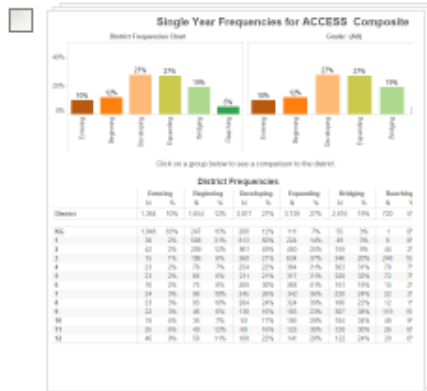


# Accessing your WIDA Access 2.0 scores in Tableau and Exporting to Excel

Step 1. Once logged into Tableau, click on the workbook titled "Access Summary Level". There are several reports available -- individual student's scores are available in the "Student List".

## Access Summary Level



## Student List

Access Level	Access Score	Access Percent	Access Rating	Access Yr	Access Count	Access Grade
4	400	100%	4	2018	1	1
4	350	87.5%	3	2018	1	1
4	300	75%	2	2018	1	1
4	250	62.5%	1	2018	1	1
4	200	50%	0	2018	1	1
4	150	37.5%	0	2018	1	1
4	100	25%	0	2018	1	1
4	50	12.5%	0	2018	1	1
4	0	0%	0	2018	1	1

Step 2. Apply the filter selections for the group of students you are interested in. Filters are available to select either the current year's students or next year's students. You can also filter by school, learning community, school, and grade. You will then have the list of students you selected and can export the list into excel if desired.

Step 3. Click into the table that displays the students and then click on the export icon at the top of the screen (see below). (This will only work if you click into the student list).

### Student Count

656

View:

Proficiency Level

List for:

Current Year Students...

Learning Community

A

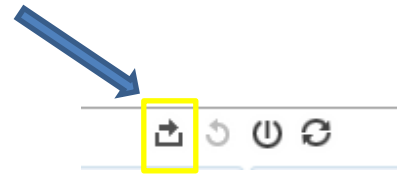
School

Aurora Central High Sc...

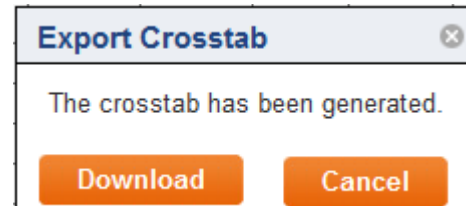
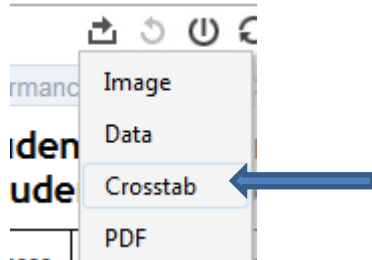
Grade

(All)

Student



Step 4. Select the option, "Crosstab". You will see a message saying that your crosstab has been generated, click "download".



Step 5. Click “Open” (if you are using Internet Explorer) or “OK” (for other browsers) in order to export to excel, and your file will pop up.

The image contains two side-by-side screenshots of file opening prompts. The left screenshot shows a browser dialog box with the text "Do you want to open or save SL\_-2\_crosstab.csv (78.7 KB) from tableau.aps.k12.co.us?". Below the text are three buttons: "Open", "Save", and "Cancel". The "Open" button is highlighted with a yellow box, and a blue arrow points to it from the right. The right screenshot shows a Firefox dialog box titled "Opening SL\_-2\_crosstab.csv". It contains the text "You have chosen to open: SL\_-2\_crosstab.csv which is: Microsoft Excel Comma Separated Values File (78.9 KB) from: https://tableau.aps.k12.co.us". Below this is a section "What should Firefox do with this file?" with three options: "Open with" (selected, with a dropdown menu showing "Microsoft Excel (default)"), "Save File", and "Do this automatically for files like this from now on." (unchecked). At the bottom right, the "OK" button is highlighted with a yellow box, and a blue arrow points to it from the left.

Step 5 If you have any problems or questions, please contact:

Christina Ethier ([ckethier@aps.k12.co.us](mailto:ckethier@aps.k12.co.us) or x.28337) or Jennifer Mertens ([JRMertens@aps.k12.co.us](mailto:JRMertens@aps.k12.co.us) or x.28976)