

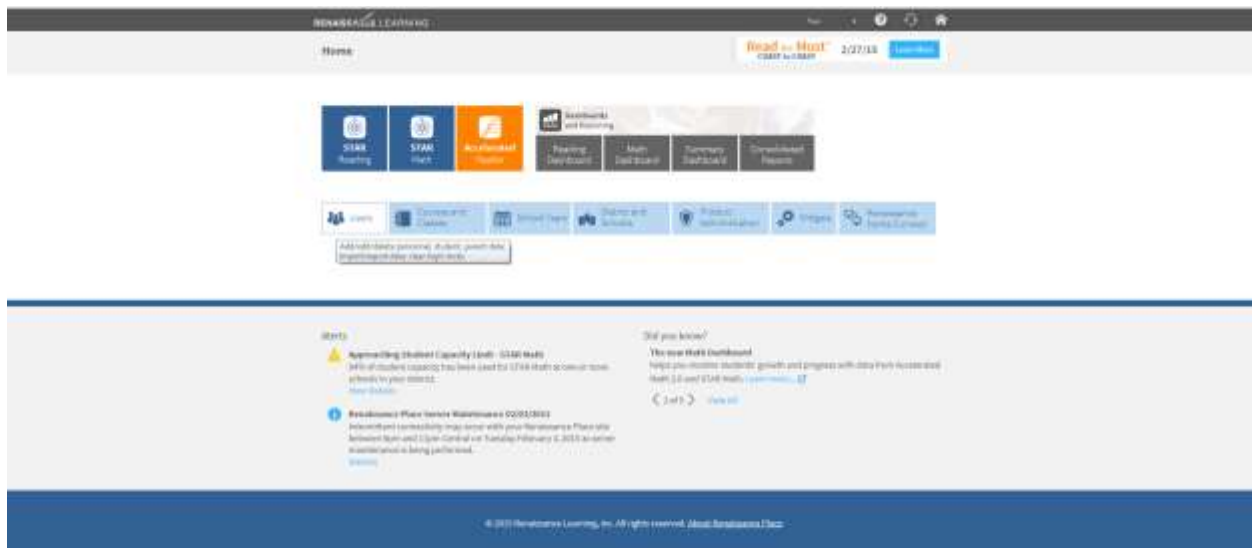
How to Create an STAR Export File

Go to your district RenLearning Login page similar to this one:

<https://global-zone52.renaissance-go.com/welcomeportal/216331>



Select Users



Under heading Related Student Tasks Select Export Information

Personnel, Students, and Parents

- Personnel**
 - Add District Personnel
 - Add School Personnel
 - View Personnel
 - Clear Locked Personnel
- Students**
 - Add Student
 - View Student
 - Get Student Student
 - Get Student Career Credentials
 - Clear Locked Students
 - Reassign Student Accounts
- Related Student Tests**
 - Manage Student Records
 - Export Information
 - View Student Status
 - Export Information**
 - Add to Dashboard
- Parents**
 - Add Parent
 - View Parents
 - Clear Locked Parents
- More Profiles**
 - Profile Manager

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Select School or *District* for all

Select Student

Click on Export for all items or click on the name of any item to export.

Name	Number of Students	Export
School District 5511	1021	
Highland School	1021	Export
Schools Classes Districts		
Academy	6	Export
Academy	13	Export
Academy	187	Export
Academy	199	Export
Academy	197	Export
Academy	46	Export
Academy	46	Export
Academy	126	Export
Academy	171	Export
Academy	46	Export
Academy	199	Export
Academy	66	Export
Academy	47	Export
Academy	162	Export
Academy	187	Export
Academy	197	Export
Academy	199	Export
Academy	197	Export
Academy	163	Export
Academy	169	Export
Academy	6	Export
Academy	136	Export
Academy	79	Export
Academy	165	Export
Academy	61	Export
Academy	21	Export
Academy	187	Export

* Represents the number of students the current user is capable of searching for each location.

Export

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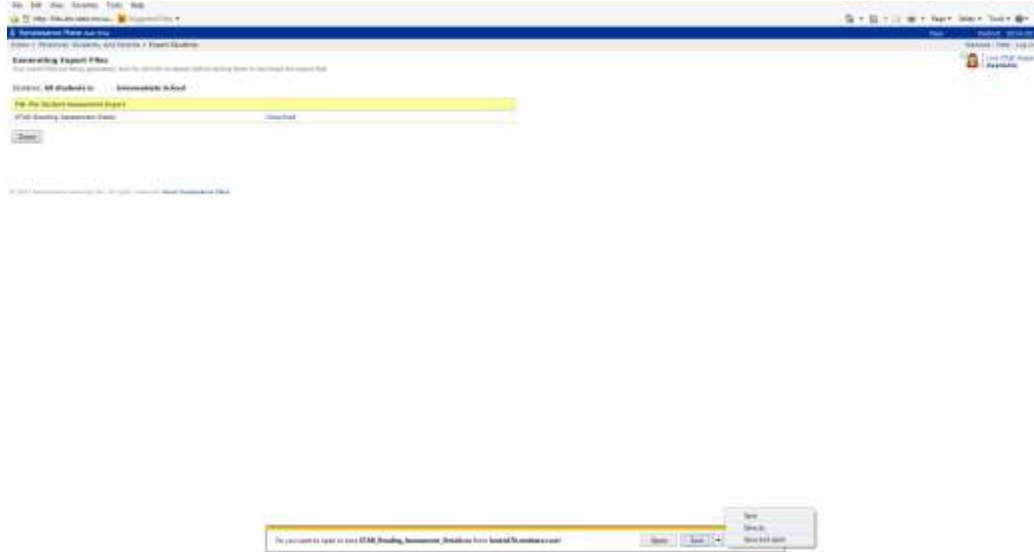
Select Assessment Detail



Pick Your Date Range



Create Files, Select Download and SAVE AS to desktop or network location



Remember to send an email to Viewpoint anytime you put files on the SFTP site

viewpoint@erdc.k12.mn.us