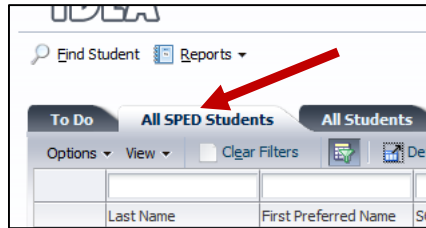
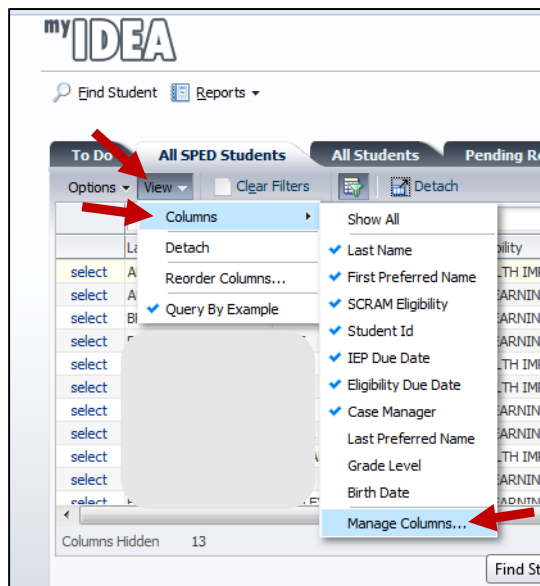


# Generating a custom Excel list using myIDEA

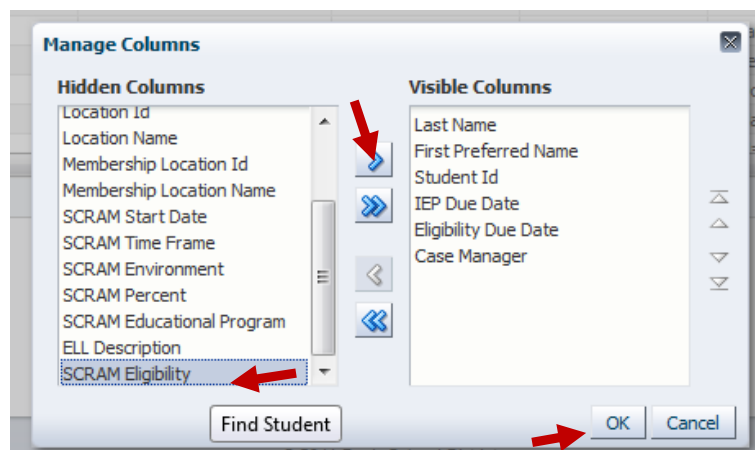
1. In myIDEA you can click the "All SPED Students" tab .



2. Then choose: View--> Columns --> Manage Columns



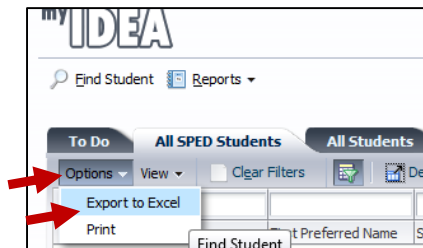
3. From the dialog box a user can customize which column you want to see and update. For example: you could make your visible columns be: Last Name, First Preferred Name, SCRAM Eligibility, Eligibility Due Date, IEP Due Date, Case Manager



4. When you set the visible columns to the way you want it, Click "OK" -- myIDEA will then load the data set how you customized it.
5. You can then filter any of the fields above the columns by typing/searching the desired data and then hit the "Enter" key.

Options ▾ View ▾ <input type="checkbox"/> Clear Filters   Detach							
							Johnson
Last Name	First Preferred Name	SCRAM Eligibility	Student Id	IEP Due Date	Eligibility Due Date		Case Manager

6. Then go to the "Options" menu and choose "Export to Excel" -- it will then download and prompt you to open the list you created in Excel. Then you can make further changes in Excel if desired, print, etc...



**A couple of items to note when doing this:**

- A. After exporting to Excel, if you have trouble opening the file, you may need to rename the file with a .xls extension in order to open it. (this often is needed on Macintosh computers).
- B. The "All SPED Students" tab only shows students with active valid SCRAM records, if you are missing a student from the list, its likely because they need SCRAM set. Contact your TCM to do this.