

Exporting Student Data to MS Excel

Student information and results from Star Reading, Star Maths, Star Early Literacy and Accelerated Reader can be exported from Renaissance Place into a CSV file compatible with MS Excel. This allows teachers to save student information as well as test data from these programs to be used in other forms across the school including graphs and reporting.

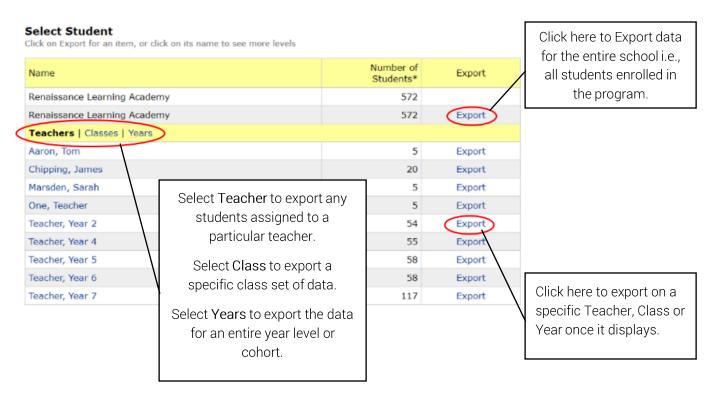
Note: Only staff with Administrator capabilities can export data from Renaissance Place.

To Create a CSV File:

- 1. As an Administrator, log into your school's Renaissance Place.
- 2. On the Home Dashboard, select Users and then Export Information at the bottom of the menu.

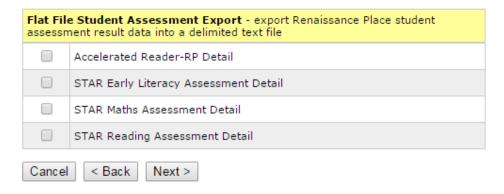


3. Once on the Select Student page, you will see a variety of different data points to export. You can choose to export information for the entire School, or by Teacher, Class or Year as displayed below.

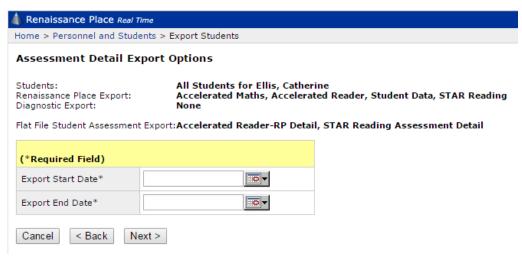




4. Once you select Export, it will display a Flat File Student Assessment Export list as shown below. Select the flat file relevant to the program data you would like to create and click next to continue.



5. Select the start and end dates for the data that you want to export. Type the dates or click on the calendar buttons to select the dates; then click Next.



6. Click download next to each file to download as a CSV and save to the desired location. Click Done after you have finished downloading your files.



If you require any assistance with our programs, please contact us via the LiveChat function on your RP site or email our Customer Service team at enaignessance.com