How to Start Using MyData

So you're new to MyData…

1. The shortcut to the MyData website is http://mydata.lausd.net

2. This will take you to the MyData Homepage.

MyData Home Page

Los Angeles Unified School District
Today's Learners, Tomorrow's Leaders

Search

STUDENTS | FAMILIES | PUBLIC | EMPLOYEES

MyData
About MyData
Access
FAQs
Resources
Custom Groups
School Based Assessments

Login to MyData

MyData Help

Hardware, Software & Connectivity? Request Technical Help Online

Questions on data accuracy or access?: e-mail MyData@lausd.net

Join the MyData Listserv
The My Data Team has created an electronic mailing list to share information and facilitate discussion among ITD. To join the list, send an email from your LAUSD account to LISTSERV@LIST.LAUSD.NET, with the words **SUBSCRIBE MyData** in the body of the message.

my Data
Click to Log In

MyData Weekly Data Loads

Weekly data loads will begin at 6:00 PM on Tuesdays and conclude at 6:00 AM on Wednesdays. During this time classroom reports will be unavailable and users may experience slow performance on school level reports. By doing weekly loads, we will have more up-to-date classroom reports. By Wednesday morning, classroom reports for Periodic and Reading Assessments, Course Marks, Enrollment and Attendance will have information up to the previous Friday's update. NOTE: These weekly updates only apply to reports in the Classroom dashboards. Reports in the School dashboards will continue to be updated monthly.

Click here for a list of known issues and resolved problems
How often is data uploaded? Click here for a schedule.

Announcements

Announcement Search

Incorrect Attendance Data on Class Rosters
Attendance data from July 2009-Jan 2010 is showing some inaccurate counts on the class rosters.
...Read on

April Data Now Available
Reports with monthly refreshes now have April data available. Included in

System Status

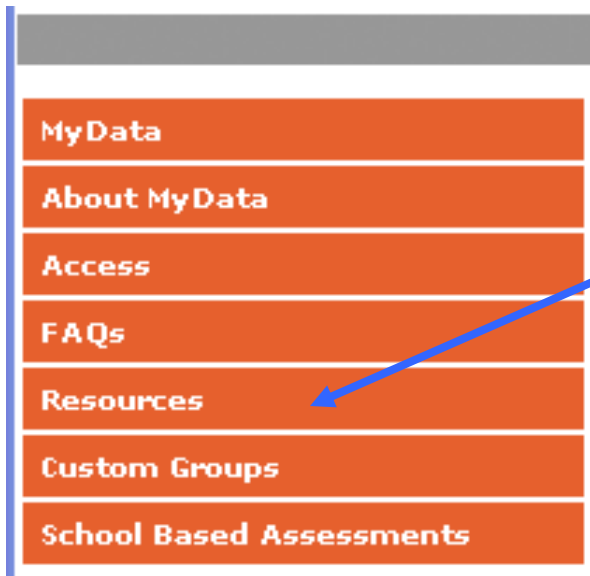System is Operational: MyData is operational and performing normally.

Videos

MyData

Los Angeles Unified School District

00:00   00:00

1: MyData Overview
2: What is MyData
3: Where is MyData

Before you log in…

Check out the resources available to you from the home page.

MyData
About MyData
Access
FAQs
Resources
Custom Groups
School Based Assessments

Click on the Resources link on the left column of the page.

MyData Tips & Tricks

- One resource you will find on this page is a PowerPoint called "Getting Started: Tips & Tricks."

- Read through the Tips & Tricks PowerPoint for information on system requirements, disabling pop-up blockers, and useful features of MyData not covered here.

Quick Guides

Also on the Resources page, you will find a list of links to Quick Guides with step-by-step instructions about where to find reports to answer specific questions and their corresponding videos.

Logging In

From the home page, click on the large MyData icon in the middle of the page.

or the link on the right column that says, "Login to MyData."

Los Angeles Unified School [

Today's Le

This will take you to a page that asks you for your Username and Password.

Login to Inside LAU

Username [   ]

•Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
•Do not add domain name (@lausd.k12.ca.us @lausd.net)

Password [   ]

[Login]   This is your e-mail password

Reset your SSO Password

Would you like to self-activate your SSO account?

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Los Angeles Unified School [

Type the user name and password you use for your LAUSD email.

Login

Username [   ]

•Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
•Do not add domain name (@lausd.k12.ca.us @lausd.net)
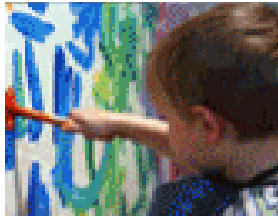
Password [   ]

[Login] This is your e-mail password

Reset your SSO Password

Would you like to self-activate your SSO account?

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Los Angeles Unified School [
Today's Learners, Tomorrow's Leaders

Login to Inside LAUSD

Welco
LAUS
annou

Username [   ]

- Enter your Single Sign-On (email) username and password to Log In.
  e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
- Do not add domain name (@lausd.k12.ca.us @lausd.net)

Password [   ]

[Login] This is your e-mail password

Reset your SSO Password

Would you like to self-activate your SSO accoun

Click the Login button.

If you have classroom-level access, you will see a page like this:

Secondary Roster: My Classes

My Class Roster: My Students, Current Year Data
My Current Student Roster 2009-2010

C🌐RE™

Roster for _____8)

Display Student Name as: Student Name (Last, First)

Student Full Name (Last, First) ▲	Dist Stu ID	Demographics							Period Attendance			YTD	Course Information					
		Grade	Gndr	Ethn Code	Lang Class	Sp Ed	Gift Prog	Pov Ind	Days Enrolled	Days Absent	Attendance Rate	Full Day Attendance	Course Name/Custom Group	Term ▼	Per ▲	Mid-term Mark	Final Mark	Cum. GPA
XXXXX, XXXXX XX	XXXXXXX	12	M	HI	RFEP			Y	58	17	71.0%	92.9%	SERVICE SH B	SP-AS	1	B		2.87
XXXXX, XXXXX XX	XXXXXXX	11	M	HI	EO			Y	66	2	97.0%	89.4%	SERVICE SH B	SP-AS	1	A		2.55
XXXXX, XXXXX XX	XXXXXXX	12	M	HI	LEP			Y	68	9	87.0%	93.6%	SERVICE SH B	SP-AS	1	A		1.48
XXXXX, XXXXX XX	XXXXXXX	11	F	HI	EO			Y	69	10	86.0%	90.8%	SERVICE SH B	SP-AS	1	A		2.63
XXXXX, XXXXX XX	XXXXXXX	12	M	HI	EO		Y	Y	69	13	81.0%	91.5%	SERVICE SH B	SP-AS	2	A		2.70
XXXXX, XXXXX XX	XXXXXXX	12	F	HI	EO			Y	69	5	93.0%	95.7%	SERVICE SH B	SP-AS	2	A		2.02
XXXXX, XXXXX XX	XXXXXXX	12	F	HI	RFEP			Y	69	10	86.0%	93.6%	SERVICE SH B	SP-AS	2	A		1.67
XXXXX, XXXXX XX	XXXXXXX	12	M	AS	EO				69	1	99.0%	97.2%	SERVICE SH B	SP-AS	2	A		2.93

Filters

School Name
[ ]

Select Roster Type
Class Roster

Custom Group
[ ] Go

Ethnicity
[ ] ...

Language Class
[ ] ...

Grade
[ ] ...

Gender
[ ] Go

Semester
[ ]

Period
[ ] ... Go

Course	Term/Period	# of Students
SERVICE LEARN-	A3-C	135

Help

If you have school-level access or higher, you will see a page like this:
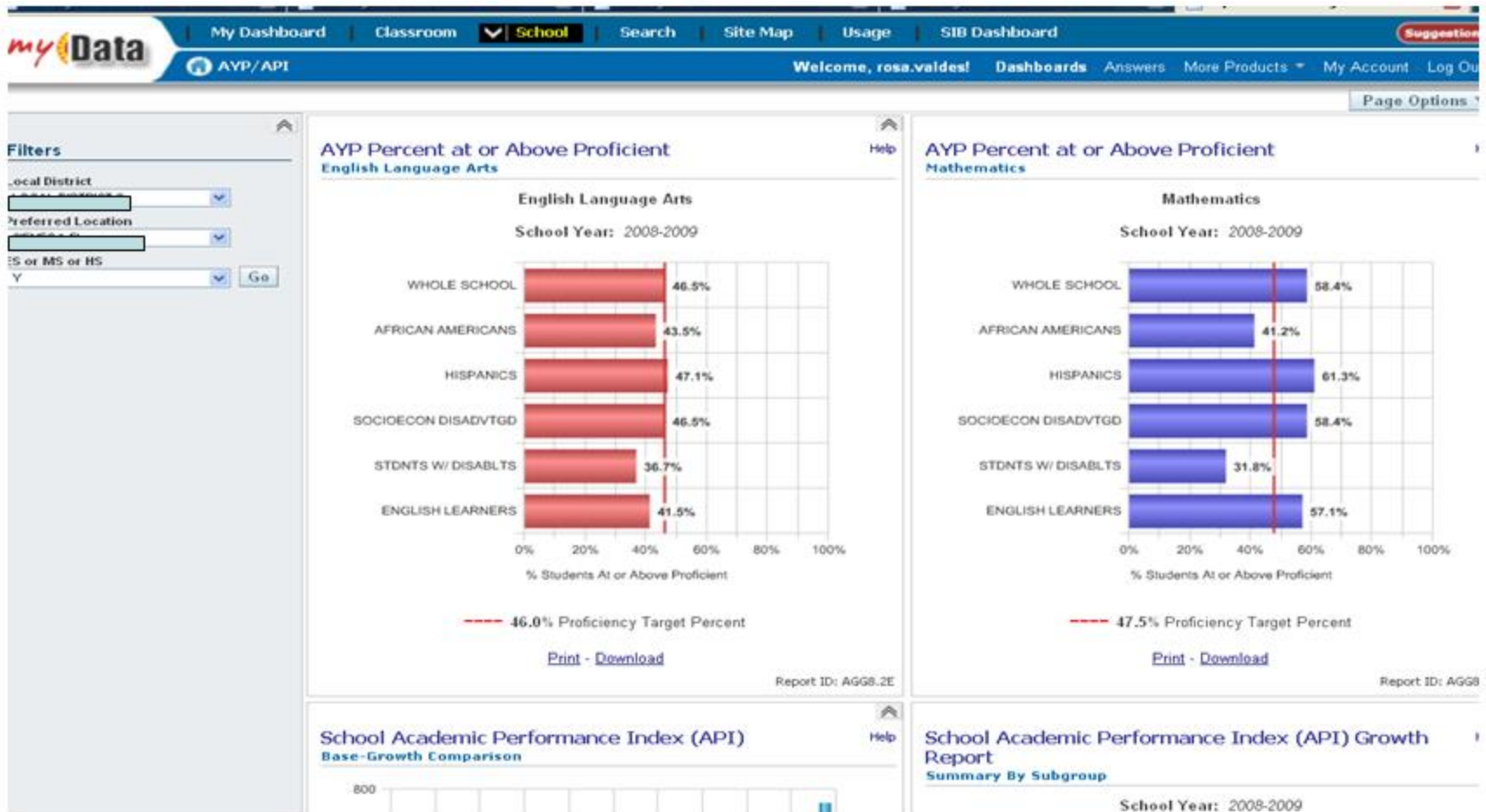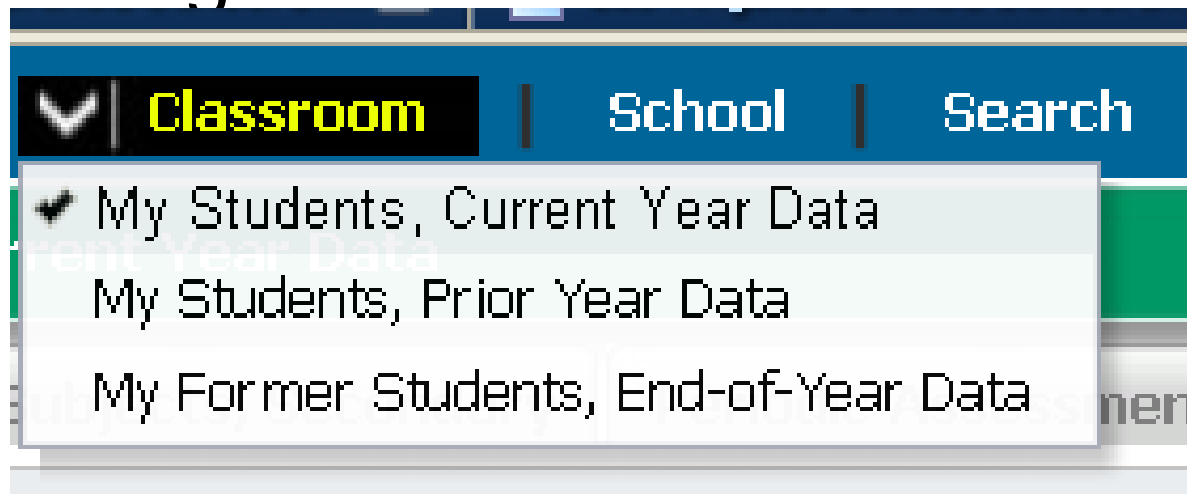
Notice the menus along the top:
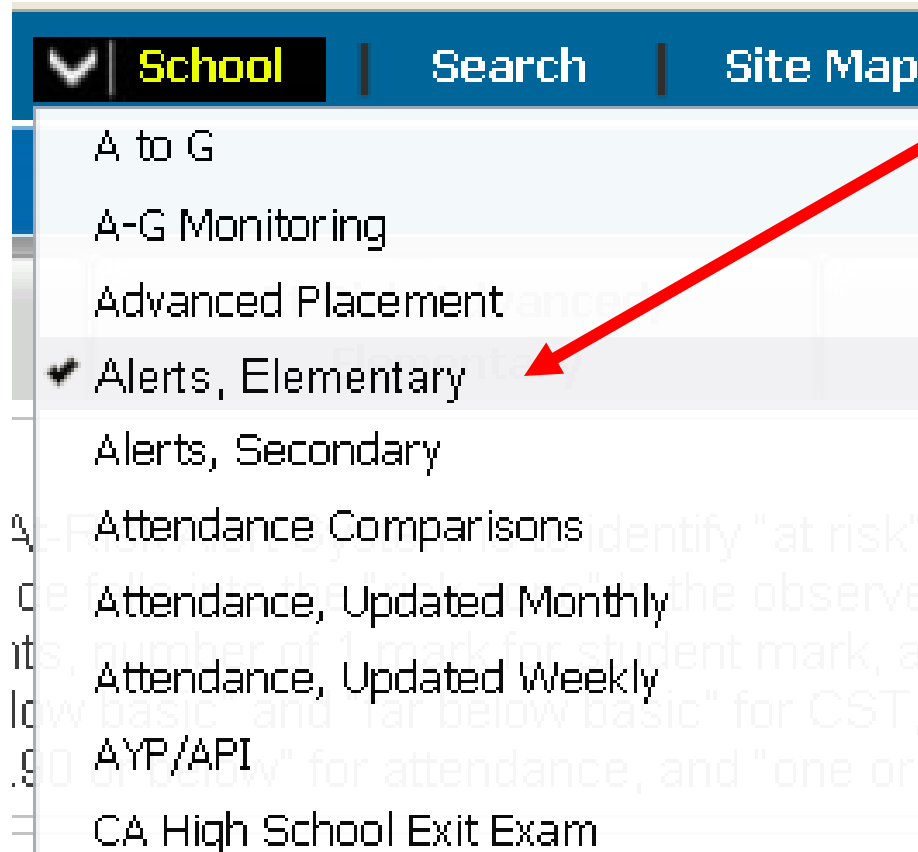
…and the filters along the left column.

Menus

1. Each menu along the top contains lists of dashboards.

2. Click on each one and take note of the dashboards available on each.

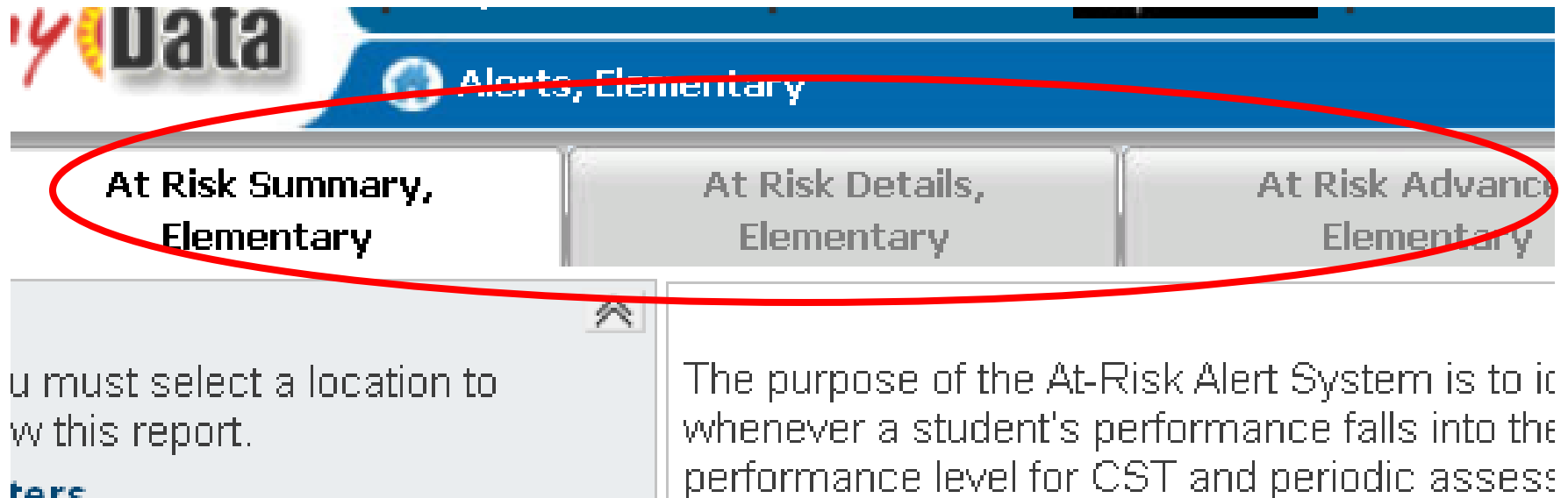3. For example, the Classroom menu contains the following dashboards:

Next, choose a Dashboard.

Let's say you're interested in the At-Risk reports for middle or high school:

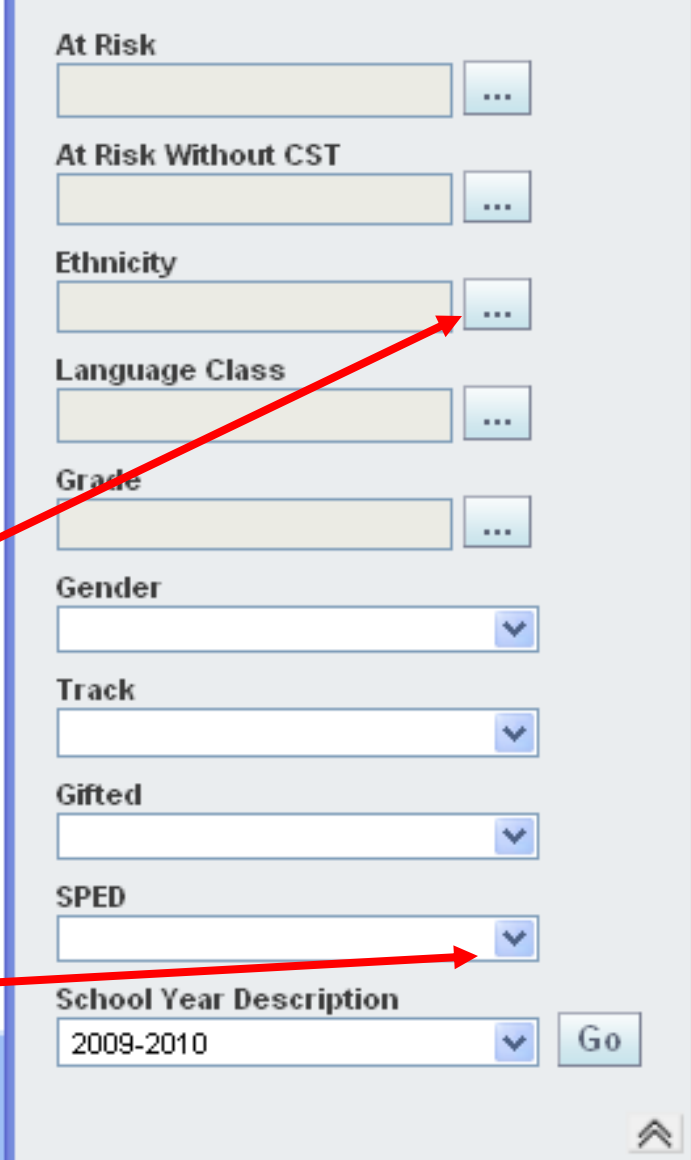# Notice the tabs along the top.

They appear between the Menus along the top and the Report on any given page.

Filters

Different pages have different filters.

To change how you want to look at a given report, click on the three dots in the boxes or on the down-pointing arrows.

At Risk

At Risk Without CST
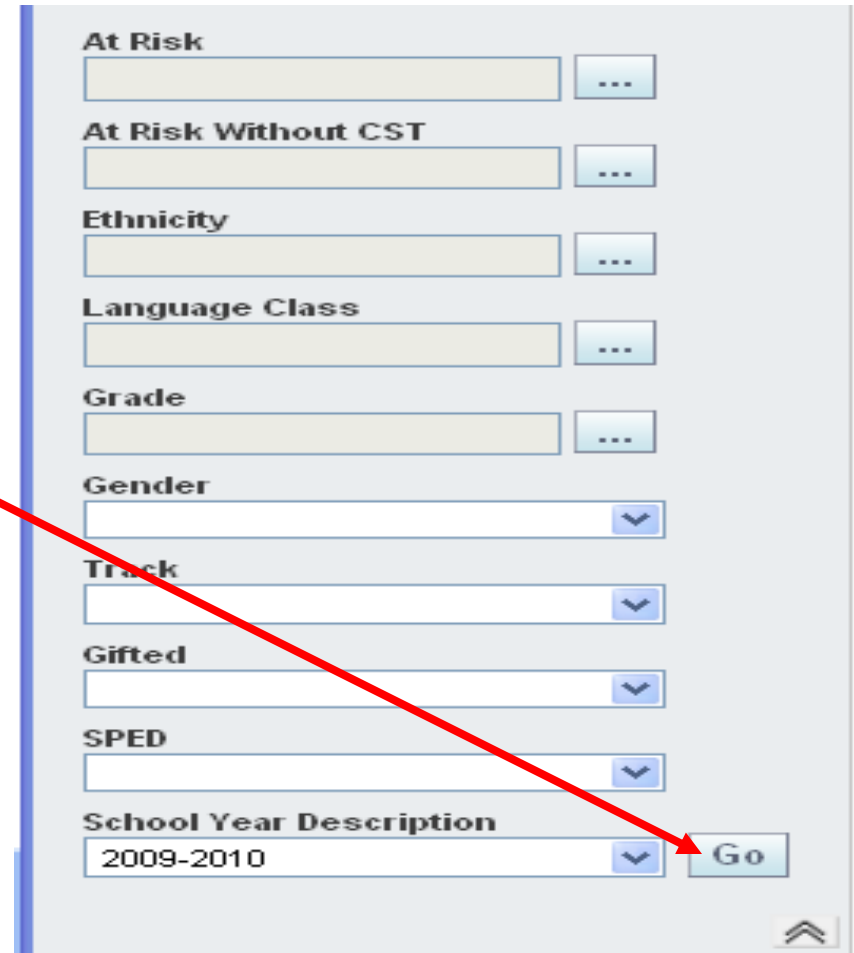
Ethnicity

Language Class

Grade

Gender

Track

Gifted

SPED

School Year Description

2009-2010   Go

Click "Go" to activate your selections

At Risk

At Risk Without CST

Ethnicity

Language Class

Grade

Gender

Track

Gifted

SPED

School Year Description

2009-2010   Go

Privacy Settings

Many reports have privacy settings. If you would like to show data in general but need to maintain the privacy of individual students, select "Yes" in the Filter called "Privacy Settings" to enable masking of student names and identification numbers.
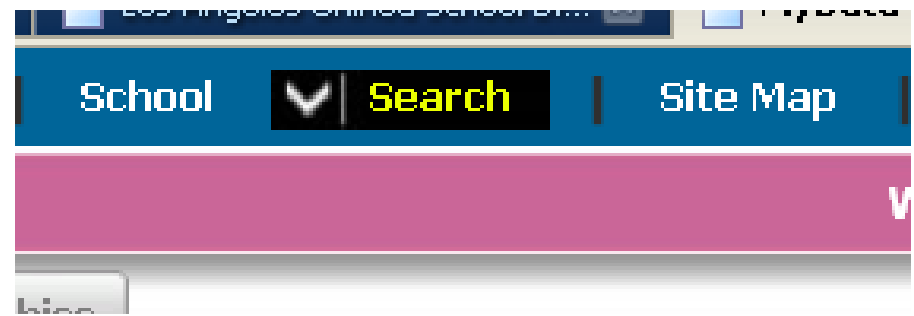
The Search Menu

…allows you to search for data on an individual student.

Simply enter the student's last and first name OR student ID.
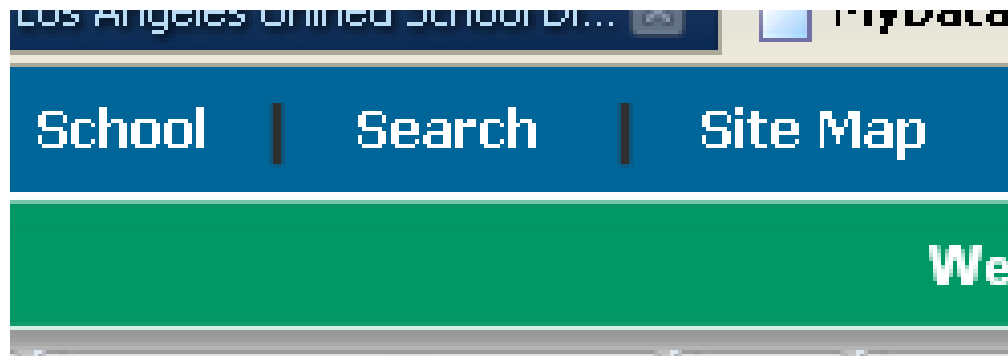
Don't forget to click 'Go'.

If you can't find what you're looking for …

1. Click on the Site Map menu at the top of the page, next to Search.
2. This will take you to a list of all the reports available in MyData.

When you find the report you're looking for…

Site Map

▼My Students, Current Year Data

- Teacher Roster
- Class Roster

- Core Subjects, Secondary

- Periodic Assessment

ADM1.2	Teacher Roster and Administrator Access to
TCH2.1	Grades 2 to 6 Roster: My Students, Current
TCH2.1S	Grade 1 Roster: My Students, Current Year D
TCH2.KS	Kindergarten Roster: My Students, Current Y
TCH22.1P	My Class Roster: My Students, Current Year
TCH22.1C	Secondary Roster: My Students, Current Yea
TCH22.1E	Secondary Roster: My Students, Current Yea
TCH22.1M	Secondary Roster: My Students, Current Yea
TCH22.1S	Secondary Roster: My Students, Current Yea
AGG4C.2	Elementary Reading Program
AGG4C.2K	Kindergarten Reading Program
AGG5.1CE	Periodic Assessments, Science Elementary

Click on the link to the left of that report's list.

One more tip …

Throughout the reports, there will be numbers or words in blue text and underlined.

Those are links to more detailed reports.

By clicking on them, you can often obtain lists of students that fall into that category.

Attendance Summary by Location, Elementary
Drill on a Local District to See Individual Schools

Time Occurrence: *APRIL*

Display as: % of Students

Local District Name	LESS THAN 87%	87 - 91%
LOCAL DISTRICT 1	5.0%	6.2%
LOCAL DISTRICT 2	5.1%	5.9%
LOCAL DISTRICT 3	5.8%	6.3%
LOCAL DISTRICT 4	5.3%	6.4%
LOCAL DISTRICT 5	4.5%	5.9%
LOCAL DISTRICT 6	2.5%	3.5%

Logging Out

To protect the privacy of your students, please don't forget to log out at the end of your session.
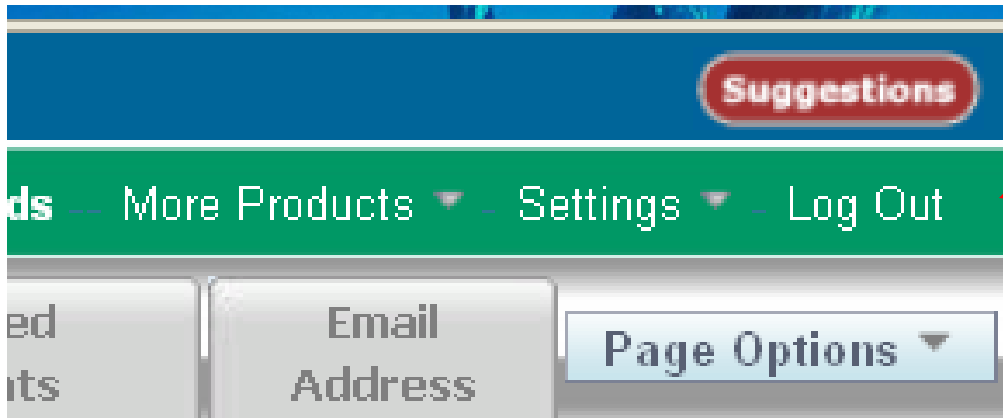
Also, click the Suggestions button to tell us what you like and what else you need from the tool!
Best wishes to you!