

Accessing Spring 2018 assessment scores in myData

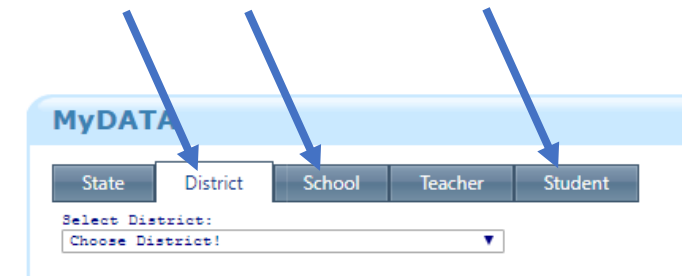
- Log into the SDE Single Sign-on



- Select "The Wave's Portal"

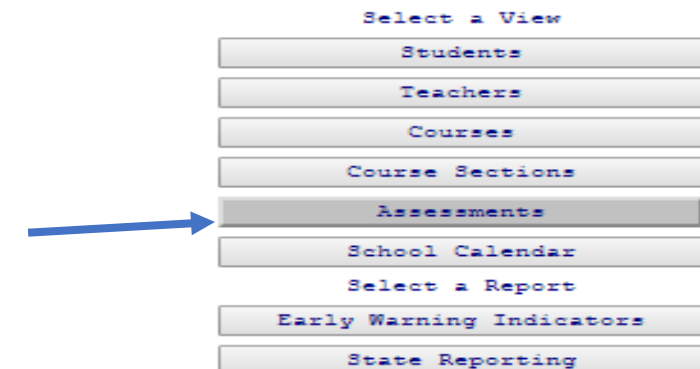


- Click "Reporting" dropdown and select MyDATA
- Select District or School tab for 2018 district- or school-wide reports



- 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

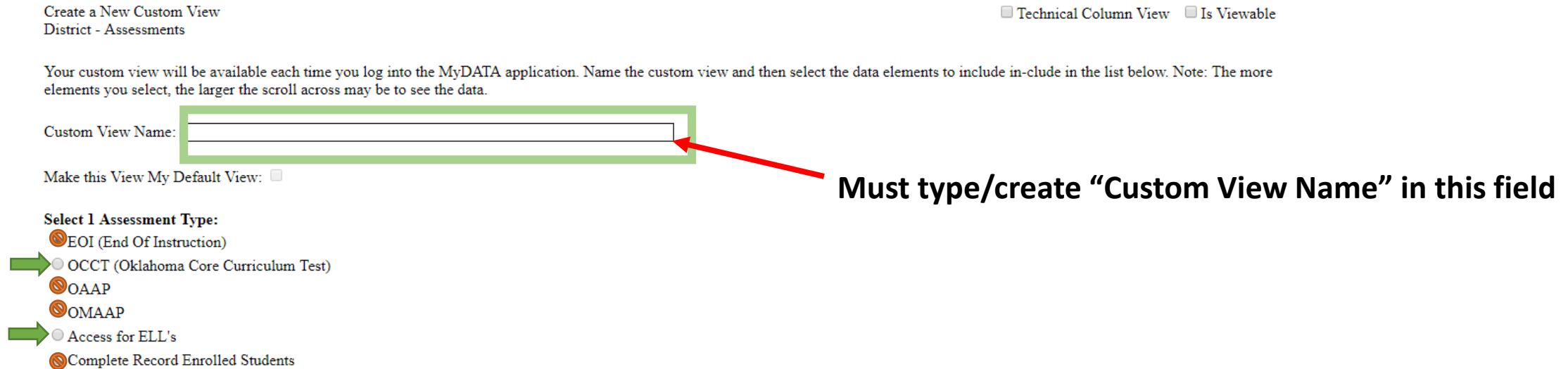


- Click “Build Custom View”



The screenshot shows the 'Assessments' section of a web application. It includes a 'Current View:' dropdown menu with 'Select View!' as the current selection. To its right is a 'School Years:' dropdown menu. Further right are three buttons: 'View Report', 'Build Custom View' (which is highlighted with a red arrow), and 'Edit Custom View'. At the top right, there is an 'Expand to Full Screen' button and a 'Make this View My Default' checkbox.

- A popup will display

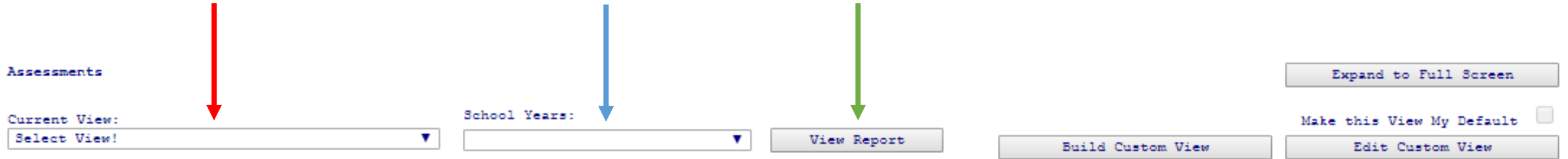


The screenshot shows a 'Create a New Custom View' popup for 'District - Assessments'. It includes a checkbox for 'Technical Column View' and 'Is Viewable'. A text box explains that the custom view will be available each time the user logs into the MyDATA application and that more elements selected will result in a larger scroll area. Below this is a 'Custom View Name:' text input field, which is highlighted with a green border and a red arrow pointing to it from the text 'Must type/create “Custom View Name” in this field'. Below the name field is a 'Make this View My Default View:' checkbox. At the bottom, there is a section titled 'Select 1 Assessment Type:' with a list of radio buttons: 'EOI (End Of Instruction)', 'OCCT (Oklahoma Core Curriculum Test)', 'OAAP', 'OMAAP', 'Access for ELL's', and 'Complete Record Enrolled Students'. Green arrows point to the 'OCCT' and 'Access for ELL's' options.

- 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.