

Data Export

The Data Export report allows administrators to generate an Excel file with all checkpoint data for each child for a single checkpoint period.

To create a Data Export report, access the Report area, and then select **GO** for Data Export.

The screenshot shows the MyTeachingStrategies interface for generating a Data Export report. The interface includes a top navigation bar with icons for Teach, Assess, Develop, Report, and Family. The 'Report' icon is highlighted. Below the navigation bar, the 'Data Export' section is visible, featuring a 'Search / Filter your export by:' section with dropdown menus for Organization (GOLD 2.0 Test Org), Program (Default Program), Site (EcoSite), Teacher (All Teachers), and Class (All Classes). A 'Checkpoint Period' section lists various time periods, with 'Summer 2016/2017' selected. Below this, there are two sections: 'Include Archived Children' with a 'Yes' radio button selected, and 'Export Fields Stamped For Each Checkpoint Period' with a 'No' radio button selected. An 'Export' button is located at the bottom right of the form. A 'Report Summary' sidebar on the right displays the selected filters. Numbered callouts 1 through 5 point to specific elements: 1 points to the search/filter options, 2 points to the checkpoint period selection, 3 points to the 'Include Archived Children' section, 4 points to the 'Export Fields Stamped For Each Checkpoint Period' section, and 5 points to the 'Export' button.

1 Use the **SEARCH/FILTER** options to narrow down the data to be included in the export.

2 Choose a **CHECKPOINT PERIOD**.

3 Choose whether or not to include **ARCHIVED CHILDREN**.

4 Choose whether or not to include **EXPORT FIELDS STAMPED FOR EACH CHECKPOINT PERIOD**.

5 Select **EXPORT**.

6

You will be taken to the Reports Queue. Select **DOWNLOAD EXPORT FILE** when the export is ready for download.

MyTeachingStrategies™

Teach Assess Develop **Report** Family

Infants, Toddlers, and Twos MC

Reports Reports Queue

Reports Queue

Title	Generated On	Status	Output
DataExport	08/14/2017@11:34 AM	Completed	Download Export File
Children Export	08/09/2017@04:20 PM	Completed	Download Export File
Classes Export	08/09/2017@04:18 PM	Completed	Download Export File
Users Export	08/09/2017@04:16 PM	Completed	Download Export File
Sites Export	08/09/2017@04:16 PM	Completed	Download Export File
Programs Export	08/09/2017@04:12 PM	Completed	Download Export File
Snapshot	05/24/2017@10:58 AM	Completed	Table Graph
DataExport	04/03/2017@02:38 PM	Completed	Download Export File
DataExport	04/03/2017@02:35 PM	Completed	Download Export File
DataExport	04/03/2017@01:57 PM	Completed	Download Export File
Alignment	02/06/2017@11:56 AM	Completed	Table