

Online Tutorial:

Exporting Previous 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.

Step 2. In the drop-down menu at the bottom of the screen, select “Quick Export.”

Step 3. Enter these fields into the export list (you can copy and paste)

student_number
lastfirst
grade_level
6thvolunteerhours
7thvolunteerhours
8thvolunteerhours
9thvolunteerhours
10thvolunteerhours
11thvolunteerhour

Step 4. Click the “Submit” Button

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)

Select a function for this group of students

Immunization Compliance
Invalid Requests
LDAP Directory Synchronization
List Students
Mass Enroll in Classes
Mass Enter Volunteer Hours
Next School Indicator
Print Report
Print Mailing Labels
Quick Export
Re-Enroll in School



Submit