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## Lexile Update

When the new lexile scores have been imported into Chancery you should import your students to bring in the new scores. Follow the procedures for importing patron data.

[http://www.hisdlibraryservices.org/resources/Alexandria/index\\_of\\_alexandria\\_step.htm#Patron%20Management](http://www.hisdlibraryservices.org/resources/Alexandria/index_of_alexandria_step.htm#Patron%20Management)

Once you have imported your patrons, you can check on their scores in two ways.

### (1) Checking an individual student record

- Go to Show>patrons
- Select the Statistics tab
- Click on the Show History button in the right-hand corner
- The new lexile score and older lexile scores recorded for that student will be listed at the bottom of the history page
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### (2) Printing a report showing student lexiles

- Go to reports
- Choose patron reports
- Pull down report name – patron lexiles
- Play with the sort by feature and select by feature to tailor the report to your needs or your staff's needs