>All (Non-LEP + LEP)</td>
<td>11845</td>
<td>50229</td>
</tr>
</tbody>
</table>

#### Data Set View and Export

In the grid below is the raw data for the entities above utilized to create the metrics in this report. The data can be sorted, grouped, summed and exported using the controls below.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Group</th>
<th>Sex</th>
<th>AVE</th>
<th>ALL</th>
<th>BLA</th>
<th>HIS</th>
<th>WHS</th>
<th>2+</th>
<th>TOT</th>
<th>SOA</th>
<th>LEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKRON CITY</td>
<td>ENR</td>
<td>F</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>855</td>
<td>11</td>
<td>1243</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>CLEVELAND MUNICIPAL CITY</td>
<td>ENR</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>212</td>
<td>410</td>
<td>53</td>
<td>3537</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>COLUMBUS CITY</td>
<td>ENR</td>
<td>M</td>
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</tr>
<tr>
<td>U.S.</td>
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<td>ENR</td>
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<td>20</td>
<td>0</td>
<td>301</td>
<td>220</td>
<td>100</td>
<td>5007</td>
<td>2</td>
<td>22</td>
</tr>
<tr>
<td>U.S. (Non-disabled served under IDEA)</td>
<td>N/A</td>
<td>ENR</td>
<td>0</td>
<td>20</td>
<td>0</td>
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<td>U.S. (Non-disabled served under IDEA)</td>
<td>N/A</td>
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<td>0</td>
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**Export**