



Export Student Name, Grade Level, Each Period, & Current Grade

To **Quick Export** student name, grade level, each period name and current grade for listed term, in the correct **term** at the top, **select your students**, then from **Functions** drop down select **Quick Export**:

lastfirst

grade_level

*period_info;1(A);course_name

*period_info;1(A);current_grade;Q1

*period_info;2(A);course_name

*period_info;2(A);current_grade;Q1

*period_info;3(A);course_name

*period_info;3(A);current_grade;Q1

*period_info;4(A);course_name

*period_info;4(A);current_grade;Q1

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