

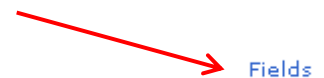
Online Tutorial: Quick Export

At times, you may need to do a quick export of student information. Frequently, you'll choose to do this after running a custom report. That's a process we'll cover later in this training, but let's go over the quick export process now.

Function
Attendance Change
Counselor's Screen
Enrollment Summary
Export Using Template
Fee Functions
ID/Password Assignment
LDAP Directory Synchronization
List Students
Mass Create Family Links
Mass Enroll
Mass Enroll Special Program
Mass Print A Student Screen
Next School Indicator
Print Reports
Print Mailing Labels
Quick Export

Step 1: After gleaning your data, choose "Quick Export" under the "Function" heading in the middle of your screen.

Step 2: If you don't know which fields you'd like to include in the export, click the "Fields" link at the bottom of the screen.



Step 3: Look through the field list to identify the fields you'd like to include in the export.

Field List		
143. CA_ELGradeRedesig	421. Fee Exemption_Status	699. sr_prblank1
144. CA_ELkt12mos	422. First_Name	700. sr_prblank2
145. CA_ELProfELA	423. FTAFinalProj	701. sr_prblank3
146. CA_ELSetting	424. FTEID	702. sr_prblank4
147. CA_EnrollmentStatus	425. Fulltimeequiv	703. sr_prscholarship
148. CA_ethnAA	426. FullTimeEquiv_obsolete	704. sr_prscholarship1
149. CA_ethnAI	427. Gender	705. sr_prscholarship2
150. CA_ethnASIAN	428. Grade	706. sr_prscholarship3

In this case, we're going to include:

student_number
last_name
first_name

```
student_number  
last_name  
first_name  
|
```

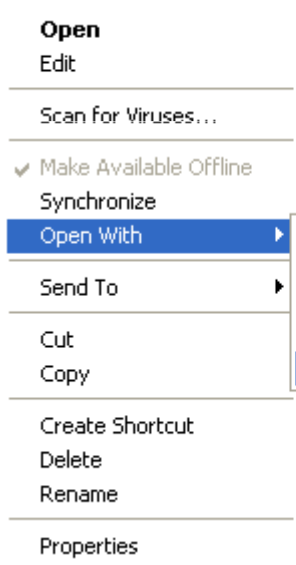
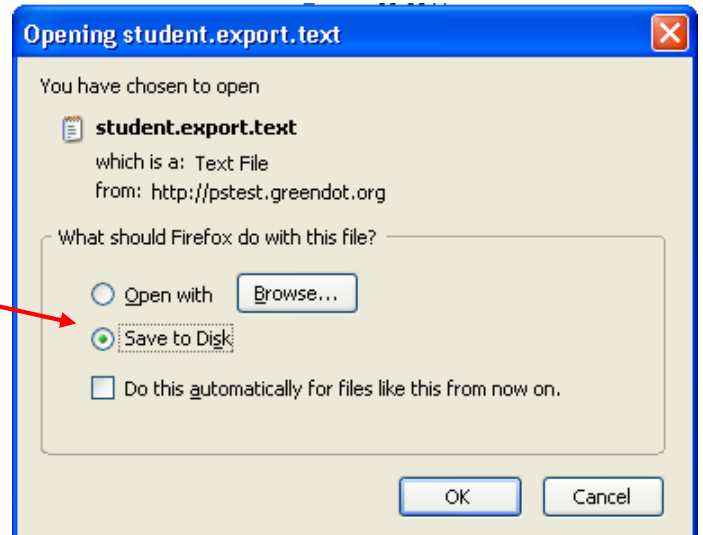
Step 4: Click the "Submit" button.



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

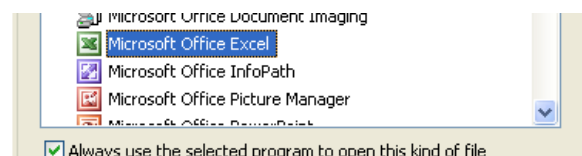
Choose “Save to Disk” and save the file to your desktop.

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 sort your data as needed.