

## Instructions to Export DataLink file to Excel

 Open your test or evaluation file in the DataLink and from the menu bar, select the triangle for *Excel Export > Full Report*



- 2. In the *Export File As...* window do the followings:
  - a. Select the folder that you want to save the exported file.
  - b. Create a good name for your file. Example  $\rightarrow$  **320-04** John Smith
  - c. Click the *Save* button.

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Save in:	🔒 2012 Fall Facu	ulty Evaluations	<b>~</b> ~	G 🤌 📂 🛄 🗸	
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	Save as type:	Excel (*xlsx)		¥	Cancel

3. Your exported Excel file has three sheets, *Result Grid*, *Item Analysis*, and *Mean Statistic*.

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