

# Using My Unify

The My Unify portal provides a filterable card view of all the students to which you have access. Select **Reports > Data Analysis-My Unify** from the main navigation menu.

The screenshot shows the My Unify portal interface for user Ahrens, Josef. At the top, there are two filter menus: 'Filter by class:' with a dropdown menu showing 'GEOMETRY - 0005' (labeled A), and 'Filter by test:' with a dropdown menu showing 'Select test(s)'. Below the filters is a row of demographic buttons: 'ALL 30' (labeled B), 'SWD 0', 'LEP 0', 'ED 4', 'GFT 0', 'EWS 0', and 'PMP 2'. The main area displays six student cards. Each card shows a student's name, a small profile picture, and a row of test performance indicators: SWD, LEP, ED, GFT, EWS, and PMP. The first card (SN: 4423662021) has SWD, LEP, ED, GFT, EWS, and PMP indicators. The second card (SN: 4423693837) has SWD, LEP, ED, GFT, EWS, and PMP indicators. The third card (SN: 4423692621) has SWD, LEP, ED, GFT, EWS, and PMP indicators. The fourth card (SN: 4423701156) has SWD, LEP, ED, GFT, EWS, and PMP indicators (labeled C). The fifth card (SN: 4423676547) has SWD, LEP, ED, GFT, EWS, and PMP indicators (labeled D). The sixth card (SN: 4423676071) has SWD, LEP, ED, GFT, EWS, and PMP indicators.

On this page, you have the following options.

- Narrow the list of displayed students to specific classes or specific tests using the drop-down menus at the top of the portal. (When a test or multiple tests are selected, the scores for the selected tests will display on each student card, color-coded according to the test performance band.)
- Narrow the list of displayed students to a specific demographic using the buttons provided; hover over a button to see a full description of the code.
- Click on the student avatar to change it.



D. Click on a student name to view the student details in tabbed format. For any test listed on the Assessments tab, click on the test name to download a PDF of the student responses.

The screenshot shows a student profile page. At the top, there is a student name, a profile picture, and a notification icon. Below this, there are fields for SN (4423690372), Grade (Tenth Grade), DOB, GPA, Contact number, and Guardian name(s). There are also several colored tags: SWD, LEP, ERL, GFT, EWS, and PMP. Below the student information, there is a navigation bar with tabs for Student Info, Assessments, Schedule, Attendance (3), Discipline (4), Grades, PMP (3), and Early Warning (0). The Discipline tab is selected, and a table of entries is displayed. The table has columns for Date, Code, and Title. The entries are: Aug 31, 2010 12:00:00 AM (Code 705, Title INCIT/PART DISTURB), Sep 3, 2010 12:00:00 AM (Code 701, Title DISRESPECT), Sep 10, 2010 12:00:00 AM (Code 807, Title REFUSE OBEY SCHL POL), and Sep 16, 2010 12:00:00 AM (Code 704, Title CLASSROOM DISRUPTION). A search bar is located above the table, and the text 'Showing 1 to 4 of 4 entries' is at the bottom of the table.

Date	Code	Title
Aug 31, 2010 12:00:00 AM	705	INCIT/PART DISTURB
Sep 3, 2010 12:00:00 AM	701	DISRESPECT
Sep 10, 2010 12:00:00 AM	807	REFUSE OBEY SCHL POL
Sep 16, 2010 12:00:00 AM	704	CLASSROOM DISRUPTION