Download to Excel

This feature allows users to export a student's Tier 3 Progress Monitoring data into an Excel spreadsheet, where unique charts and graphs may be created for different situations.

From the **Report (1)** tab, select "**Individual Student Report.**" **(2)**

From the **Individual Student Tier 3 Reports**, select "**Progress Monitoring.**" **(3)**

Select the student's **Tier 3 Report Options (4)**. Click "**Generate Report.**" **(5)**

After the report generates, click the link at the top of the screen to **"Download to Excel." (6)** Open the Excel file by following the prompts provided by your internet browser.

Working with the Data in Excel

The Excel file will contain a worksheet for each individual behavior along with a list of any plan changes allowing you to create unique charts and graphs for different situations. The Excel file will reflect the entire date range selected for the report, even if those dates have no data associated with them (those dates will reflect a value of zero).