

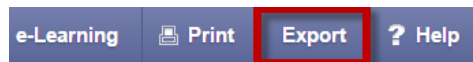
How to Export Teacher Value Added Data

Who has access to export data?

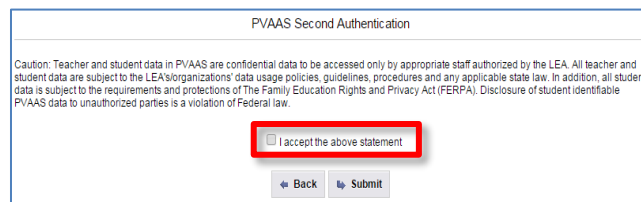
- District Admin account holder (1 per district/LEA) - automatically has access
- School Admin account holder (1 per school building) - can be given access by District Admin only
- District User account holders – can be given access by District Admin only

How do I export teacher value added data?

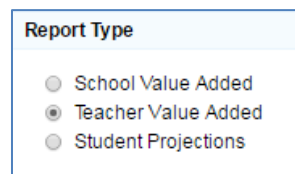
1. When you're ready to export data, click **Export**. Under the Export Options, click **Data**.



Each time you access the export function you will see a second authentication screen. You must check the box to accept the statement before you can proceed.

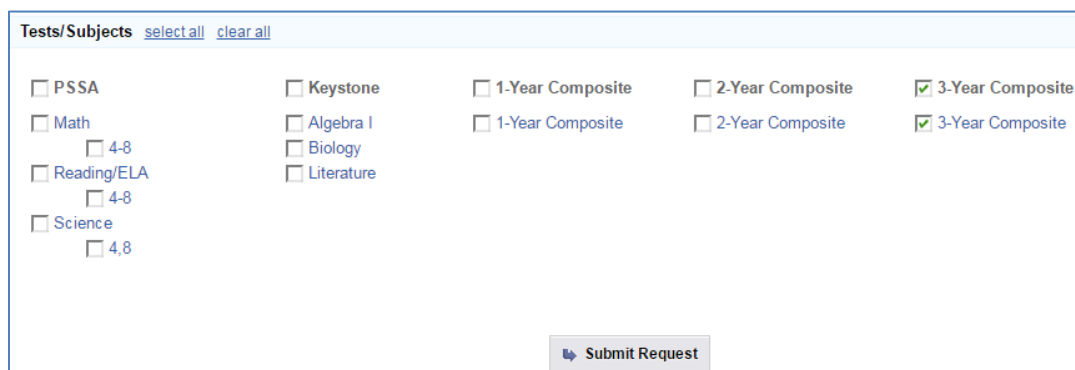


2. On the **Data File Exporter** page, select the Teacher Value Added option. Click Continue.



3. Next, choose from additional options to define the export file.

- **Data Formats** – select the file format. You can select more than one to export to multiple formats
- **District/Schools** – select one or more options. (Note: only reports within the district/schools to which you have access are available to export.)
- **Tests/Subjects** – select one or more options. *Note: If you are using this data to complete teacher evaluations, you'll want to select "3-Year Composite."*



4. After submitting the request, you'll be taken to the Exported Files page. This page lists all files you've exported in the past two weeks. When your file is ready, click on the File Name to open it. (It may take a few minutes for your file to be ready, depending on the size. You may click *Refresh List* after some time to check!)

Exported Files				
Select Data to Export				
File Name	Description	Status	Created	Expires*
Teacher_Value_Added_56800.xlsx	1 school in 1 district 1 test/subject	Finished	Jun 10, 2016 08:33 AM EDT	Jun 24, 2016 08:33 AM EDT

When exporting the 3-Year Composite, for example, your file will include these fields:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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PPID	Last Name	First Name	District	School	Test	Subject	Grade Year	Growth Measure	Standard Error	Growth Index	0-100 Scale	0-3 Scale	Color	