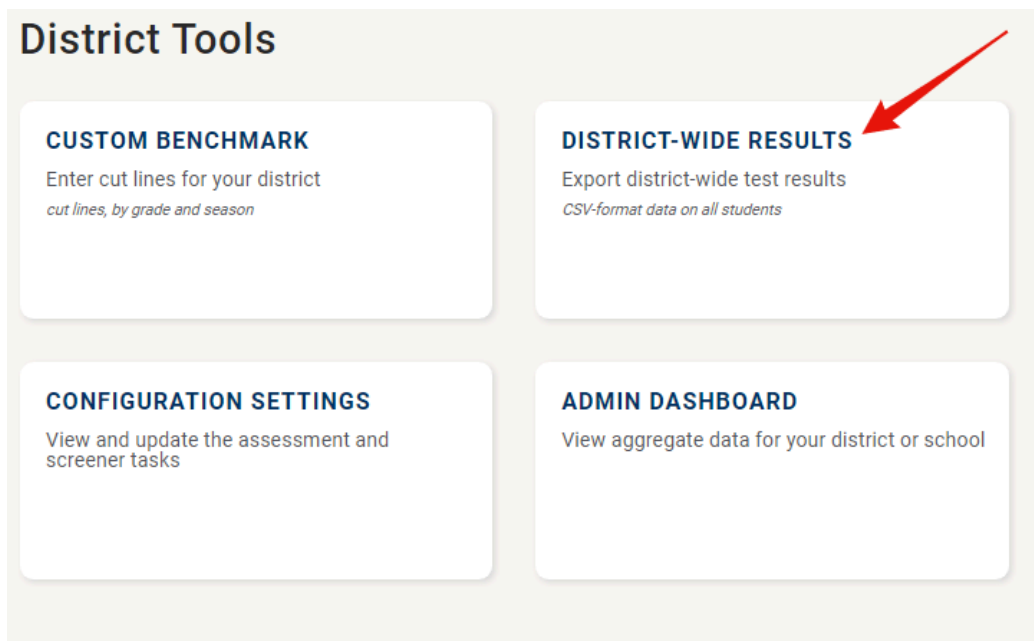# How to Export AMIRA Data

1. Launch Amira. You must be an Admin (School or District) to export data.

2. Under Admin, click District-Wide Results.

   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)

3. For the entire district, select Download Report in the District-Level Report section beside the report you would like to view.

   If you wish to view an individual school's data, select a school in the drop-down menu > click Download Report.

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)