

Online Tutorial: Exporting LifeTouch Map

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 Fall

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:	<input type="text"/>
	Students
	Courses
	Student Schedules
	Teachers
	Historical Grades

Option	Value
Type of Export:	Students
Export template?	LifeTouch
For Which Records?	<input type="radio"/> Zuniga, Yvette Nataly <input checked="" type="radio"/> The selected 548 students

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

Step 5: Click the “Submit” button.

Step 6: Send the resulting text file to LifeTouch.