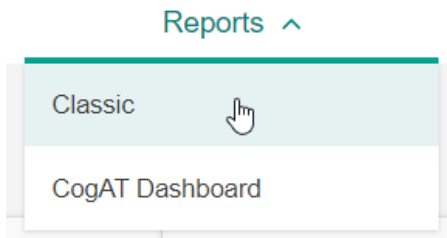


South Carolina Grade 2 Gifted & Talented Assessments

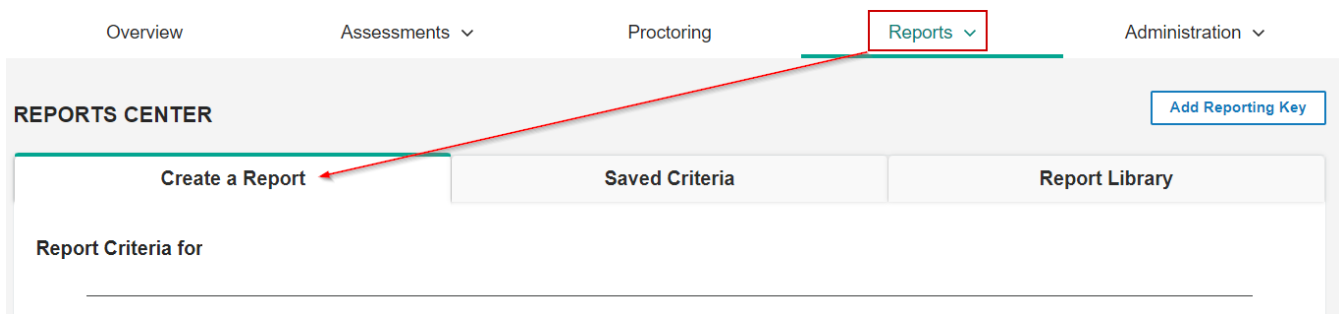
DataManager Reporting Quick Guide- *Data Export*

To open the Reports Center:

→ Click the Reports menu in the header of DataManager. If you have one or more options on the Reports menu, select Classic to reach the REPORTS CENTER.



The Reports Center opens the default tab, Create a Report.



Data Export

Available to users with Account Holder and Administrator roles only. Provides a file in a standard or custom template containing data on test results.

These files contain data for a test event and can be exported as .txt files in the following formats:

- ASCII Fixed-Width **format used by SC districts*
- ASCII Tab-Delimited
- ASCII Comma-Delimited
- ASCII Pipe-Delimited

When you create a Data Export file, you can choose to export it using a standard or a custom format. The standard format, shown below, details how information is organized in the Data Export file.

Step 1- Make the selections you see in the screenshot below and click **Run Report in Background**. To download the Iowa Data Export simply change the Assessment type to Iowa Assessments.

REPORTS CENTER

Add Reporting Key

Create a Report

Saved Criteria

Report Library

Report Criteria for **Charleston County**

ASSESSMENT

CogAT Assessments

✓

TEST ADMIN DATE

10/17/2025 - South Carolina Fall 2025

✓

REPORT TYPE

Data Export

✓

GRADE

1 selected **Grade 2 selected**

✓

EXPORT TEMPLATE

Standard

✓

EXPORT FORMAT

ASCII Fixed-Width (.txt file)

✓

SCHOOL

All

✓

Reset Criteria

Save Criteria

Run Report in Background

Step 2- Retrieve your data export(s) from the Report Library. Click on the filename to open the Report Viewer.

REPORTS CENTER

Add Reporting Key

Create a Report

Saved Criteria

Report Library

Completed reports are available for 5 days. Print or download important reports before they are deleted.

Reports

Filename	Result	Date	Actions
 Data Export- Iowa	COMPLETED	12/04/2025 02:25:59 PM	
 Data Export- CogAT	COMPLETED	12/04/2025 02:25:33 PM	

Step 3- The data is available to be downloaded. To do this, click the link on the report viewer page as shown below.

REPORT VIEWER

Data Export
Cognitive Abilities Test™ (CogAT®)

Test Date: 10/17/2025
Norms: Fall 24

District: Chattahoochee County

Print Edit This Report Close

Data Export- CogAT is available to download by clicking the link below:

Data Export- CogAT → click

Export Format : ASCII Fixed-Width (.txt file)

Grade : 2

Field	Field Name	Length
1	Order Number	30

Step 4- Finally, retrieve your downloaded files. If using the Google Chrome browser your file will download automatically. Create a folder on your desktop for your data exports. Go to your Downloads folder, click on the file once, and drag to your newly created folder.

