# How to Export Acadience Learning Online Data

1. Data can be exported from Acadience Learning Online at the district or school level.

   Navigate to the District View or School View page, depending on the type of export you would like to create. Then select the Students tab and click on the 3-dot menu on the right side of the screen.

2. Select the "Export Student Data" option from the dropdown menu.
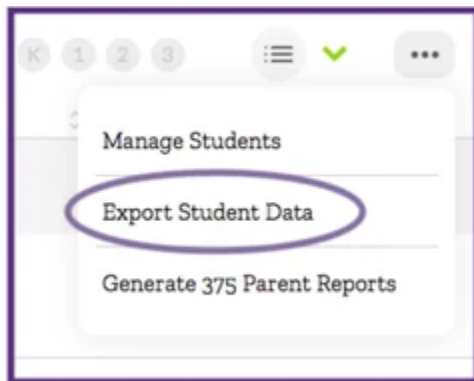
3. The pop-up window will show the options available for customizing your export file. Select one of the options and click on the "Export" button. After you select "Export," your CSV file will download automatically.

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)

Export Student Data

Acadience Demo District

Export Options

School Year

Current Year ⌄

Score Type

● Benchmark Scores   ○ PM Scores

Export Format

Acadience Reading - Benchmark

Export