Checking for Alt Ed Status in the WAVE

1. Navigate to the SDE website (https://sde.ok.gov/) and navigate to the agencies Single Sign-on website (https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx)

2. Select "The Wave's Portal" from the list of applications/reports
   a. If you do not see the Wave's Portal or any other portion of the Wave, contact your district superintendent or single sign on administrator.

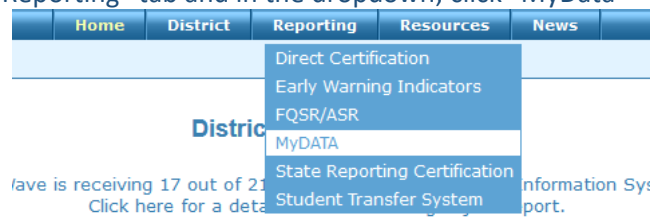3. Hover over the "Reporting" tab and in the dropdown, click "MyData"

Figure 1: Picture of link to MyData on the Wave

4. Select either the "District" or "School" tab on the upper left-hand side of the screen
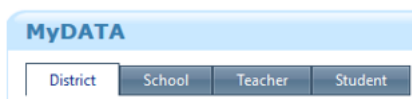

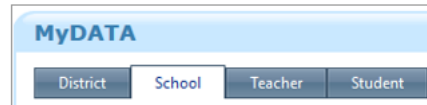*Figure 2: MyData District View*   *Figure 3: MyData School View*

5. Under "Current View" click "Select View" to view the drop-down list of pre-made reports. If they're in the district view Choose "District Alternative Education Students" otherwise if in the School view, choose "School Alternative Education Students" from the list.
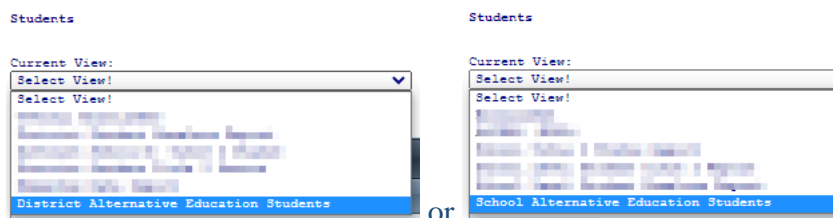

Figure 4: Picture of MyData Enrollment Report Views

6. By default, the current Wave school year will show in the "School Years" column but can be updated to view other school years. Once done, click "View Report"

Figure 5: MyData default school year

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7. The list of students ever enrolled in the district or site(s) will be visible. The column for Alt Ed will be called "Alternative Education"
    a. To filter for students that are Yes, type in "Yes" in the text box then click the cone to bring up a dropdown list, click "Contains"
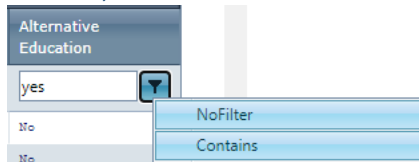

Figure 6: Picture of how to filter

b. All columns can be reordered by clicking, then dragging the column to where it needs to be
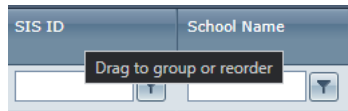

Figure 7: Picture of MyData how to reorder columns

8. The report may be downloaded as a .csv or .xls file by scrolling to the top right corner of the report and clicking one of the icons. If you reordered the columns, the reordering will still be in effect
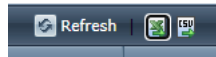

Figure 8: Picture of MyData how to download the report

For any questions on MyData, please contact StudentDataInfo@sde.ok.gov.

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