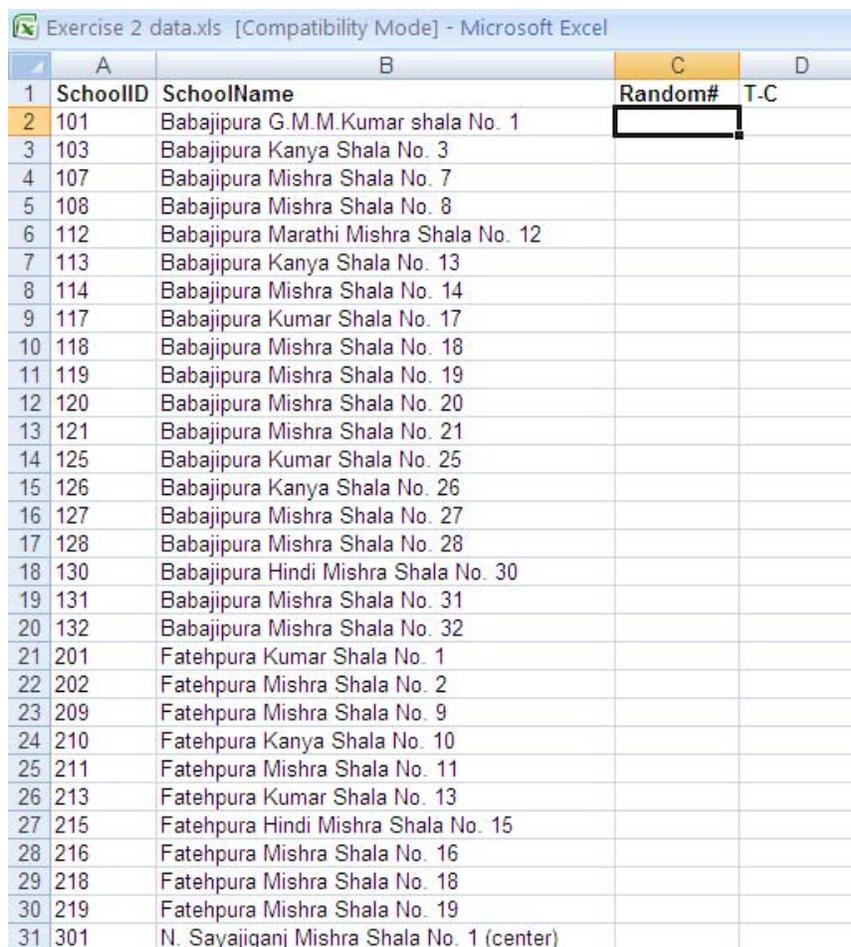# Exercise C: The mechanics of random assignment using MS Excel ®

Part 1: simple randomization

Like most spreadsheet programs MS Excel has a random number generator function. Say we had a list of schools and wanted to assign half to treatment and half to control

(1) We have all our list of schools.

	A	B	C	D
1	SchoolID	SchoolName	Random#	T-C
2	101	Babajipura G.M.M.Kumar shala No. 1		
3	103	Babajipura Kanya Shala No. 3		
4	107	Babajipura Mishra Shala No. 7		
5	108	Babajipura Mishra Shala No. 8		
6	112	Babajipura Marathi Mishra Shala No. 12		
7	113	Babajipura Kanya Shala No. 13		
8	114	Babajipura Mishra Shala No. 14		
9	117	Babajipura Kumar Shala No. 17		
10	118	Babajipura Mishra Shala No. 18		
11	119	Babajipura Mishra Shala No. 19		
12	120	Babajipura Mishra Shala No. 20		
13	121	Babajipura Mishra Shala No. 21		
14	125	Babajipura Kumar Shala No. 25		
15	126	Babajipura Kanya Shala No. 26		
16	127	Babajipura Mishra Shala No. 27		
17	128	Babajipura Mishra Shala No. 28		
18	130	Babajipura Hindi Mishra Shala No. 30		
19	131	Babajipura Mishra Shala No. 31		
20	132	Babajipura Mishra Shala No. 32		
21	201	Fatehpura Kumar Shala No. 1		
22	202	Fatehpura Mishra Shala No. 2		
23	209	Fatehpura Mishra Shala No. 9		
24	210	Fatehpura Kanya Shala No. 10		
25	211	Fatehpura Mishra Shala No. 11		
26	213	Fatehpura Kumar Shala No. 13		
27	215	Fatehpura Hindi Mishra Shala No. 15		
28	216	Fatehpura Mishra Shala No. 16		
29	218	Fatehpura Mishra Shala No. 18		
30	219	Fatehpura Mishra Shala No. 19		
31	301	N. Sayajiganj Mishra Shala No. 1 (center)		

(2) Assign a random number to each school:

The function RAND () is Excel's random number generator. To use it, in Column C, type in the following = RAND() in each cell adjacent to every name. Or you can type this function in the top row (row 2) and simply copy and paste to the entire column, or click and drag.

Typing = RAND() puts a 15-digit random number between 0 and 1 in the cell.

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(3) Copy the cells in Colum C, then paste the values over the same cells

The function, =RAND() will re-randomize each time you make any changes to any other part of the spreadsheet. Excel does this because it recalculates all values with any change to any cell. (You can also induce recalculation, and hence re-randomization, by pressing the key F9.)

This can be confusing, however. Once we've generated our column of random numbers, we do not need to re-randomize. We already have a clean column of random values. To stop excel from recalculating, you can replace the "functions" in this column with the "values".

To do this, highlight all values in Column C. Then right-click anywhere in the highlighted column, and choose Copy.

Then right click anywhere in that column and chose Paste Special. The "Paste Special" window will appear. Click on "Values".

(4) Sort the columns in either descending or ascending order of column C:

Highlight columns A, B, and C. In the data tab, and press the Sort button:
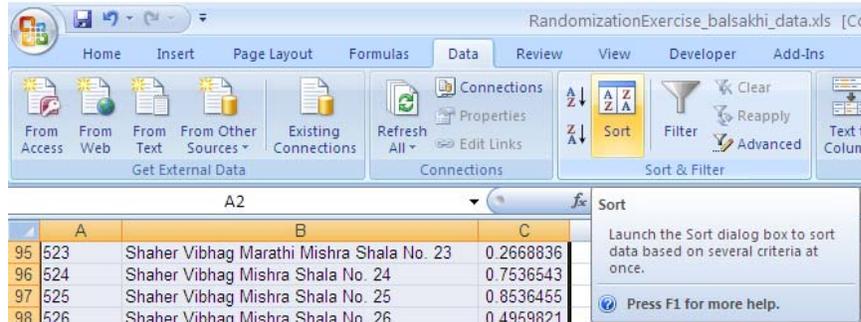
A Sort box will pop up.

In the Sort by column, select "random #". Click OK. Doing this sorts the list by the random number in ascending or descending order, whichever you chose.

There! You have a randomly sorted list.

(5) Sort the columns in either descending or ascending order of column C:

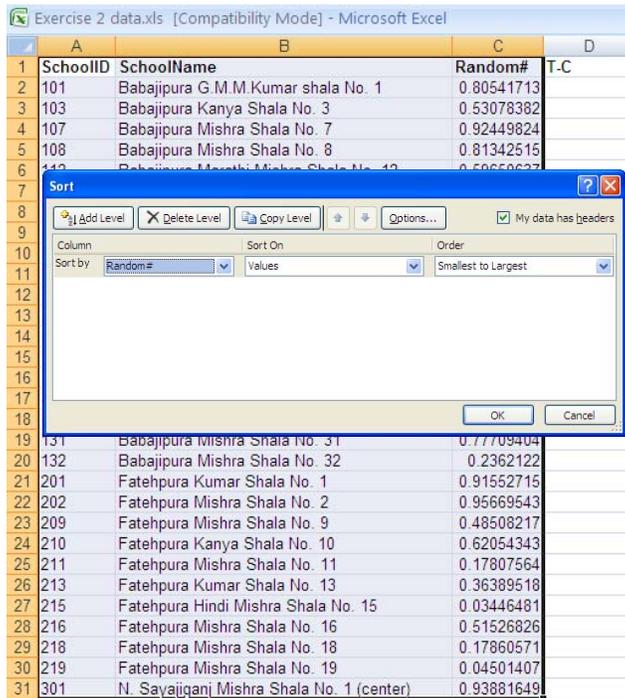Because your list is randomly sorted, it is completely random whether schools are in the top half of the list, or the bottom half. Therefore, if you assign the top half to the treatment group and the bottom half to the control group, your schools have been "randomly assigned".

In column D, type "T" for the first half of the rows (rows 2-61). For the second half of the rows (rows 62-123), type "C"

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Re-sort your list back in order of school id. You'll see that your schools have been randomly assigned to treatment and control groups

	A	B	C	D
1	SchoolID	SchoolName	Random#	T-C
2	101	Babajipura G.M.M.Kumar shala No. 1	0.80541713	C
3	103	Babajipura Kanya Shala No. 3	0.53078382	T
4	107	Babajipura Mishra Shala No. 7	0.92449824	C
5	108	Babajipura Mishra Shala No. 8	0.81342515	C
6	112	Babajipura Marathi Mishra Shala No. 12	0.59650637	C
7	113	Babajipura Kanya Shala No. 13	0.58563987	C
8	114	Babajipura Mishra Shala No. 14	0.6486176	C
9	117	Babajipura Kumar Shala No. 17	0.46206529	T
10	118	Babajipura Mishra Shala No. 18	0.18134939	T
11	119	Babajipura Mishra Shala No. 19	0.69772005	C
12	120	Babajipura Mishra Shala No. 20	0.83992642	C
13	121	Babajipura Mishra Shala No. 21	0.85501349	C
14	125	Babajipura Kumar Shala No. 25	0.30572517	T
15	126	Babajipura Kanya Shala No. 26	0.53388093	C
16	127	Babajipura Mishra Shala No. 27	0.46003571	T
17	128	Babajipura Mishra Shala No. 28	0.27464658	T
18	130	Babajipura Hindi Mishra Shala No. 30	0.02073858	T
19	131	Babajipura Mishra Shala No. 31	0.77709404	C
20	132	Babajipura Mishra Shala No. 32	0.2362122	T
21	201	Fatehpura Kumar Shala No. 1	0.91552715	C
22	202	Fatehpura Mishra Shala No. 2	0.95669543	C
23	209	Fatehpura Mishra Shala No. 9	0.48508217	T
24	210	Fatehpura Kanya Shala No. 10	0.62054343	C
25	211	Fatehpura Mishra Shala No. 11	0.17807564	T
26	213	Fatehpura Kumar Shala No. 13	0.36389518	T
27	215	Fatehpura Hindi Mishra Shala No. 15	0.03446481	T
28	216	Fatehpura Mishra Shala No. 16	0.51526826	T
29	218	Fatehpura Mishra Shala No. 18	0.17860571	T
30	219	Fatehpura Mishra Shala No. 19	0.04501407	T
31	301	N. Sayajiganj Mishra Shala No. 1 (center)	0.93881649	C

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Part 2: stratified randomization

Stratification is the process of dividing a sample into groups, and then randomly assigning individuals within each group to the treatment and control. The reasons for doing this are rather technical. One reason for stratifying is that it ensures subgroups are balanced, making it easier to perform certain subgroup analyses. For example, if you want to test the effectiveness on a new education program separately for schools where children are taught in Hindi versus schools where children are taught in Gujarati, you can stratify by "language of instruction" and ensure that there are an equal number schools of each language type in the treatment and control groups.

(1) We have all our list of schools and potential "strata".

Mechanically, the only difference in random sorting is that instead of simply sorting by the random number, you would first sort by language, and then the random number. Obviously, the first step is to ensure you have the variables by which you hope to stratify.

(2)   Sort by strata and then by random number

Assuming you have all the variables you need: in the data tab, click "Sort". The Sort window will pop up. Sort by "Language". Press the button, "Add Level". Then select, "Random #".

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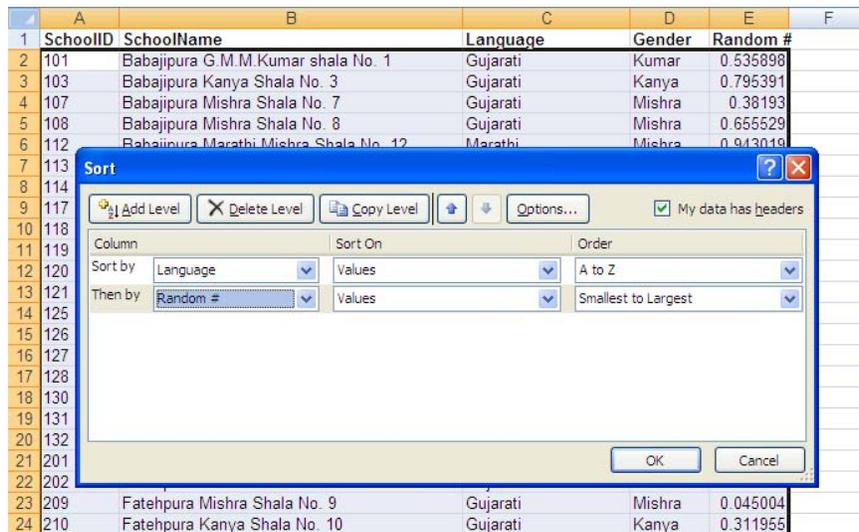
(3) Assign Treatment – Control Status for each group.

Within each group of languages, type "T" for the first half of the rows, and "C" for the second half.

	A	B	C	D	E	F
100	132	Babajipura Mishra Shala No. 32	Gujarati	Mishra	0.8931975	C
101	615	Wadi Mishra Shala No. 15	Gujarati	Mishra	0.9142383	C
102	618	Wadi Kumar Shala No. 18	Gujarati	Kumar	0.9229356	C
103	408	Raopura Kanya Shala No. 8	Gujarati	Kanya	0.9285077	C
104	502	Shaher Vibhag Mishra Shala No. 2	Gujarati	Mishra	0.9549163	C
105	311	Sayajiganj Mishra Shala No. 11	Gujarati	Mishra	0.9595266	C
106	344	Sayajiganj Mishra Shala No. 44	Gujarati	Mishra	0.9688854	C
107	347	Sayajiganj Hindi Mishra Shala No. 47	Hindi	Mishra	0.0163449	T
108	332	Sayajiganj Hindi Mishra Shala No. 32	Hindi	Mishra	0.1528766	T
109	342	Sayajiganj Hindi Mishra Shala No. 42	Hindi	Mishra	0.2646791	T
110	215	Fatehpura Hindi Mishra Shala No. 15	Hindi	Mishra	0.3142377	T
111	326	Sayajiganj Hindi Mishra Shala No. 26	Hindi	Mishra	0.4291559	T
112	638	Wadi Hindi Mishra Shala No. 38	Hindi	Mishra	0.6772441	C
113	130	Babajipura Hindi Mishra Shala No. 30	Hindi	Mishra	0.7053783	C
114	315	Sayajiganj Hindi Mishra Shala No. 15	Hindi	Mishra	0.7955641	C
115	626	Wadi Hindi Mishra Shala No. 26	Hindi	Mishra	0.8918818	C
116	346	Sayajiganj Hindi Mishra Shala No. 46	Hindi	Mishra	0.9051467	C
117	303	N. Sayajiganj Marathi Mishra Shala No. 3	Marathi	Mishra	0.0354843	T
118	523	Shaher Vibhag Marathi Mishra Shala No. 23	Marathi	Mishra	0.1834626	T
119	409	Raopura Marathi Mishra Shala No. 9	Marathi	Mishra	0.7676874	T
120	611	Wadi Marathi Mishra Shala No. 11	Marathi	Mishra	0.8847497	T
121	329	Sayajiganj Marathi Mishra Shala No. 29	Marathi	Mishra	0.8992905	C
122	112	Babajipura Marathi Mishra Shala No. 12	Marathi	Mishra	0.9430188	C
123	327	Sayajiganj Marathi Mishra Shala No. 27	Marathi	Mishra	0.9515261	C
124	617	Wadi Marathi Mishra Shala No. 17	Marathi	Mishra	0.9648498	C

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Resource: Abdul Latif Jameel Poverty Action Lab Executive Training: Evaluating Social Programs
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