



## Export for **student, grade level, and 1<sup>st</sup> period information:**

In the correct **term** at the top, **select your students**, then from **Functions** drop down select **Quick Export**.  
Student name, grade level, 1<sup>st</sup> period teacher, room, & course:

A screenshot of a software window titled 'Quick Export'. It contains a list of fields to be exported: 'lastfirst', 'grade\_level', '\*period\_info;1(A);teacher\_name', '\*period\_info;1(A);room', and '\*period\_info;1(A);course\_name'. The window has a standard scroll bar on the right and a status bar at the bottom with navigation arrows.

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

Note: you can also use fields:

- \*period\_info;1(A);course\_number
- \*period\_info;1(A);current\_citizenship
- \*period\_info;1(A);current\_grade;S1
- \*period\_info;1(A);current\_percent
- \*period\_info;1(A);section\_number
- \*period\_info;1(A);teacher\_comment

These fields can also be used in **List Students**