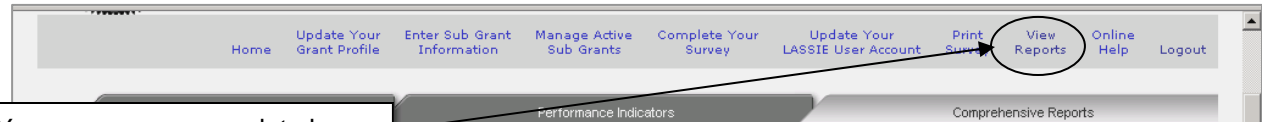


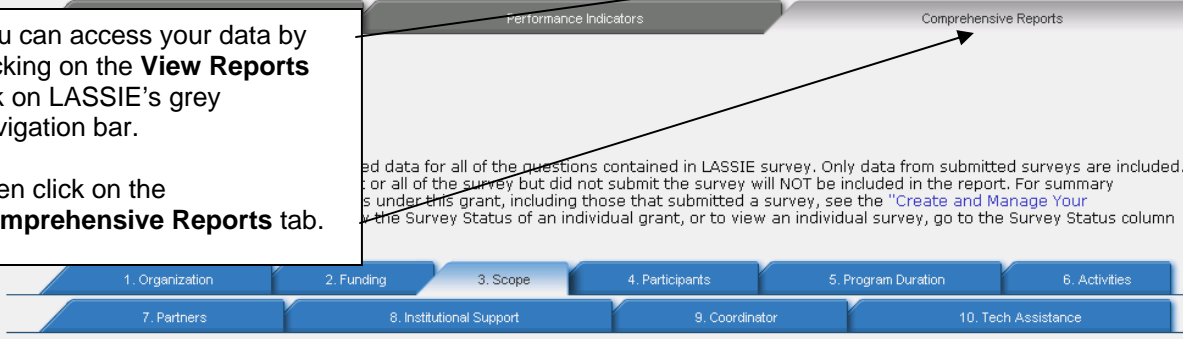
## How to Create a Data File

LASSIE gives users the capacity to create and download data files that you can use to perform your own data analyses, share with program evaluators, or use to make graphs or charts to share with practitioners, administrators or policy makers at your institution. To create data files, start by accessing your data through the **View Reports** function.

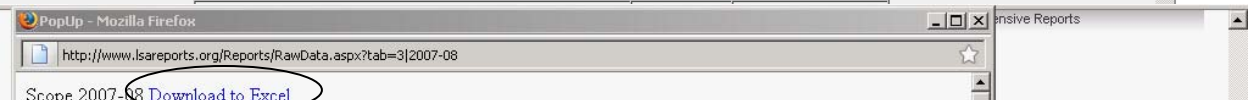


You can access your data by clicking on the **View Reports** link on LASSIE's grey navigation bar.

Then click on the **Comprehensive Reports** tab.



To access the data file for each tab/topic in the Comprehensive Report, click on the **View Individual Responses** button.



LASSIE then opens a window showing a table with the data for each of your sites. By clicking on the **Download to Excel** button, you can download the data as an Excel file.

Once you have downloaded the files into Excel, you can use the ID number for each site to link the data from different tabs together.



<b>Total K-12 District-Based Responses</b>	<b>16</b>	<b>100.0%</b>
<b>Scope of Service-Learning Activities in K-12 School-Based Programs</b>		
School-Wide (All Students)	8	47.1%
Discipline-Wide (i.e., All Social Studies)	5	29.4%
Grade-Wide (All Classes in a Grade)	8	47.1%
Multiple Classrooms	8	47.1%
Single Classroom	6	35.3%
Co-Curricular	7	41.2%