



Students Schedules with Each Class on Separate Line

Select your students.

From System select DDE. Your Student table should show the total number of students you had selected.

Drop down and select the CC table and "Select all xxxxx records in this table"

Select Match Selection; you will be matching the CC table to the Students table and "Proceed to match selection".

Select Export Records and key in the fields required. Here is an example of the fields to select:

[1]last_name
[1]first_name
[1]student_number
[1]grade_level
[1]street
[1]city
[1]state
[1]zip
[1]home_phone
Expression
Course_Number
[2]Course_name

Select Submit and Save - name your file. Right click on the file and select to Open with Excel.