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Activity – My School Data

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Documentation Key

Path:	Sequence of clicks to access a specific area of Web Access
Note:	Information provided to clarify a process or provide additional details
	Important message regarding functionality
Back:	Boxed word indicates a button in Web Access
<u>Hyperlink:</u>	Underlined Link to a new screen or process

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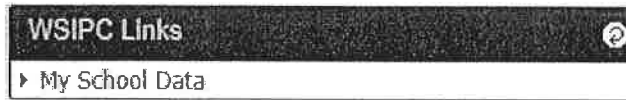
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My School Data (MSD)

Staff can log in to My School Data two different ways.

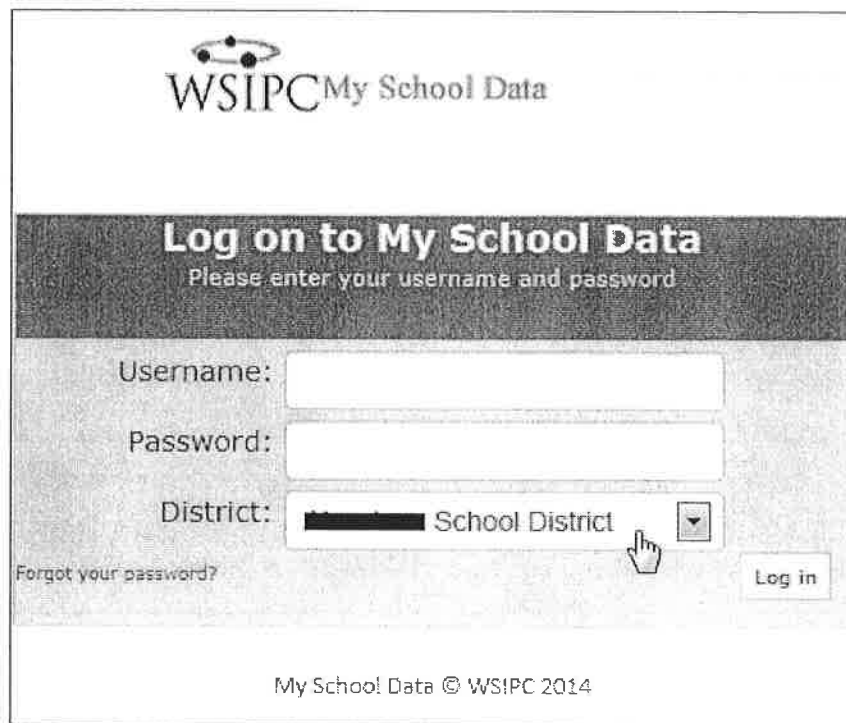
1. Through the WSIPC “My School Data” link on their Skyward Homepage:



(If you cannot find these Links on your Skyward Homepage, see page 2 to create them.)

2. Through the My School Data login page: <https://myschooldata.wsipc.org>

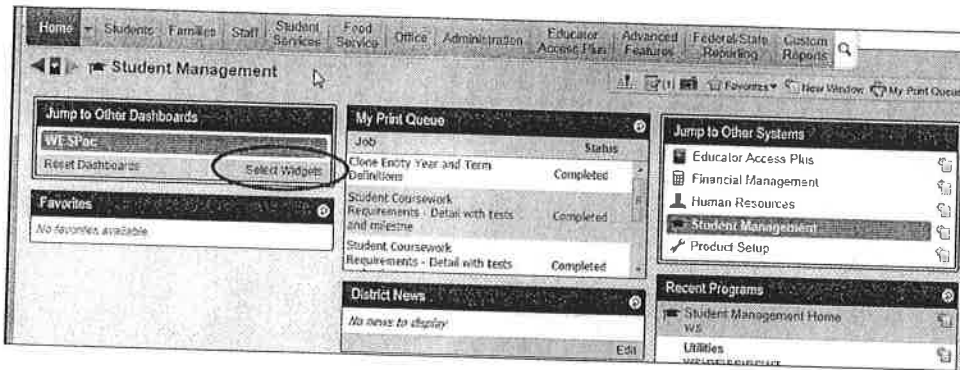
Type the login and password used for Skyward and choose the appropriate school district.

A screenshot of the "Log on to My School Data" login page. At the top, the WSIPC logo is displayed next to the text "WSIPC My School Data". Below this is a dark grey header with the text "Log on to My School Data" and "Please enter your username and password". The main form area contains three input fields: "Username:" with a text box, "Password:" with a text box, and "District:" with a dropdown menu showing "School District" and a hand cursor icon. To the left of the dropdown is a link that says "Forgot your password?". To the right of the dropdown is a "Log in" button. At the bottom of the page, the text "My School Data © WSIPC 2014" is visible.

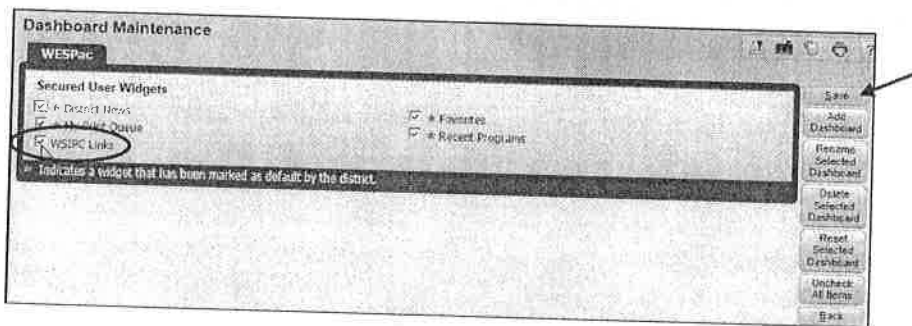
Here is how to add My School Data widget on your Skyward Homepage:

From your EA+ or Student Management Homepage / **Jump to Other Dashboards** area:

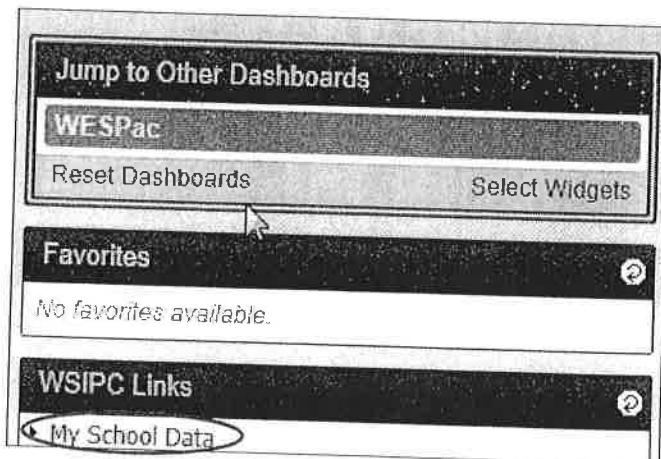
Click Select Widgets:



Check the box for WSIPC Links and then click **Save**.

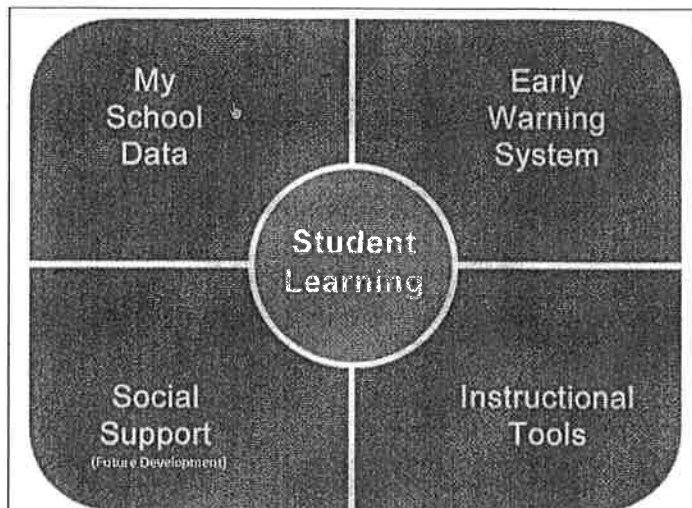


Your Homepage will now have the link to take you to My School Data:



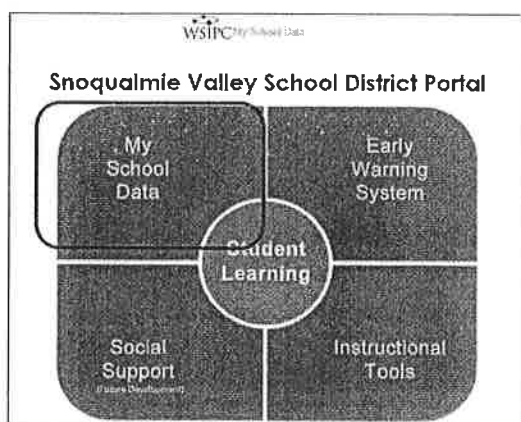
My School Data Home Page

This is the **My School Data** Portal Page:



This activity will be in **My School Data**.

- ✓ Click on the **My School Data** quadrant of the screen.



Review Student Assessments









Step 1.

- ✓ On the tabs at the top of the screen – click into the **School** Tab:



Step 2.

On the Accordions down the page:

- ✓ Click into **Assessments** to expand this accordion.
- ✓ Click into **Multi-Assessment Student List** to expand this accordion.
- ✓ Click into  on the right of the screen. This will provide you with filters. options.
- ✓ Click into the  by the **School Year** and choose 2014-15.
- ✓ Click into the  by **School** and choose your school.
- ✓ Click into the  by **Grade Level** and select a grade level for your students.
- ✓ Click into the  by **Assessment Years** and select 2013-14.
- ✓ Click into the  by **Assessment Terms** and select Spring.
- ✓ Click into the  by **Assessment Names** and click  next to MSP.
- ✓ Select Mathematics (unselect the other MSP subject areas).
- ✓ Check into the box by **Include Strands**.
- ✓ Click **Apply** by the right of the screen.

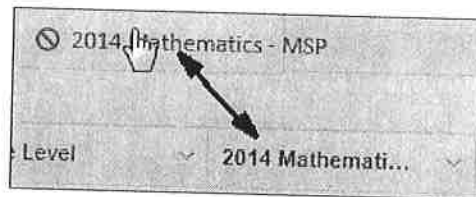
Reviewing the Data

This display shows students with their MSP Math scores and strand data. The data comes in alphabetical order.

Let's resort the MSP Math Data to see all students who passed the Math MSP.


Step 1.

- ✓ Take the 2014 Mathematics-MSP Header and drag it to the row above.



Step 2.


It can be sorted by ascending or descending order.


- ✓ Click into the  by that header on that upper row to change the order from ascending to descending.

A screenshot of a data table with multiple columns and rows. The columns include '2014 Mathematics - MSP', '2014 Problem Solving and R...', '2014 Fractions and Decimals', '2014 Measurement, Geometry...', and '2014 Number Sense and Pa...'. The rows list student names and their scores for each strand. The '2014 Mathematics - MSP' column is highlighted.

Step 3.

Now let's look at students who passed Math MSP but failed the "Problem-Solving" strand.

- ✓ Click into the  by the Mathematics-MSP Header Column (*not the upper row*).

- ✓ Click the  and choose the "Is greater than or equal to" option and

type: 400. Then Click the 

Show items with value that

is equal to ▼

Y

And ▼

is equal to ▼


Filter Clear

✓ Click into  by the **Date Enrolled** Column

✓ Choose the “is after or equal to” option and using the calendar icon, choose the first day of current school year. Then Click the **Filter**

Show items with value that

is after or equal to ▼

9/2/2014 

And ▼

is equal to ▼

Filter Clear

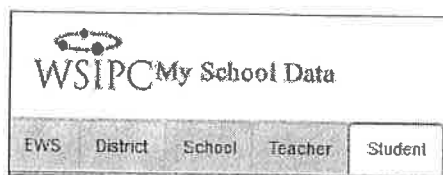
The following grid appears:

Full Name	Last Name	Gender	Grade Level	Enrolled	Date Enrolled	Enrollment Date
MICHAEL	MIDDLE SCHOOL		MIDDLE SCHOOL	Y		9/2/2014
CECELIA	MIDDLE SCHOOL		MIDDLE SCHOOL	Y		9/2/2014
ZACHARY	MIDDLE SCHOOL		MIDDLE SCHOOL	Y		9/2/2014
ROBEY D. WASH	MIDDLE SCHOOL		MIDDLE SCHOOL	Y		9/2/2014
LUKE	MIDDLE SCHOOL		MIDDLE SCHOOL	Y		9/2/2014
DOUG	MIDDLE SCHOOL		MIDDLE SCHOOL	Y		9/2/2014
REBEKAH	MIDDLE SCHOOL		MIDDLE SCHOOL	Y		9/2/2014

Review Students New to your District

Step 1.

- ✓ Click the Student Tab at the top of your screen.



Step 2.

- ✓ Click into the **School Year** and choose 2014-2015.
- ✓ Click into the **Schools** and choose your school.
- ✓ Click into the field by **Student:** and type the last name of the student.
- ✓ Click **Apply**

The student data will appear. If that student was in another WSIPC cooperative district within the state, all previous data from that district should appear:

The image shows a 'Student Dashboard' with a list of school years on the left and a table of assessment data below. The table has columns for School Year, ID, Reading, Math, N/A, English, School Name, District, and other metrics. The 'N/A' column contains 'N/A' or 'Coop Support' for several rows.

School Year	ID	Reading	Math	N/A	English	School Name	District	Other Metrics
2010	12	Reading	8	N/A	English	South West School District	COOP	COOP
2011	12	Reading	8	N/A	English	South West School District	COOP	COOP
2012	12	Reading	45	Coop Support	English	South West School District	COOP	COOP
2013	12	Reading	48	N/A	English	South West School District	COOP	COOP
2014	12	Reading	100	Coop Support	English	South West School District	COOP	COOP
2015	12	Reading	100	Coop Support	English	South West School District	COOP	COOP

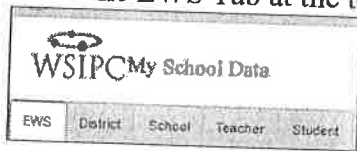
Step 3.

Review the numerous areas of information for this student by clicking into the accordions.

Review the Early Warning System

Step 1.

- ✓ Go to the EWS Tab at the top of your screen.



Step 2.

- ✓ Scroll down to see the list of students who are at some risk at your school.
- ✓ Go to the last column Student Risk Factor and click twice into that column header. The list will first sort by lowest and then sort by highest.



Step 3.

To look at a particular student's risk detail:

- ✓ Click the  by the student's District Student id to expand the student's detail.

The following detail will appear:



- ✓ Click into any tab to find out this student's attendance, discipline, assessment, Fs in core classes, or GPA and credits.

Step 4.

Export your list of students at risk. You can export this list to excel for future use.


- ✓ Click into  button.

Browsers differ on how data files are saved. Browsers such as Google Chrome and some versions of Mozilla Firefox may automatically save the file to your Download Folder on your Computer. Internet Explorer and some versions of Mozilla Firefox may provide options to save the file to a destination you choose on your computer.

- ✓ Follow the Exporting Features provided by your Default Browser.

Log out of My School Data.



- ✓ Click into  at the top right-hand corner of your screen.
- ✓ Click the Logout at the top right-hand corner of the next screen.