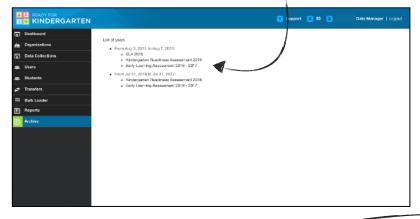
ACCESSING ARCHIVED DATA

This document provides guidance for accessing reports of previous year's data from the "**Archives**" area in the KReady system. Follow these steps to access the reports. Note that **only data that was downloaded during the previous assessment window is available to be downloaded from the data archive.** Download access to requested data may take longer depending upon the size of the organization/district data requested.

1. Select "Archive" from the dashboard or left-hand navigation



2. Select the desired assessment period/data collection to access the reports.



3. Select the desired download by clicking the "**Download**" button.

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Dashboard							
Organizations	<u> </u>						
Data Collections	(D) A	rchive					
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Bulk Loader	Stow 1) 0 entries					Search:
Reports							
Archive	- 10	Type	Status	Requested At	Organization	File Name	
	67855	SKB_EXPORT	COMPLETE	06/26/2017 12:38:31 pm	District - undefined	7ed32d24533140632b2a15215da6a314.csv	
	67743	SKB_EXPORT	COMPLETE	06/20/2017 4:11:36 pm	District - undefined	129480/73+1a/ca333/3154c7b95d3a5.csv	
	67742	SKB, EXPORT	COMPLETE	06/20/2017 4:10:27 pm	District - undefined	3039x41x5x41024655xe59adba74e900f.csv	
	47708	Location Set	COMPLETE	05/18/2017	District - The Ohio Department of	67328/Chio/LocatorSetCompletion/TenantsDis	tricts/The-Ohio-

For Additional Support - Contact Help Desk: https://www.ohio-k12.help/kready/



