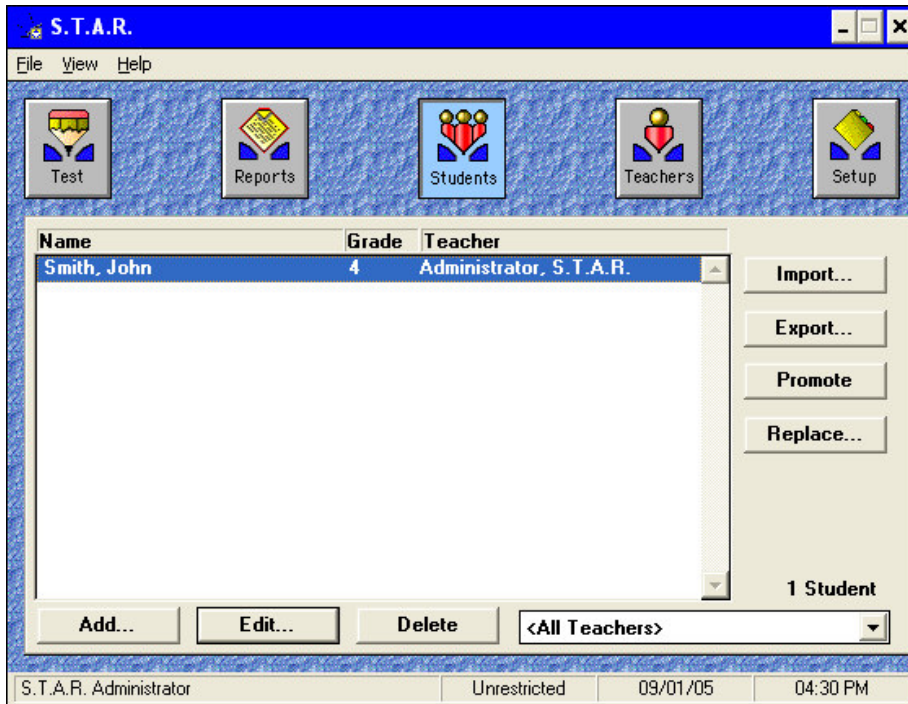
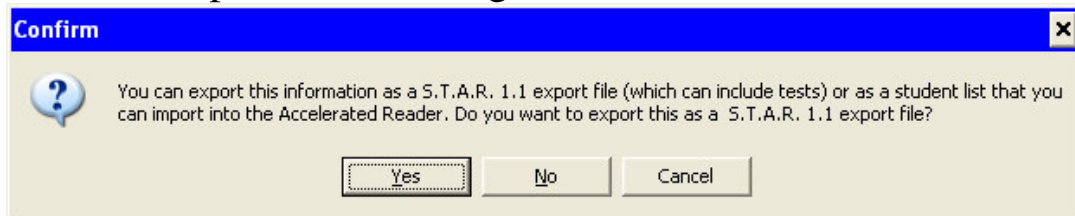


Exporting and Importing Students and Data from STAR

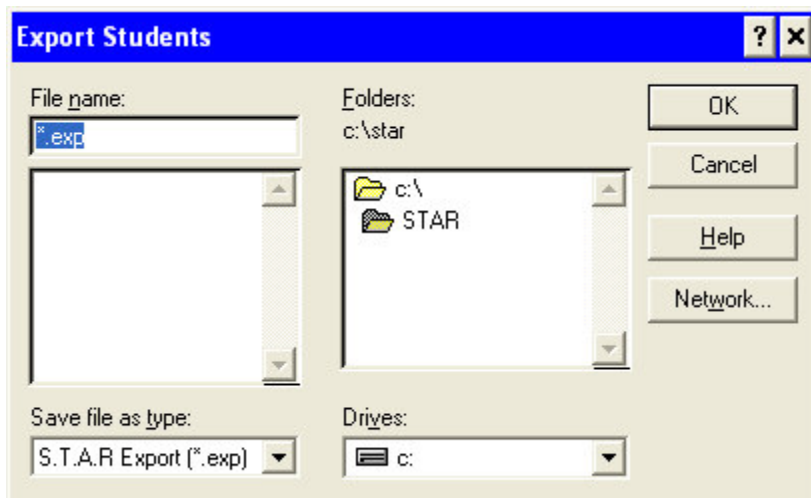
Go into STAR as administrator and password is admin. Click on Students Tab.



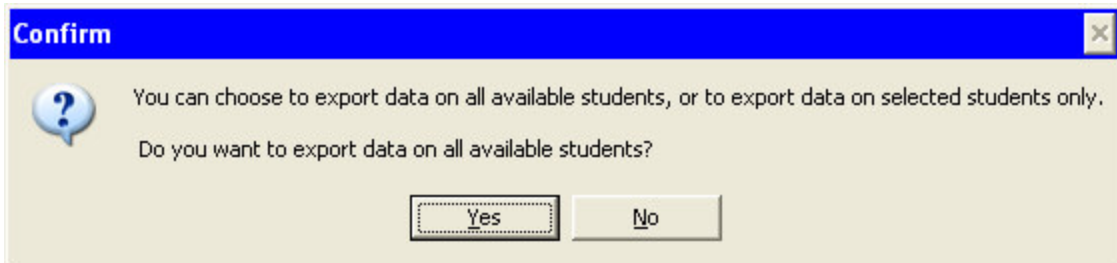
Click on Export button on right.



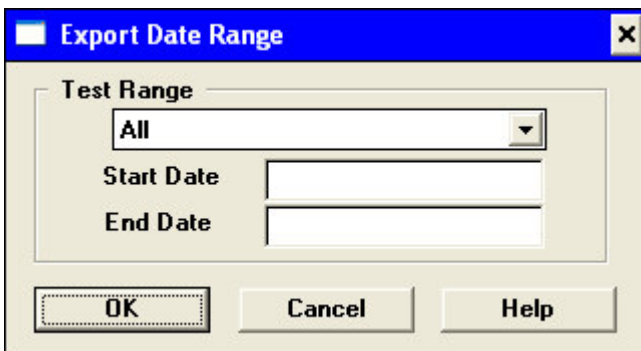
Choose YES



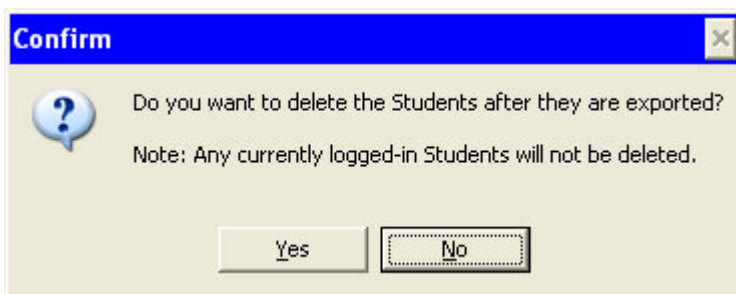
Above you must name the file usually teacher name and number of quarter just in case you would do it another time during year. File name **MUST** end in **.exp**
Example **huff1.exp** and then click **OK** on right it just saves it on C drive. The following box will appear.



Then choose **YES** you want to export data on all available students as shown above.



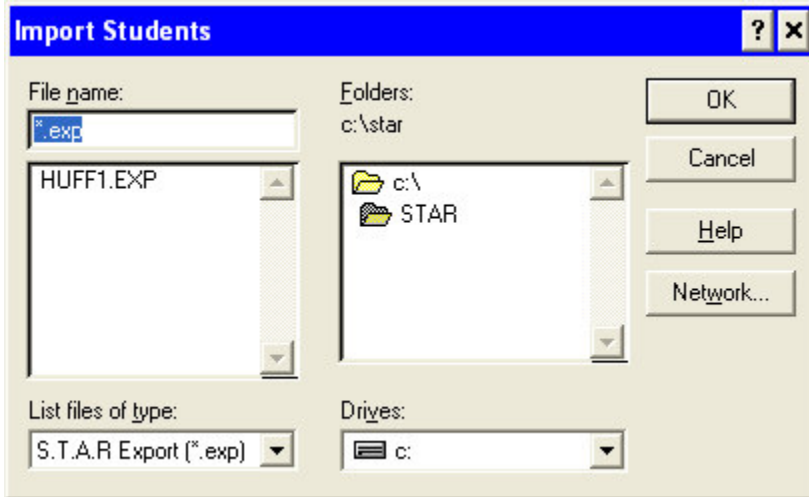
Then just leave as **ALL** for test range and click **OK**.



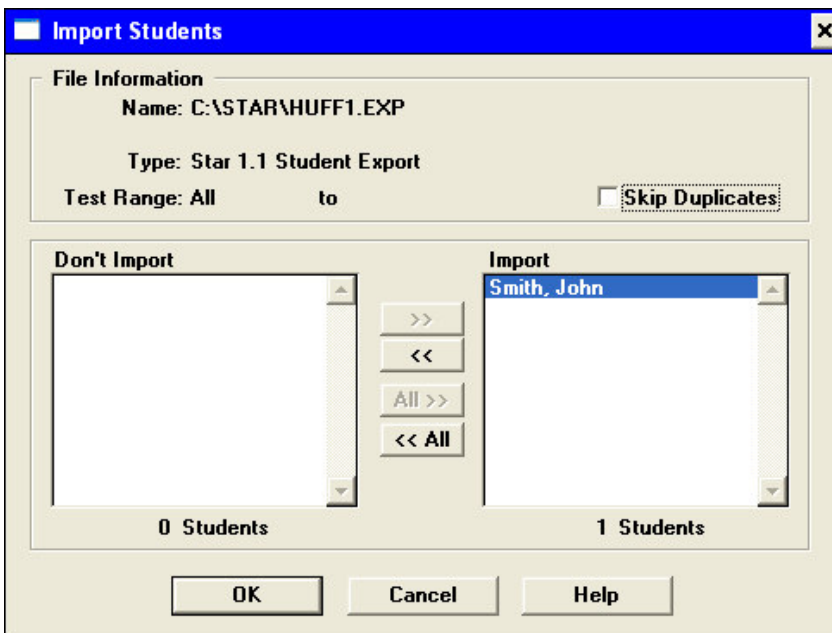
I would not delete students after they are exported just to be safe and have a backup plan.

Then you have a copy of exported data. You would then close **STAR** and reopen and log in as **ADMIN** and find your new data location as shown in handout.

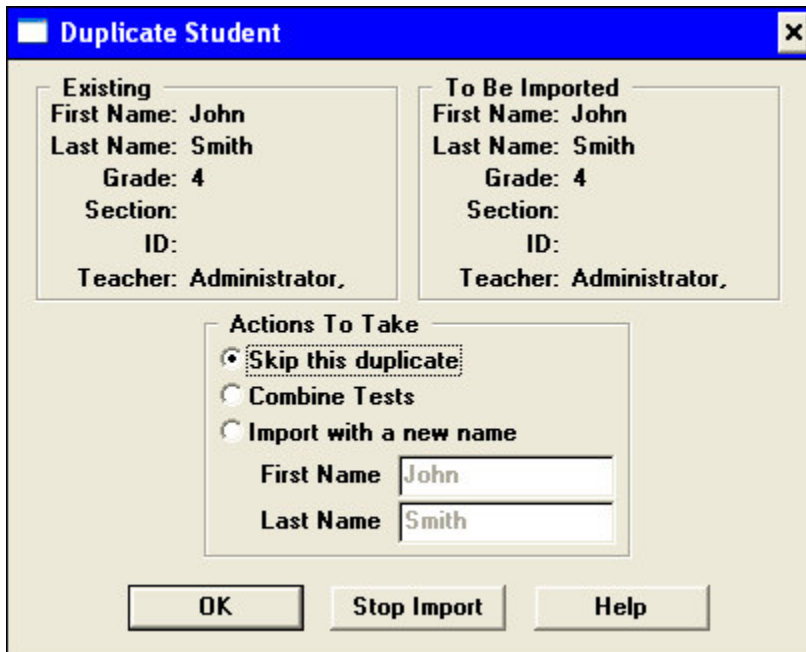
Then go to STUDENTS tab and click IMPORT.



This box shows up and your file you saved is listed in the files on left side just highlight it and click OK.

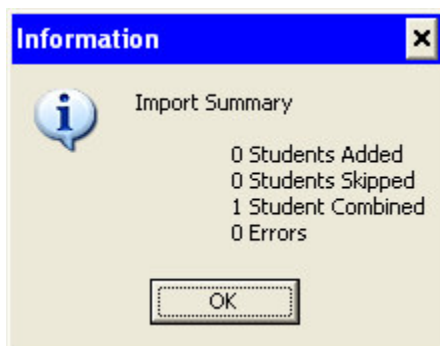


It shows names on right and will import all if you have some you do not want to import highlight them and click to arrow to move it to the left. Then click OK at bottom.



The 'Duplicate Student' dialog box is divided into three main sections. The top left section, titled 'Existing', lists the student's details: First Name: John, Last Name: Smith, Grade: 4, Section: (blank), ID: (blank), and Teacher: Administrator. The top right section, titled 'To Be Imported', lists the same details: First Name: John, Last Name: Smith, Grade: 4, Section: (blank), ID: (blank), and Teacher: Administrator. The bottom section, titled 'Actions To Take', contains three radio buttons: 'Skip this duplicate' (which is selected), 'Combine Tests', and 'Import with a new name'. Below these radio buttons are two text input fields: 'First Name' with the value 'John' and 'Last Name' with the value 'Smith'. At the bottom of the dialog are three buttons: 'OK', 'Stop Import', and 'Help'.

You will only see this box if they already have their name in the new location. For each duplicate student you should click COMBINE TESTS and click OK.



The 'Information' dialog box features a blue header with the title 'Information' and a close button. Below the header is an information icon (a lowercase 'i' in a blue circle) and the text 'Import Summary'. The summary lists the following statistics: 0 Students Added, 0 Students Skipped, 1 Student Combined, and 0 Errors. At the bottom of the dialog is an 'OK' button.

This box tells you if it added, skipped or combined the students.

That is it your students should now be in your new data location.