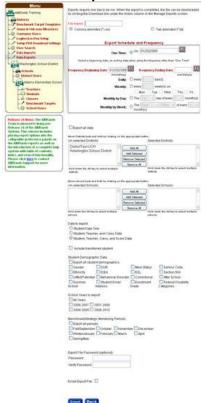
Downloading an Export File

Data Exports

AIMSweb data may be exported as student data only; student, teacher, and <u>class</u> data; or student, teacher, class, and score data. From the Data Exports page, Managers can customize data exports in the format of comma- or tab-delimited files.

Exporting Data

1. Select Data Export from the Manage menu to open the Data Export window.



2. Select data export preferences from the fields provided. To have the export emailed, check the **Email Export File** box.

Note: When password protecting exports, it is recommended to write down the password used because they are not retrievable.

Note: To export all data from the account, check **Export All Data** at the top of the window. This will automatically select all options on the page.

3. Click the **Export** button to schedule the data export. Data exports are performed during off-peak hours, typically overnight. The file will be available for download the following morning.

Note: Do not use slashes (/) or hyphens (-) in the file name of the data export.

After the first export is requested, two tabs will display:

On the Exports tab, you can view all of the requested and completed exports in the system.



Completed files cannot be modified. Clicking the file name will allow for the submission of a new export request using the same settings. Exported files can be downloaded from this window if the export status is "complete" and the Download link appears in the Action column. Completed files are available for download for one month. Data exports are performed during off-peak hours, typically overnight. The file will be available for download the following morning.

 On the Scheduled Exports tab, another export can be created and recurring exports can be modified or deleted.



Click the **Create New** button to create a new export.

Note: Recurring data exports can be scheduled to run during specific times. To do this, enter the Frequency Beginning and End Dates into the corresponding fields. Then, select Daily, Weekly, Monthly by Day, or Monthly by Week using the corresponding radio buttons. **To prevent delay, it is recommended that exports are scheduled one day in advance.**

Downloading an Export File

From the **Exports** tab, click the **Download** link in the **Action** column. If the status **Incomplete**, the file is not ready to be downloaded.

Note: To request another export file using the same settings, click the **file name** of the previously requested export file.

Deleting Export Requests

From the **Scheduled Exports** tab, check the box next to the export to delete. Then, click the **Delete** button.

Information from, https://aimsweb.pearson.com/