

Accessing Spring 2018 assessment scores in myData

- Log into the SDE Single Sign-on



- Select “The Wave’s Portal”

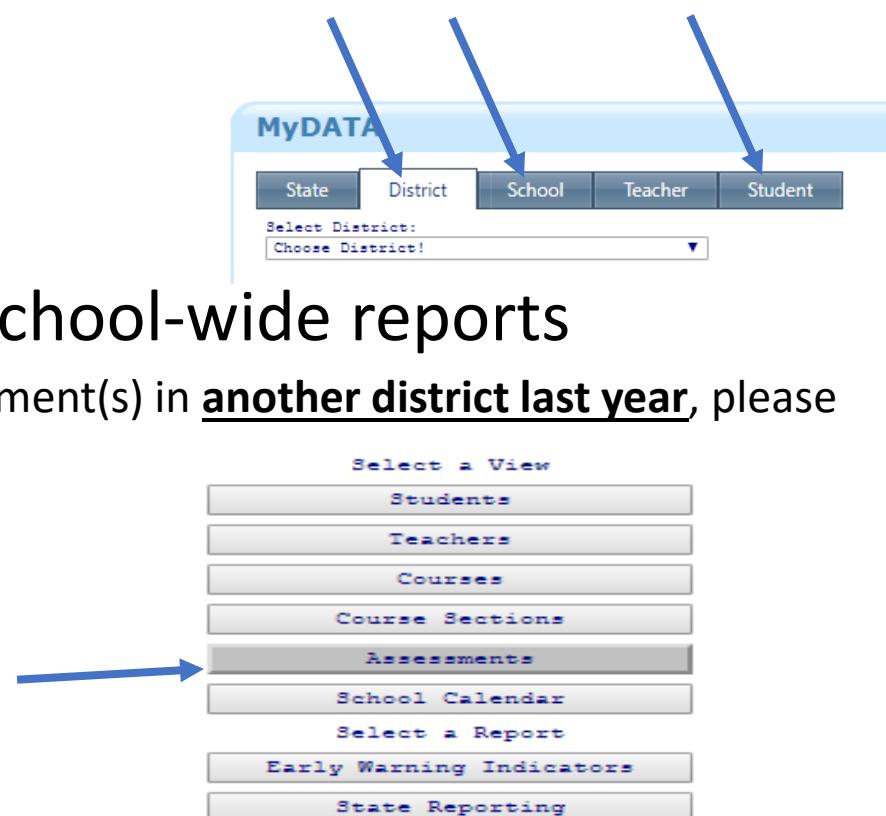


- Click “Reporting” dropdown and select MyDATA

- Select District or School tab for 2018 district- or school-wide reports

- To access scores for students who participated in state assessment(s) in another district last year, please select the “Student” tab to access individual student results.

- Click “Assessments” under Select a View



The image shows a screenshot of the "MyDATA" application interface. At the top, there is a navigation bar with tabs: "State", "District", "School", "Teacher", and "Student". The "District" tab is highlighted. Below the navigation bar, there is a dropdown menu labeled "Select District:" with the placeholder "Choose District!". A blue arrow points from the "Assessments" option in the "Select a View" list to the "District" tab in the navigation bar. The "Select a View" list includes the following options: Students, Teachers, Courses, Course Sections, Assessments (which is highlighted in grey), School Calendar, Select a Report, Early Warning Indicators, and State Reporting.

- Assessments

- Click “Build Custom View”



- A popup will display

Create a New Custom View
District - Assessments

Your custom view will be available each time you log into the MyDATA application. Name the custom view and then select the data elements to include in-clude in the list below. Note: The more elements you select, the larger the scroll across may be to see the data.

Custom View Name:

Make this View My Default View:

Technical Column View Is Viewable

Select 1 Assessment Type:

EOI (End Of Instruction)

OCCT (Oklahoma Core Curriculum Test) →

OAAP

OMAAP

Access for ELL's →

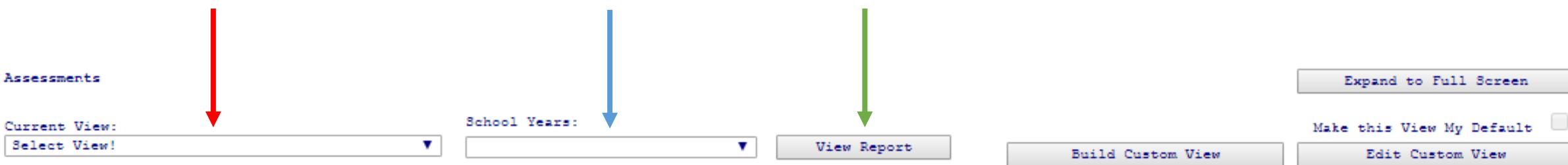
Complete Record Enrolled Students

Must type/create “Custom View Name” in this field

- Create a Custom View Name (OCCT = ACT/SAT/OSTP/CCRA, Access for ELL's = ACCESS 2.0)

- Choose either the radio button for **OCCT** (Oklahoma Core Curriculum Test) or **Access for ELL's** to build a custom view. (EOI, OAAP, OMAAP, Complete Record Enrolled Students will not pull 2018 data)
- **At a minimum for OCCT**, select AssessmentYear, PrimarySTN, TestType, Grade_Level, LastName, FirstName, Subject, ScaleScore, and PerformanceLevel. Please note: the SAT/ACT Math and OK ELA composite scores will be populated in the MyData “Raw Score” field at a later date.
- **At a minimum for ACCESS 2.0**, select Assessment Year, Primary STN, Test Type, Last Name, First Name, Grade Level, Composite Scale Score, Listening Proficiency Level, Speaking Proficiency Level, Reading Proficiency Level, Writing Proficiency Level, Comprehension Proficiency Level, Oral Proficiency Level, Literacy Proficiency Level, and Composite Proficiency Level.
- Click “SAVE” once you've selected the minimum (or additional desired data fields)

- Now, click the “Current View” drop down and select the “Custom View Name” inputted in the Popup window (Red Arrow)
 - Then, click “School Years” and choose 2018 (Blue Arrow)
 - Finally, click “View Report” (Green Arrow)



- The report will populate based upon the fields selected in the “Build Custom View” section. You may make changes to the populated fields by choosing “Edit Custom View” and selecting desired fields or create another custom report.
- The report may be downloaded as a .csv or .xls file by scrolling to top right corner of the report and clicking one of the icons.