



Naviance Export Instructions

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Current Services

AchieveWorks™	7/31/16
Naviance	7/31/16
Naviance eDocs	7/31/16


Add Services

Career Key more info	add
Naviance Alumni Tracker more info	add
Naviance Course Planner more info	add
Naviance Curriculum more info	add

Central High School :: Anywhere U.S.A.

Class of 2016 Snapshots

Students with submitted applications



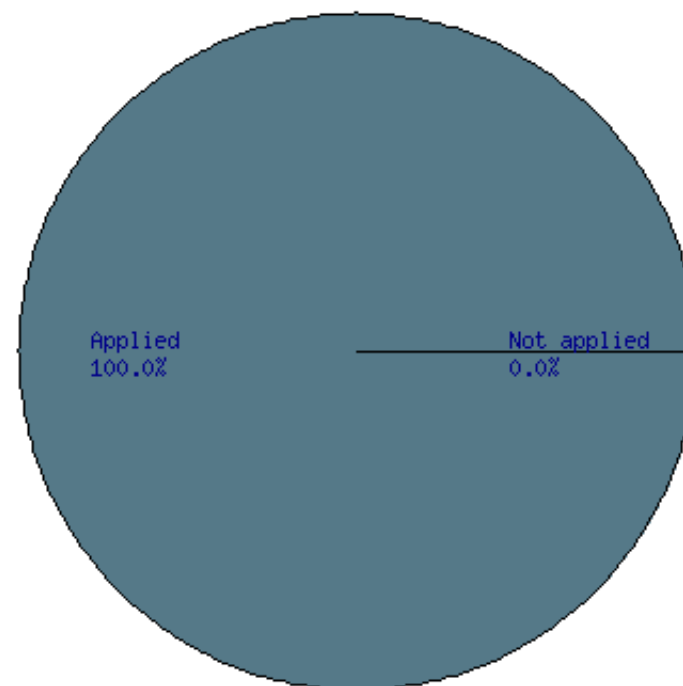


Chart data is updated every 24 hours. Click graph for details

Naviance Marketplace

Boost student success with powerful third party add-ons for Naviance

Naviance Professional Development Courses

Visit the [Naviance Professional Development Resources Page](#) in the Naviance Network to access the course catalog, course workbooks, public course schedule, and detailed information regarding professional development offerings.

To register for public web-based courses using your Naviance coupon code or a credit card, visit our [Naviance Public Course Registration Site](#).

Coupon codes are located in the *Naviance Professional Development: Next Steps* email sent to primary account contacts.

For help registering for public courses or to schedule private training sessions, email training@naviance.com.

Naviance Updates

[Scheduled Maintenance - 3/29/16](#) (Mar 29, 2016)
[Important Message - Naviance Support!](#) (Feb 8, 2016)
[Important Message - Naviance Support!](#) (Feb 1, 2016)
[More ...](#)

My Account

Setup

Logout

Setup

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- [Preferences](#)
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My Account

Name: Jane Doe
Job Title: Director of Guidance
Job Function: College Counseling
Phone: (999) 555-1212
Fax: (999) 555-1234
User Name: JaneDoe
E-mail: Jdoe@centralhs.org
Default grade view: highest grade in my school
User role: all access
Role permissions:

Manage Permissions
Administer school roles and rights
My Account
Change my password
Change my user name
Change my email
Change my profile
School Site Administration
Add/edit school user accounts
Administer general school settings
Add/edit school account subscriptions
Administer Family Connection
Master document administrator
Administer transcript settings
Student Groups
Add/edit student groups
View Student Records

- [edit my profile](#)
- [edit my email](#)
- [edit my user name](#)
- [change my password](#)

NAVIANCE

StudentsPlannerScholarshipsCollegesCareersConnectionsReports

Search for Student

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NavAPI Options

Data Import

Data Export

Naviance Data Export

Select a class range and click **Export Data** to generate an Excel CSV formatted data file. You can use this export to backup your data locally or to develop your own reports in Excel, Access or other data manipulation tools.

Grade/Class range:

class of 20

to

class of (grade 9)

Data type:

student data

Export Data

Go Back as Far As Possible

Select: class of 202_ (grade 9)

IMPORTANT

Combine all class years into single files (i.e. do NOT separate alumni and current students) and do not open or modify export files in any way.

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Signed in as Jane Doe from Central

HOBSONS



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Grade/Class range:

class of 20



to class of

(grade 9)



Data type:

student data



Export Data



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students.csv



Show All





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Naviance Data Export

Select a class range and click **Export Data** to generate an Excel CSV formatted data file. You can use this export to backup your data locally or to develop your own reports in Excel, Access or other data manipulation tools.

Grade/Class range: to

Data type:

[Export Data](#)

- ☒ student data
- ☒ ~~parent data~~
- ☒ application data
- ☒ SAT scores
- ☒ SAT scores (taken before Mar 2016)
- ☒ ~~PSAT scores - (taken before Oct 2015)~~
- ☒ PSAT scores
- ☒ ACT Aspire, PLAN and ACT Scores
- ☒ ~~EXPLORE scores~~
- ☒ ~~SAT Subject Test scores (Multi-column)~~
- ☒ SAT Subject Test scores (Single column)
- ☒ ~~AP scores (Multi-column)~~
- ☒ AP scores (Single column)
- ☒ TOEFL scores
- ☒ ~~scholarship data~~
- ☒ college contacts

Repeat download process for each data file. NOTE: Test scores must be in single column format



Setup

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Grade/Class range: class of 20 to class of 20 (grade 9)

Data type: application data

Export Data



sat2_scores.csv

act_scores.csv

psat_scores.csv

sat_scores_before_M....csv

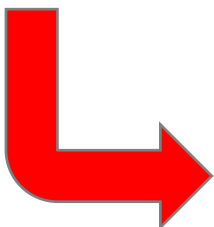
sat_scores.csv

college_applications.csv

students.csv

Show All

x



Once you've downloaded the data files you want, email these files to support@scoir.com. We will process and verify the import for you.

Please don't forget to also send a complete **Student Roster & Parent Roster** exported from your **Student Information System!**

CONGRATULATIONS!

