

## Online Tutorial:

### Exporting Student Community Service 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 **F All** Current Selection (548)

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

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

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

**student\_number**

**lastfirst**

**grade\_level**

**CShours\_09**

**CShours\_10**

**CShours\_11**

**CShours\_12**

**Step 4.** Click the “Submit” Button



Submit