

Online Tutorial: Identifying a Student's Prior School

Before school begins (or early in the school year), you'll need to pull information about your 9th graders' prior school of attendance.

Step 1: From the start page, click the "9" under the "Browse Students" heading.

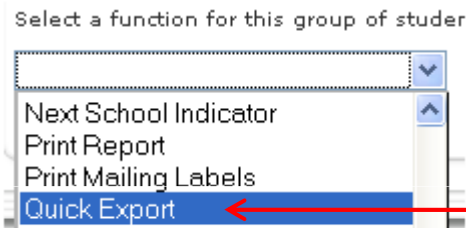
This will select all 9th graders at your school.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

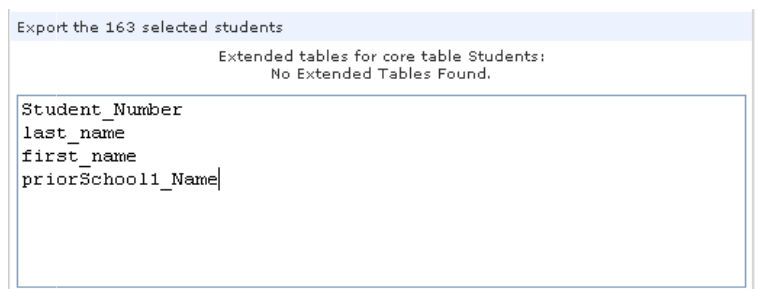
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 **9** 10 11 12 M FALL



Step 2: In the drop-down menu under the list of students, select "Quick Export"

Step 3: In the text box in the middle of the screen, enter the following fields:

student_number
last_name
first_name
priorschool1_name



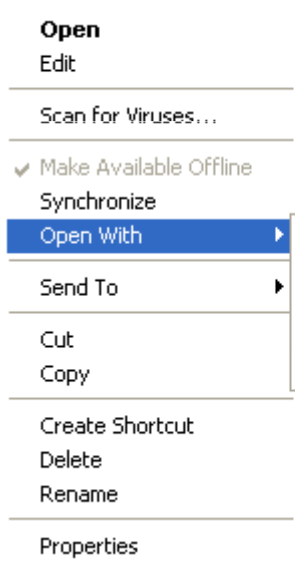
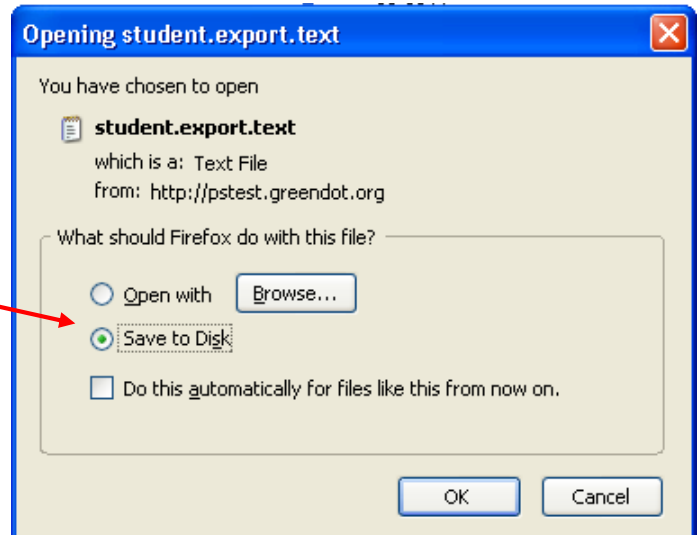
Step 4: Click the "Submit" button at the bottom of the screen.



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

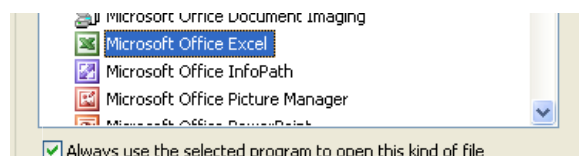
Choose “Save to Disk” and save the file to your desktop.

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 and use your data as needed.