MYDATA PORTAL: QUICK GUIDE FOR TEST COORDINATORS

Website: http://mydata.dallasisd.org/

Access: Download request form from LogIn button under "Looking to Create and Account".

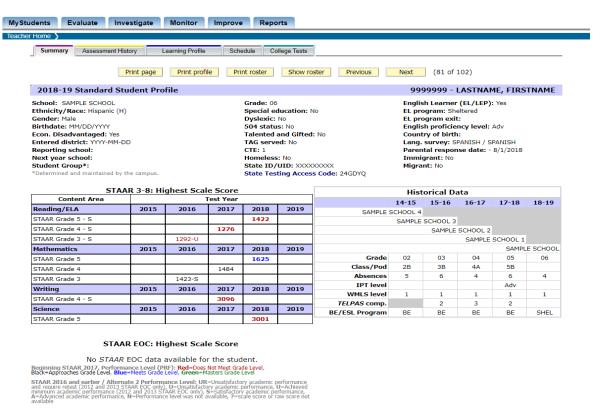
Campus-wide access requires Principal signature.

Announcements: Posted when new information becomes available on both public and secure side. Select the hyperlink on the secure side to access the page directly.

MySchool:

<u>Rosters > Test Coordination</u> Contain basic demographic variables with information taken from the student information system. Social security numbers can *only* be viewed using our intranet address http://revlxvas05.dallasisd.org Use rosters with SSNs displayed for look-up tasks only. *Rosters with student SSNs should not be printed.*

<u>Student Profile</u> The student profile can be accessed at any point by selecting the student's id number. The id number is hyperlinked in all MyData Portal pages to allow teachers to access more detail information about the student more quickly. The assessment history tab provides you with assessment results for the student since they have been enrolled in the district. State testing details can be accessed using the student's unique access code.

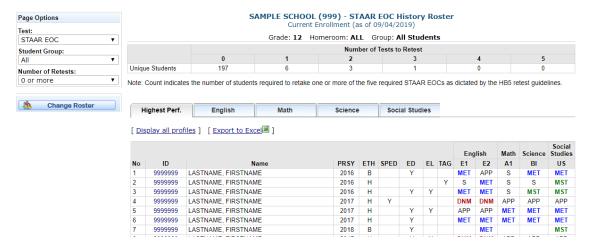


Reports: Campus staff can access a variety of additional resources that are provided to campuses from the district, TEA, and other agencies in pdf or excel format. Some reports you will find in this location are Precode files, TEA STAAR Summary Rosters, and a copy of the district Testing Calendar.

Monitor: Teachers and campus leaders may be required to document additional supports provided to students throughout the school year. Evaluation and Assessment works with several central departments to build pages that support campuses and help with monitoring at the campus and district levels.

<u>Special Education Testing</u> Direct link to SPED Reporter to identify testing accommodations needed for special education and section 504 students.

<u>STAAR EOC History Roster</u> This page is only available for high schools and provides a simple summary of performance on all five STAAR EOC exams. Campus testing coordinators and/or teachers can quickly identify which assessment is still needed for the student to graduate. Students that take STAAR EOC Alternate will be listed separately.



<u>Designated Supports</u> Students will take a variety of assessments throughout the school year and this page helps teachers and campus leaders identify accommodations needed for general education and English learners not receiving special education or section 504 services to be successful during the STAAR and/or ACP assessments. Teachers document supports for each student but are required to discuss needs for accommodations with the appropriate campus level team (i.e. SST/ LPAC). Team leaders can review supports identified by teachers and ensure decisions meet eligibility criteria and documented according to district policies. Testing Coordinators will also use this page to coordinate logistics of accommodations for students during test administrations.

1. Select content; see example below (contents vary by grade level):

Designated supports should be accommodations that the student **independently, routinely,** and **effectively** use during classroom instruction and classroom testing. The decision to provide designated supports should be made by the appropriate team of people at the campus level based on eligibility criteria and are documented according to district policies.

READING MATH WRITING / LANG ARTS SCIENCE

- 2. Identify supports needed by for STAAR/ACP assessments. All students default as "No Supports Required" at the beginning of each school year. Justifications are required if supports are identified.
- 3. Use Export to Excel feature to sort students as needed and will contain all students whether supports have been identified or are not required.

