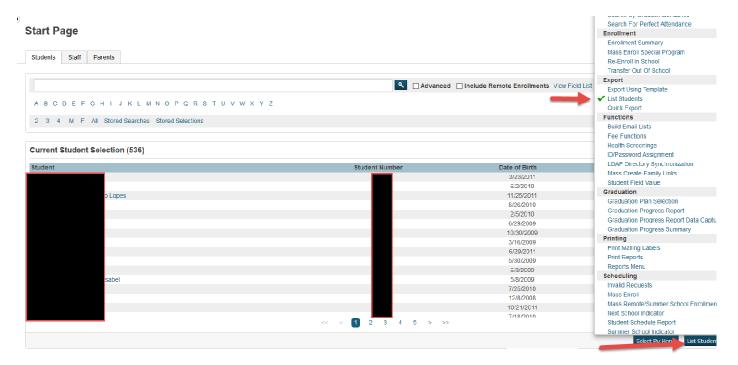
Student Data Export for School Photographer

- From the Start page select All Students
- From the Group Functions drop-down menu (bottom right of screen) select List Students



In the List Students screen enter the following fields ----

- Report Title : Photographer File
- Home_room
- Student_number
- Last_name
- First_name
- Grade Level
- In the Other Options selection, put a check in the box to Export
- In the Optional: Sort Field Name, enter home room, last name, then click SUBMIT

Student List - 536 students will be listed

Report Title (shown at top of page) Photographer File			
Col		Field Name	Column Title
1.	Fields	home_room	Тефсhег
2.	Fields	Student_number	Student#
3.	Fields	First_Name	First name
4.	Fields	Last_name	Last Name
5.	Fields	grade_level	Grade
6.	Fields		
7.	Fields		
8.	Fields		
9.	Fields		
10.	Fields		
Padding In Each Cell			5 (in points)
# Rows In Between Breaks			
Other Options			☐ Gridlines ☑ Export
Optional: Sort Field Name			Direction
home_room			> \
last_name			> \
			> \
			Submit