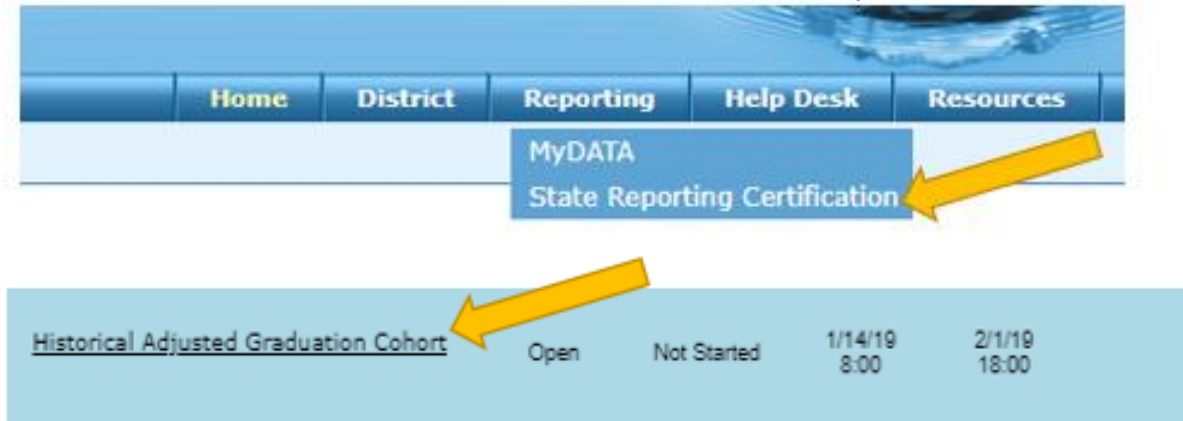


This guide demonstrates how to access the report and update the student's report category. Please note that this report is only for high school sites.

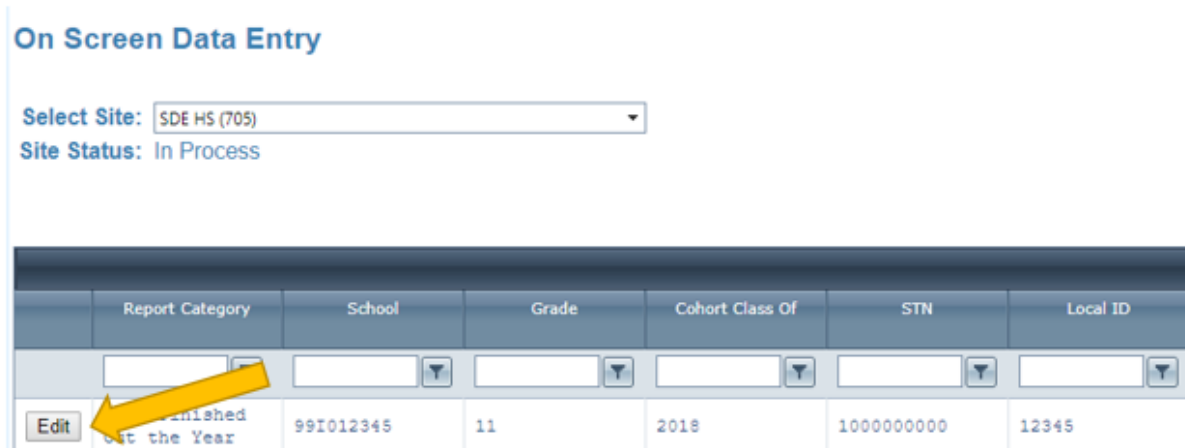
1. Access the Historical Adjusted Graduation Cohort Report in SSO



2. After selecting the site, click the "On Screen Data Entry".



3. If a student's report category is inaccurate, click the "Edit" button on the far left side of the report.





- Once you click the “Edit” button, there is a dropdown list for the Report Category. Select the appropriate one that reflects the student’s last status in your school. Then, click Update.

On Screen Data Entry

Select Site:
Site Status: In Process

	Report Category	School	Grade	Cohort Class Of	STN	Local ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Edit"/>	12 - Finished Out the Year	99I012345	11	2018	1001234567	12345
	<input type="text" value="12 - Finished Out the Year"/>					
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>					

- Once you click “Update” link, the report will refresh and the Report Category that you selected will be reflected on the report.

On Screen Data Entry

Select Site:
Site Status: In Process

	Report Category	School	Grade	Cohort Class Of	STN	Local ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Edit"/>	01 - Graduated	99I012345	11	2018	1001234567	12345

- If you can’t access the report, please contact your superintendent to give you district access for this report.
- If you are a new superintendent and are needing access to Single Sign On, please fill out this form: <https://sdeweb01.sde.ok.gov/SSO2/docs/DistrictSuperintendentSecurityForm.pdf> and submit to ServiceDesk@omes.ok.gov. **Please note that this is through OMES which is a separate office from Accountability.**
- For superintendents on how to add users and roles: [Superintendent SSO Manual](#)