

## Exporting Scan Data

Once the scan data records have been scored for the entire campus, the records must be exported and emailed to Missy Rowe.

### Steps to Export Scan Data:

1. Be sure you are in the Scan Data table within the AEIS IT program.
2. Be sure all records from your campus have been scored. Remember to click on the SC column within the Scan Data table to see if any records with an "N" appear. If any "N" records appear, finish the scoring process before completing the export.
3. Click on the Search button and double click on **Quick Search**.



4. Within the **Search** screen, click in the **Test Date** field located in the **By Test** area. Type the test date for the test records that are to be exported. The format must be **MM/DD/YYYY**.
5. Click the green checkmark to execute the search.
6. The records appear within the data table.
7. Click on the **Tools** button.



By Test

Objective Type

Content Area

Grade

Date

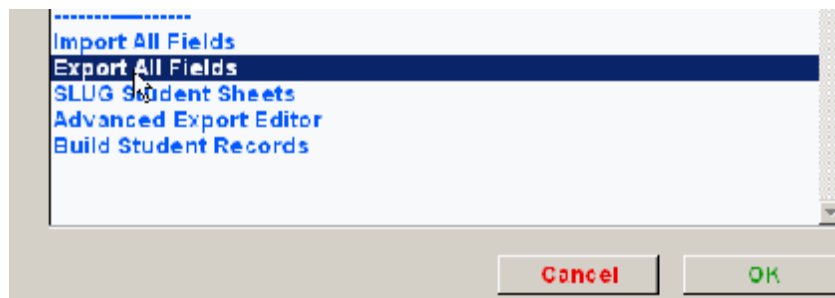
Number

Version

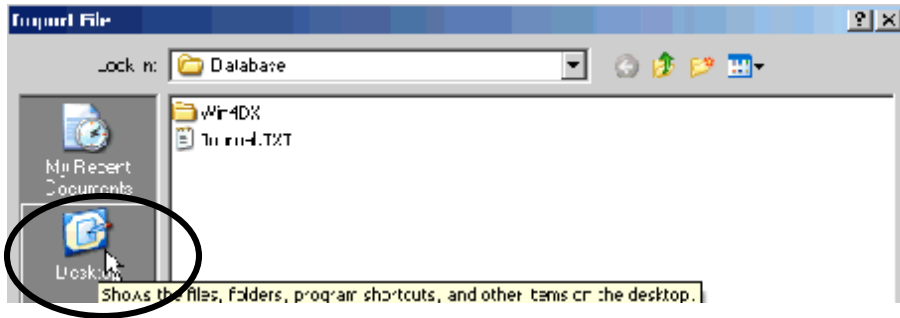
School Year

Date Scored

8. A list of options appears.
9. Highlight the option, **Export All Fields** and click **OK**.



10. **Navigate to the desktop.** Name the file using your campus name, scan data, and test name. **Example: AustinScanDataTEKSCheck1.txt**



11. Attach the file to an email and send to Melissa Rowe.