Untested Report Web Site
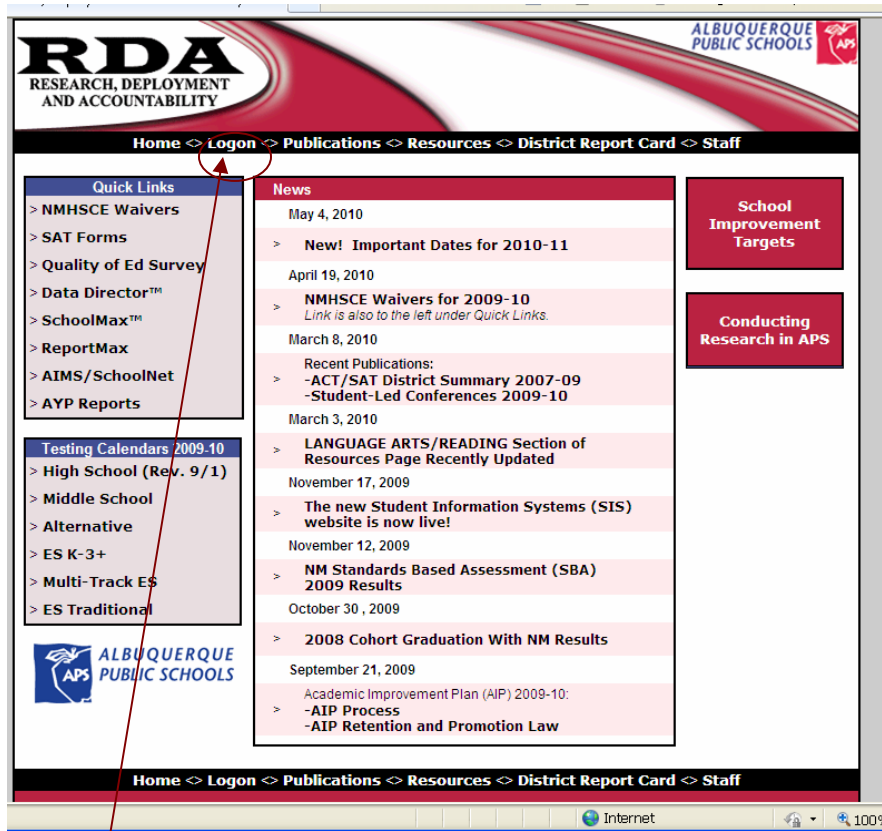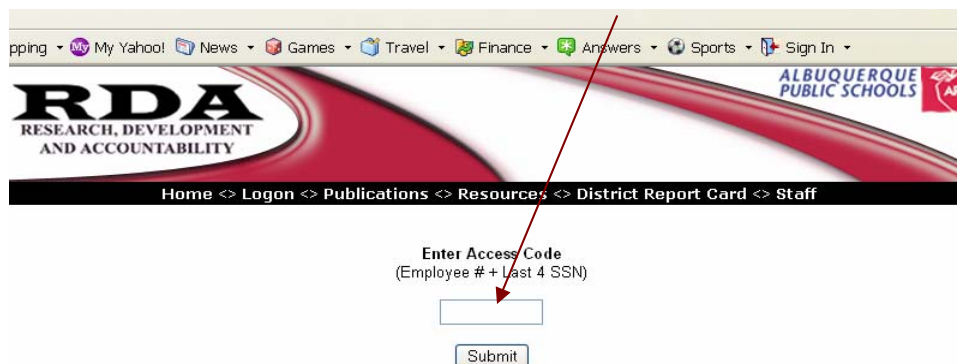## Instructions for Use

1. Type *rda.aps.edu* in your web browser address field and hit *Enter* on your keyboard. The RDA web page will display:

2. Click *Logon* on the top menu. Log in to the RDA web site using your access code (your employee # and the last 4 of your social security number, with no punctuation or spaces).

3. If this is the first time you have logged in to the RDA site this school year, a screen asking for your current email address and phone number will display. You may also indicate the type of communications you would like to receive from RDA. Click *Submit My Preferences* after you are finished.

4. A **Welcome** screen will display with your class list. If you do not have a class, all students for the school location you are viewing will display. Click on the **Untested Rpt** link in the blue menu bar:

5. The **Untested Report Selection** screen displays. Change drop-down selections if needed, and click **Get Data**. *Note: DRA2/EDL is the only Test available at this time.*

6. The ***Untested Report Results – DRA2*** screen displays.

    a. In the heading, please note information regarding 3rd graders, as well as sorting instructions.

    b. The results displayed reflect any DRA2/EDL assessments entered on the RDA site up to the time you run this untested report.

    c. The report shows all untested students (for whom the assessment is required) at your school, but does not list untested students who have had an ALT assessment entered on the RDA web site.

    d. Students with more than one teacher are listed only with their primary teacher.

    e. You may click ***Printable Report*** to create a printable PDF. When the PDF opens, select File/Print on the top menu bar of the PDF. This PDF will have the original sort order of the report (in order by teacher, and then student). It does not reflect sorting by headings that you may have done.

Technical Support:
Kay Garza, SIS Web Developer
garza_k@aps.edu **872-6834**