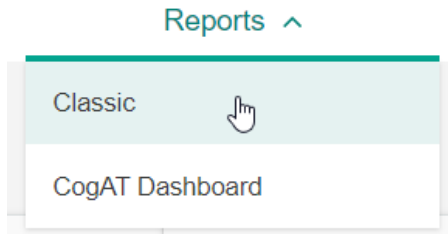


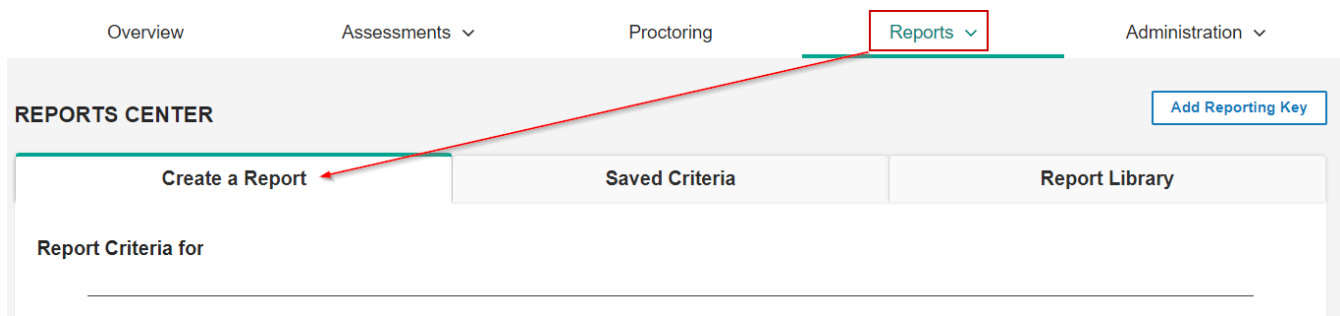
South Carolina Grade 2 Gifted & Talented Assessments DataManager Reporting Quick Guide- *Data Export*

To open the Reports Center:

→ Click the Reports menu in the header of DataManager. If you have one or more options on the Reports menu, select Classic to reach the REPORTS CENTER.



The Reports Center opens to the default tab, Create a Report.



Data Export

Available to users with Account Holder and Administrator roles only. Provides a file in a standard or custom template containing data on test results.

These files contain data for a test event and can be exported as .txt files in the following formats:

- ASCII Fixed-Width **format used by SC districts*
- ASCII Tab-Delimited
- ASCII Comma-Delimited
- ASCII Pipe-Delimited

When you create a Data Export file, you can choose to export it using a standard or a custom format. The standard format, shown below, details how information is organized in the Data Export file.

Step 1- Make the selections you see in the screenshot below and click **Run Report in Background**. To download the Iowa Data Export simply change the Assessment type to Iowa Assessments.

REPORTS CENTER Add Reporting Key

Create a Report | Saved Criteria | Report Library

Report Criteria for ~~Charleston County~~

ASSESSMENT: CogAT Assessments

TEST ADMIN DATE: 10/18/2024 - South Carolina Fall 2024

REPORT TYPE: Data Export

GRADE: 1 selected Grade 2 selected

EXPORT TEMPLATE: Standard

EXPORT FORMAT: ASCII Fixed-Width (.txt file)

SCHOOL: All

[Reset Criteria](#) [Save Criteria](#) [Run Report in Background](#)





Step 2- Retrieve your data export(s) from the Report Library. Click on the filename to open the Report Viewer.

REPORTS CENTER Add Reporting Key

Create a Report | Saved Criteria | **Report Library**

Completed reports are available for 5 days. Print or download important reports before they are deleted.

Reports

Filename	Result	Date	Actions
 Data Export- Iowa	COMPLETED	11/05/2024 02:25:59 PM	
 Data Export- CogAT	COMPLETED	11/05/2024 02:25:33 PM	

Step 3- The data is available to be downloaded. To do this, click the link on the report viewer page as shown below.


REPORT VIEWER [Print](#) [Edit This Report](#) [Close](#)

Data Export
Cognitive Abilities Test™ (CogAT®)

Test Date: 10/18/2024
Norms: Fall 17

District: [Crestview County](#)

Data Export- CogAT is available to download by clicking the link below:

[Data Export- CogAT](#)  click

Export Format : ASCII Fixed-Width (.txt file)

Grade : 2

Field	Field Name	Length
1	Order Number	30

Step 4- Finally, retrieve your downloaded files. If using the Google Chrome browser your file will download automatically. Create a folder on your desktop for your data exports. Go to your Downloads folder, click on the file once, and drag to your newly created folder.

