

How do I read the export text file

How To read the export text file:

Use the export data map available on the Administration Services page to see the file layout. You can save the export text file to your computer, and then import it into MS Excel or another program. However, you will have to add the column line breaks manually. Other options include using a text file editor to view the data or importing the file into Access or SQL. You may wish to consult with the I/T department for your district if you are integrating this file into the Arizona SAIS system.

Follow the steps below:

Creating the Export File

1. Click the Account Administration hyperlink from the main page.
2. Click the Create Export hyperlink to open the Create Export screen.
3. Select the test period for which you wish to export data from the corresponding drop-down. You may export data from past and present test periods. The student's information will correspond to the selected test period. The names in this drop-down are the test period names entered by the administrator.
4. Enter the import date range from which you wish to export your data. Click the Calendar button to open the Calendar.
5. Select the export type from the corresponding drop-down. You may only export data at or below your security access level. For example, a school administrator may export data for schools and classes only. Based on the export type, ensure that you select the correct location of the student data you wish to export from the corresponding drop-down.
6. Enter a description into the corresponding text field. What you enter in this field will be the file name on the Retrieve Export screen.
7. Click the Submit Request button to submit your export request. There is a 24-hour processing time between creating and retrieving your exports.

Retrieving the Export File

1. Click the Account Administration hyperlink from the main page.
2. Click the Retrieve Export hyperlink to open the Retrieve Export screen.
3. Click the hyperlink for the Export you want to view to open the Save As window.
4. Click Open to open as a text file or click Save As to save the file locally as a text file.

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