How to use Quick Export to Export Student Data

Quick Export is used to export Student data for the current student selection. In addition to allowing administrators to export data from the Students table, data from related tables may also be exported via Quick Export using various Data Access Tags.

1. Create a student selection.

2. Navigate to Start Page > Special Functions > Importing & Exporting > Quick Export

3. In the box directly under the words Export the xx selected students, type in the fields you would like to export, one field per line. If you don't know the name of the field you want to export, click the FIELDS link. This will bring up a list of all of the fields in the students table. The link opens a new browser window. Copy and paste the field names you want to export into your quick export page.

   ### Example fields:
   student_number
   first_name
   last_name
   grade_level

4. Choose your record Delimiter. If you are exporting from a MAC, choose CR. If you are exporting from a PC, choose CRLF.

5. Click submit.

   NOTE: *File by default will have ".text" as the extension. This can be changed to ".xls" to open directly into excel.*