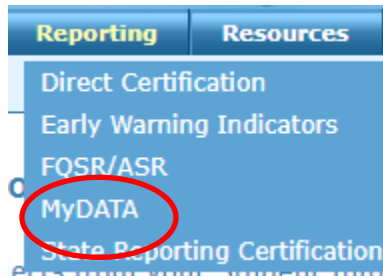1. Sign on to Single Sign On

2. Select the WAVE's portal   The Wave's portal.

3. Select Reporting from the top tabs, and then select MyDATA

4. Select Assessments   Assessments

5. Build a custom View   Build Custom View

6. Name your view what you want. Select OCCT as the assessment type

Custom View Name: Mizuni Import

Make this View My Default View: ☐

Select 1 Assessment Type:
- ◯ EOI (End Of Instruction)
- ◉ OCCT (Oklahoma Core Curriculum Test)
- ◯ OAAP
- ◯ OMAAP
- ◯ Access for ELL's
- ◯ Complete Record Enrolled Students

7. Select field required. Unfortunately, only specific items can be selected otherwise some districts get a timeout when trying to export. Select ONLY the specific items below and save

Select 1 or more data elements to include. ☐ Sel

☑ AssessmentID	
☑ AssessmentYear	☐ AccountabilityCode
☑ PrimarySTN	☐ AfricanAmerican
☑ SecondarySTN	☐ AmericanIndian
☑ TestType	☐ Hispanic
☑ DNNCounty	☐ Asian
☑ DNNDistrict	☐ PacificIslander
☑ DNNSite	☐ Caucasian
☑ CountyCode	☐ NFAY
☑ DistrictCode	☐ Section504
☑ SiteCode	☐ IDEA
☑ DistrictName	☐ IEPBraille
☑ SiteName	☐ ELL
☑ Version	☐ ELLProficient
☑ ProjectCode	☐ AltEdAcademy
☑ VendorID	☐ OtherPlacement
☑ ClassID	☐ Migrant
☑ ClassName	☐ Homeless
☑ TeachingCertificate	☐ DistanceLearning
☑ StateStudentID	☑ Subject
☑ LocalStudentID	☑ TestGrade
☑ Grade_Level	☑ TestDate
☑ LastName	☐ FormNumber
☑ FirstName	☑ ReasonForNoScore
☑ MiddleName	☑ RawScore
☑ BirthDate	☑ ScaleScore
☑ Gender	☑ PerformanceLevel

8. Go back and select the report you just created under Current View, select the school year (2018) and then select view report

Assessments

Current View:	School Years:	
Mizuni Import ▼	2018 ▼	View Report

9. Once results show in view screen, sort for Test Type CCRA

Assessment Year	Primary STN	Test Type	Site Code	District Name	Site Name	Version	State Studer
▼	▼	CCRA ▼	▼	▼	▼	▼	
2018		CCRA					

10. Scroll to the right and select export to csv

🔄 Refresh | 📊 📄(CSV)

at | Writing_CompositeScore