

Online Tutorial: Exporting CAHSEE Results

Step 1: From the start page, click on “All” under the “Browse Students” section.

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 FAIL

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

Select a function for this group of students

- Attendance Change
- Counselor's Screen
- Enrollment Summary
- Export Using Template**
- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization

Step 3: In the drop-down menu next to “Type of Export,” select “Students.”

Option	Value
Type of Export:	<ul style="list-style-type: none">StudentsCoursesStudent SchedulesTeachersHistorical Grades

Option	Value
Type of Export:	Students
Export template?	CAHSEE Pass/Fail
For Which Records?	<input type="radio"/> Ramos, Gladys <input checked="" type="radio"/> The selected 548 students

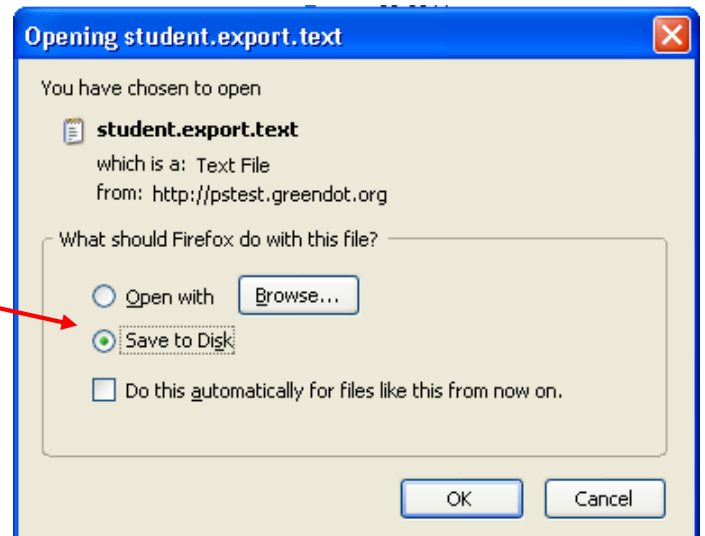
Step 4: In the next drop-down menu, select “CAHSEE Pass/Fail” and click on “The selected ___ students.”

Step 5: Click the “Submit” button.

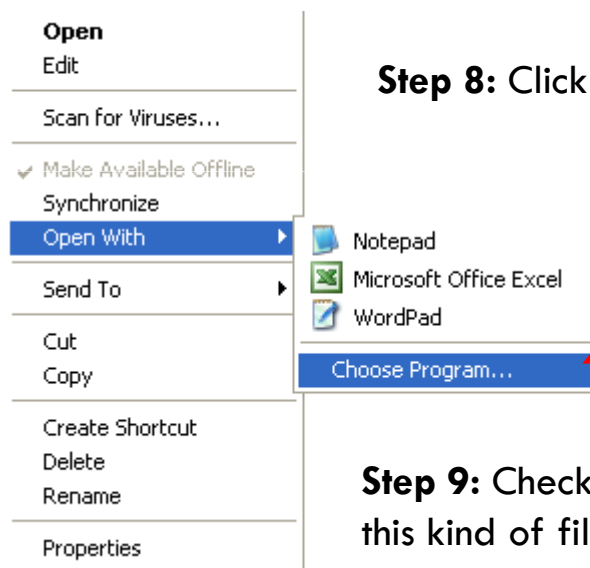
Step 6: After you click “Submit,” you’ll receive a prompt about the file you’re exporting.

Choose “Save to Disk” and save the file to your desktop.

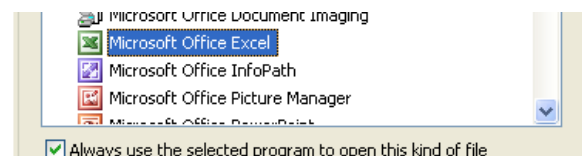
Step 7: Find the file on your desktop, and right-click on it.



Step 8: Click on “Open With” and then “Choose Program.”



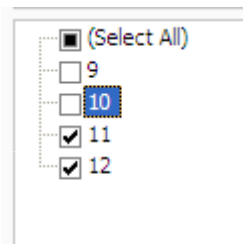
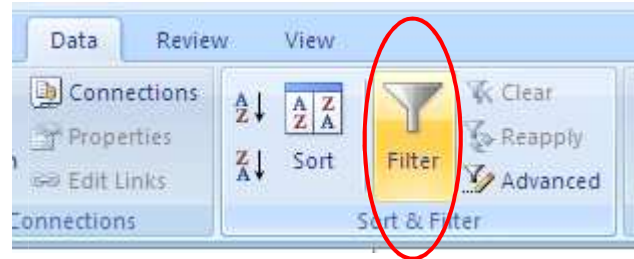
Step 9: Check the “Always use the selected program to open this kind of file” box. Then, click on Microsoft Excel, and click OK.



Step 10: Click the “1” next to the column headings and press “Ctrl-B” to bold the headings.

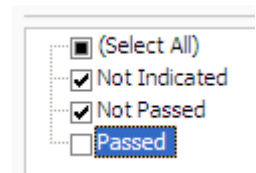
1	School	Student N	Student N	Grade
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Step 11: Click the “Data” heading at the top of your screen, and click the “Filter” button. This will add sortable drop-down menus to each column.



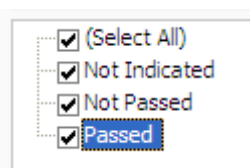
Step 12: Click the drop-down menu next to “Grade Level” and uncheck the check boxes for the grades you’d like to exclude. Click the “OK” button when you’re done.

Step 13: Click the drop-down menu next to “CAHSEE ELA Status” and uncheck the check box for “Passed.” This will filter out all students who have passed the ELA portion of the CAHSEE.



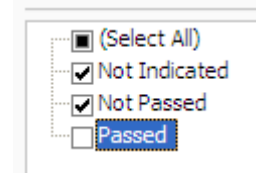
Step 14: Copy & paste those students to another spreadsheet or document. These are the students that still need to take the ELA portion of the CAHSEE.

Step 15: Go back to the same drop-down menu and re-check the check box for “Passed.” This will remove the filter on that particular column.



Step 16: Repeat steps 13-15, except for the next column over: “CAHSEE Math Status.

When you’re finished, copy and paste your results into another spreadsheet or document.



Huzzah! You’re done!