

# Exporting Students results from PRT

Here is the process of exporting PRT Results.

In preparation, the exported file is named "PRTRES" and the extension is ".exp" probably for "Export"!

PRT only exports as prtres.exp, so it will be necessary to have created a folder, and then created subfolders for each test.

e.g. G:\primary reading tests, then G:\primary reading tests\test1, then G:\primary reading tests\test2 etc. or some other name format to suit you.

Having done this it won't be necessary to empty the folder of the prtres.exp file, to make room for the next one you export.

In PRT, select Student Results from the Main Menu.

Select the Export option at the bottom of the Main Menu.

In the window that is displayed, select the Class you want to export.

Then type in the Path to the folder you have created. (Browse option is not available).  
e.g. G:\primary reading tests\test1 (When you have created this folder, you can copy the path from the address bar and paste it into the box in PRT)

To select students from the list, hold down the Ctrl key and click on the required students to highlight them. Or use Shift and Select to highlight a range of students.

Then select Export. There is no acknowledgement that the data has been exported.

If a file has already been export to the location (which as we know will be the same file name), you will need to type in another location, or empty the folder of the previously saved file.

The file will then be created.

The file can be opened by first launching Excel and navigating to the file in the folder. You will need to have selected the 'File of Type' Excel is looking for to 'All Files'.

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SiR Learning Systems Ltd  
Blackbrook House, Ashbourne Road, Blackbrook, Derbyshire. UK DE56 2DB  
Tel. 01773 820011 Fax. 01773820206  
[www.sirple.co.uk](http://www.sirple.co.uk)

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Select Delimited, and select file origin to Western European (Windows).

Click Next.

Deselect Delimiters from Tab and select Comma, then click Next



Ignore the next screen for format of cells. Leave as the default of General.

Then click Finish.

The data will then appear in a spreadsheet.

Then save as Excel worksheet.

[Click Here](#) to download an exported file with column headings as an example.

You can then copy the Headings row in the attached file and insert it as a new row at the top of your exported results in the spreadsheet.

This will help to identify what the data means in each column.



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