



How to Export DRA (Pearson) Data

1. From Setup, select Import / Export Data.

A screenshot of the PearsonAccessNow setup interface. The top navigation bar shows "Home", "Setup", "Testing", "Reports", and "Support". The main area is divided into three sections: "SETUP" (with a gear icon), "TESTING" (with a checkmark icon), and "REPORTS" (with a clipboard icon). Each section has a dropdown menu labeled "Select an action". The "SETUP" dropdown has an option "Import / Export Data" highlighted with an orange box. On the right side of the screen, there is a sidebar with "Program Information" and a "Contact" section with customer support information.

2. Click Start and select Import / Export Data.

A screenshot of the "Import / Export Data" interface. The top navigation bar shows "Tasks 0 Selected". Below it is a search bar with "Select Tasks" and a "Start" button with a dropdown menu. The dropdown menu is open, showing "All Tasks", "Import / Export Data" (which is highlighted with an orange box), and "View File Details". On the left, there are filters for "Status" and "Type", both with dropdown menus. On the right, there is a table with a header "Request Date", "Name", "Type", and "Status". A message "No results found." is displayed below the table.



3. Select the file you want to export.

The screenshot shows a software interface titled "Tasks for Importing and Exporting". At the top, there are buttons for "Add Task", "Previous Task", "Next Task", and "Exit Tasks". The "Import / Export Data" tab is selected. A dropdown menu is open under the "Type*" label, listing options such as Enrollment Transfer Export, Enrollment Transfer Import, Registration Reporting Group Export, Registration Reporting Group Import, Student Registration Export, Student Registration Import, User Export, User Import, User Reporting Group Export, and User Reporting Group Import. "Student Registration Import" is highlighted with a blue background.

4. Type or select the necessary details that apply. Depending on the file type, you may see options to extract specific data in the reports. You can see the selected export options in the Parameter section of the view file details.

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)

5. Click Process.

The screenshot shows the "Import / Export Data" interface with the "View File Details" tab selected. The "Type*" dropdown is set to "Student Registration Import". The "File Layout Type" dropdown is set to "CSV". There are two checkboxes: "Don't auto-create Test Sessions for online testing" (checked) and "Don't modify student tests" (unchecked). A note below the first checkbox says: "Note: If this test administration is set to auto-create test sessions but you do not want test sessions created from this import, check the box above." A note below the second checkbox says: "Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above." At the bottom, there is a "Source File" section with a "Choose File" button and a file path "Student Regi...045+0000.csv", and an "Additional e-mails" section with a text input field "Enter a valid e-mail address". There are two buttons at the bottom: "Process" (highlighted with a purple border) and "Reset".

6. Click Download File.