Quick Export of Students-GPA

This document will allow you to create a quick export for a group of students. This document will focus on exporting their current cumulative GPA.

Overview
This document will cover the following process: Quick Export of a Student List

Step 1-Create the List of Students
Step 2-Create the List of Fields to be exported
Step 3-Export the Student List to excel

Quick Export of Students:

1. **Create a list of students to be exported: [Start Page]**
   - ☐   On the Start Page, search for students and create a list in your Currrent Student Selection
   - ☐   From the Functions Menu Select Quick Student Export
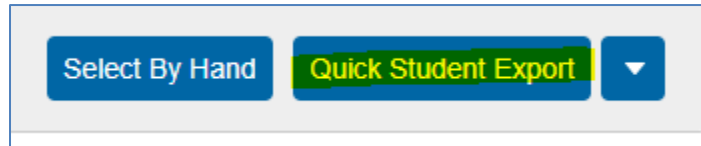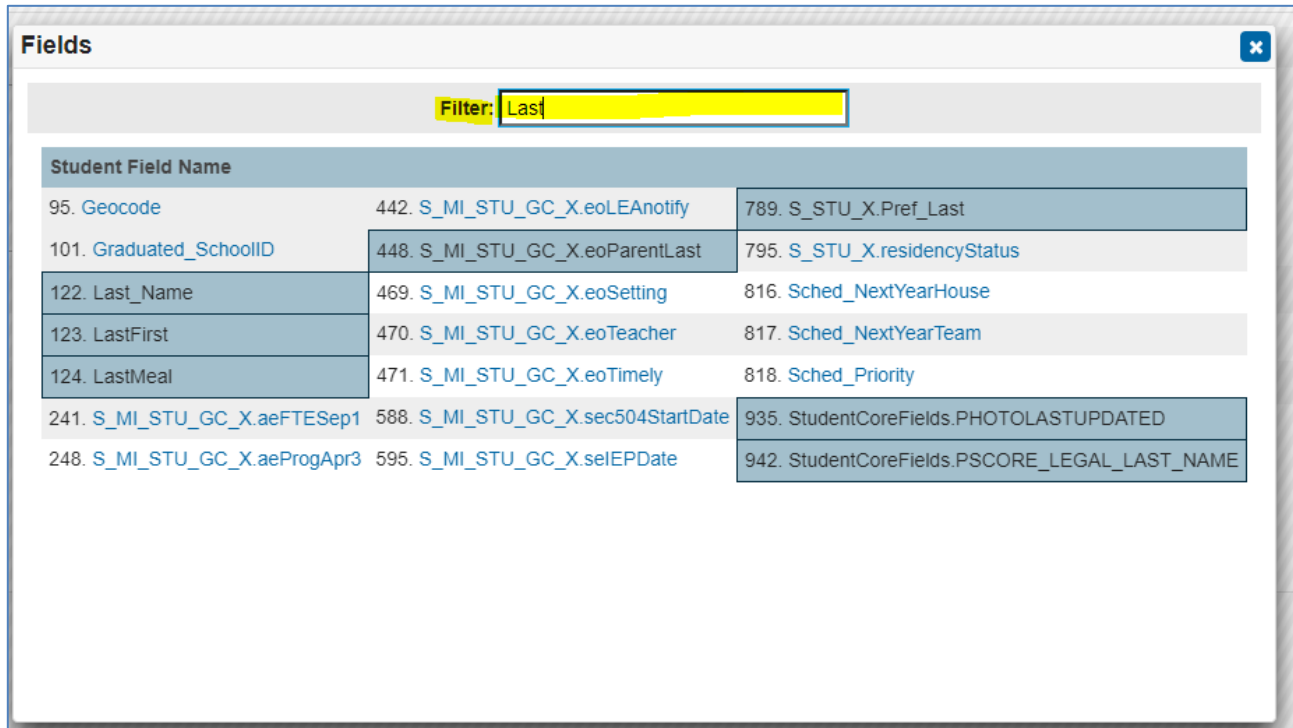

2. **Create the list of fields to be exported:**
   - ☐   On the Quick Student Export Screen, Add the fields you would like to export. If you are unsure of a field name you can click on the link: Fields or Contact DAT to see the available fields to be exported.

☐ If you click on fields, you can use the filter to find field names you are looking for:

Fields ✖

Filter: Last

Student Field Name

95. Geocode	442. S_MI_STU_GC_X.eoLEAnotify	789. S_STU_X.Pref_Last
101. Graduated_SchoolID	448. S_MI_STU_GC_X.eoParentLast	795. S_STU_X.residencyStatus
122. Last_Name	469. S_MI_STU_GC_X.eoSetting	816. Sched_NextYearHouse
123. LastFirst	470. S_MI_STU_GC_X.eoTeacher	817. Sched_NextYearTeam
124. LastMeal	471. S_MI_STU_GC_X.eoTimely	818. Sched_Priority
241. S_MI_STU_GC_X.aeFTESep1	588. S_MI_STU_GC_X.sec504StartDate	935. StudentCoreFields.PHOTOLASTUPDATED
248. S_MI_STU_GC_X.aeProgApr3	595. S_MI_STU_GC_X.seIEPDate	942. StudentCoreFields.PSCORE_LEGAL_LAST_NAME

☐ Once you have all of the fields you want to export you can click **SUBMIT**

3. **Once you have clicked Submit you can open the file in excel**
   ☐ Navigate to Windows Explorer and click Downloads
   ☐ Your file should be available and usually named student.export.text
   ☐ Right Click on the file name and click Open with and find excel and select it
   ☐ You can also open the document in Notepad. If you open it in notepad you can click Ctrl+A to select the entire document, then click Ctrl+C to copy the data, then open a new blank excel spreadsheet and click Ctrl+V to paste the information into an excel document.
   ☐ At this point you can filter and sort the data however you would like to view it.

NOTE: If you need to export a GPA and are unsure of the DAT to use, please contact the SIS Department to ensure you are exporting the correct information.****