**Q:** **As a classroom teacher, can I access a list of my current students and see their performance for the previous year?**

**A:** **Yes, you can get this information by going to the My Students, Prior Year data dashboard.**

**To access this report, follow the steps below**

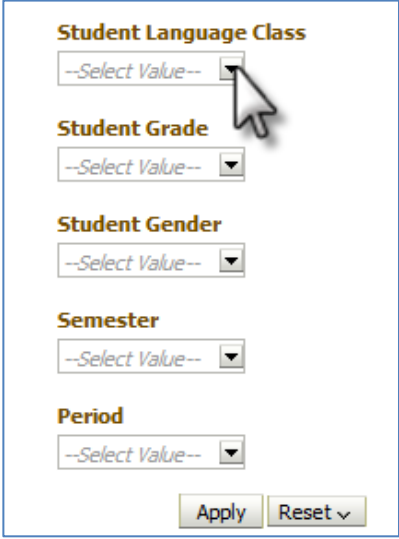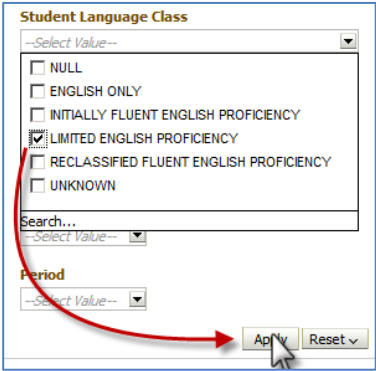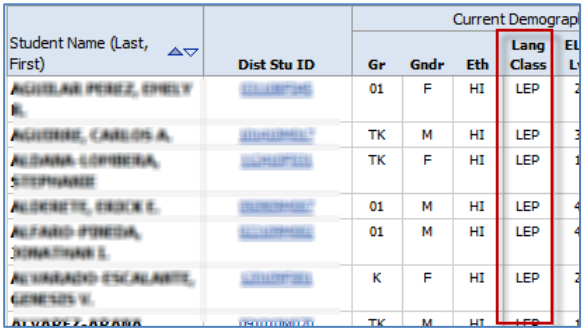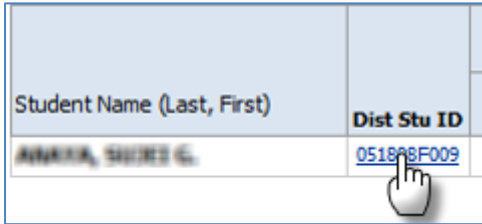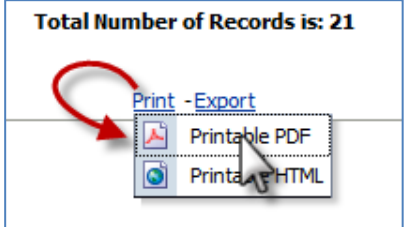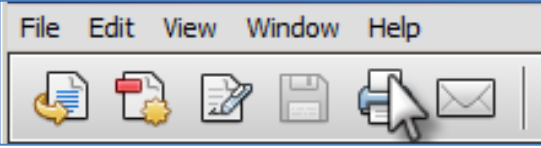| Step # | Step | Icon/Link | Comments |
|---|---|---|---|
| 1. | From your internet browser, go to http://mydata.lausd.net | MyData / Tutorials  × + ← → mydata.lausd.net/ | This will take you to the MyData home page. |
| 2. | Click the MyData icon to get to the login page. | my Data Click to Login | |
| 3. | Log in using your Single Sign-on (SSO) username and password. Then click the Sign In button. | Sign In — Enter your Single Sign-On (email) Username and Password to Log in. eg. (john.smith@lausd.net) — User ID — Password — Sign In — ☐ Accessibility Mode — English ▼ | This will take you to the Enterprise Reporting System welcome page. Click **MyData** icon to proceed. |
| 4. | From the MyData Landing page, under MyData Dashboards, click **Classroom** and then select **My Students, Prior Year Data**. | MyData Dashboards — STUDENT SEARCH   CLASSROOM   SCHOOL — CLASSROOM DASHBOARDS — MY STUDENTS, CURRENT YEAR DATA   MY STUDENTS, PRIOR YEAR DATA   MY FORMER STUDENTS, END OF YEAR DATA | |
| 5. | To display the roster, click on the appropriate blue link for the grade level you are teaching. Example: for Grade 1, select **Elementary Roster: Kindergarten & Grade 1** | My Students, Prior Year Data — Administrative Filters — School — school name — Department — --Select Value-- ▼ — Select Roster Type — Class Roster ▼ — Teacher/Counselor — teacher name — Please note that clicking on a roster link below will display a 'No Results' messa selected teacher will also yield a 'No Results' message. — Elementary Roster: Kindergarten & Grade 1 — Elementary Kindergarten and Grade 1 Class Roster displays student demo dashboard selected. Multiple assessment measures displayed include Ele — Elementary Roster: KINDERGARTEN & GRADE 1 — Elementary Roster: Grades 2-6 | The link may be different for each user, depending on the grade that the user is teaching. |

| Step # | Step | Icon/Link | Comments |
|---|---|---|---|
| 6. | The roster will display the names and student ID's, together with columns for current demographics for the student, Periodic Assessment results for Math and Reading (OCR) and CELDT. |  | For secondary schools, the class roster displays student demographics, attendance and course marks. |
| 7. | To sort the data for a particular column, click the column name. For example, clicking on the Attendance column will sort the values in ascending (lowest to highest) order, as denoted by an "up" arrow.<br><br>Clicking on the column heading a second time will sort the values in descending (highest to lowest) order, as denoted by a "down" arrow. |  | |
| 8. | Sorting can be done on several columns at once. To add a second sort, right click another column, choose:<br>**Sort Column** > **Add Ascending Sort**<br>  or<br>**Sort Column** > **Add Ascending Sort** |  | To clear all sorting choose:<br>**Sort Column** > **Clear All Sorts in View** |

| Step # | Step | | Comments |
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| 9. | Filters are available to help the user customize the report.  For example, to display only the **LEP** students on the report, click the drop-down button ▼ next to the **Language Class** filter. | **Student Language Class**<br>--Select Value-- ▼<br><br>**Student Grade**<br>--Select Value-- ▼<br><br>**Student Gender**<br>--Select Value-- ▼<br><br>**Semester**<br>--Select Value-- ▼<br><br>**Period**<br>--Select Value-- ▼<br><br>Apply   Reset ∨ | |
| 10. | Once the desired Language Classification is selected, click the **Apply** button to refresh the report. | **Student Language Class**<br>--Select Value-- ▼<br>☐ NULL<br>☐ ENGLISH ONLY<br>☐ INITIALLY FLUENT ENGLISH PROFICIENCY<br>☑ LIMITED ENGLISH PROFICIENCY<br>☐ RECLASSIFIED FLUENT ENGLISH PROFICIENCY<br>☐ UNKNOWN<br>Search...<br>--Select Value-- ▼<br>**Period**<br>--Select Value-- ▼<br>Apply   Reset ∨ | |
| 11. | The report will now display only the LEP students. |  | |

| Step # | Step | | Comments |
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| 12. | To get more details about a particular student, click on the student ID to open the Student History Report. | Student Name (Last, First) — **Dist Stu ID** / AMAYA, SUCRE G. — 051898F009 | Your browser's pop-up blocker must be disabled for the Student History Report to open. You will also need to have Adobe Acrobat Reader to view this report. For more information about the Student History Report, check out the quick guide on Comprehensive History Reports within the MyData Resources page. |
| 13. | To print the class roster, click the Print link located below the report. Then choose **Printable PDF** to open the report. | **Total Number of Records is: 21** / Print - Export / Printable PDF / Printable HTML | |
| 14. | To send it to the printer, click the **Print** icon on the Adobe Acrobat toolbar. | File  Edit  View  Window  Help | |
| 15. | To download the report to Excel, click the **Export** link located below the report. You have several options to export the report. Choose **Excel**. | **Total Number of Records is: 21** / Print Export / PDF / Excel > Excel 2003 / Powerpoint > Excel 2007+ / Web Archive (.mht) / Data > | |