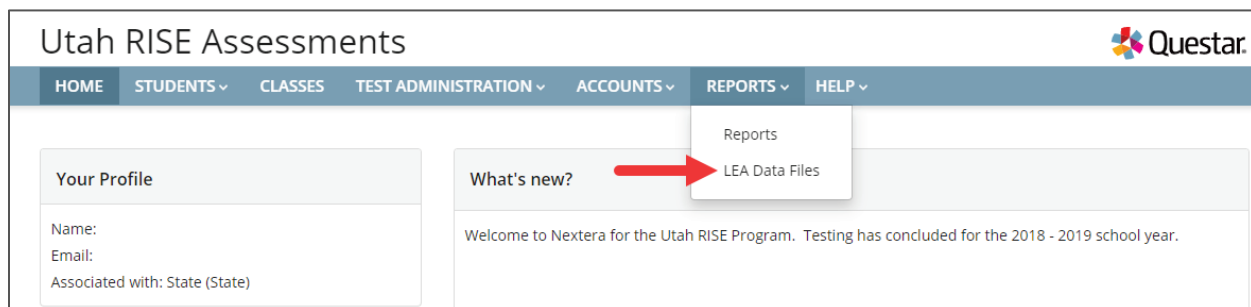


Accessing LEA Data Files

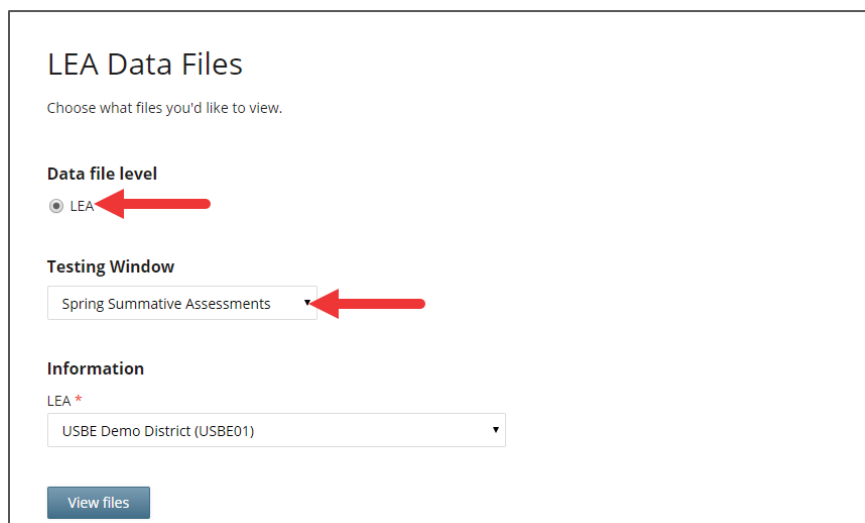
This quick reference guide will provide step-by-step instruction for how to access your LEA Data files within Nextera Admin.

1. Log in to Nextera Admin.
2. Select the **REPORTS** tab then select **LEA Data Files** using the drop-down.



3. The *LEA Data Files* page displays. Select the **LEA Data file level**, and then select the appropriate **Testing Window**.

Note: While all RISE test administrations are options listed in the drop-down, LEA data files will only be available for the Mid-Year Summative and Spring Summative test administrations.



4. Select **View Files**.

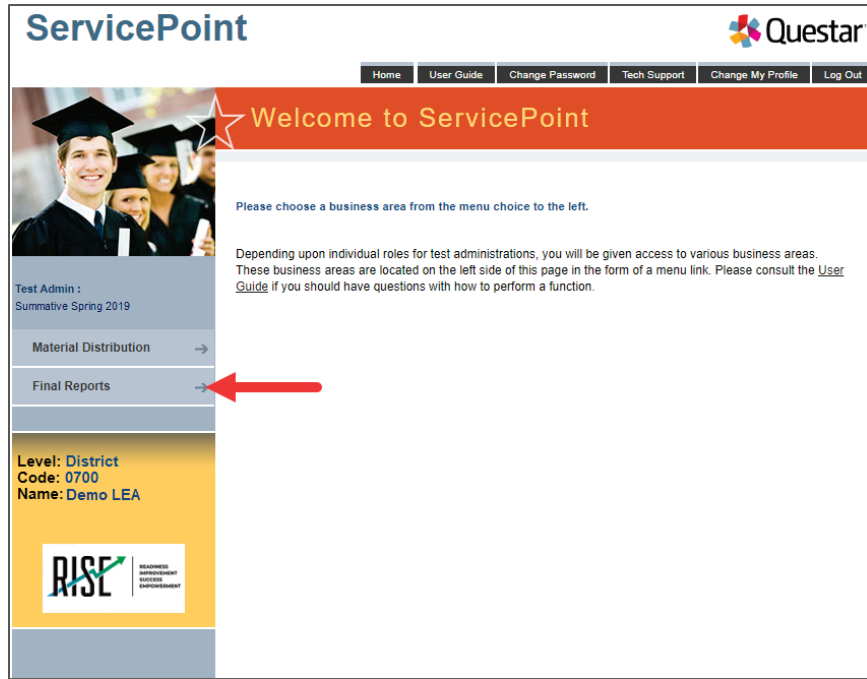


ServicePoint will display in a new Internet browser window or tab.

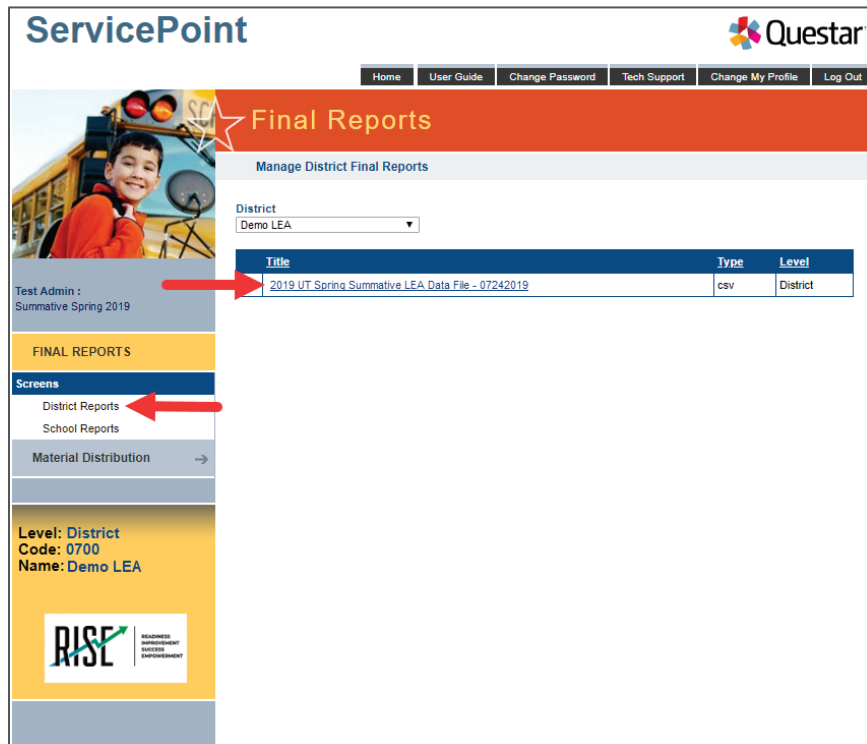
Utah RISE Assessments

Accessing LEA Data Files

5. Select **Final Reports** from the menu bar on the left side of the screen.



6. The **Final Reports** page displays. Select **District Reports** on the left side of the screen. All available reports and files for your location will appear in the screen below. The data files will be in CSV file format.



Utah RISE Assessments

Accessing LEA Data Files



Customer Support

Utah RISE Assessment Questions:

Phone: 1-844-997-0431

Chat: Available on the Help tab in Nextera Admin

E-mail: UTCustomerSupport@questarai.com