

# MyData Portal

## Primer for New Users

This primer was written primarily for teachers to familiarize themselves with the main features of their MyData Portal accounts. Nonetheless, anyone can benefit from its content because many of the features described are identical for different users. In addition, although this document covers selected portions of MyData Portal, the information and examples extend easily to other areas of the site. Users are strongly encouraged to explore the site. There is no substitute for hands-on experience.

### About MyData Portal

#### Some History



In 2001, the Office of Institutional Research (OIR) launched the online data delivery service formerly known as the “Data Web” in response to the DISD’s *User Friendly Initiative*. Its mission still holds: *to assist all schools to*

*improve student performance by providing test and demographic information in a simple and timely manner.* The vision is to empower principals, counselors, superintendents, and other district administrators to make data-driven

instructional decisions by having online access to all available test and demographic data.

From the outset, users’ response was positive. Over the years, more and more users came to rely on it as a prime source of student data.

The site underwent routine modifications as users requested the addition of specific content. By 2004-05, the time had come to extend online access to classroom teachers. The site was re-launched as “MyData Portal” for 2006-07 after an extensive redesign and programming process to improve its design, user-friendliness and functionality and to extend access to teachers.

#### The Division of Evaluation and Accountability

Among many other responsibilities, the Office of Institutional Research (OIR), a department within the Division of Evaluation and Accountability, maintains MyData Portal and provides user accounts for qualifying district personnel. The

Office of Institutional Research OIR extracts data from several district databases and organizes large amounts of information in a way that is useful to the district’s educators and staff.

### Unsecured and Secured Data

**Unsecured data.** MyData Portal has an unsecured and a secured portion. The unsecured portion allows anyone using a computer on the district network to view summary data for the district and schools without identifying individual students or teachers. For example, anyone can

view the percentage of students that passed the TAKS in the district or in a school.

The unsecured portion of MyData Portal also has demographic information (under “School Data”) showing the number of students enrolled in the district and in a school by gender, ethnicity, limited English proficiency (LEP) status, etc.

Explore the home page simply by following the different links and familiarizing yourself with the information. As with any new web site, the more you use it, the easier it becomes to find the information you need when you need it.

**Secured data.** To view data for individual students and teachers, you must have a MyData Portal account. Teachers, principals, and

counselors, for example, have a legitimate educational purpose for examining individual demographic data and test scores. Therefore, MyData Portal accounts are essential for these users to access data to assist in making educational decisions for their students.



## Internet and Intranet?

Anyone with Internet access can view any web site on the World Wide Web. If you post pictures of your pet on a web site, people worldwide can see it.

However, MyData Portal is on the district's Intranet. Therefore, the site can only be reached within the district's network. Visit the site at

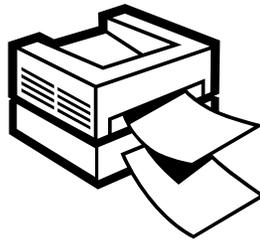
<http://mydata.dallasisd.org> (or simply <http://mydata>). If you can see the site, you are on the district's network.

Having MyData Portal on the Intranet and requiring user accounts work as safeguards to protect students' personal information.

## Protect Student Confidentiality

All data are confidential after you sign in to your MyData Portal account. In addition to the safeguards to protect confidential data from unauthorized persons, you play a very important part, too.

**Printing.** When printing secured data, use a printer in your classroom or office. If you must use a remote printer, be sure you know its exact location, and pick up your print job immediately. Never use a public printer where printouts are accessible to unauthorized persons.



this criterion (e.g., a pullout teacher serving the child). Whenever in doubt whether or not to share data with someone, your principal or campus account manager can advise you.

**Sharing student data with other teachers.** Legally, you can only share a student's data with those directly involved in making instructional decisions for the child. If you share a student's data with other teachers, make sure they each fit

**Sharing student data with parents.** Sharing data with parents is a valuable instructional tool. However, when printing rosters or tables listing all students in your class, make sure the parents of one child cannot see information for other children.

**Storing and discarding data.** Make sure to keep any data (electronic or paper copies) in a safe location, away from prying eyes. Use a shredder before discarding printouts in a recycling bin.

**Be aware that violating student confidentiality will result in termination of your account, resulting in loss of access privileges on MyData Portal.**

## MyData Portal Accounts

Teacher accounts are set up automatically soon after a teacher becomes part of a school's teaching staff. However, the principal or the campus account manager (designated by the principal) must activate teacher accounts after each teacher has submitted a signed security oath.

A few other district staff may obtain a MyData Portal account by submitting an account request form.

Excepting principals and superintendents, non-teaching staff must get additional authorization to obtain an account. Accounts are issued only to those with a legitimate and ongoing purpose to gain access to confidential student data. The Office of Institutional Research (OIR) reviews each request for eligibility.

### The Security Oath

The security oath ensures that MyData Portal users understand the sensitive nature of the data accessible after signing in to their accounts. Simply stated, users pledge to safeguard student confidentiality.



The confidential nature of students' data applies whether the information is obtained online or through any other means.

## First-Time Access to Your MyData Portal Account

When the principal or campus account manager activates a teacher's account, an e-mail message is sent to the teacher explaining the user name (the employee identification number) and a temporary password (see next section). Users are encouraged to access their accounts immediately so that they can change their temporary passwords and verify that all account information is correct.

### User Name and Temporary Password

Your MyData Portal user name consists of your employee identification number (without leading zeros).

If you are a teacher, the campus account manager will activate your account after you have completed and submitted a signed security oath to him or her. An e-mail message with account

information will be sent to your DISD mailbox. (If you have problems accessing your DISD e-mail account, contact your school's technologist immediately.)

Your temporary password is composed of your employee ID (no leading zeros) and the last four numbers of your social security number (SSN).

**Example:** Jane Doe's employee ID number is 001234. So, her MyData Portal user name is "1234."

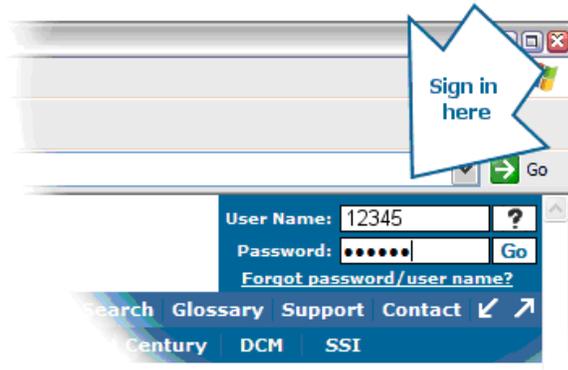
Ms. Doe's SSN is 123-45-6789. Therefore, 12346789 is the temporary password that will be created when her account is activated. Ms. Doe must sign in to her account as soon as possible to change the temporary password to one of her choice.

## First-Time MyData Portal User

These instructions assume that users have a basic understanding of how to navigate a World Wide Web site using a web browser and how to use simple features such as clicking on hyperlinks or signing in to an online account. Consult your school's technologist if you need assistance getting started.

Start Internet Explorer and go to <http://mydata.dallasisd.org> (or use the shorter address <http://mydata>) as you would to visit any web site on the Internet. You will see the MyData Portal home page and the unsecured portion of MyData Portal.

To sign in to your account, use the box in the top right corner of the page. (See screenshot.) Enter your user name (your employee ID number) and password in the appropriate fields, then press enter on your keyboard or click the "Go" button.



Screenshot showing the log-in box on MyData Portal's home page at <http://mydata.dallasisd.org> or simply <http://mydata>

**First-time sign in.** When you sign in for the first time, you are redirected to a page where you will be asked to change your password to something that only you will know.

In the appropriate fields, re-enter the temporary password (the one you just used to sign in). Then select a password that you will remember later. Re-type the new password for confirmation.

Click "Change Password" to submit the new password, and you will be redirected to your account's home page. The temporary password has been changed, so use the new password the next time you sign in to your account.

When you log in to your account for the first time, you must change your password to anything you like.

### Password Tips

- MyData Portal passwords must have at least 6 characters.
- Create a password that is easy to remember.
- Passwords containing letters and numbers are more difficult to break.
- Do not use anything that people are likely to figure out (e.g., your child's or spouse's first name).
- MyData Portal passwords are case insensitive. So, "mypass731" and "MyPass731" work the same).
- Absolutely do not share your password with others, regardless of their status in the district. Doing so is a violation of the security oath that could lead to your losing your access privilege.

## The Teacher's Account

When you sign in to your account, you are directed to your own home page. Notice that the teacher's name is shown in the title of the page "Home Page for JANE DOE."

In the screenshot below, **Arrow 3** shows the body of the page. When you follow any of the links on your page, the content will appear in that area, just below the navigation bar. Each page has its own page title so you always know what you are viewing.

**Arrow 2** shows the navigation bar, where you find the links to the different sections of the page. From anywhere you are, go back to your home page by clicking "JANE DOE" (or your name as it appears in the personnel database).

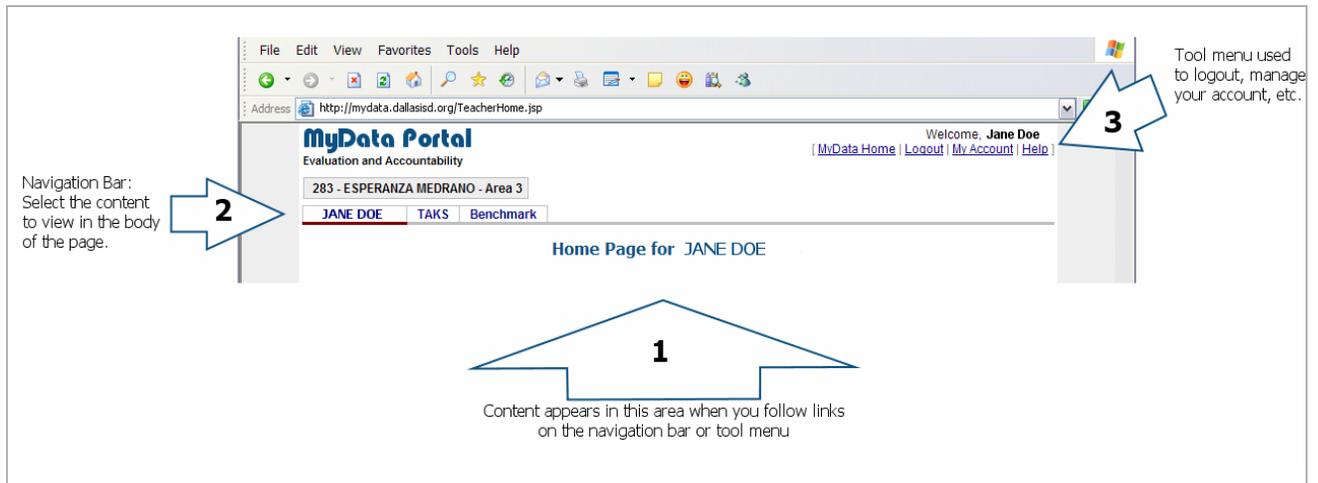
The **TAKS** and **Benchmark** tabs are hyperlinks (or links) that take you to the *TAKS* and the *Benchmark* sections, respectively. Clicking on

either of these links, will take you to the *TAKS* and *Benchmark* sections, accordingly. You can then make other selections to view the *TAKS* and *Benchmark* results you need.

**Arrow 3** points to four links. "**MyData Home**" simply takes you to the MyData Portal home page so you can view the unsecured portion of the site without logging out.

"**Logout**" is self-explanatory; it is always a good idea to log out to prevent inadvertently leaving your students' data open to unauthorized persons.

"**My Account**" takes you to information about your account. It also allows you to change your password, which is recommended from time to time or whenever you fear that security may have been breached.



Screenshot showing a sample teacher's home page after logging in to her account. The numbered arrows highlight different parts of the page that are explained in more detail in the text of this primer.

If you click on “**My Account**,” you will see a page similar to the one shown in the following screenshot. The account information page shows your screen name (“12345” in this example), name (Jane Doe), title (teacher), ORG or TEA number (283), and so on.

“Number of Logins” indicates how many times you have signed in to your account. “Last Update” and “Updated by” in the screenshot below indicate this account was modified on the date shown by “Linda Granger” (likely the principal or campus account manager in the school).

**MyData Portal**  
Evaluation and Accountability

Welcome, **Jane Doe**  
[ [MyData Home](#) | [Logout](#) | [My Account](#) | [Help](#) ]

283 - ESPERANZA MEDRANO - Area 3

[JANE DOE](#) | [TAKS](#) | [Benchmark](#)

Account Info	Change Password
Screen Name: 12345 User's Name: Jane Doe Title: TEACHER ORG: 283 E-mail: jdoe@dallasisd.org Employee ID: 012345 SSN: 123-45-6789 Number of Logins: 257 Last Update: 9/10/2005 Updated by: Linda Granger	Old Password: <input type="text"/> New Password: <input type="text"/> Retype New Password: <input type="text"/> <input type="button" value="Change Password"/> <input type="button" value="Reset Form"/>

Screenshot of the “**My Account**” page where you can to see your account information and change your password.

## Example of How To View Student Data

As was just explained, using the tabs on your home page, you can view *TAKS* and Benchmark data. For this example, let’s click on the “**Benchmark**” link on the navigation bar.

This takes you to the Benchmark home page as shown in the screenshot below. From here, you can select which result you want to view: Benchmark 1, 2 or 3. (In this screenshot, only the top portion of the page is visible.)

The first links take you to the part of the page listing the tests for which the teacher can view Benchmark results. For this example, let’s examine what’s available for Benchmark 3. Under “Benchmark 3,” the teacher can see results for all of grade three or for each test available for that grade. (Secondary teachers’ pages allow the selection by Benchmark test number, course, or section.)

**MyData Portal**  
 Evaluation and Accountability

Welcome, **Jane Doe**  
[MyData Home](#) | [Logout](#) | [My Account](#) | [Help](#)

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[JANE DOE](#) | [TAKS](#) | [Benchmark](#)

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**Benchmark  
 2004-05**

[ [Benchmark 1](#) | [Benchmark 2](#) | [Benchmark 3](#) ]

**Benchmark 3**

ESPERANZA MEDRANO (283)

Grade 3      Mathematics (17 students)  
    Science (16 students)  
    Social Studies (16 students)

Let's follow the "Mathematics" link. As shown in the next screenshot, just below the page title, you find information about the results you are viewing; in this example, we know that we are

looking at Jane Doe's third-grade Benchmark 3 mathematics results. (This way, if you print several pages, you can always tell what information is on a printout.)

**MyData Portal**  
 Evaluation and Accountability

Welcome, **Jane Doe**  
[MyData Home](#) | [Logout](#) | [My Account](#) | [Help](#)

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[JANE DOE](#) | [TAKS](#) | [Benchmark](#)

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**Benchmark 3  
 2004-05**

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SCHOOL : ESPERANZA MEDRANO (283)  
 TEACHER : JANE DOE  
 GRADE : 3 (ENGLISH)  
 SUBJECT : MATH

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[ [Show student data](#) ]

**Benchmark Result Summary**

Student Subgroups	Number Tested	Average % Correct	Number Above 70% Items correct	Percent Above 70% Items correct
All	17	75.2	13	76.5
Hispanic	14	75.2	10	71.4
African American	1	72.2	1	100.0
Asian	1	72.2	1	100.0
LEP	8	74.0	6	75.0
TAG	3	83.3	3	100.0
Low SES	16	74.8	12	75.0

LEP = limited English proficient. TAG = talented and gifted. Low SES = low socioeconomic status (free or reduced lunch). Some tests include free response items. Information about these items is excluded from this table.

[ [Student responses](#) | [Class roster](#) | [Analysis template](#) ]

Screenshot showing Jane Doe's third-grade mathematics Benchmark 3 results for all students that took the test. Results are also shown for student groups (Hispanic, African American, Asian, LEP, TAG, and low SES).

The first table contains a Benchmark result summary. Student groups are links. Clicking on “Hispanic,” for example, produces an identical result summary but only for the Hispanic students in the class. (Notice that 17 students in Jane

Doe’s grade three have mathematics Benchmark 3 results; of those, 14 are Hispanic.) The screenshot below shows that page with Hispanic students only.

**MyData Portal**  
 Evaluation and Accountability

Welcome, **Jane Doe**  
[\[ MyData Home \]](#) [\[ Logout \]](#) [\[ My Account \]](#) [\[ Help \]](#)

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[JANE DOE](#) [TAKS](#) [Benchmark](#)

### Benchmark 3 2004-05

SCHOOL : ESPERANZA MEDRANO (283)  
 TEACHER : JANE DOE  
 GRADE : 3 (ENGLISH)  
 SUBJECT : MATH  
 SUBGROUP : All Hispanic Students

[\[ Show student data \]](#)

#### Benchmark Result Summary (Hispanic students only)

Student Subgroups	Number Tested	Average % Correct	Number Above 70% Items correct	Percent Above 70% Items correct
All	14	75.2	10	71.4
Hispanic	14	75.2	10	71.4
LEP	7	74.2	5	71.4
TAG	3	83.3	3	100.0
Low SES	14	75.2	10	71.4

LEP = limited English proficient. TAG = talented and gifted. Low SES = low socioeconomic status (free or reduced lunch).  
 Some tests include free response items. Information about these items is excluded from this table.

[\[ Student responses \]](#) [\[ Class roster \]](#) [\[ Analysis template \]](#)

#### Item Analysis (Hispanic students only)

Obj	Item	% Correct	SE	A	B	C	D	E	Other
1	1	71	3.2.B	29	71				
6	2	93	3.17.A			7	93		

Screenshot showing Jane Doe’s third grade mathematics Benchmark 3 results for Hispanic students in her class.

Moving further down the Benchmark result page, you will see another table titled "Item Analysis" as shown in the screenshot below. The Benchmark 3 test that generated the results in this example had 35 items (listed in the second column in ascending order).

The "% Correct" column shows the percentage of Jane Doe's third grade students tested on the mathematics Benchmark 3 test that answered each item correctly. For example, 71 percent of the students answered item 1 correctly; only 18 percent answered item 10 correctly.

The first column shows the objective and the student expectation (SE) tested by each item.

LLP	U	LEP	U	Low SES
TAG	3	83.3	3	100.0
Low SES	16	74.8	12	75.0

LEP = limited English proficient. TAG = talented and gifted. Low SES = low socioeconomic status (free or reduced lunch). Some tests include free response items. Information about these items is excluded from this table.

[ [Student responses](#) | [Class roster](#) | [Analysis template](#) ]

**Item Analysis**

Obj	Item	% Correct	SE	A	B	C	D	E	Other
1	1	71	3.2.B	<u>29</u>	<u>71</u>				
6	2	88	3.17.A			12	<u>88</u>		
1	3	53	3.2.C	12	18	<u>53</u>	18		
6	4	47	3.15.B	6		<u>47</u>	<u>47</u>		
2	5	88	3.6.C		<u>88</u>	6			6
3	6	100	3.8.A	<u>100</u>					
6	7	59	3.17.A	12	12	<u>59</u>	18		
1	8	59	3.2.B	<u>59</u>	41				
3	9	94	3.8.A		<u>94</u>		6		
6	10	18	3.15.B	47	<u>18</u>	18	18		
3	11	94	3.9.C	<u>94</u>	6				
3	12	100	3.9.A		<u>100</u>				
1	13	100	3.2.C				<u>100</u>		
6	14	29	3.15.B	35	24	<u>29</u>	12		
3	15	100	3.9.A			<u>100</u>			
1	16	35	3.2.B	29	29	<u>35</u>	6		
3	17	88	3.9.C	<u>88</u>		12			
2	18	94	3.6.A	<u>94</u>			6		
6	19	41	3.17.A	41	6	12	<u>41</u>		
2	20	88	3.6.C			12	<u>88</u>		
3	21	100	3.9.C			<u>100</u>			
3	22	88	3.8.A		12		<u>88</u>		
2	23	76	3.6.A	<u>76</u>	18		6		
3	24	94	3.9.A	6			<u>94</u>		
1	25	94	3.2.C	6			<u>94</u>		
6	26	76	3.17.A	12	<u>76</u>	6	6		
6	27	71	3.15.B	18	12	<u>71</u>			
1	28	71	3.2.B	<u>71</u>	29				
1	29	82	3.2.C	12	6	<u>82</u>			
3	30	100	3.9.A	<u>100</u>					
3	31	47	3.9.C	<u>47</u>	47		6		
3	32	47	3.8.A		12	41	<u>47</u>		
2	33	94	3.6.C			<u>94</u>	6		
2	34	88	3.6.C	6		<u>88</u>			6
2	35	47	3.6.A	<u>47</u>	24	6	18		6

Correct answer is underlined. **Incorrect answer chosen by 15% of students or more.** Click a column heading to sort.

A useful feature in these pages is that each column heading can be clicked to sort the table by that category. Click once to sort in ascending order; click again to reverse the sort order. For

example, if you want to sort the objectives, click on the “Obj” label in column one. The screenshot below shows the result.

Obj ↓	Item	% Correct	SE	A	B	C	D	E	Other
1	1	71	<u>3.2.B</u>	29	<u>71</u>				
1	3	53	<u>3.2.C</u>	12	18	<u>53</u>	18		
1	8	59	<u>3.2.B</u>	<u>59</u>	41				
1	13	100	<u>3.2.C</u>				<u>100</u>		
1	16	35	<u>3.2.B</u>	29	29	<u>35</u>	6		
1	25	94	<u>3.2.C</u>	6			<u>94</u>		
1	28	71	<u>3.2.B</u>	<u>71</u>	29				
1	29	82	<u>3.2.C</u>	12	6	<u>82</u>			
2	5	88	<u>3.6.C</u>		<u>88</u>	6			6
2	18	94	<u>3.6.A</u>	<u>94</u>			6		
2	20	88	<u>3.6.C</u>			12	<u>88</u>		
2	23	76	<u>3.6.A</u>	<u>76</u>	18		6		
2	33	94	<u>3.6.C</u>			<u>94</u>	6		
2	34	88	<u>3.6.C</u>	6		<u>88</u>			6
2	35	47	<u>3.6.A</u>	<u>47</u>	24	6	18		6
3	6	100	<u>3.8.A</u>	<u>100</u>					
3	9	94	<u>3.8.A</u>		<u>94</u>		6		
3	11	94	<u>3.9.C</u>	<u>94</u>	6				
3	12	100	<u>3.9.A</u>		<u>100</u>				
3	15	100	<u>3.9.A</u>			<u>100</u>			
3	17	88	<u>3.9.C</u>	<u>88</u>		12			
3	21	100	<u>3.9.C</u>			<u>100</u>			
3	22	88	<u>3.8.A</u>		12		<u>88</u>		
3	24	94	<u>3.9.A</u>	6			<u>94</u>		
3	30	100	<u>3.9.A</u>	<u>100</u>					
3	31	47	<u>3.9.C</u>	<u>47</u>	47		6		
3	32	47	<u>3.8.A</u>		12	41	<u>47</u>		
6	2	88	<u>3.17.A</u>			12	<u>88</u>		
6	4	47	<u>3.15.B</u>	6		47	<u>47</u>		
6	7	59	<u>3.17.A</u>	12	12	<u>59</u>	18		
6	10	18	<u>3.15.B</u>	47	<u>18</u>	18	18		
6	14	29	<u>3.15.B</u>	35	24	<u>29</u>	12		
6	19	41	<u>3.17.A</u>	41	6	12	<u>41</u>		
6	26	76	<u>3.17.A</u>	12	<u>76</u>	6	6		
6	27	71	<u>3.15.B</u>	18	12	<u>71</u>			

Correct answer is underlined.  
 Incorrect answer chosen by 15% of students or more.

Click a column heading to sort.

Screenshot showing Benchmark 3 item analysis sorted by objective (by clicking the “Obj” column).

You may want to sort the item analysis table depending on what patterns you want to examine. For example, if you want to examine the items fewest students answered correctly, you can sort the table by clicking the “% Correct” column. See the result in the screenshot below. Notice that items 10, 14, 16, 19, and 4 had the

lowest low percentages of correct answers. In addition, four of those five items tested Objective 6. Inspection of the student expectations and the responses to each items could provide further insight on students response patterns.

Obj	Item	% Correct ↓	SE	A	B	C	D
6	10	18	3.15.B	47	18	18	18
6	14	29	3.15.B	35	24	29	12
1	16	35	3.2.B	29	29	35	6
6	19	41	3.17.A	41	6	12	41
6	4	47	3.15.B	6		47	47
3	31	47	3.9.C	47	47		6
3	32	47	3.8.A		12	41	47
2	35	47	3.6.A	47	24	6	18
1	3	53	3.2.C	12	18	53	18
6	7	59	3.17.A	12	12	59	18
1	8	59	3.2.B	59	41		
1	1	71	3.2.B	29	71		
6	27	71	3.15.B	18	12	71	
1	28	71	3.2.B	71	29		

Screenshot highlight a Benchmark 3 item analysis table sorted by “% Correct” in ascending order.

**Note.** These sample analyses serve only as an illustration of the features on MyData Portal. Covering all possible analyses and interpretations are beyond the scope of this document.

Another very useful feature of these pages allows you to view and print a student expectation. In the example, say that you notice many students missed item 1, which tests mathematics SE 3.2.B. Simply click on “3.2.B” to find out what

that SE is. (See the result in the next screenshot.)

A popup windows appears describing the “knowledge and skill” and the specific student expectation for that Benchmark item.

Obj ↓	Item	% Correct	SE	A	B
1	1	71	3.2.B	29	71
1	3	53	3.2.C	12	18
1	8	59	3.2.B	59	41
1	13	100	3.2.C		
				29	29
				6	
				71	29
				12	6
					88
				94	
				76	18
				6	
				47	24
				100	
					94
				94	6
					100
				88	
					12
				6	
3	30	100	3.9.A	100	
3	31	47	3.9.C	47	47

http://10.2.112.138:7001 - SE Look-Up - Microso...

**Math 3.2.B**

**Knowledge and Skill:**  
 Number, operation, and quantitative reasoning. The student uses fraction names and symbols to describe fractional parts of whole objects or sets of objects.

**Student Expectation:**  
 Compare fractional parts of whole objects or sets of objects in a problem situation using concrete models.

Done Internet

## Is That All?

This primer covered the basic navigation skills for even the novice Internet user to get started. We only covered viewing Benchmarks results, so you may be wondering, “How will I learn to view my TAKS results... and everything else?” The best way to learn your way around the different pages on the site is to explore each section. Be inquisitive. Click on the different links, and see where they will take you. If you “get lost,” you can always start over from the beginning.

Your school has more experienced users. Rely on them for help. Your principal and campus account manager are authorized to contact the

Office of Institutional Research for further assistance if they can't answer a question.

MyData Portal is a very dynamic online tool, with content being added as needed. You will not require special training each time a new section or page is added to the site.

The more you use the site, the more it will become second nature to find your way around. We hope this tool will soon be as valuable to you as it has been to many users over the years. Ultimately, it is hoped that your students are the ones most positively impacted.