

Making a Backup of Your AR Records

Backing up student data is important whether your computers are networked or stand alones. It is always possible a problem could cause you to lose valuable information. To prevent this, you should always backup all of your data.

Note: When creating a backup, you should always create your backup in a different location than where the original data is being stored. This prevents you from losing your original data and the backup should the server fail where the original data or backup is stored. A good location for a backup may be a CD-ROM or your computer's hard drive. Do not export directly to a floppy disk. If you need to save the file on a floppy disk, export to the hard drive first and check the file size to be sure it is 1 MB or less in size. Then either copy the file to a floppy disk or export again to a blank floppy disk. If the file is larger than 1 MB, export your students in smaller groups, and copy each export to a separate floppy disk.

To export ALL student information, follow these steps:

- Log in to the AR Management program with full administrative access.
- From the **Go** menu, choose [Students].
- From the **Students** menu, select [Export]. This will start the **Export Students** Wizard (Windows) or Assistant (Macintosh).
- Choose <Add All> to select all of the students.
 - To backup individual students use the <Control> key (Windows) or <Command> key (Macintosh). Use this when selecting only the 6th /8th grade students at the end of the school year before promotion.
- Click the [Next] button.
- On the next screen, you will have three choices:
 - Students only
 - Students with all Student Detail Records
 - Students with Student Detail Records in this range
- Selecting option 2 will create a complete backup of the selected students' records.
- Click the [Finish] button (Windows) or the [Done] button (Macintosh).

- A dialog box will appear to let you select a name and location for the export file. Make sure the name ends with “.exp” (i.e. Accelerated Reader.exp). (Save the file to the desktop or your hard drive. DO NOT SAVE TO THE SERVER.)
 - *Windows users:* In the **Save as:** dialog box, in the **Save in:** field, locate the desktop or hard drive. In the **File name:** field, specify a file name and extension, i.e., **grade5.exp**.
 - *Mac users:* Navigate to the desktop or hard drive, and enter a file name.
- Once you have named the file and navigated to the location where it should be saved, click the [Save] button.
- The program will show you how many student records were exported. Click the [OK] button.

STAR Reading 1.x

- Log in to the STAR management program with Administrative access.
- Click on the [Students] button at the top.
- Click on the [Export] button on the right.
- Click on the [Yes] button.
- Insert a blank, formatted floppy disk into your floppy-disk drive.
 - *Windows users:* In the Export Student dialog box, in the Drives: field, select the letter of the floppy disk drive. In the File name: field, specify a file name and extension, such as STAR.exp. Click [OK].
 - *Mac users:* Be sure the Save location is the floppy disk. The file name should be Exported Students. Click [Export].
- Click on the [Yes] button unless you have more students than will fit on a disk or would like to export classes separately.
- Verify the Test Range says **All**, and click [OK].
- Click [No] when asked if you want to delete students after the export.