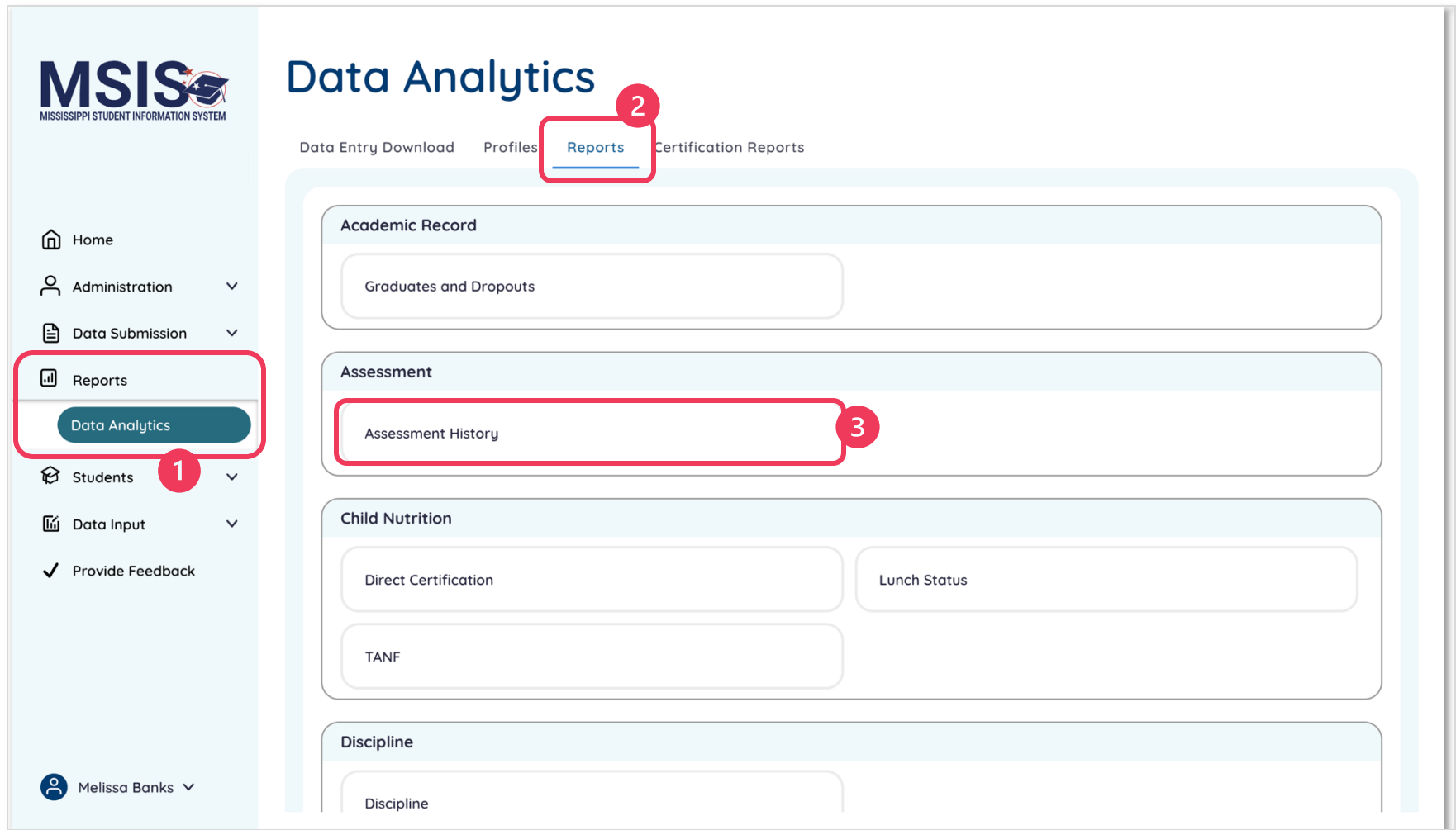




The screenshot displays the MSIS (Mississippi Student Information System) Data Analytics dashboard. The left sidebar contains a navigation menu with the following items: Home, Administration, Data Submission, Reports, Data Analytics, Students, Data Input, and Provide Feedback. The 'Reports' item is highlighted with a red box and a red circle with the number 1. The 'Data Analytics' item is also highlighted with a red box. The main content area is titled 'Data Analytics' and features a tabbed interface with the following tabs: Data Entry Download, Profiles, Reports, and Certification Reports. The 'Reports' tab is selected and highlighted with a red box and a red circle with the number 2. The 'Assessment History' report is visible under the 'Assessment' section, highlighted with a red box and a red circle with the number 3. The 'Assessment History' report is the target of the guide.

1

Click on the down arrow beside **Reports** in the navigation.

Select **Data Analytics**.

2

Click on the Reports tab.

3

Scroll to the Assessment section.
**Reports are visible based on permissions.*

4

LEA

Select LEA

School Name

All

Student Name

Enter Last name, First name

→

Please allow up to 30 seconds for results. May also search by MSIS ID or DOB.

Student Assessment History

Last Refresh Date: 11/06/2025

MSIS ID	Student Name	Grade	Assessment	Scale Score	Performance Level
6 No Assessments data available for selected Student(s)					

4

Report filters

Each tabular report has a variety of filters with drop-down menus containing filter options.

Select more than one filter option:

- Click the down arrow to expand the filter options.
- CTRL or CMD + click on each desired option.

Clear selected filter options:

- Hover just above the top right corner of the filter drop down. An eraser should appear.
- Click the eraser to clear the selected options for that filter.

NOTE: Available filters may differ based on the report selected. Filter options may differ based on user permissions.

5

Sort columns

Some columns may be sorted in ascending or descending order.

- Hover over the column heading.
- A black arrow will appear.
- Click the arrow [▲] to sort the column in ascending order.
- Click the arrow again [▼] to sort the column in descending order.

Note: Most columns only sort within each student data row.

6

Table data

The table will be blank until you have selected an LEA to view.

LEA School Name **7** Student Name

Select LEA All Enter Last name, First name →

Please allow up to 30 seconds for results. May also search by MSIS ID or DOB.

Student Name

Enter Last name, First name →

Please allow up to 30 seconds for results. May also search by MSIS ID or DOB.

7

Student Name

- Enter the Last name or First name to search.
- Users may also enter the MSIS ID or Date of Birth. (Partial MSIS IDs or partial DOBs will also be accepted.)
- Use the Enter key or click the arrow → to search.

Please allow 30-60 seconds for the search to complete!

Student Name

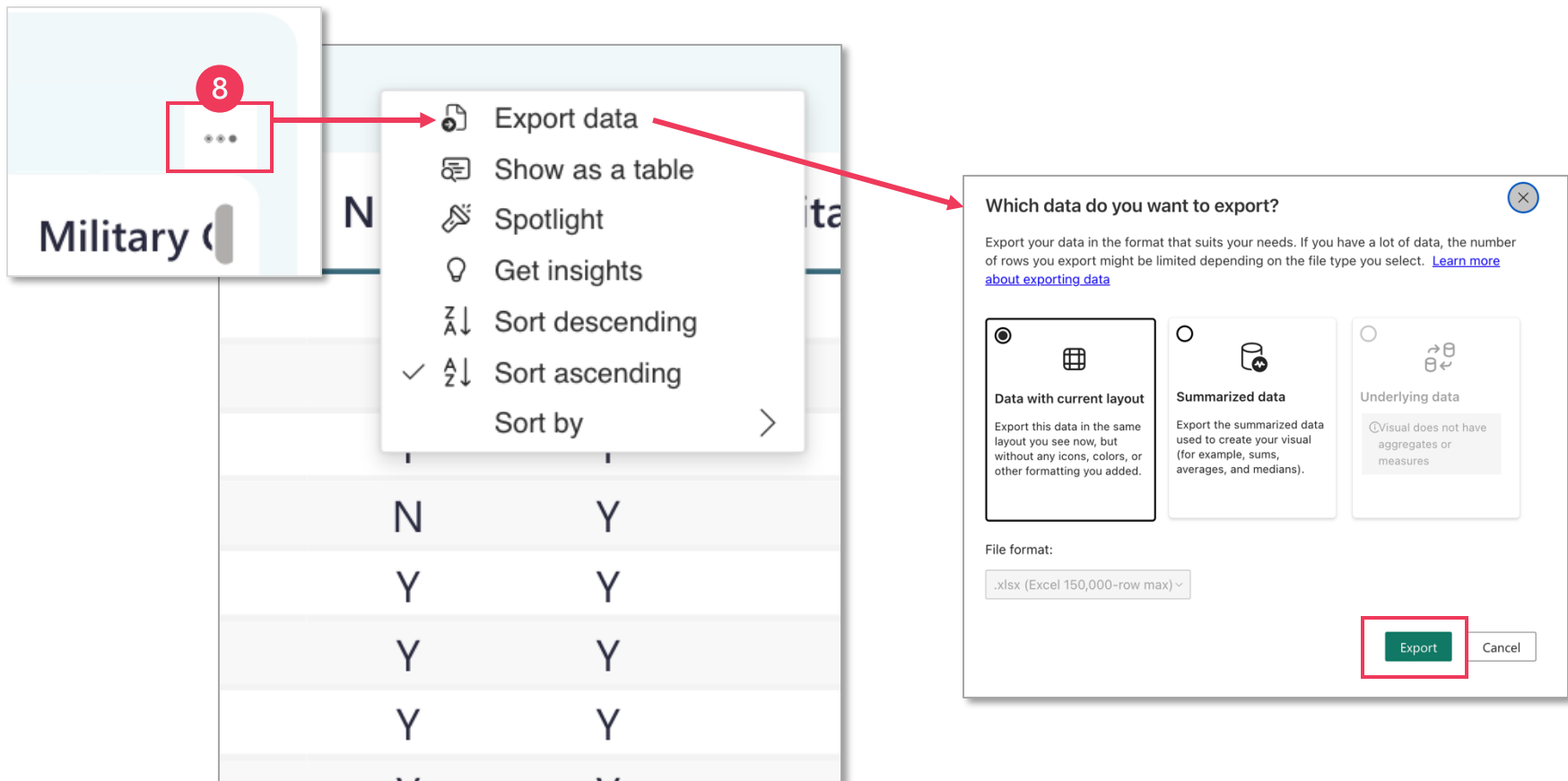
smith



Please allow up to 30 seconds for results. May also search by MSIS ID or DOB.

Clear selected filter options:

- Click the  to clear the Student Name search.



8 Export data
Export data into an Excel spreadsheet.

- Hover over the top right corner of the table.
- A white box with three dots should appear. This is the “more options” menu.
- Click the three dots.
- Choose Export data.
- A new window will appear. Adjust settings as desired.
- Click the green Export button.