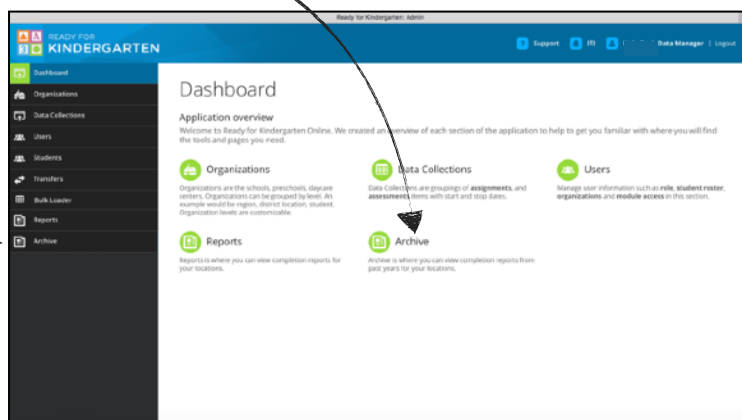# ACCESSING ARCHIVED DATA
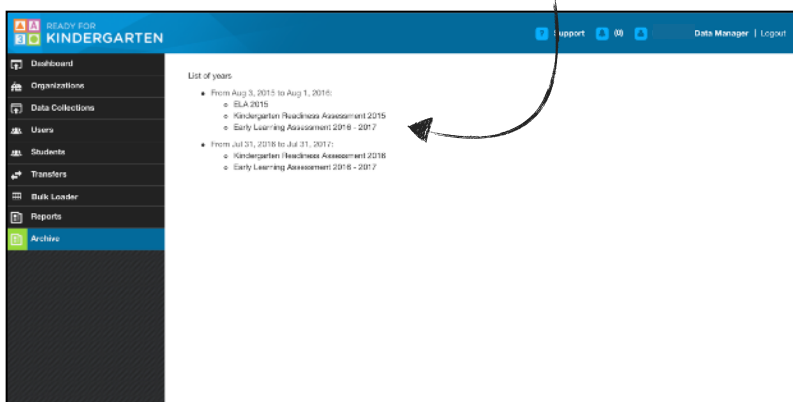Jul 2018

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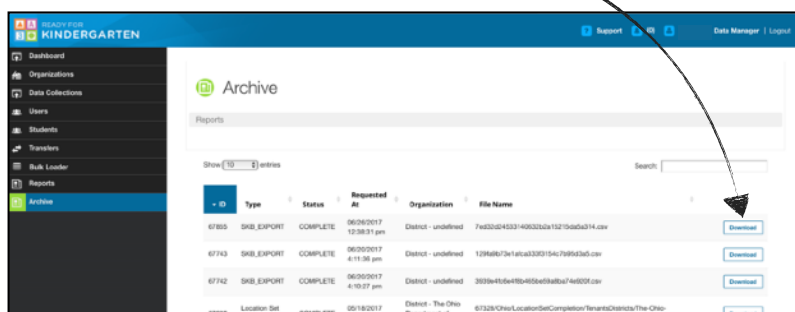
**1.** Select "**Archive**" from the dashboard or left-hand navigation

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

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

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