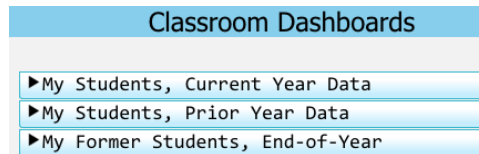


Getting students their mymail accounts and schoology access guide.

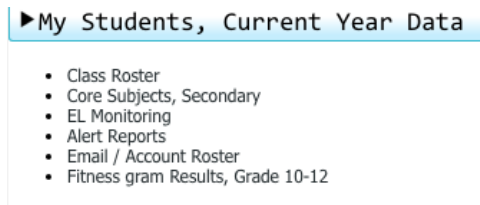
1. Go to getdata.lausd.net
 - a. Sign in using single sign on
2. Click on my data reports



3. Go to Classroom Dashboards (right hand side)



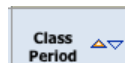
- a. Go to my students, current year data
 - i. Email / Account roster



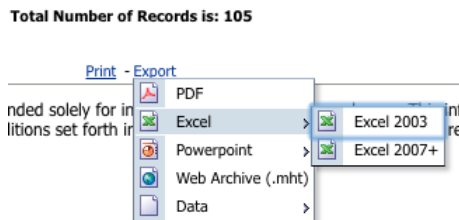
- b. Select Student email / Account roster by class period (2nd choice)



- c. Sort by period



- d. Export to excel



4. Open the file in excel
 - a. Delete cost center column
 - b. Delete teacher name column
 - c. Save file