

### How do I export Program Improvement (goal form) data?

1 CHOOSE EXPORT DATA  
FROM THE HOMEPAGE

2 CHOOSE PROGRAM IMPROVEMENT  
PLAN

3 SELECT TYPE OF FORM

4 CHOOSE A SITE, NETWORK, OR  
ORGANIZATION

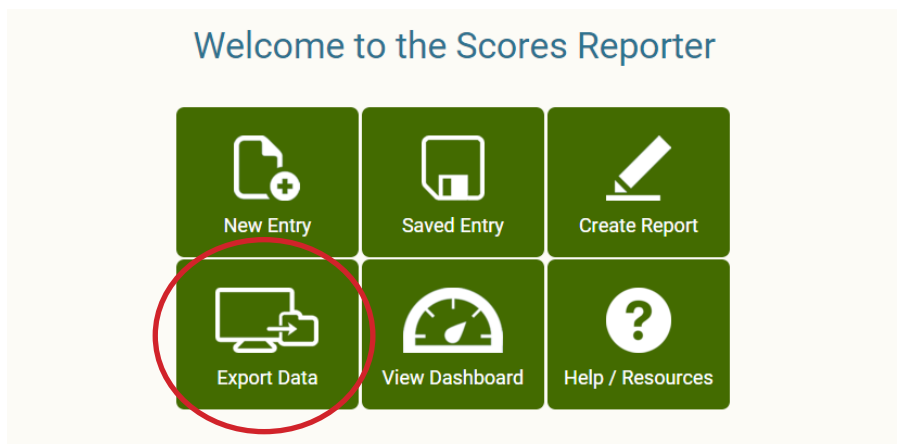
5 CHOOSE A SAVED FORM

6 RUN EXPORT

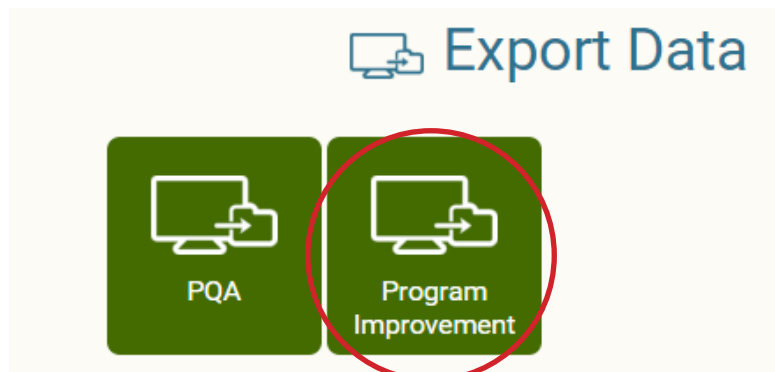
7 DOWNLOAD DATA

Exporting Goal Form data is useful for anyone who would like to check the results of all of their data in one spreadsheet in order to view items side-by-side, as well as having data in a spreadsheet for additional analysis.

1. Begin by clicking the 'Export Data' tile (circled in red below) located in the bottom left of the tile cluster on the homepage.

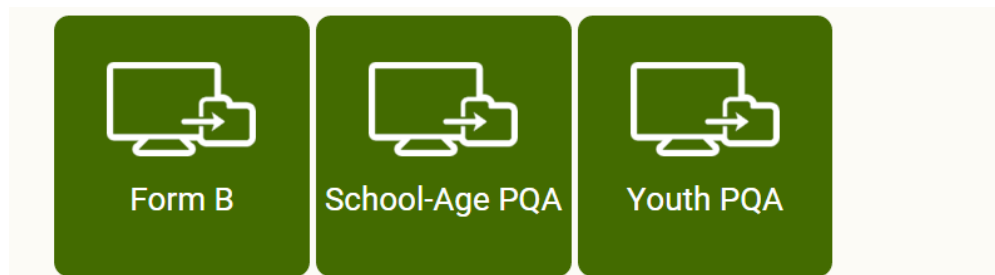


2. This will bring you to the 'Export Data' page (depicted below) where you will be prompted to choose which form you would like to export data for. On this page click the 'Program Improvement' tile (circled in red below)



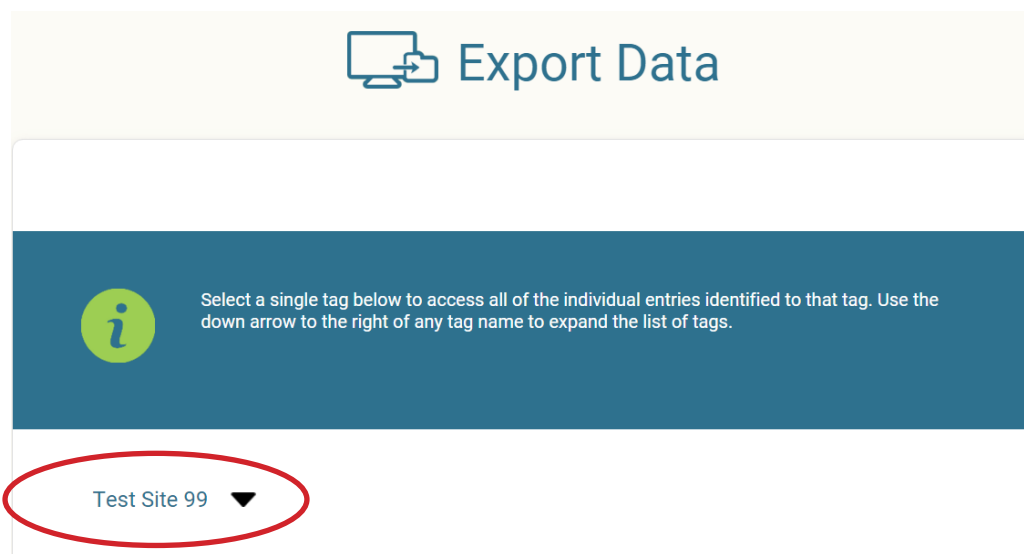
3. From this page you will need to select which type of Program Improvement form you would like to export data for (e.g. Goal Form, etc.). Once decided, click the corresponding tile.

NOTE: As with the 'New Entry' page and the 'create report' page, user accounts are only able to see and select forms for which they have been approved to export data for (e.g. if you are only responsible for exporting data for Goal Forms then the Goal Form will be the only option you have in the export data screen). If it seems that you do not have access to a form that you are required to export data for please direct any questions or concerns to your network lead or the Weikart Center helpdesk at [scoresreporter@cypq.org](mailto:scoresreporter@cypq.org)



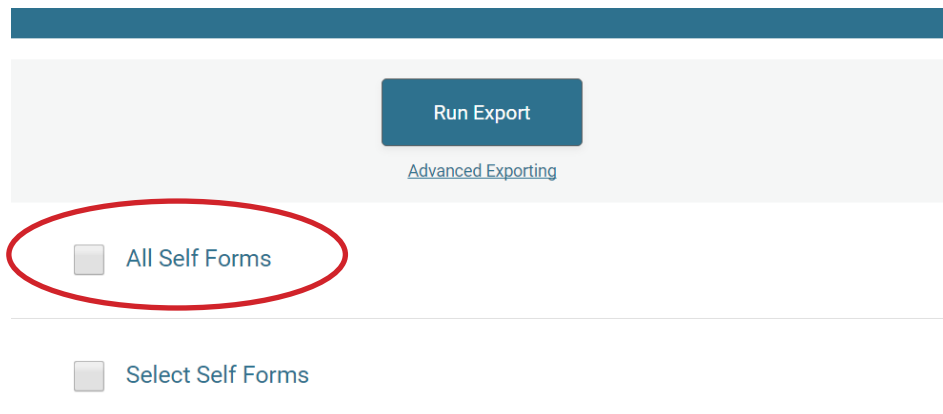
- Once you choose the form type, you will be brought to tag page where you will need to select the tag (circled in red below) level at which you will export your data (i.e. Network/Region/Organization/Site). For this, use the black drop-down arrows and click the name of the tag that you would like to export (e.g. in the example below test site 99 is the tag level for which we are interested in exporting data).

**NOTE:** The tag level that users see will depend on that users' individual access. Site level users will only have the site level tag available, whereas network level users will have high level access and will need to use the black 'drop down' arrows if requiring a lower level export. If it seems that you do not have access to a form that you are required to export data for please direct any questions or concerns to your network lead or the Weikart Center helpdesk at [scoresreporter@cypq.org](mailto:scoresreporter@cypq.org)

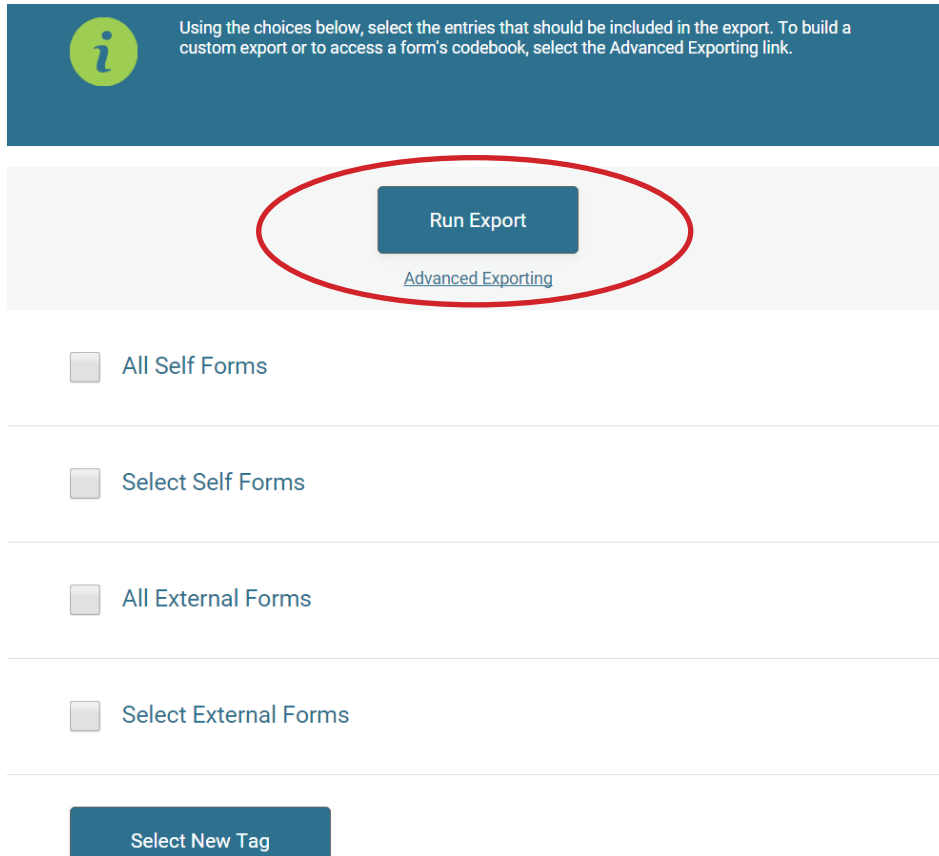


- From here you have to option to export all self-assessment forms, all external assessment forms, specific types of self-assessment forms (submitted, in progress, or archived), specific types of external assessment forms (submitted, in progress, or archived), or any combination of these four options. In order to select one, click the check box next to the option (circled in red below). In order to simply export all data for that tag check 'all self forms' and 'all external forms'.

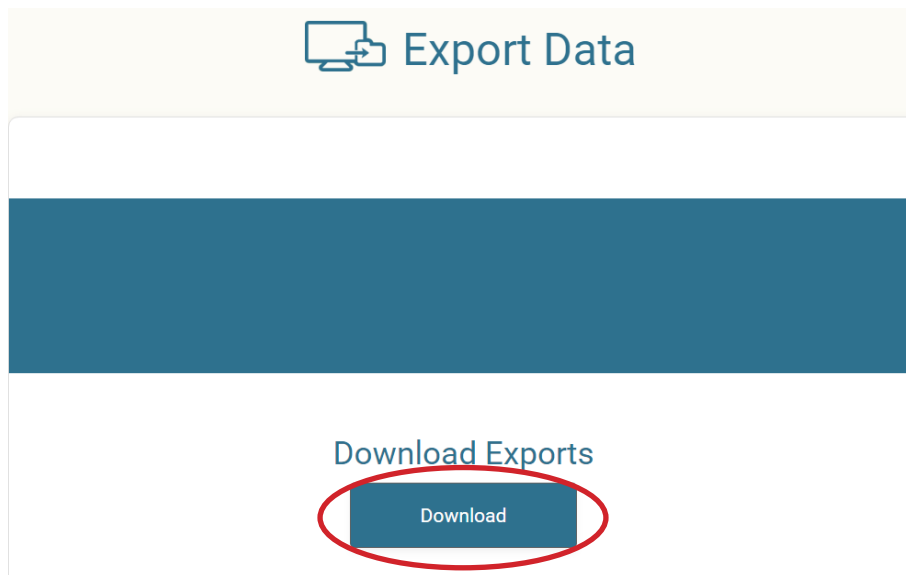
**NOTE:** As indicated in the above step, when you click 'Select Self Forms' or 'Select External Forms' that option opens up to allow you to select either submitted, in progress or archived forms.



6. Once an option has been selected the 'Run Export' button at the top of the page (circled in red below) will turn blue. Click it to process the data export.

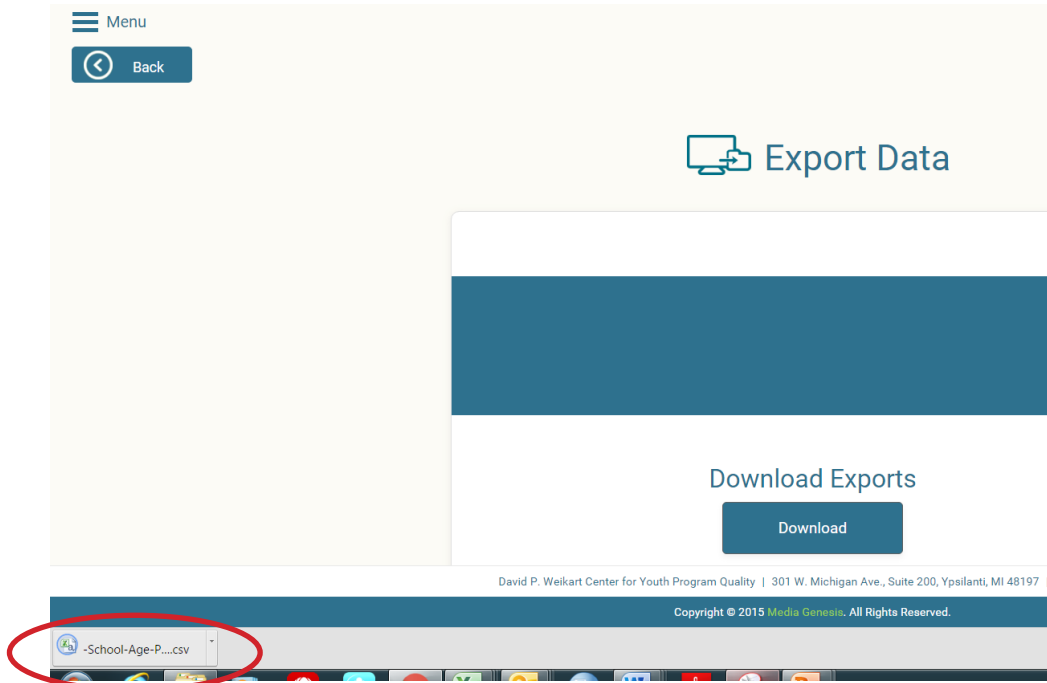


7. Once the 'Run Export' button has been clicked you will need to download the exported data to your computer. To do this, click the blue 'Download' button in the middle of the page (circled in red below).



# SCORES REPORTER 3.0 USER GUIDE

Your data will appear in the download manager of your browser (the downloaded file in Google Chrome is circled in red below). This location will depend on your browser, it will appear at the bottom left of the Google Chrome browser (circled in red below), and in the top right of the Firefox and Internet Explorer browsers. Click it to open your data.



When you have clicked your data it will open in spreadsheet form (depicted below). From here you can manipulate, sort, filter, and organize in order to better see your data or conduct your own analyses.

NOTE: the data will open as a comma delimited or '.csv' file type. If you would like this data to save as an excel file you must go to 'save as', select where you would like to save the data, name the data set, use the dropdown menu next to 'save as type' and select the type of excel file you would like to save it as (e.g. excel workbook). From there click 'save' and your file will be stored as an excel file.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

FORM_ID	FORM_NAME	SELF_OR_I	FORM_DATE	STATUS	ARCHIVED	HAS_COM	CREATED	MOST RECENT EDIT	Site Tag Type	Organization Ta	Region Tag Type	Network Tag Type	PROGRAM STAFF	OBS	STUDENTS
34437	School-Age PQA	SELF	10/6/2015	SUBMITTED	0	0	scoresrep	situser - 11/09/2015	Test Site 99	Test Org Z	Test Region 9	Test Network	x	x	x
35005	School-Age PQA	SELF	10/28/2015	IN PROGRESS	0	1	situser	scoresreporter - 10/30/2015	Test Site 99	Test Org Z	Test Region 9	Test Network			
35006	School-Age PQA	SELF	10/28/2015	IN PROGRESS	0	0	situser	situser - 10/28/2015	Test Site 99	Test Org Z	Test Region 9	Test Network			
35033	School-Age PQA	SELF	10/28/2015	SUBMITTED	0	1	situser	situser - 11/18/2015	Test Site 99	Test Org Z	Test Region 9	Test Network	ys	steve	cartwheel
35067	School-Age PQA	SELF	10/29/2015	IN PROGRESS	0	0	situser	situser - 10/30/2015	Test Site 99	Test Org Z	Test Region 9	Test Network			
35077	School-Age PQA	SELF	10/30/2015	IN PROGRESS	0	0	situser	situser - 10/30/2015	Test Site 99	Test Org Z	Test Region 9	Test Network			
35078	School-Age PQA	SELF	10/30/2015	IN PROGRESS	0	0	situser	situser - 10/30/2015	Test Site 99	Test Org Z	Test Region 9	Test Network			
35087	School-Age PQA	SELF	10/30/2015	IN PROGRESS	0	1	situser	situser - 10/30/2015	Test Site 99	Test Org Z	Test Region 9	Test Network			
35291	Youth	SELF	11/5/2015	IN PROGRESS	0	0	situser	scores reporter - 11/05/2015	Test Site 99	Test Org Z	Test Region 9	Test Network			
35295	Youth	SELF	11/5/2015	IN PROGRESS	0	0	situser	situser - 11/05/2015	Test Site 99	Test Org Z	Test Region 9	Test Network			