

Online Tutorial: Exporting Student Demographics

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:	<ul style="list-style-type: none">StudentsCoursesStudent SchedulesTeachersHistorical Grades

Export template?

- 3n upload file
- Communication Envelope Labels
- Data Director - Demographics
- Failing Grades
- fitness
- Follett Student Export
- GreenDot Immun
- LAUSD 9th Grade Requests
- LifeTouch
- Meal eligibility
- Pat Brown Attendance Export
- Student Current GPAs - S1
- Student Current GPAs - S2
- Student Current Grades - S1
- Student Demographics**
- Student DOB

Step 4: In the next drop-down menu, select “Student” Demographics.”

Step 5: Click the button next to “The selected ___ students.”

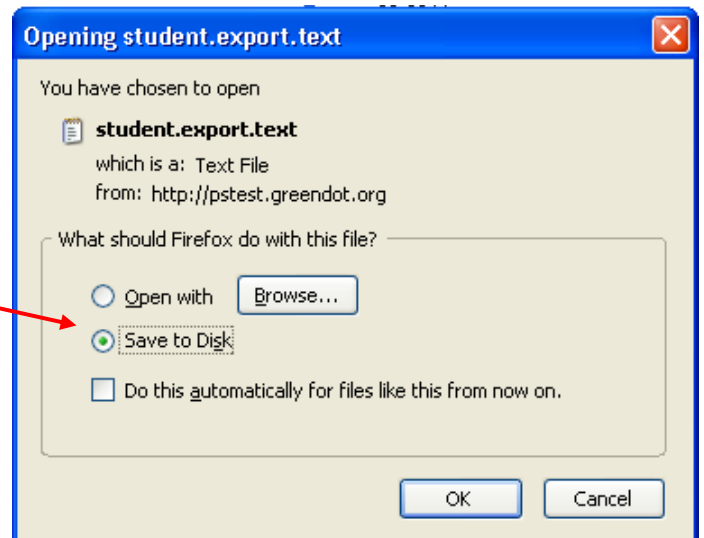
For Which Records?

- Cuevas, Jocelyn
- The selected 55 students

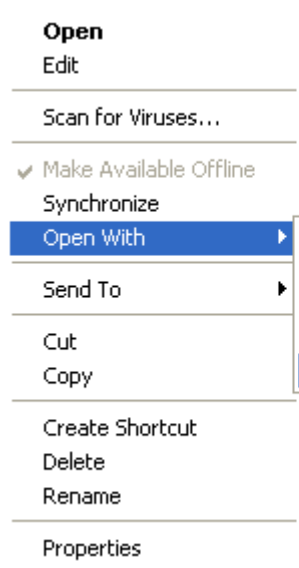
Step 6: Click the “Submit” button.

Step 7: 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.

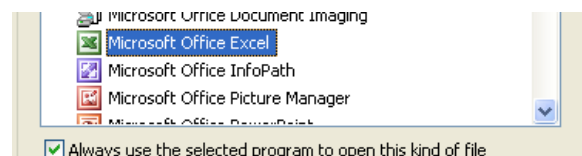


Step 8: Find the file on your desktop, and right-click on it.



Step 9: Click on “Open With” and then “Choose Program.”

Step 10: Check the “Always use the selected program to open this kind of file” box. Then, click on Microsoft Excel, and click OK.



Step 11: In the Excel spreadsheet, bold your column titles in row 1 and sort your data as needed.