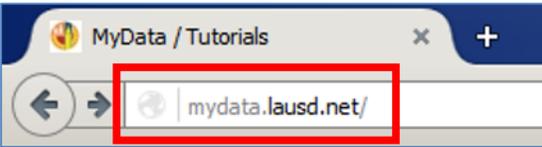
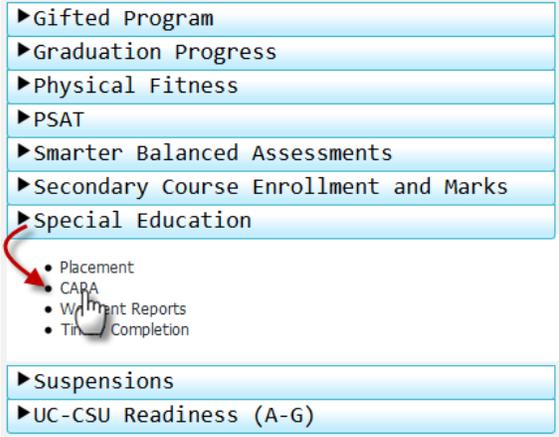
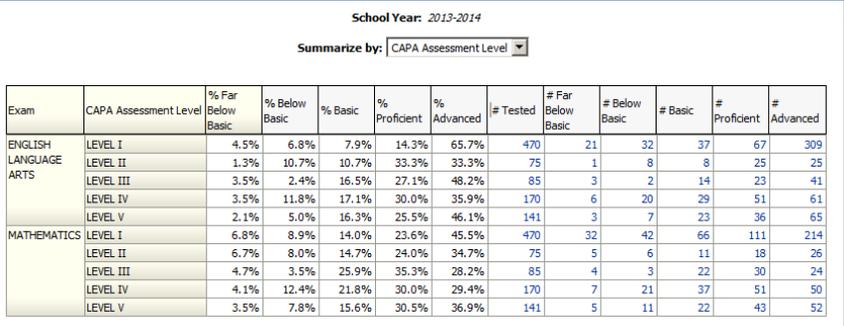
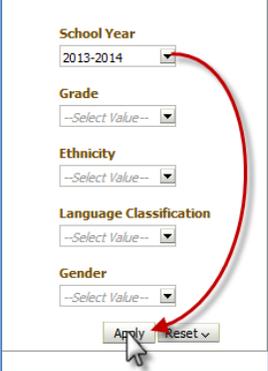
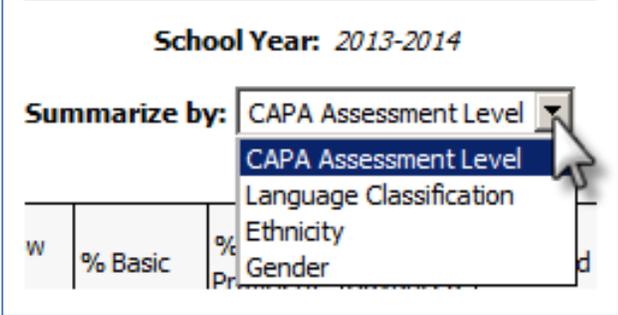
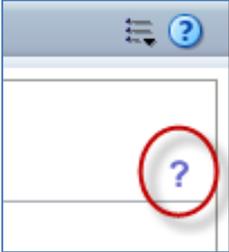


Q: Where can I find the CAPA (California Alternate Performance Assessment) results in MyData? I would like to see the performance levels of my students who took the test.

A: You can find the CAPA results from the School menu in MyData. To access this report, follow the steps below.

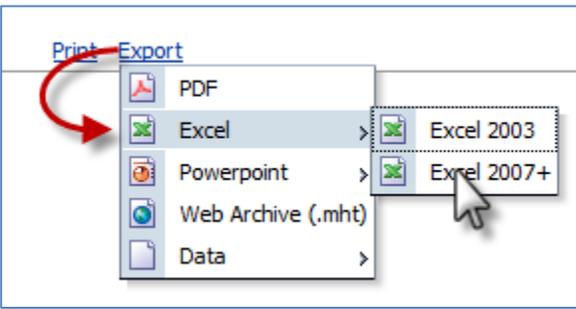
Step #	Step	Icon/Link	Comments
1.	On the address bar on your internet browser, type mydata.lausd.net		This will take you to the MyData home page.
2.	Click the MyData icon to get to the Login page.		
3.	Log in using your single-sign on (SSO) username and password. Then click the Login button.		
4.	From the School dashboard click Special Education then choose CAPA .		

Step #	Step	Icon/Link	Comments																																																																																																																																							
5.	<p>The report displays results for ELA and Math, summarized by CAPA Assessment level. Performance Levels for each Assessment level are displayed.</p>	 <table border="1"> <caption>School Year: 2013-2014</caption> <p>Summarize by: CAPA Assessment Level</p> <thead> <tr> <th>Exam</th> <th>CAPA Assessment Level</th> <th>% Far Below Basic</th> <th>% Below Basic</th> <th>% Basic</th> <th>% Proficient</th> <th>% Advanced</th> <th># Tested</th> <th># Far Below Basic</th> <th># Below Basic</th> <th># Basic</th> <th># Proficient</th> <th># Advanced</th> </tr> </thead> <tbody> <tr> <td rowspan="5">ENGLISH LANGUAGE ARTS</td> <td>LEVEL I</td> <td>4.5%</td> <td>6.8%</td> <td>7.9%</td> <td>14.3%</td> <td>65.7%</td> <td>470</td> <td>21</td> <td>32</td> <td>37</td> <td>67</td> <td>309</td> </tr> <tr> <td>LEVEL II</td> <td>1.3%</td> <td>10.7%</td> <td>10.7%</td> <td>33.3%</td> <td>33.3%</td> <td>75</td> <td>1</td> <td>8</td> <td>8</td> <td>25</td> <td>25</td> </tr> <tr> <td>LEVEL III</td> <td>3.5%</td> <td>2.4%</td> <td>16.5%</td> <td>27.1%</td> <td>48.2%</td> <td>85</td> <td>3</td> <td>2</td> <td>14</td> <td>23</td> <td>41</td> </tr> <tr> <td>LEVEL IV</td> <td>3.5%</td> <td>11.8%</td> <td>17.1%</td> <td>30.0%</td> <td>35.9%</td> <td>170</td> <td>6</td> <td>20</td> <td>29</td> <td>51</td> <td>61</td> </tr> <tr> <td>LEVEL V</td> <td>2.1%</td> <td>5.0%</td> <td>16.3%</td> <td>25.5%</td> <td>46.1%</td> <td>141</td> <td>3</td> <td>7</td> <td>23</td> <td>36</td> <td>65</td> </tr> <tr> <td rowspan="5">MATHEMATICS</td> <td>LEVEL I</td> <td>6.8%</td> <td>8.9%</td> <td>14.0%</td> <td>23.6%</td> <td>45.5%</td> <td>470</td> <td>32</td> <td>42</td> <td>66</td> <td>111</td> <td>214</td> </tr> <tr> <td>LEVEL II</td> <td>6.7%</td> <td>8.0%</td> <td>14.7%</td> <td>24.0%</td> <td>34.7%</td> <td>75</td> <td>5</td> <td>6</td> <td>11</td> <td>18</td> <td>26</td> </tr> <tr> <td>LEVEL III</td> <td>4.7%</td> <td>3.5%</td> <td>25.9%</td> <td>35.3%</td> <td>28.2%</td> <td>85</td> <td>4</td> <td>3</td> <td>22</td> <td>30</td> <td>24</td> </tr> <tr> <td>LEVEL IV</td> <td>4.1%</td> <td>12.4%</td> <td>21.8%</td> <td>30.0%</td> <td>29.4%</td> <td>170</td> <td>7</td> <td>21</td> <td>37</td> <td>51</td> <td>50</td> </tr> <tr> <td>LEVEL V</td> <td>3.5%</td> <td>7.8%</td> <td>15.6%</td> <td>30.5%</td> <td>36.9%</td> <td>141</td> <td>5</td> <td>11</td> <td>22</td> <td>43</td> <td>52</td> </tr> </tbody> </table>	Exam	CAPA Assessment Level	% Far Below Basic	% Below Basic	% Basic	% Proficient	% Advanced	# Tested	# Far Below Basic	# Below Basic	# Basic	# Proficient	# Advanced	ENGLISH LANGUAGE ARTS	LEVEL I	4.5%	6.8%	7.9%	14.3%	65.7%	470	21	32	37	67	309	LEVEL II	1.3%	10.7%	10.7%	33.3%	33.3%	75	1	8	8	25	25	LEVEL III	3.5%	2.4%	16.5%	27.1%	48.2%	85	3	2	14	23	41	LEVEL IV	3.5%	11.8%	17.1%	30.0%	35.9%	170	6	20	29	51	61	LEVEL V	2.1%	5.0%	16.3%	25.5%	46.1%	141	3	7	23	36	65	MATHEMATICS	LEVEL I	6.8%	8.9%	14.0%	23.6%	45.5%	470	32	42	66	111	214	LEVEL II	6.7%	8.0%	14.7%	24.0%	34.7%	75	5	6	11	18	26	LEVEL III	4.7%	3.5%	25.9%	35.3%	28.2%	85	4	3	22	30	24	LEVEL IV	4.1%	12.4%	21.8%	30.0%	29.4%	170	7	21	37	51	50	LEVEL V	3.5%	7.8%	15.6%	30.5%	36.9%	141	5	11	22	43	52	
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6.	<p>The report defaults to the most recent year with available data. To view data for a different year, click the down arrow from the School Year filter and select a different year.</p> <p>Click the Apply button for the report to refresh.</p>		<p><i>Notice that the School Year displayed on the report will be the previous school year. Results for CAPA are always a year behind, similar to the CSTs.</i></p>																																																																																																																																							
7.	<p>A Summarize By filter appears above the report. By default, the report shows CAPA Assessment Level. Click the down arrow and select another value to display the report by Language Classification, Ethnicity or Gender.</p>																																																																																																																																									
8.	<p>To learn more about the report, click the ? icon located on the upper right corner of the report.</p>																																																																																																																																									

Q: Now that I know how many students are in each of the performance levels, how can I see who these students are?

A: To see the individual students, you can drill to detail on the aggregate/summary report. To access the detail report, follow the steps below.

<p>9.</p>	<p>To view the student(s) within a particular performance level, click on the blue number in that respective column.</p>	<table border="1"> <thead> <tr> <th>ced</th> <th># Tested</th> <th># Far Below Basic</th> <th># Below Basic</th> <th># Basic</th> <th># Proficient</th> <th># Advanced</th> </tr> </thead> <tbody> <tr> <td>.0%</td> <td>7</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>7</td> </tr> <tr> <td>.0%</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>.0%</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>.0%</td> <td>7</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>7</td> </tr> <tr> <td>.0%</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>.0%</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table>	ced	# Tested	# Far Below Basic	# Below Basic	# Basic	# Proficient	# Advanced	.0%	7	0	0	0	0	7	.0%	1	0	0	0	0	0	.0%	2	0	0	0	0	1	.0%	7	0	0	0	0	7	.0%	0	0	0	0	0	0	.0%	0	0	0	0	0	1	<p><i>A new window will open that displays name(s) of the students for the number that was drilled.</i></p>																																																															
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<p>10.</p>	<p>The detail report will open, and it will display demographic information for each student, their CAPA Assessment Level, Exam, Scaled Score and Performance Level.</p>	<table border="1"> <thead> <tr> <th>Cost Center</th> <th>School Name</th> <th>Student Name (Last, First)</th> <th>Student ID</th> <th>Grade</th> <th>Gndr</th> <th>Ethn</th> <th>Lang Class</th> <th>Pov Ind</th> <th>State Primary Disability</th> <th>CAPA Assessment Level</th> <th>Exam</th> <th>Scaled Score</th> <th>Performance Level</th> </tr> </thead> <tbody> <tr> <td>000000</td> <td>PARSONS, SH</td> <td>BRITAIN, BRISTOL A.</td> <td>000000000</td> <td>11</td> <td>F</td> <td>UNKNOWN</td> <td>LEP</td> <td></td> <td>TRAUMATIC BRAIN INJURY</td> <td>LEVEL 1</td> <td>MATH</td> <td>50</td> <td>ADVANCED</td> </tr> <tr> <td>000000</td> <td>PARSONS, SH</td> <td>BRITAIN, BRISTOL</td> <td>000000000</td> <td>11</td> <td>M</td> <td>UNKNOWN</td> <td>LEP</td> <td></td> <td>MENTALLY RETARDED</td> <td>LEVEL 1</td> <td>MATH</td> <td>60</td> <td>ADVANCED</td> </tr> <tr> <td>000000</td> <td>PARSONS, SH</td> <td>GUNDEL, CHRISTIE S.</td> <td>000000000</td> <td>10</td> <td>F</td> <td>UNKNOWN</td> <td>LEP</td> <td></td> <td>INTELLECTUAL DISABILITY</td> <td>LEVEL 1</td> <td>MATH</td> <td>60</td> <td>ADVANCED</td> </tr> <tr> <td>000000</td> <td>PARSONS, SH</td> <td>LUNDAHL, REBEKAH A.</td> <td>000000000</td> <td>10</td> <td>M</td> <td>UNKNOWN</td> <td>LEP</td> <td></td> <td>AUTISM</td> <td>LEVEL 1</td> <td>MATH</td> <td>50</td> <td>ADVANCED</td> </tr> <tr> <td>000000</td> <td>PARSONS, SH</td> <td>LOPES, ALICE S.</td> <td>000000000</td> <td>11</td> <td>F</td> <td>UNKNOWN</td> <td>LEP</td> <td></td> <td>MENTALLY RETARDED</td> <td>LEVEL 1</td> <td>MATH</td> <td>44</td> <td>ADVANCED</td> </tr> <tr> <td>000000</td> <td>PARSONS, SH</td> <td>ORTIZ, NESTOR A.</td> <td>000000000</td> <td>10</td> <td>M</td> <td>UNKNOWN</td> <td>LEP</td> <td></td> <td>MENTALLY RETARDED</td> <td>LEVEL 1</td> <td>MATH</td> <td>50</td> <td>ADVANCED</td> </tr> <tr> <td>000000</td> <td>PARSONS, SH</td> <td>SUNDELING, PIERRE D.</td> <td>000000000</td> <td>10</td> <td>F</td> <td>UNKNOWN</td> <td>LEP</td> <td></td> <td>MENTALLY RETARDED</td> <td>LEVEL 1</td> <td>MATH</td> <td>50</td> <td>ADVANCED</td> </tr> </tbody> </table> <p>Total Number of Records is: 7</p>	Cost Center	School Name	Student Name (Last, First)	Student ID	Grade	Gndr	Ethn	Lang Class	Pov Ind	State Primary Disability	CAPA Assessment Level	Exam	Scaled Score	Performance Level	000000	PARSONS, SH	BRITAIN, BRISTOL A.	000000000	11	F	UNKNOWN	LEP		TRAUMATIC BRAIN INJURY	LEVEL 1	MATH	50	ADVANCED	000000	PARSONS, SH	BRITAIN, BRISTOL	000000000	11	M	UNKNOWN	LEP		MENTALLY RETARDED	LEVEL 1	MATH	60	ADVANCED	000000	PARSONS, SH	GUNDEL, CHRISTIE S.	000000000	10	F	UNKNOWN	LEP		INTELLECTUAL DISABILITY	LEVEL 1	MATH	60	ADVANCED	000000	PARSONS, SH	LUNDAHL, REBEKAH A.	000000000	10	M	UNKNOWN	LEP		AUTISM	LEVEL 1	MATH	50	ADVANCED	000000	PARSONS, SH	LOPES, ALICE S.	000000000	11	F	UNKNOWN	LEP		MENTALLY RETARDED	LEVEL 1	MATH	44	ADVANCED	000000	PARSONS, SH	ORTIZ, NESTOR A.	000000000	10	M	UNKNOWN	LEP		MENTALLY RETARDED	LEVEL 1	MATH	50	ADVANCED	000000	PARSONS, SH	SUNDELING, PIERRE D.	000000000	10	F	UNKNOWN	LEP		MENTALLY RETARDED	LEVEL 1	MATH	50	ADVANCED	
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<p>11.</p>	<p>To sort the data for a particular column, click the column name. For example, clicking on the Scaled Score column will sort the values in ascending (lowest to highest) order, as denoted by an “up” arrow.</p> <p>Clicking on the column heading a second time will sort the values in descending (highest to lowest) order, as denoted by a “down” arrow.</p>																																																																																																																		
<p>12.</p>	<p>Sorting can be done on several columns at once. To add a second sort, right click another column, choose: Sort Column > Add Ascending Sort or Sort Column > Add Descending Sort</p>		<p>To clear all sorting choose: Sort Column > Clear All Sorts in View</p>																																																																																																																

<p>13.</p>	<p>The report displays 25 records at a time. To display all records, click the All Pages  icon at the bottom of the report.</p>								
<p>16.</p>	<p>To get more details about a particular student, click on the student ID to open the Comprehensive History Report.</p>	<table border="1" data-bbox="643 363 1190 646"> <thead> <tr> <th>Student Name (Last, First)</th> <th>Student ID</th> </tr> </thead> <tbody> <tr> <td>BRUNSON, CHRISTOPHER A.</td> <td>020106F031</td> </tr> <tr> <td>BRUNSON, JESSIE</td> <td>1212...045</td> </tr> </tbody> </table>	Student Name (Last, First)	Student ID	BRUNSON, CHRISTOPHER A.	020106F031	BRUNSON, JESSIE	1212...045	<p>Your browser's pop-up blocker must be disabled for the Student History Report to open successfully. You will also need to have an Adobe Acrobat Reader to view this report.</p> <p>For more information about the Student History Report, check out the quick guide on Comprehensive History Reports within the MyData Resources page.</p>
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<p>17.</p>	<p>To download the report to Excel, click the Export link located below the report.</p> <p>You have several options to export the report.</p> <p>Choose Excel.</p>		<p>For a quick guide on how to do filter in Excel, which allows you to display only the rows that fit your criteria, click here. Or, go to the MyData home page, click the Resources link, and go to the Auto-Filter in Excel, quick guide.</p>						