

# How to create a data export file

## How To create a data export file:

District and School Administrators now have the ability to export student data into a fixed width text file. Files may be created by selecting the entire test window or a date range within a selected test window. The export will run overnight and will be available to retrieve the following morning.

## Follow the steps below:

To create a data export file, follow these steps:

1. Click on the Account Administration link on the main page
2. Click on Create Export
3. Select the Test Period from the drop down menu
4. Fill in the desired Import date range
5. Select the Export type from the drop down menu
6. You may fill in an optional Description name but this is not required
7. You may place a check next to Student Assessments Only, if you only want to include students that have an assessment entered in this test period. Leaving this option unchecked will include the names of any students in that class, even if they don't have assessment data for the chosen test period. This would also include the names of students that were rerostered to your school, but were originally imported into Azella at another location.

To retrieve the Export file:

1. Click on the Account Administration link on the main page
2. Click on Retrieve Export
3. Click on the Export you wish to retrieve

An export data map is also available online. To view the export map:

1. Click on the Account Administration link on the main page
2. Click on Export Data Map

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