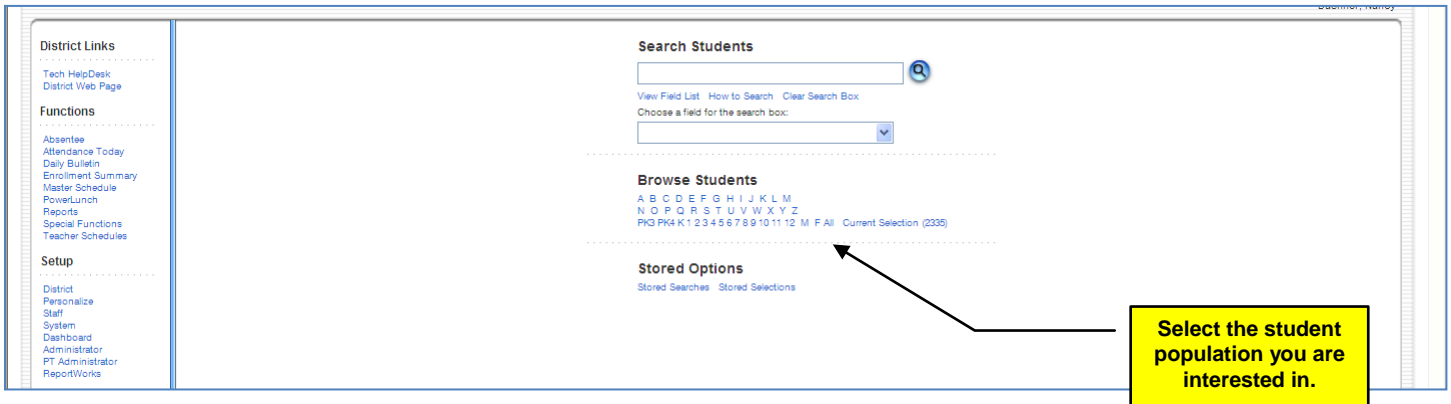


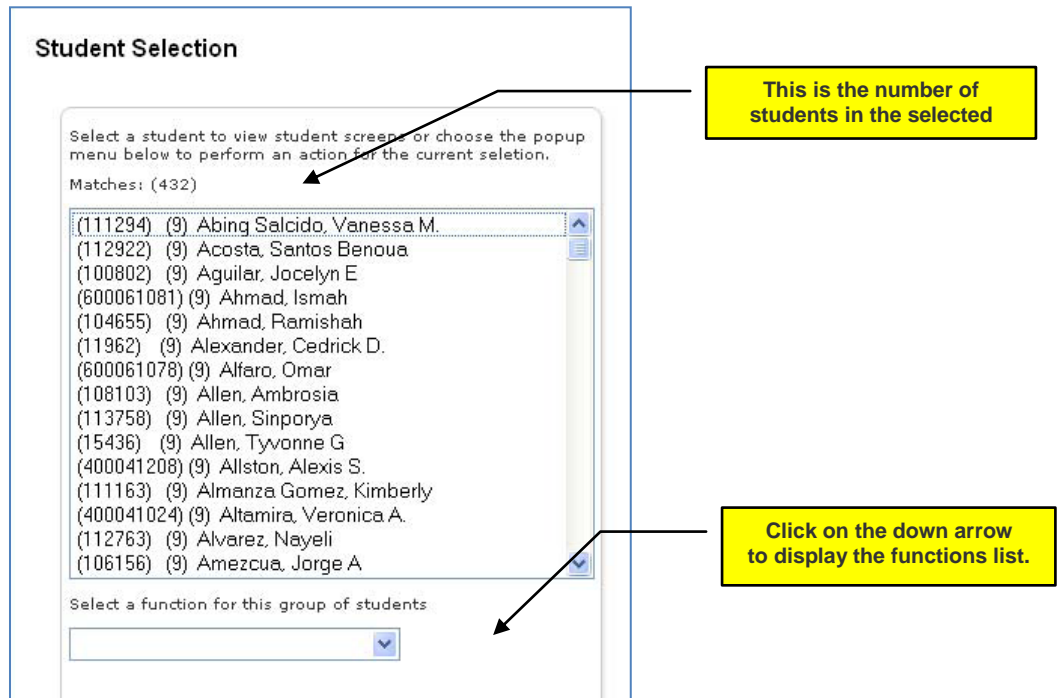
How to Export Information to Excel

Quick Exports are a simple way of producing a list of students and any associated data. Quick Export files can easily be opened in Excel. This provides a convenient tool for sorting, mail merge, and data analysis.

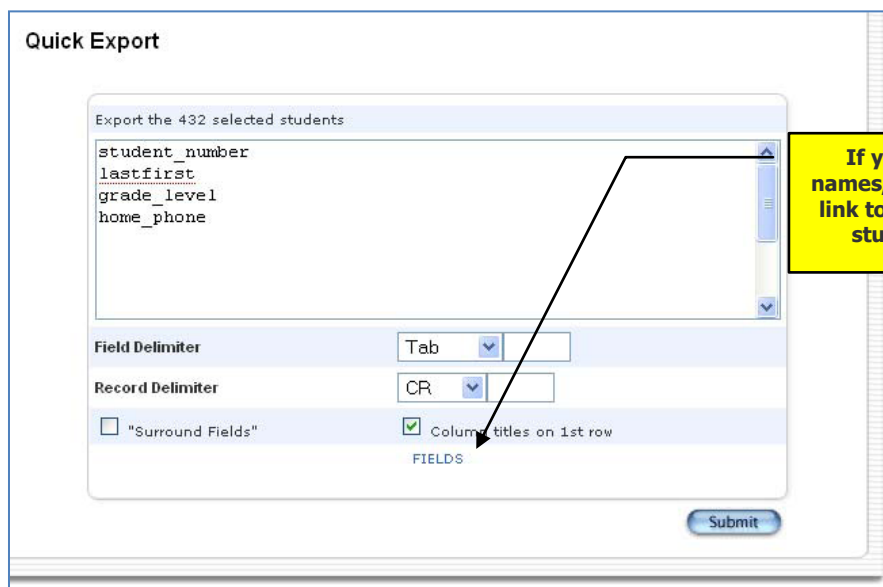
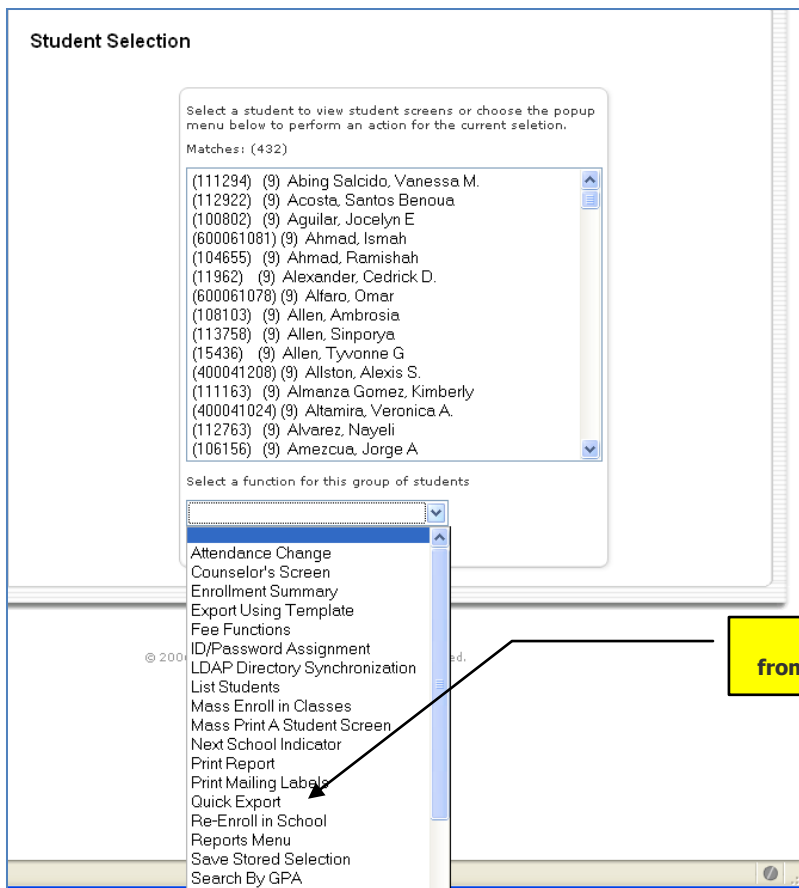


The student population can be any selection you need:

- By grade level
- By gender
- By last name
- All
- Stored Searches
- Or any other combination



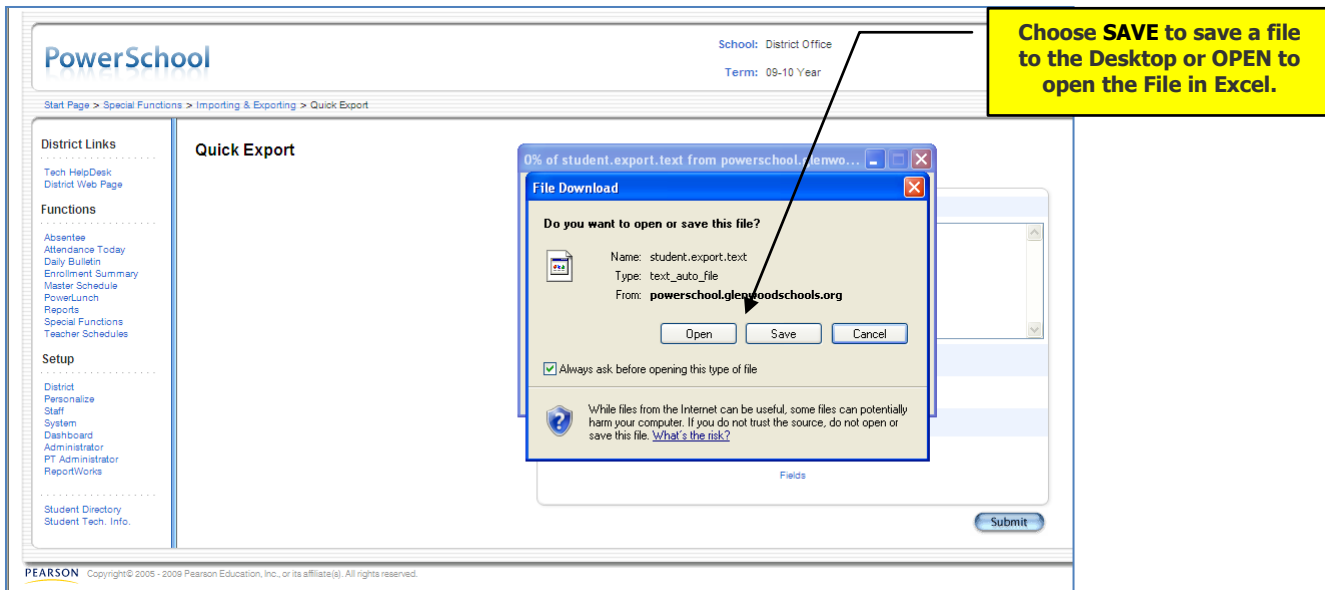
This screen automatically displays the student population that you chose. The function drop down menu provides a number of options for processing the student group.



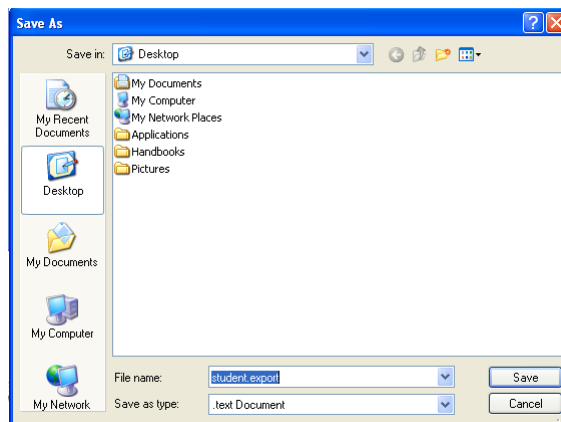
As you fill in the Quick Export screen remember:

- Only **one** field name per line
- Use the blue **FIELDS** link to display the fields list
- Copy **FIELD** names from your lists.

Once all the field names are entered into the Quick Export screen, press the **SUBMIT** button to start the export process.



The FILE DOWNLOAD screen will pop up. Select the SAVE or OPEN option.



If you choose to save the file, choose Save in Desktop or a place you can find the file.

You may also rename the file at this point to something that makes sense to you. For instance, **2009STUDENTLIST**.

At this point, the process is finished with PowerSchool and you may process the exported file as you need to in Excel.