

## How to Export AIMS Web Data

1. For a Score File export:

Select a Score Type: All, Benchmark, or Monitor.

Select Batteries/Measures. The list shows batteries and measures available for the account and grade. Select the Periods and Percentile monitoring measures to include. (Please select ALL boxes.)

**Export File**

Type

File Type

School Year

Score Type

**Batteries/Measures**

Periods ☐ Fall ☐ Winter ☐ Spring

Include ☐ Natl% ☐ Dist% ☐ Sch%

☐ Accuracy ☐ Lexile ☐ Quantile

☐ ROI ☐ SGP ☐ Risk Status

For Account ☐ Include Inactive Students ☐

Roster

2. 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)

- When the file is ready, the notification icon appears in the upper right corner. To view the file, click the icon or click Account Management > Notification History and view the report in the Notification History box. A summary indicates whether the export was successful.

<a href="#">Benchmark</a> <a href="#">Monitor</a> <a href="#">Additional Screeners</a> <a href="#">Individual Reports</a> <a href="#">Group Reports</a> <a href="#">Student Management</a> <a href="#">Account Management</a> <a href="#">Refresh</a>				
Notification History				
Date	Type	Description	Roster	
6/12/2023	Export	Roster Export File		
6/12/2023	Export	Roster Export File		
6/12/2023	Export	Roster Export File		
6/12/2023	Export	Score Export File		
6/12/2023	Export	User Export File		
6/12/2023	Export	Roster Export File		
1/31/2023	Report	Shaywitz Risk Report	Reports Elementary School	
1/30/2023	Report	Scores Skills Report	Class 1	

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