



## Quick Export GPA & Class Rank

In the correct **term** at the top, **select your students**, then from **Functions** drop down select **Quick Export**:

Lastfirst

~(\*gpa method="weighted")

~(\*classrank method="simple" result="rankoutof")

~(\*credit\_hours)

*Note: I just copied and pasted these 3 lines from the School/GPA Student Screens.*

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