

Exporting data

The export file feature allows a district or school administrator to export student data to a text file. With this file, you can transfer the information into a spreadsheet application. The Export Data Map shows you the file format for the exported data. You can view this map from the Account Administration screen.

Creating 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.

4. 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.
5. 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 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. The export file will automatically appear in a new window.

Sorting the Export File

Click the column header to sort the export hyperlinks in descending order. The default sort for the screen is by Date/Time.

Saving the Export File

1. Click the hyperlink for the Export you want to view. The export file will automatically appear in a new window.
2. Once the file is open, press the <Ctrl> and A keys simultaneously to select all of the data in the file.
3. Copy (ctrl-c) and paste (ctrl-v) this into any text program (i.e. WordPad, Microsoft Word). You may save the data using the selected application.

Saving the Export File to Excel

1. Click the hyperlink for the Export you want to view. The export file will automatically appear in a new window.
2. Right-click your mouse button to open the shortcut menu.
3. Select the Export to Microsoft Excel option to export your data to Excel.

Note: The time displayed on this screen is in Eastern Time. Thus, if the screen displays 1:00 P.M. and you live in the Central Time zone, it is 12:00 P.M.

Deleting an Export Link

1. Click the Delete button to open the Delete Confirmation.

2. Click the OK button to delete the export link.

Article ID: 1776

Last updated: 02 Apr, 2010

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