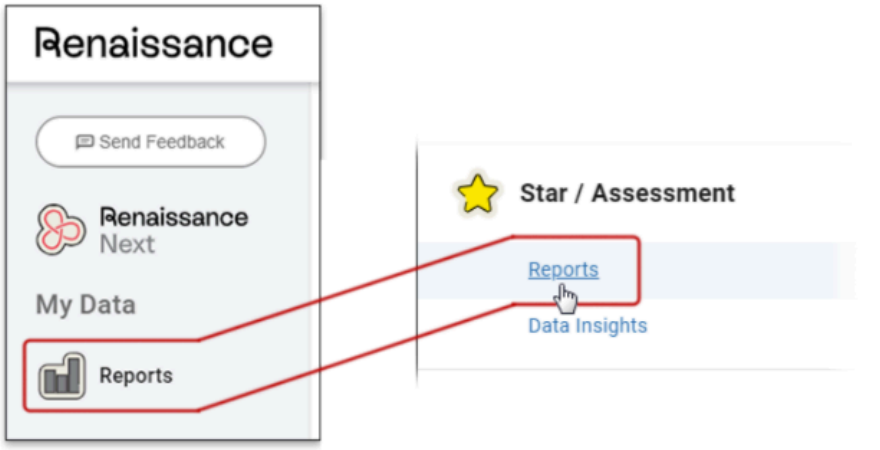
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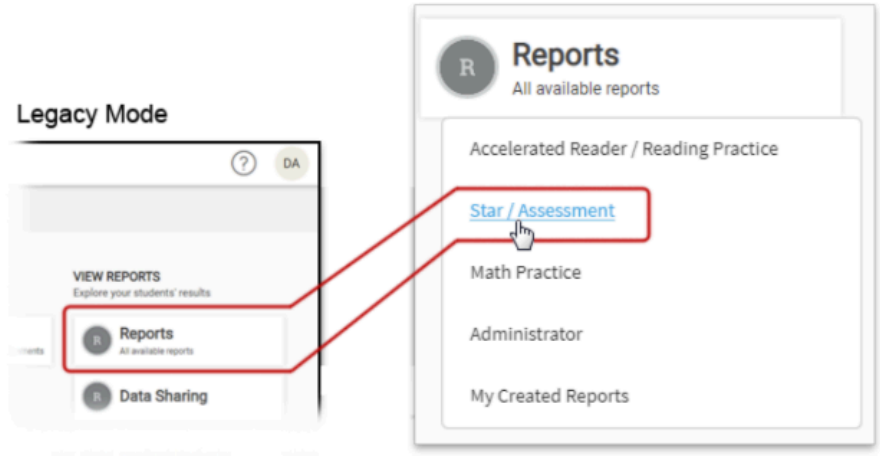
How to Export STAR Data

1. Log in to Renaissance.
2. On the Home page:
   Renaissance Next: Select Reports under “My Data” in the left-hand sidebar; then select Reports in the sidebar under “Star / Assessment.”
   Legacy Mode: Select Reports; then select Star / Assessment in the drop-down list.

Renaissance Next



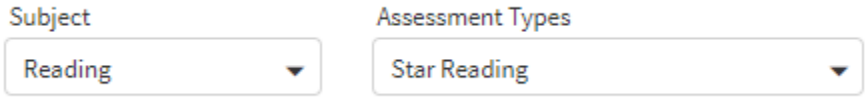
Legacy Mode



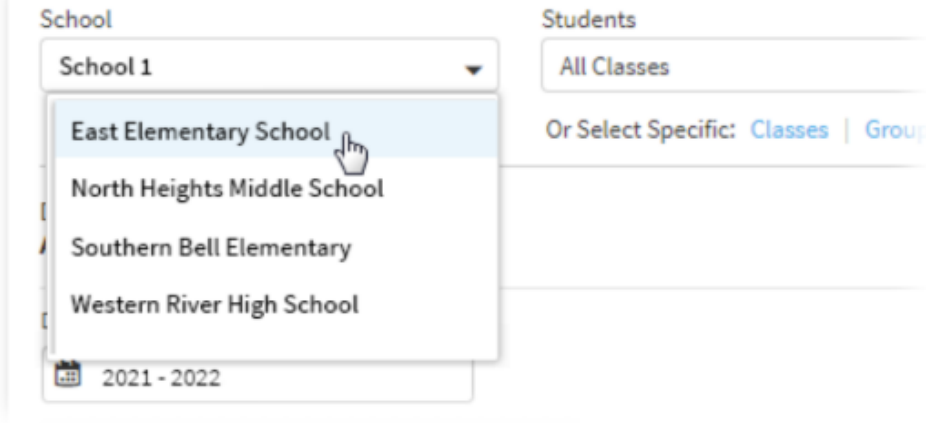
3. On the Star / Assessment tab on the Reports page, under “Test Status and Results,” select Star Summary Report.



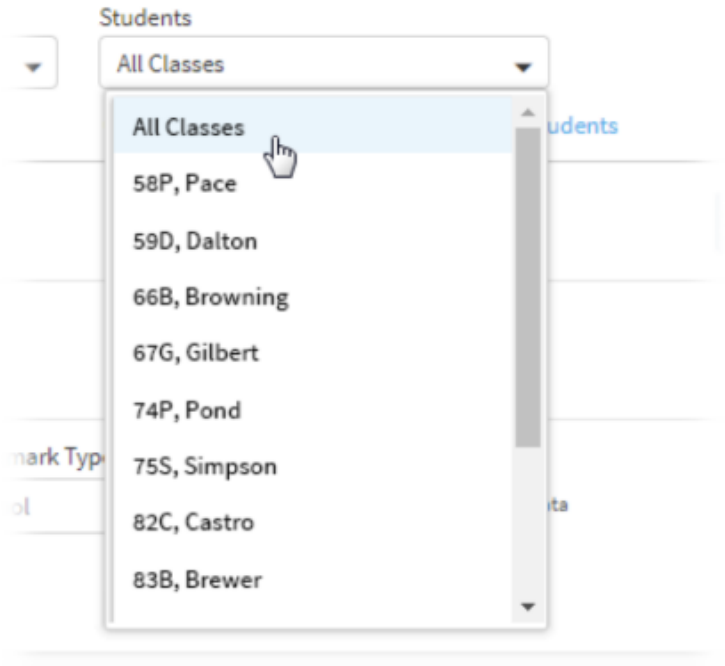
4. Choose the subject and assessment type.



5. Use the School drop-down list to select a school.
   - If you are assigned to only one school, you will not see the School drop-down list.
   - School administrators and school staff can only select their own schools.
   - Teachers can only select schools that they are assigned to.



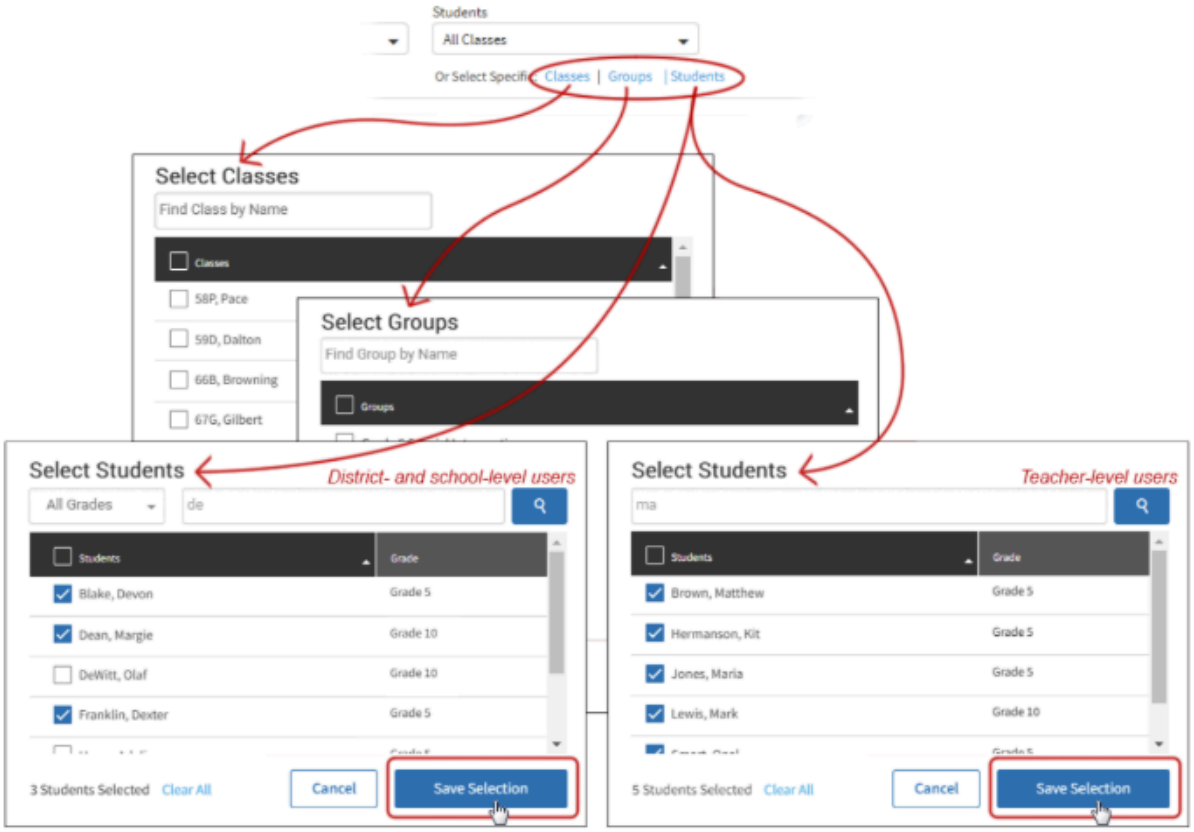
6. Use the Students drop-down list to select either a single class, or choose All Classes to select all the classes at the chosen school.
    - School administrators and school staff can only select classes in their own school.
    - Teachers can only select their own classes.



7. *Optional:* To select specific classes, groups, or students at the chosen school, use the links below the Students drop-down list.

    Selecting one of these links will open a corresponding pop-up window; in that window, check the box at the top of the list to select all the available choices, or make individual selections below it.

    You can enter search criteria in the field at the top of the window to find a specific class, group, or student. (In the "Select Students" pop-up window, district- and school-level users can select a grade to narrow down the list of students.)



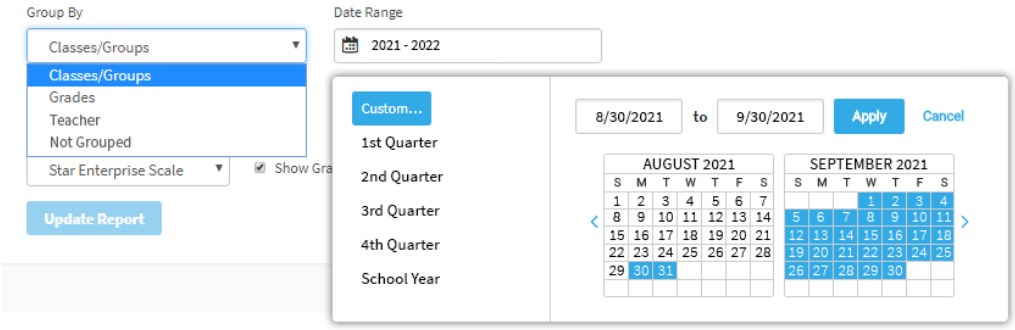
If presented with the option, please be sure to include the following demographic information:

- **School Name(s)**
- **Student Name(s)**
- **Student ID(s)**
- **Teacher Name(s)**
- **Grade Level(s)**
- **Assessment Period(s) or Date(s)**

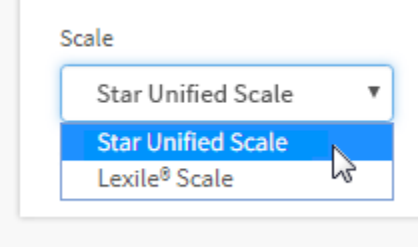
Once you have made your choices, select **Save Selection** at the bottom of the pop-up window.

8. Use the **Group By** drop-down list to choose how you want the information in the report grouped: by classes/groups, grades, teachers, or by no grouping.

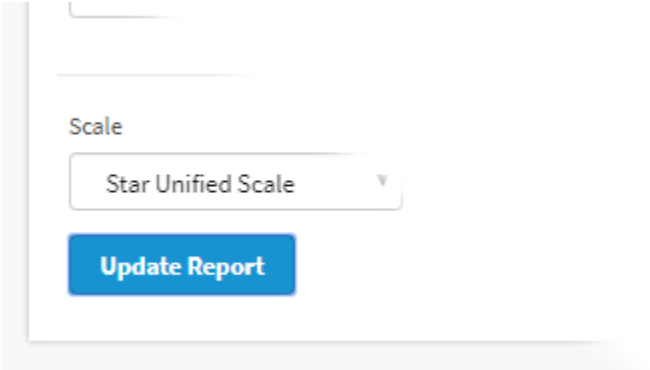
9. Use the **Date Range** drop-down list to choose the dates you want to generate the report.



10. Use the **Scale** drop-down list to choose which scale you want to use for the scores on the report.



11. Select **Update Report**.



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12. The report will generate and open at the bottom of the page.



Class/Group
Class 16A, Albertson

Teacher
Albertson, Jackie

Print or Save | Download Data

Student	Student ID	Test Date	Duration	Rank	GP	SS	Quantile® Measure	GE	PR	NCE	Tested in School
Avery, Melyssa	ave985	8/31/2021	5m 27s	4	4.1	595	727Q	3.9	45	47.4	Yes
Baker, Melinda	bak886	8/31/2021	6m 03s	9	4.1	570	704Q	3.6	34	41.3	Yes
Black, Brooke	bla314	9/4/2021	5m 10s	3	4.2	604	739Q	4.0	49	49.5	No
Carson, Allan	car502	9/3/2021	5m 45s	6	4.3	581	717Q	3.7	38	45.9	N/A
Median					**4.2**	**578**	**723Q**	**3.8**	**47**	**48.6**	

13. Select the **Download Data** button above the table in the report to download a CSV (comma-separated values) version of the report that you can open in a spreadsheet program.

