

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

Start Page

Students | Staff | Parents

Search For Perfect Attendance

Enrollment

Enrollment Summary

Mass Enroll Special Program

Re-Enroll in School

Transfer Out Of School

Export

Export Using Template

✓ List Students

Quick Export

Functions

Build Email Lists

Fee Functions

Health Screenings

ID/Password Assignment

LDAP Directory Synchronization

Mass Create Family Links

Student Field Value

Graduation

Graduation Plan Selection

Graduation Progress Report

Graduation Progress Report Data Capture

Graduation Progress Summary

Printing

Print Mailing Labels

Print Reports

Reports Menu

Scheduling

Invalid Requests

Mass Enroll

Mass Remote/Summer School Enrollment

Next School Indicator

Student Schedule Report

Summer School Indicator

Select By Home Room | 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
2.	Fields	Student_number
3.	Fields	First_Name
4.	Fields	Last_name
5.	Fields	grade_level
6.	Fields	
7.	Fields	
8.	Fields	
9.	Fields	
10.	Fields	

Padding In Each Cell: 5 (in points)

Rows In Between Breaks: 1

Other Options: ☐ Gridlines ☒ Export

Optional: Sort Field Name

Field Name	Direction
home_room	>
last_name	>
	>

Submit