

Online Tutorial: Exporting Student EL Status

At times, you may need to verify your students' EL statuses. The best way to do this is a quick export.

Step 1: From the start page, click “All” under the “Browse Students” heading in the middle of the screen.

This will select all students at your school.

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**

Select a function for this group of students

- ID/Password Assignment
- Invalid Requests
- LDAP Directory Synchronization
- List Students
- Mass Enroll in Classes
- Mass Print A Student Screen
- Next School Indicator
- Print Report
- Print Mailing Labels
- Quick Export**
- Re-Enroll in School

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

Step 3: In the text box on the next screen, enter the following information:

student_number
last_name
first_name
CA_elastatus
CA_DateRFEP

Note: As you might expect, these fields will give you access to students' Green Dot ID, last name, first name, English Language Acquisition status (EL, RFEP, EO, IFEP, TBD) and, if reclassified as RFEP, reclassification date.

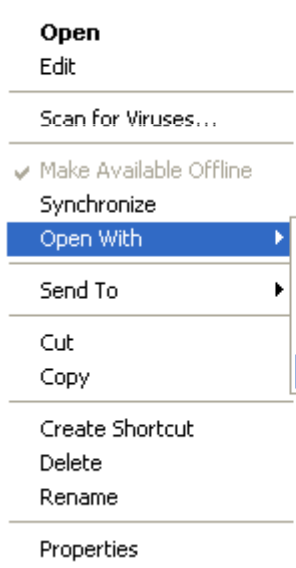
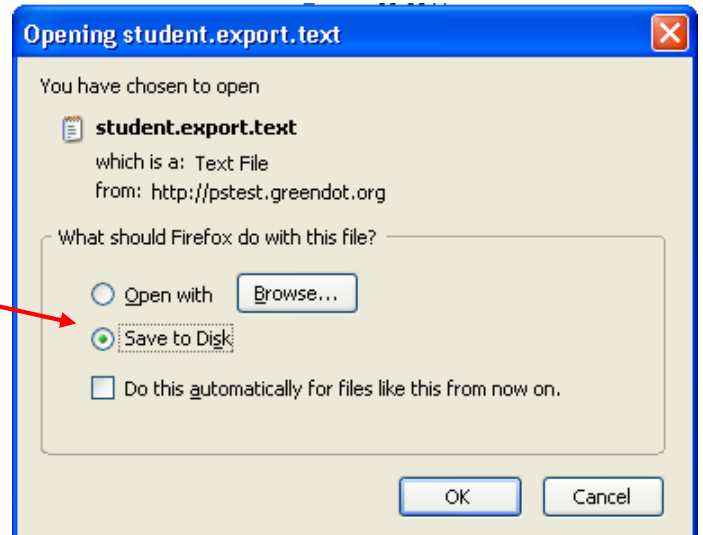
Step 4: Click the “Submit” button at the bottom of the screen.



Step 5: After you click “Submit,” you’ll receive a prompt about the file you’re exporting.

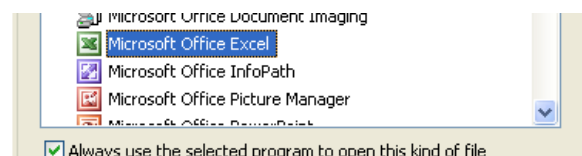
Choose “Save to Disk” and save the file to your desktop.

Step 6: Find the file on your desktop, and right-click on it.



Step 7: Click on “Open With” and then “Choose Program.”

Step 8: Check the “Always use the selected program to open this kind of file” box. Then, click on Microsoft Excel, and click OK.



Step 9: In the Excel spreadsheet, bold your column titles in row 1 by highlighting the fields and pressing “Ctrl-B.”

Step 10: Press “Ctrl-A” to highlight the text in your spreadsheet.



Step 11: Under “Data,” choose “Filter.” This will create drop-down menus at the top of each column and allow you to sort your data.

	A	B	C	D	E
1	Last Na	First Name	Student Numb	Ca Elastatus	Ca Daterfep
2	Garner	Michael	12345	EO	
3	Mita	Samantha	12378	RFEP	10/1/2003
4	Nguyen	Quang	13489	EL	
5	Schultz	Jefferson	17890	IFEP	

Step 12: Sort your data by EL Status by clicking the “CA_elastatus” drop-down menu and choosing “Sort A to Z” or “Sort Ascending.”

You’re done!

