



To Export the Current GPA to Import for Reports

- From School select GPA Student Screens
- Copy the Data (formula) from the Current GPA
- In the correct term at the top, select your students, then from Functions drop down select Quick Export
- Key in Student_Number, and on the next line paste the formula that you copied from GPA Student Screens
- Submit and Save to your desktop.

From your desktop right click and select to Open with Excel.

If you will need this same information frequently you may want to create a Quick Export Template. Instructions for this are on PowerSource in the Importing & Exporting Guide.