

## Working with the Student Headcount by Home Language extract from Data BC

<b>Understanding the Student Headcount by Home Language data extract</b>	Read the following documents: <ul style="list-style-type: none"><li>• <i>Student Headcount by Home Language field definitions</i></li><li>• <a href="#">Ministry of Education data masking policy</a></li></ul>
<b>How can I work with this data set in Microsoft Excel?</b>	The following tutorials may be helpful: <ul style="list-style-type: none"><li>• <a href="#">Importing text (.txt or .csv) files into Excel</a></li><li>• <a href="#">Auto-filtering in Excel</a></li><li>• <a href="#">Keeping leading zeros and large numbers in Excel</a></li></ul>

### Conventions in this document

<b>BOLDED_WITH_UNDERSCORES</b>	Indicates a column name (for example, <b>DISTRICT_NUMBER</b> )
'Text within single quotation marks'	Indicates a column value (for example, 'BC Public School')

### Instructions

1. Open your local copy of the file.
2. Apply auto-filtering to the heading row. (This is not essential, but it makes it easier to work with the data when you have more than a screen's worth of rows.)
3. Use the auto-filter on the **DATA\_LEVEL** column to select either 'Province Level', 'District Level', or 'School Level'.
4. The next column to work with depends on which value you just selected:
  - If you selected 'Province Level', use **PUBLIC\_OR\_INDEPENDENT** to set which schools to include in your data (public, independent, or province total).
  - If you selected 'District Level', use either **DISTRICT\_NUMBER** or **DISTRICT\_NAME** to select the district whose data you want to see. (Note that independent schools do not have school districts.)
  - If you selected 'School Level', use either **SCHOOL\_NUMBER** or **SCHOOL\_NAME** to select the school whose data you want to see.
5. Use **HOME\_LANGUAGE** to select the language(s) of interest.
6. Use the auto-filter on **SCHOOL\_YEAR** to select data from a specific school year (e.g., '2022/2023').

7. Use **TOP\_10** to select ranking.
8. You may wish to sort the results by **NUMBER\_OF\_STUDENTS** (e.g., largest to smallest)

## Sample Questions

### Question:

What were the top three home languages spoken by public school students in Quesnel school district in 2023/2024?

Path to answer:

1. Filter **DATA\_LEVEL** to 'District Level'
2. Filter **PUBLIC\_OR\_INDEPENDENT** to 'BC Public School'
3. Filter **DISTRICT\_NAME** to 'Quesnel'
4. Filter **SCHOOL\_YEAR** to '2023/2024'
5. Column H (**HOME\_LANGUAGE**) = English, Punjabi, Arabic

### Question:

In Vancouver school district, which public school had the highest number of Mandarin home language speakers in 2023/2024?

Path to answer:

1. Filter **DATA\_LEVEL** to 'School Level'
2. Filter **PUBLIC\_OR\_INDEPENDENT** to 'BC Public School'
3. Filter **SCHOOL\_YEAR** to '2023/2024'
4. Filter **DISTRICT\_NAME** to 'Vancouver'
5. Filter **HOME\_LANGUAGE** to 'Mandarin'
6. Custom sort the worksheet by **NUMBER\_OF\_STUDENTS**, largest to smallest (remove 'Msk')
7. Column G (**SCHOOL\_NAME**) = Lord Byng Secondary (534 students)