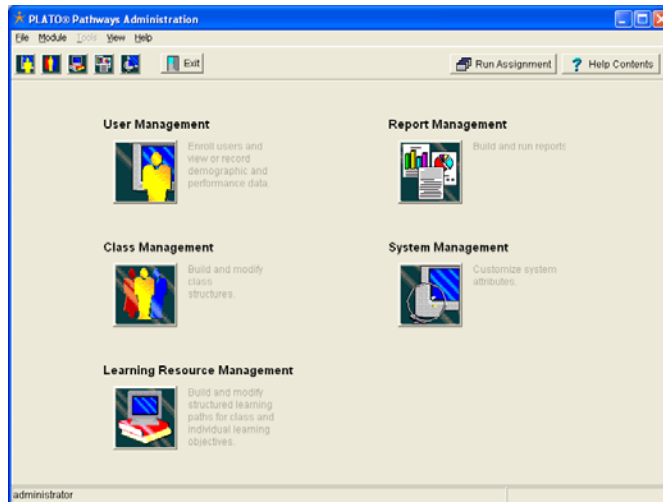


Steps to Exporting/Importing students in Pathways

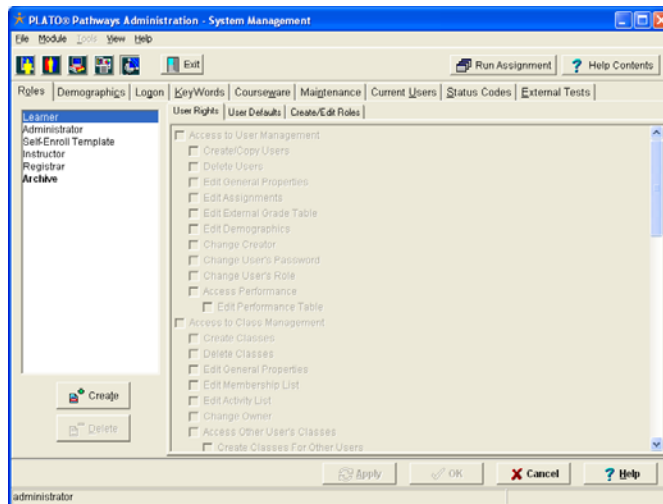
Exporting

Step #1: Log into PLATO Pathways

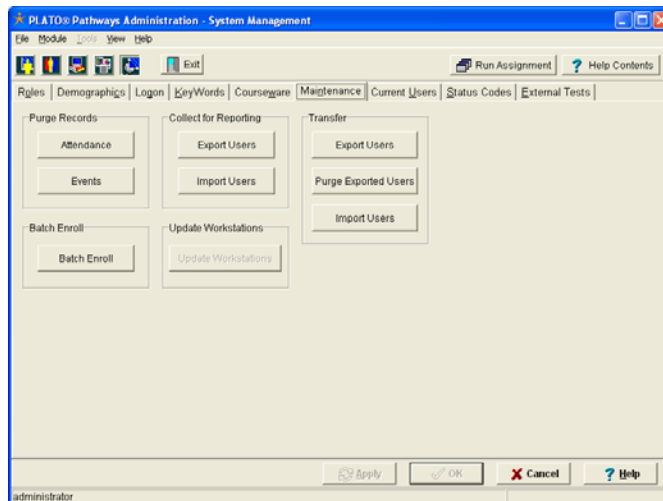
Step #2: Choose the System Management Button



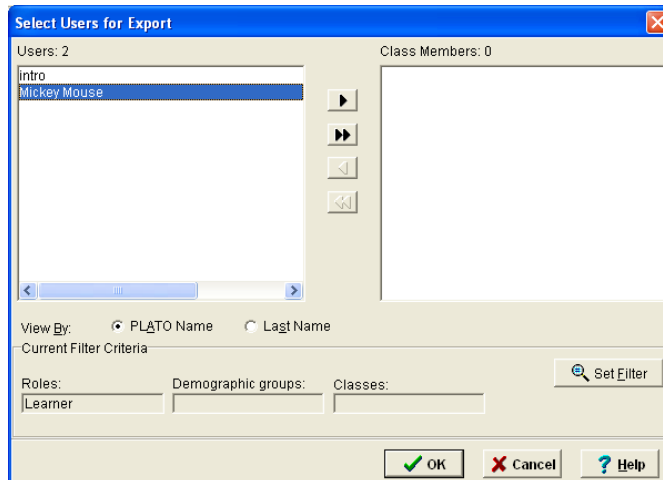
Step #3: Choose the Maintenance Tab



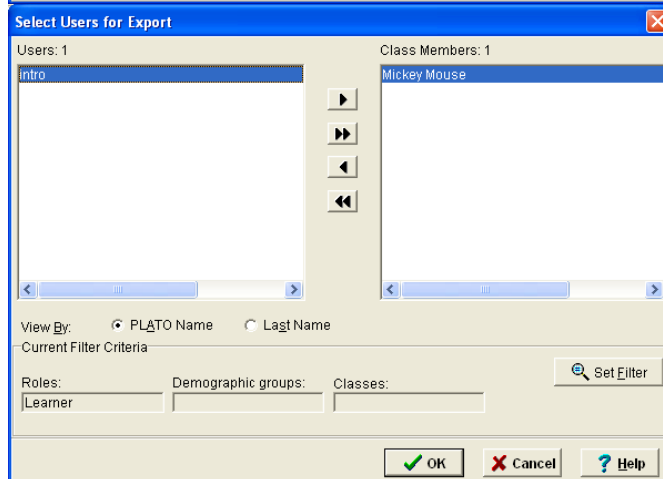
Step #4: Choose Export Users under the Transfer Heading



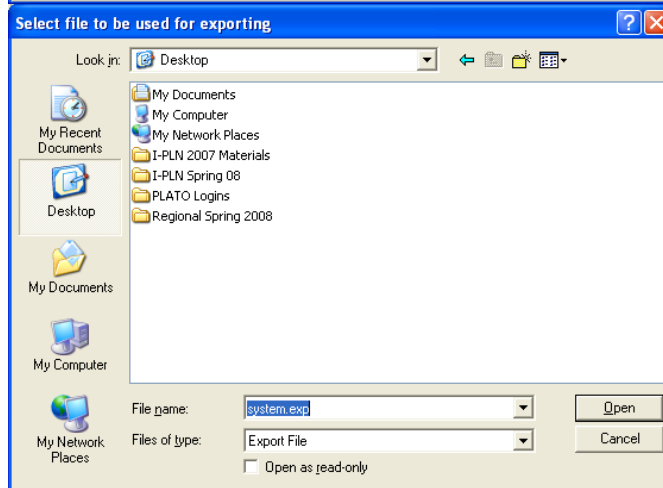
Step #5: Choose your student/students



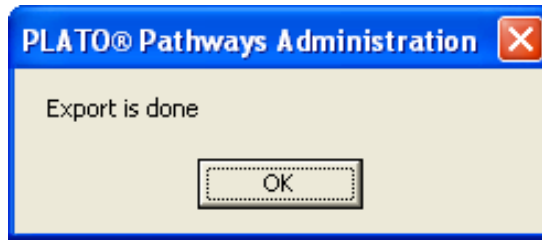
Step #6: Move student/students to the Right side-Click OK



Step #7: Name and save the export

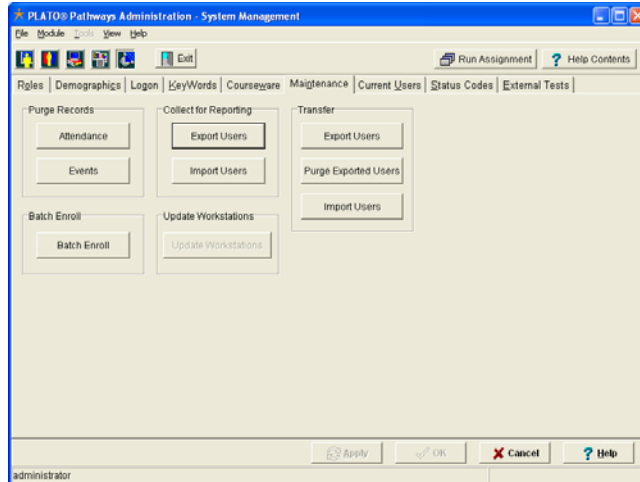


Step #8: Click OK

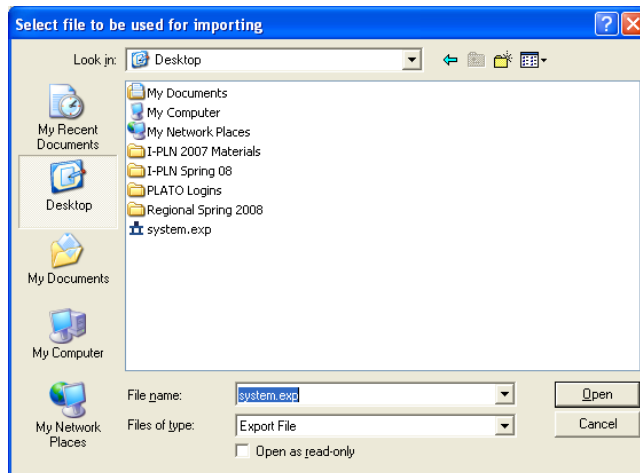


Importing

Step #9: Choose Import User under the Transfer title



Step #10: Find the file-Export in



Note: Data can be exported and Imported on different servers