

Online Tutorial:

Exporting Current Years Parent Volunteer Hours

Step 1: On the start page, click the “All” link to select all students at your school

Note: You can also pull Current Volunteer Service hours for individuals or selected groups. In that case, select the student(s) and follow the same instructions after Step 1.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M **All** Current Selection (548)

Step 2. Navigate to System > Direct Database > Export

Step 3. Change the current table to “Truancies (42).”

Current Table: **Truancies (42)**

Current Records in Selection: 0 List View Table View

Export Records Match Selection Table View Setup

Select all 3153 records in this table

Search Truancies

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Search only in records belonging to Animo Venice CHS

Select all 3153 records in this table

Search within the current 0 records only

Step 4. Click Select All XXXX Records in this table.

Current Table: **Truancies (42)**

Current Records in Selection: 0 List View Table View

Export Records Match Selection **Table View Setup**

Select all 3153 records in this table

Search Truancies

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Search only in records belonging to Animo Venice CHS

Select all 3153 records in this table

Select within the current 0 records only

Step 5. Click Match Selection

Current Table: **Truancies (42)**

Current Records in Selection: 3153 List View Table View

Export Records **Match Selection** Table View Setup

Select all 3153 records in this table

Search Truancies

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Search only in records belonging to Animo Venice CHS

Select all 3153 records in this table

Select within the current 3153 records only

Step 6. Leave the table to match on “Students” and proceed to Match Selection

Current Table: Truancies

This function creates a new selection of records in this table (Students), based on the records in the table selected below.

Students

Note: Not all tables can be used to create selections in this table; there must be a relation between the two tables. For example, records in the Students table may be matched with records from the CC table, because the CC table has a field called StudentID. However, attempting to match the Students table with the Teachers table does not work because the Students table does not have a TeacherID field and the Teachers table does not have a StudentID field.

Note: This function may take several minutes to complete.

[Back to Direct Database Export Main Screen](#)

Proceed to match selection

Step 7. Click Export Records

Current Table: Truancies (42)

Current Records in Selection: 7 List View Table View

Export Records Match Selection Table View Setup

Select all 3153 records in this table

Search Truancies

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=

Search only in records belonging to Animo Venice CHS

Search all 3153 records in this table

Search within the current 7 records only

Step 8. Export the following fields:

[01]student_number

[01]lastfirst

Date

Howmany

Open the resulting file in excel. There will be a single line for each time a parent volunteered. If you would like a total for each student, sort by student number, highlight all of your data, and then choose Data > Subtotals.