

Accelerated Reader Export Instructions by Version:

Note: Reading Counts! Quiz export instructions can be found later in this document.

Accelerated Reader Enterprise (Renaissance Place)

If you are using Accelerated Reader Enterprise, you do not need to submit quiz data. Please indicate on your Reading Program Service order form you are using Accelerated Reader Enterprise.

Exporting Quiz Data from Accelerated Reader v7.x

To export your quiz data from Accelerated Reader version 7.x, do the following:

- You must first download and install the Accelerated Reader 7.x RP AR BookGuide Export Utility on your Renaissance Place server.
- If you have not downloaded the utility, you can download it from <http://support.renlearn.com/techkb/techkb/4317941e.asp>.
- Follow the instructions that appear. You can use the utility from your Windows or Macintosh workstation to export quizzes.
- Follow these steps to export your quizzes:

1. To start the Accelerated Reader 7.x RP AR BookGuide Export Utility, start your browser.
2. Go to this address: <http://servername/ARExports>.

NOTE: For Windows computers, use the name of your server in place of "servername." For Macintosh computers, enter your server I.P. address in place of "servername."

3. On the **Welcome** page, log in using the login User Name and Password for your Renaissance Place server where the export utility was installed.
4. On the **To Create a BookGuide or Html Export file** page, select your school in the drop-down list.
5. Select BookGuide export by clicking on the [BG Export] button.
6. Save your export file. When you click [Save], a panel will appear asking if you want to open the file or save it. Click on [Save].

NOTE: If you are using IE on Macintosh, you may see a message stating that IE does not know how to handle the file. You should select the "Save file as" option and then navigate to the location where you want to save the file and click [Save].

7. To save to the default location and use the default file name, click [Save] in the **Save As** panel.
8. The Download Complete panel appears; click [Close].
9. Your export is finished. If you need to export quizzes from a different school, you can do that now by repeating steps 4 through 8.
10. When you are finished exporting quizzes, click the "Log Out" link in the upper right corner of the page. Then close your browser window.

- Make note of the folder name you created on your desktop that contains your exported quiz data. When you finish uploading your quiz data, you can delete the folder you created.

Exporting Quiz Data from Accelerated Reader v6.x

To export your quiz data from Accelerated Reader version 6.x, do the following:

1. On your desktop, create a folder for storing the exported quiz data.
2. Start the Accelerated Reader Management module.
3. When presented with the **School** or **Classroom** button/graphic, select the **School** button.
4. From the **Go** menu, select **Quizzes/Tests**.
5. Click on the **Reading Practice Quizzes** tab at the top of the screen.
6. Select the **Quizzes** button. This will list all of the installed AR Quizzes.
7. To select all of your quizzes, do the following:
 - Select the first quiz in the list.
 - While holding down the Shift key, scroll to the bottom of the quiz list to select the last title.
 - All quizzes in the list are now highlighted in **Blue** indicating that all are selected.
8. From the menu bar at the top of the screen, click/select **Quizzes**.
9. From the **Quizzes** drop-down menu, select **Export for AR Book Guide**.
10. In the **Save as** dialog, select the folder you created on your desktop as the **Save in** location.
11. After selecting the folder you created, enter a **File Name:** of Testinfo.TXT in the **Save as** dialog.
12. Select **Save** to save the file to the folder you created on your desktop.
13. When the export has completed, a message appears indicating the number of exported quizzes.

Make note of the folder name you created on your desktop that contains your exported quiz data. When you finish uploading your quiz data, you can delete the folder you created.

Exporting Quiz Data from Accelerated Reader v5.x

To export your quiz data from Accelerated Reader version 5.x, do the following:

1. On your desktop, create a folder for storing the exported quiz data.
2. Start the Accelerated Reader Management module.
3. When presented with the **School** or **Classroom** button/graphic, select the **School** button.
4. Select the **Quizzes** button. This will list all of the installed AR Quizzes.
5. To select all of your quizzes, do the following:
 - Select the first quiz in the list.
 - While holding down the Shift key, scroll to the bottom of the quiz list and select the last title.
 - All quizzes in the list are now highlighted in **Blue** indicating that all are selected.
6. From the menu bar at the top of the screen, select **Quizzes**.
7. From the **Quizzes** drop-down menu, select **Export for AR Book Guide**.
8. In the **Save as** dialog, select the folder you created on your desktop as the **Save in** location.
9. After selecting the folder you created on your desktop, enter a File Name: of Testinfo.TXT (Testinfo.EXP for Macintosh) in the **Save as** dialog.
10. Select **Save** to save the file to the folder you created on your desktop.
11. When the export has completed, a message appears indicating the number of exported quizzes.

Make note of the folder name you created on your desktop that now contains your exported quiz data. When you are finished uploading your quiz data, you can delete the folder you created.

Exporting Quiz Data from Accelerated Reader v4.x

To export your quiz data from Accelerated Reader version 4.x, do the following:

1. Create a folder on the root of your C:\ drive. Make sure the name contains no spaces, no special characters, and does not exceed eight characters in length.
2. Start the **teacher** module.
3. From the **View** menu, select **Tests**.
4. Press the F5 key to **Select all** tests.
5. From the **Tests** menu, select **Reports...**
6. Scroll through the list of available reports and highlight **Test List**.
7. Click the **OK** button to generate the report.
8. When the report displays on the screen, click **Save**.
9. In the **Save as** dialog, browse to the folder you created on the root of your C:\ drive.
10. Enter a **File Name:** of ARLIST.TXT.
11. Click on the **OK** button to save the file to the folder you created on the root of your C:\ drive.

Make note of the folder name you created on the root of your C:\ drive that now contains your exported quiz data. When you finish uploading your quiz data, you can delete the folder you created.

Note: Reading Counts! export instructions start on the next page.

Reading Counts! Export Instructions by Version:

Reading Counts Enterprise Edition

If you are using Reading Counts! Enterprise Edition, you do not need to submit quiz data. Please indicate on your Reading Program Service order form you are using Reading Counts! Enterprise Edition.

Exporting Quiz Data from Reading Counts! v1.x

To export your quiz data from Reading Counts! version 1.x, do the following:

1. Find your RC! program folder (where you installed it). Make sure the Reading Counts! program is not currently running.
2. Browse to the sub-folder: SMS_DATA\DataBase
3. Copy three files named **TITLE.DBF**, **TITLE.CDX**, and **TITLE.FPT** to another local folder or your desktop. These are the Reading Counts files you will upload for processing.

Note: We do not recommend that you upload the file directly from the RC! program folder.

Exporting Quiz Data from Reading Counts! v2.x and higher

To use Reading Counts® MyLibrary Quiz Extractor for Windows, do the following:

1. Download the MyLibrary Quiz Extractor application from Scholastic.com's [Software Update](#) page if you haven't already done so.
 2. Run the Quiz Extractor application, it will automatically find the location of the Reading Counts! database.
 3. Select the directory for the quiz list file by clicking the **Browse** button for the Output File Location box. Then, click OK.
 4. After you have selected the destination folder, click **Extract** to create the quiz file.
 5. Copy the file named **QuizFile_MySchool.txt** to your desktop. This is the file you will upload.
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To use Reading Counts® MyLibrary Quiz Extractor for Macintosh, do the following

1. Download the MyLibrary Quiz Extractor application from Scholastic.com's [Software Update](#) page if you haven't already done so.
2. Run the Quiz Extractor application, it will automatically find the location of the Reading Counts! database.
3. Select the directory for the quiz list file by clicking the **Select Folder** button that for the Quiz List Destination box. Then, click **Select**.
4. After you have selected the destination folder, click **Make List** to create the quiz file.
5. Copy **QuizFile_MySchool.txt** to your desktop. This is the file you will upload.

Notes:

- o Please make sure the filename ends with **.txt**.
- o Quiz Extractor may use your school's name instead of "MySchool" to create the file.