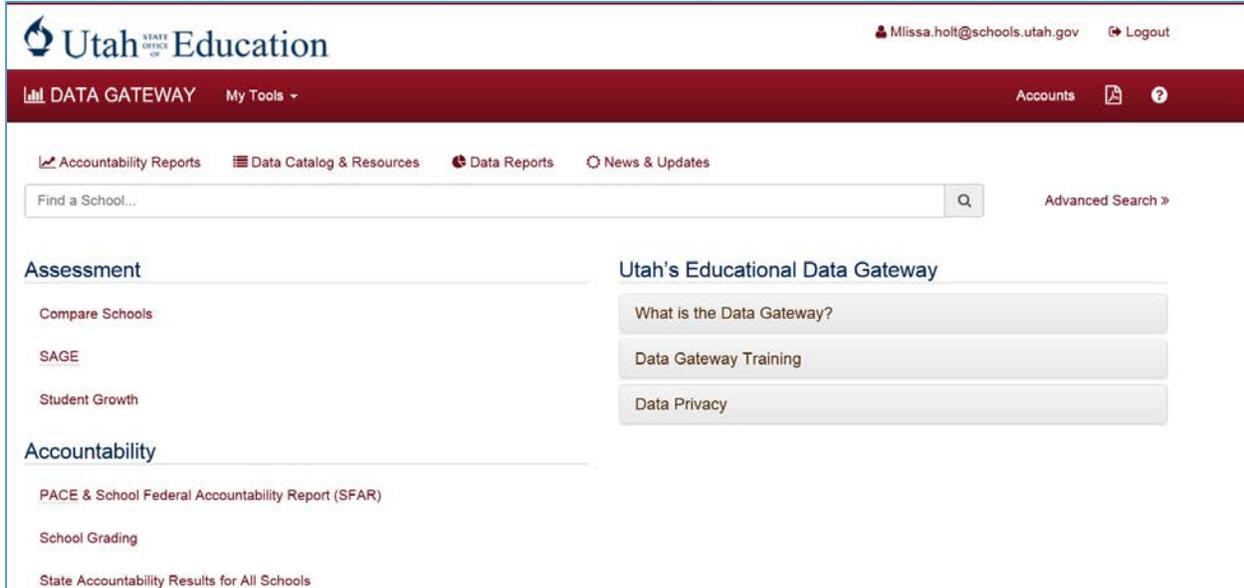
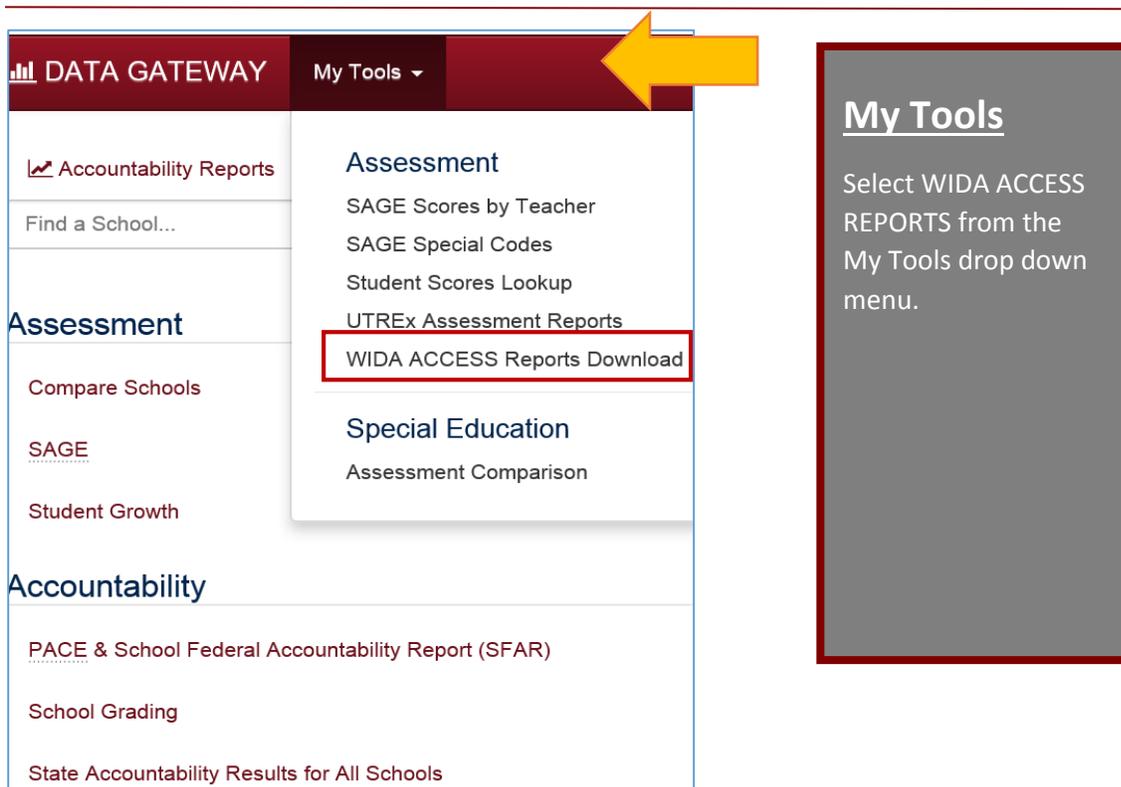


# WIDA ACCESS Reports Download

1. **Log-in** to the Data Gateway to access the WIDA reports. If you have not created a Data Gateway account, please register. You will need your CACTUS ID to create a new account.



## 2. Select My Tools Menu



### 3. Download – Reports should only be downloaded to a secure network.

Select the desired school year, district, and school. Select the green download report button. You will see a prompt asking you to either open or save the report. Do not download the reports to your desktop.

**DATA GATEWAY** My Tools ▾

School Year  
2014/2015 ▾

District  
ACADEMY FOR IV ▾

School  
ACADEMY FOR IV ▾

**2015 WIDA ACCESS Reports** for Currently Enrolled Students

Group reports by  
 School » Grade  
 School



### 4. Download Options

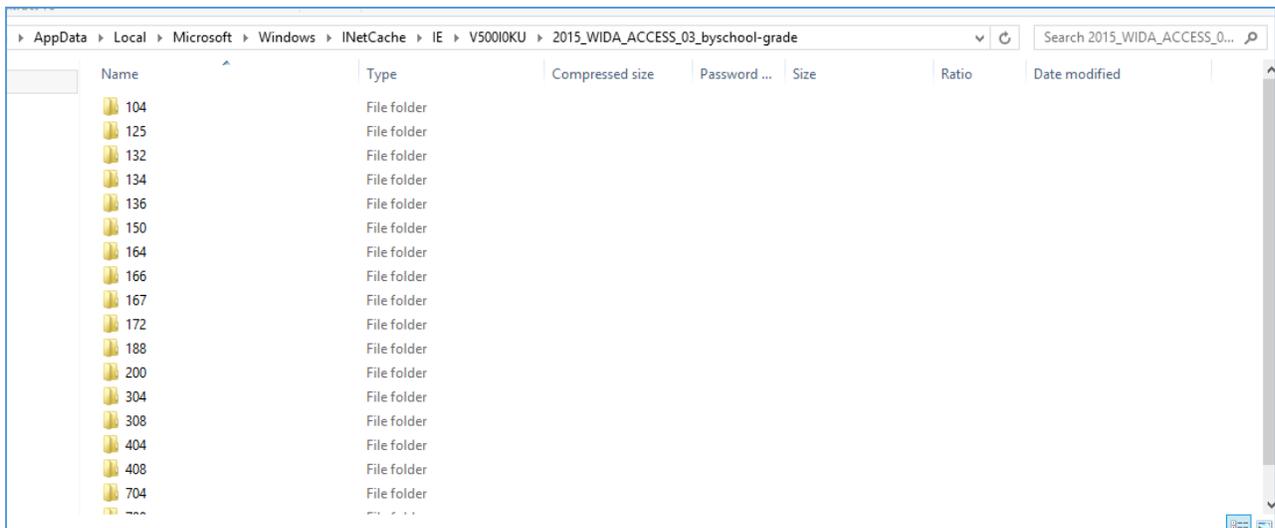
**Group Reports by School >> Grade** – This options generates a WIDA report zip file broken out by grade. Only students enrolled in each grade will be include in the individual reports.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
01	File folder					
02	File folder					
03	File folder					
04	File folder					
05	File folder					

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
2015 WIDA 1 [redacted]	Adobe Acrobat Document	57 KB	No	70 KB	19%	9/3/2015 9:57 AM
2015 WIDA 1 [redacted]	Adobe Acrobat Document	57 KB	No	71 KB	20%	9/3/2015 9:57 AM
2015 WIDA 2 [redacted]	Adobe Acrobat Document	57 KB	No	69 KB	19%	9/3/2015 9:57 AM

**Group Reports by School** – The school selection will provide you a larger view by generating a WIDA report zip file that includes all students within your school or district. This selection can be further expanded by grouping your selection with the drop down filters. For example a grouping selection of Beaver District and All schools will generate a WIDA zip file for ALL students within the district.

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**Troubleshooting** – WIDA reports are only available to those who have been assigned permissions. If you do not see the WIDA report options under MY Tools, you will need to contact your LEA Data Gateway Administrator to ensure you are assigned one of the below roles.