

Exporting and importing student data

Option 1: Our customer services team can transfer data on your behalf

Because of our strict data protection policies, we will only access individual data with the express permission of a named contact at a school. We will only share data with another school with the express permission of a named contact at both schools.

As such, before a member of our team can transfer data from one school to another we require the following:

1. An email from a named contact at the school from which the data will be exported – giving permission for Renaissance Learning to export the necessary information.
 - a. The student data to be exported should be placed in a Class (or Classes) clearly identified in the Class name. In this way, we will not handle student names directly.
2. An email from the school to which the data will be imported, naming the Class and the school the data will be received from.
3. Emails should be sent to support@renlearn.co.uk with clear subject lines.
4. A member of our support team will then transfer the data on your behalf.
 - a. NB: We will not delete the original student information from the school it is being exported from.

Option 2: You can transfer the data independently

By following these steps, you can transfer the necessary data without the support of our team.

Exporting data:

1. In Renaissance Place, navigate to Courses and Class
 - a. Create a Class
 - b. Enrol the students whose data you wish to transfer into the Class
 - c. Assign Teacher & Products
2. Navigate to Users
3. Click Export Information
4. Click Classes
5. Export – against the Class
6. Select under Renaissance Place Export – Export Renaissance Place data into a one file compatible with other Renaissance Place databases
 - a. Products you wish to export, including the student information
7. Click Next
8. Click Download
9. Click Save

10. The XML file that is generated is encrypted, making it safe to email to a contact at the school you wish to transfer the data to.

Importing data:

1. In Renaissance Place, navigate to Users
2. Click Import Information
3. Browse for file
4. Click Next
5. Select Import student Information and the products you wish to import data for, e.g.
 - a. Accelerated Reader
 - b. STAR Reading etc.
6. Click Next
7. Select from the following:
 - a. Import
 - i. All Students
 - b. Merge Students with Matching
 - i. First, Middle and Last Name
 - ii. Student ID and Last Name
 - c. New Students (no match found)
 - i. Import as New Students
 - ii. Do No import
8. Click Import