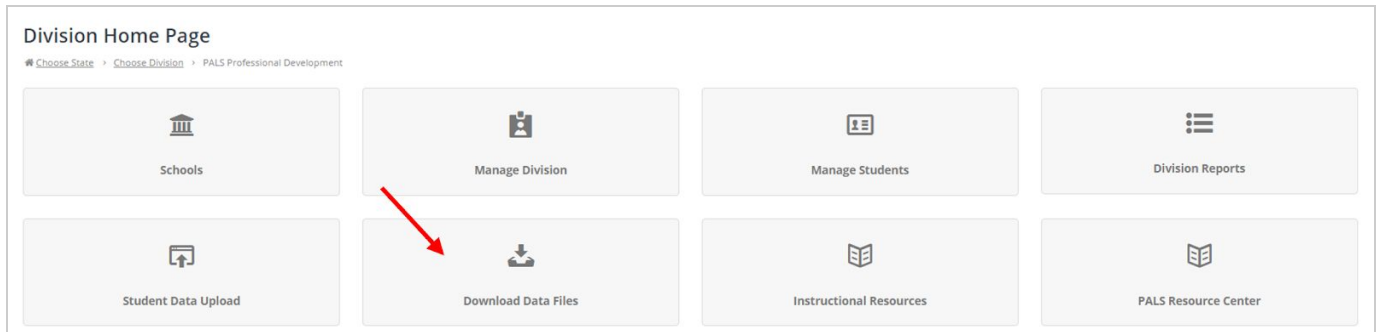


How to Download Data Files from the Online System

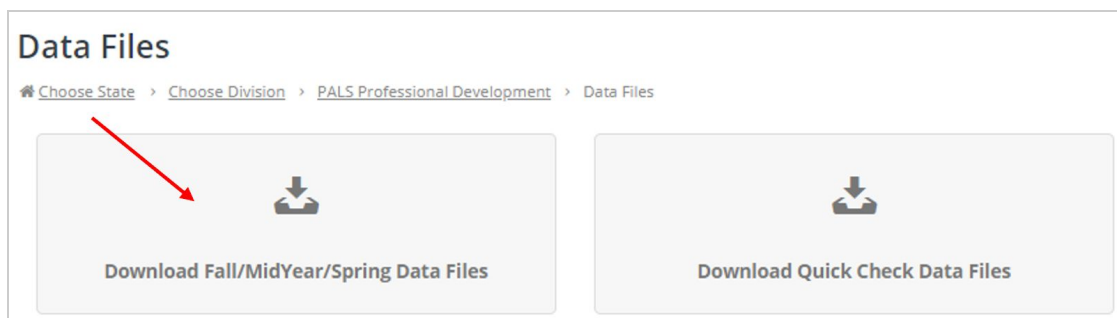
To view District Data Files

*For division-level users

1. From the *Division Home Page*, select *Download Data Files*.



2. Select *Download Fall/MidYear/Spring Data Files*.



3. On the right-hand side, choose the school year for which you want to view files. The current school year will automatically show up. If you want to view files for a past school year, click on the drop-down menu and select the appropriate year.



4. Click the assessment window (Fall, Mid-Year, or Spring) next to the grade level for which you want to download data. The file will automatically download as a .csv file and contain the student demographic and score data. This file will include all schools in the district that are open and had scores entered into the online system during this assessment window. *Scores entered using Late Score Entry do not appear in the files.*

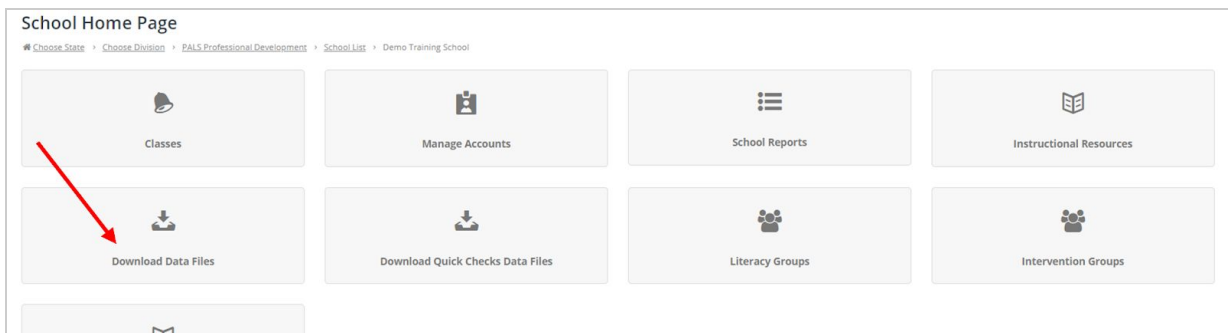


**An explanation of the data fields can be found linked at the top of the Data Files page.

To View School Data Files

*For both school-level users and division-level users

1. Select *Download Data Files*.



2. On the right-hand side, choose the school year for which you want to view files. The current school year will automatically show up. If you want to view files for a past school year, click on the drop-down menu and select the appropriate year.



3. Click the assessment window (Fall, Mid-Year, or Spring) next to the grade level for which you want to download data. The file will automatically download as a .csv file and contain the student demographic and score data. This file will include all teachers in the school that entered scores into the online system during the selected assessment window. *Scores entered using Late Score Entry do not appear in data files.*

Data Files
Choose State > Data Files

English Data Files School Year: 2016 - 2017 ▼

PreK			
Kindergarten	Fall	Mid-Year	Spring
First grade	Fall	Mid-Year	Spring
Second grade	Fall	Mid-Year	Spring
Third grade	Fall	Mid-Year	Spring
Fourth grade			
Fifth grade			
Sixth grade			
Seventh grade			
Eighth grade			

Explanation of data fields: PreK K 1-3 4-8 **

**An explanation of the data fields can be found linked at the bottom of the Data Files page.

For more information, go to [the data files page](#) in the PALS Resource Center!