

Ad Hoc Reporting: Data Export

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Ad Hoc Reporting > Data Export

The Data Export tool allows users to view the results of Ad hoc filters in multiple report formats and files. All Ad hoc filters created via the Filter Designer are able to be exported via the Data Export tool.



a)			
	Year 13-14 👻 Schoo	Jef	ferson City High School - NCC 🛛 👻 Calendar 13-14 Jefferson City High Scho 🗸
Ind	ex Search Help		Data Export Wizard
м Марик Пре	ailey Leesman Student Information		This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) o

a) Select the Year, School, and Calendar the data is to be pulled from.

Data Export Wizard			
This wizard will dump the result of a filter into a data file	(CSV,	tab delimited, xml) or a simple list re	eport.
Saved Filter	_	Active Student Listing	
Active Student Filters Attendance Filters Census Filters		List of current students enroll	ed with information including, student number, name, and grade.
b) student Active Student Listing	c)	Pick an Export Format	
curriculum Course List with Teacher Name		ITML list report	4
student Select 1 Student		© XML	1
Ad Hoc - HS Sec Arrange And Hoc - HS Sec Arrange An		 Delimited values (CSV) Eixed width 	
		PDF report	1
	d)	Export	
Search Edit Test Copy Delete			
Create a new Folder	_		and and an

- b) Select an Ad hoc filter from the **Saved Filters** window. This field is populated with filters created in the Filter Designer tool. A description of the filter may appear if established within the filter itself.
- c) Select the desired format of the exported Ad hoc filter by clicking the appropriate radio button in the **Pick an Export Format** area. See the Data Export Fields table below for more information. The length of each field within an Ad hoc filter must be defined in order to properly generate the Fixed Width format. Field lengths are established within the Filter Designer tool.
- d) Select the **Export** button. The exported Ad hoc filter will display in a separate window in the designated format.

Export Format Options

Field	Description
HTML list report	Exports the results of the Ad hoc filter in HTML format (See image 1).
XML	Exports the results of the Ad hoc filter in XML format (See image 2).
Delimited values (CSV)	 Exports the results of the Ad hoc filter in a number of Delimited values (CSV). Options include: Comma - Exports the Ad hoc filter in Comma delimited format (See image 3). Tab - Exports the Ad hoc filter in Tab delimited format (See image 4). Pipe - Exports the Ad hoc filter in Pipe delimited format (See image 5). Caret - Exports the Ad hoc filter in Caret delimited format (See images 6). The Include column display header checkbox allows users to control whether or not a header is displayed on the exported Ad hoc filter (See image 7-8). The Double quote data dropdown list allow users to determine when double quotations are added to exported Ad hoc filter data (See image 9).
Fixed width	Exports the results of the Ad hoc filter in Fixed Width format (See image 10).
PDF report	Exports the results of the Ad hoc filter in PDF format. Selecting the Field Name Only radio button means field names in the header will only display the field name as it exists in the database (<i>i.e.</i> , grade is reported for the student.grade database field (See image 11)). Selecting the Table Name and Field Name radio button means both the table and field name will display in the header on the report (<i>i.e.</i> , student.grade is reported in the header for the student.grade database field (See image 12)). Because Ad hoc filter fields can be grouped and report aggregate data, two variations of the PDF format exist. For example, as seen in image 13, filter fields are grouped by student.stateID and student.lastName with an aggregate count of student.stateID using the Record Count Aggregate Type. Ungrouped Ad hoc filters display in a standard list format (See image 14). For more information about grouping Ad hoc filter fields, see the Ad hoc Query Wizard page.

HTML list report (IMAGE 1)

All Records				
Grade 01				
Student Number	First Name	Last Name	Grade	Gender
\$8463296	Hunner	Alim	01	М
846214661	Sydney	Amhlin	01	F
598.572766	Kalana	Anderson	01	F
08454605	Charles	Bailtan	01	М
15474166	Grant	Burkonger	01	М
05233113	Ella	Cairo	01	F
15758870	Gamett	Camey	01	М
91646701	Lesi	Caney	01	М

XML (IMAGE 2)

xml version="1.0" encoding="UTF-8"?	
- <campusroot></campusroot>	
- <header <="" accountabilityenabled="false" batchthreads="2" g3pushnotificationenabled="false" leptab="true" limitededition="false" p=""></header>	
hatchQueueEnabled="true" simslinked="false" danAuthenticationEnabled="false" taskScheduler="true"	
dataImportToolEnabled - "false" (inanceEnabled - "false" payrellEnabled - "false" prEnabled - "false" president	
lagautpolave "5" rofracht inste "10" rofracht Minutage "5" anglet CZin="true" diant D="(100,169,46,162") is Safaria "false"	
iogoticetay - 5 referencient - 12 reference - 5 apprecisip- the cleant - /192.102.to.to.102 issatati- faise	
is gecko = true is re is the issue is the laster of the answer of the issue is the	
onlinePaymentsEnabled="null" quartzschedulerEnabled="true" campusIDEEnabled="truse" shoutpointEnabled="truse"	
messengerEnabled="false" userAgent="Mozilla/5.0 (Windows NT 6.1; WOW64; rv:24.0) Gecko/20100101 Firefox/24.0"	
districtNumber="026006" edition="district" group="" state="MO" appServer="app1" appNa_e="jeffcity_sandbox"	
yearScope="2014" structureScope="174" districtScope="1" schoolScope="1" calendarScope="182" calendarCookie="182"	
time="08:27:03 AM" date="10/04/2013" baseURL="https://ic.jcps.k12.mo.us/campus/">	
<param name="x" value="adhoc.AdHocFilter-listAdhocData"/>	
<param name="source" value="live"/>	
<param name="saveAs" value="extract.xml"/>	
<param name="filterID" value="7576"/>	
<param name="calendarID" value="182"/>	
- <user <="" calendarcount="205" districtid="1" lastlogin="10/03/2013 05:12 PM" olpaccountid="0" p="" sessionid="0"></user>	
firstName="Kailey" lastName="Leesman" personID="71510" hideToolbar="false" hideBanner="false"	
allEinanceAccounts="false" allCalendars="1" allModules="0" hasSecurityRole="false" username="adhoc test"	
<pre>clipite count Account Acc</pre>	
	-16

Delimited Values (CSV)

Comma (IMAGE 3)

Note Pad Program Export

Student Number,First Name,Last Name,Grade,Gender	۰.
1 Hiller, 01, M	ξ.
8 ,Starty, Ambler, 01, F	Ł
6 ,K ina, Anderson, 01, F	1
2 de testor, Chaelles, Baker, 01, M	Ł
1 ,Grant,Burkemper,01,M	ε.
5 ,E Cairo,01,F	٩.
6 I,G ett,Carney,01,M	1
2 Casey,01,M	1
6 Chapman, 01,M	g.,
6 ,Samentha,Clack,01,F	τ.
4 states, Sharla, Clay, 01, F	ŧ.
9 ,W lam,Coates,01,M	1
3 June n, Coleman, 01, F	÷
5 ,Ke Crisp,01,F	٢.
8 Kennicc , Davis, 01, M	1
4 J.	Ξ.
0 da,Espinosa,01,F	1
8. Nakivah Erve. 01 E	Γ.

Excel Program Export

	А	В	С	D	E
1	Student Number	First Name	Last Name	Grade	Gender
2	18/04/12/201	Humber	Allert	1	м
3	8411.2 0 1011	Sydney	Amilier	1	F
4	69411-72 7944	Kaillanta	Aristeration	1	F
5	2014(1-81411)	Charlies	Baiker	1	м
6	115424366	Grand	Burkember		М

Tab (IMAGE 4)

Note Pad Program Export

Student Number	First Name	Last Nar	ne	Grade	Gender 🚽
188663296	Hunter Allen	01	M		
846214661	Sydney Ambler	01	F		
694372766	K ha A le or	1 I	01	F	1
20863-6603	Charles Baller	01	M		- 1
115474166	Grann Burrampe	en	01	M	
50/5233113	Ella Calro	01	F		
61 1 1 1 1 1 1 1	Garrett Carney	01	M		
293686703	Levi Casey	01	M		
670271116	Neath Chairman	01	M		3
601071417	Sama tha	clack	01	F	
402863663	Shara Cay	01	F		3
96	W am C	01	M		
30H #01721.7	Jayden Coleman	01	F		
567730533	Ker Crass	01	F		1
80.2 38 3640	Kentericc	Davis	01	M	
405/07#07.2	Italella	Delgado	01	F	
0633343456	Jan da Englisa	a Ĩ	01	F	
814774422	N ah F	01	F		
133034343467	Rachel Gardy	01	F		
Contraction of the second second second	And in case of the local division of the loc		A DECK DECK	and the stand of the state	No. of Concession, name

Excel Program Export

	A
1	Student NumberFirst NameLast NameGradeGender
2	18 Hit 1, 15Hurrer Allen 01M
3	84 LSy Ampler01F
4	69 5Ka A erson01F
5	2014 SCharles Bar er01M
6	11 Gr urkemper01M

Pipe (IMAGE 5)

Note Pad Program Export

Excel Program Export

	Α	В	С	D	E	Ę
1	Student N	umber Fir	st Name L	ast Name	Grade Ge	nder
2	18 14 1 1 14	Humber A	01 N	1		- 1
3	841.2000	Sydney	Am ler 01	F		
4	69	Kailana	Amerson	01 F		
5	2004148907	Charles E	B r 01 M	N		
6	115474544	Grand Bu	n nper (01 M		
den di	and a second second	basis - basis	A state of state of the		فللم المعاد معاد فالع	

Caret (IMAGE 6)

Note Pad P	Program Export	
Student N	umber^First Name^Last Name^Grade^Gender	4
144643234	AHunter <mark>AA = 1^01/</mark> M	-
8-5	^Sydney^A+++ er^01^F	1
6 10 1 2 10	^Kallina^ erson^01^F	-
20841440/1	<pre>^Charles^= er^01^M</pre>	1
115474166	∧Grant∧Bu nper∧01∧M	-
50/121111	^Ella^Cairer01^F	1
6	AGarrettA heyA01AM	j,
2 2 2 4 4 4 7 0 2	^Levi ^Cas)1^M	1
6	^Noah^Cha h^01^M	1
6	^Samantha ack^01^F	-
402053645	^Shania^C 101^F	
9	/William/ tes/01/M	4
306.007217	^Jayden^C nan^01^F	1
567730/553	^Kori^Cri)1^F	1
8022410	<pre>^Kendricc //is^01^M</pre>	i
405028053	<pre>^Isabellaccelgado^01^F</pre>	4

Excel Program Export

1	А	В	С	D	E	F -
1	1 Student Number^First Name^Last Name^Grade^Gender					
2	18 1411 141					
3	841. Store y^A ler^01^F					
4	4 69 i^K ha^A erson^01^F					
5	2014/1-01011	Chin les^	r^01^l	M		3
6	117474544	^G ^Bu	nper^(01^M		

Comma Delimited with Column Headers (IMAGE 7)

	А	В	С	D	E
1	Student Number	First Name	Last Name	Grade	Gender
2	18/04/12/201	Huntler	Allierti	1	М
3	8415.2 0 0115	Sydney	Ambler	1	F
4	69411 72 744	Kaillama	Anderson	1	F
5	2(10417-84417)	Chariters	Baiker	1	м
6	115474566	Grand	Burkermper	1	Mrs

Comma Delimited without Column Headers (IMAGE 8)

- 4	Δ	B	C	D	F	
4	1,85463,296	Humber	Aliem	1	М	1
2	805200050	Syderady	Artic	1	F	1
3	61101 72 700	Kaillatta	Arisdeentadet	1	F	1
4	21043-0403	Charlies	Bailter	1	М	1
5	115474166	Grand	Burkemper	1	М	1
6	5,012,012,12	E	Ca	.1	E.	1

Tab Delimited with Double Quote Data – Always (IMAGE 9)

	A
1	Student NumberFirst NameLast NameGradeGender
2	110001.296"Hter""Alten""01""M"
3	8mtmt"Symmety""Amt ler""01""F"
4	6mm "2 m6"Kanana""Amerson""01""F"
5	2 ""C" s""[* r""01""M"
6	1 """"""""""""""""""""""""""""""""""""
- Barrison	and and the second s

Fixed Width (IMAGE 10)

ReasonBrittney09/23/20091225
00000000000000000000000000000000000000
00000000000000TESTERAlexis09/08/20091125
0000000000000TESTERMai06/08/20091225
00000000000000TESTERConnor09/08/20091225
00000000000000TESTERMarquis06/08/20091125
00000000000000TESTERTyler06/08/20091225
00000000000000TESTERMichae109/08/20091225
00000000000000TESTEREric06/08/20091125
00000000000000TESTERDexter09/08/20091225
00000000000000TESTERAmanda09/08/20091225
00000000000000TESTERAndre09/08/20091225
00000000000000TESTERNovelle06/08/20091225
00000000000000TESTERRory06/08/20091225
0000000000000TESTERTyce106/08/20091225
0000000000000TESTERDalicia06/08/20091225

PDF report

Field Name Only (IMAGE 11)

13-14 Belair Elementary School 701 Belair Drive, Jefferson City MO 65109 Generated on 10/04/2013 09:01:28 AM Page 1 of 5	Active Student Listing Report Print field name only Total Records: 240
grade 01	

studentNumber	firstName	lastName	grade	gender	
188463296	Hunner	Allem	01	M	
846214661	Sydney	Ambier	01	F	
654865.7.2.7645	Kasilartua	Anderson	01	F	
208454605	Chuarters.	Baiker	01	Μ	
115474166	Grant	Burkemper	01	Μ	

Table Name and Field Name (IMAGE 12) Image: 12 minipage

13-14 Belair Elementary School 701 Belair Drive, Jefferson City MO 65109 Generated on 10/04/2013 09:02:22 AM Page 1 of 5		A	Active Student Listin Print table name and field Total Records: 240	g Report	
student.grade 01					
student.studentNumber	student.firstName	student.lastName	student.grade	student.gender	

student.studentNumber	student.firstName	student.lastName	student.grade	student.gender	
185463296	Hunter	Allem	01	М	
846214661	Sydney	Ambier	01	F	
Gibilit5.7.2.7645	Kallama	Anderson	01	F	
208454605	Chuarkers.	Baiker	01	Μ	
115474165	Grand	Burkengeer	01	M	

Grouped and Aggregated PDF (IMAGE 13)

13-14 Belair Elementary School 701 Belair Drive, Jefferson City MO 65109 Generated on 10/04/2013 09:02:22 AM Page 1 of 5		2	Active Student Listin Print table name and fiel Total Records: 24	ng Report d name 0
student.grade 01	student.firstName	student.lastName	student.grade	student.gender
88463296	Hunner	Allien	01	М
846214661	Sydney	Ambler	01	F
694672766	Kallana	Andension	01	F
201045-0605	Chuar leta	Baiker	01	M
115474166	Grand	Burkenper	01	M
Bat water lateral	Kyidami	Iroy	ປາ	F
2014-001187	Bromann	Turmer	01	F
24521049	Erim	Vance	01	M
59379016	Collor	Vau	01	M
7224089	Blaine	Walker	01	M
60194094015	Sahama	Webb	01	F
46831006	Retering	Widensen	01	F
7.465.2579	Abbagaal	Wit	01	F
tudent.grade 01 D	bistinct student.stu	dentNumber: 78	01	м
student.studentNumber	student.firstName	student.lastName	student.grade	student.gender
99715495	Emma	Anderson	02	F
78172911	Kaydence	Apel	02	F
4150238	Cather	Bennett	02	м
76214379	Christian	Benny	02	м
7221123	Zachany	Brown	02	м
87146718	Alexander	Buento	02	м
96561512	eni	Buschister	02	F

Ungrouped and Aggregated PDF (IMAGE 14)

13-14 Belair Elementary School 701 Belair Drive, Jefferson City MO 65109 Generated on 10/04/2013 09:06:33 AM Page 1 of 4		Active Student Listin Print table name and fiel Total Records: 240	ng Report ^{d name}	
student.studentNumber	student.firstName	student.lastName	student.grade	student.gender
188463296	Harrison	Aller	01	M
846214661	Streetward	Automation	01	F
698572766	Keitherten	A	01	F
208454605	C	Einitian	01	Μ
115474166	Green	Electrometrogen	01	Μ
505233113	E	Cimerica	01	F
615758870	German	Cimitati	01	Μ

Exporting Student Numbers into Excel

If exporting **Student numbers** to **Excel**, please follow the steps below to ensure retention of **leading zeros** in the Exporting with a PC using Internet Explorer

Exporting with a PC using Internet Explorer

A message will appear at the bottom of the window that states "Do you want to open or save extract.csv from ic.jcps.k12.mo.us?" Select the arrow next to the Save button and select **Save As**.

Discr Communication	student Giffed: Newly identified Qualified Stude student Giffed: Students Qualified for Giffed student Gifked: Students Qualified for Giffed student for K Percent Enrolled student Homeroom Roster student Homeroom Roster Create a new Folder	Double quote data	Only when it contains the delimiter		
Do you want to o	pen or save extract.csv from ic.jcps.k12.mo.us ?		Open	Save Cancel	×
	The seal of the se	AN .		Save as Save and open	

A Save As window will appear. Change the file name and add <u>.txt</u> at the end of the file name. Select a location on your computer to save the file, then click **Save**.



Open Excel and select the File Menu > Open

File Home Inser	t Page Layout F	ormulas Data	Review View	Acrobat
Save Save As Save as Adobe PDF	Information I:\Kailey\Time Ca	on about Ti ^{ard.xls}	me Card	
Open	Convert	Compatibility Some new featu previous version may result in lay	Mode res are disabled to pr s of Office. Convertir out changes.	event problems when worl ng this file will enable these
Recent	Convert	Permissions		
New		Permissions		

An Open window will appear. At the bottom right corner of the window, select the **All Excel Files** drop down box and select **All Files**.



Go to the location you saved your export, select the file and click **Open**.



A Text Import Wizard window will appear. Click Next.

The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data:	
If this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data:	ne Text Wizard has determined that your data is Delimited.
Original data type Choose the file type that best describes your data: Characters such as commas or tabs separate each field. Fixed width - Fields are aligned in columns with spaces between each field. Start import at row: File grigin: 437 : OEM United States Preview of file C: \Users\kailey.leesman\Desktop\13-14 Belair Student photo export.txt. Last Name, First Name, Grade, Instructor, Student ID, sch.name 	this is correct, choose Next, or choose the data type that best describes your data.
Choose the file type that best describes your data:	Driginal data type
Opelimited - Characters such as commas or tabs separate each field. Fixed width - Fields are aligned in columns with spaces between each field. Start import at row: 1 File origin: 437 : OEM United States Preview of file C: \Users\kailey.leesman\Desktop\13-14 Belair Student photo export.txt. Users Name, First Name, Grade, Instructor, Student ID, sch.name 3 4 Cancel < Back Next > Finish	Choose the file type that best describes your data:
○ Fixed width - Fields are aligned in columns with spaces between each field. Start import at row: 1	<u>Delimited</u> - Characters such as commas or tabs separate each field.
Start import at row: 1 rile origin: 437: OEM United States Preview of file C: \Users\kailey.leesman\Desktop\13-14 Belair Student photo export.txt. Last Name, First Name, Grade, Instructor, Student ID, sch.name Cancel < Back Next > Enish	Fixed width - Fields are aligned in columns with spaces between each field.
Preview of file C:\Users\kailey.leesman\Desktop\13-14 Belair Student photo export.txt. 1 Last Name, First Name, Grade, Instructor, Student ID, sch.name 2 3 4 5 4 5 4 5 4 5 4 5 4 5 4 5 6 6 8 8 1 1 1 1 1 2 1 2 3 4 5 4 1 4 1 4 1 4 1 1 1 1 1 1 1 1 1 1 1 1 1	art import at row: 1 File origin: 437 : OEM United States
Preview of file C:\Users\kailey.leesman\Desktop\13-14 Belair Student photo export.txt. 1 Last Name, First Name, Grade, Instructor, Student ID, sch.name 2 3 4 5 4 5 4 5 4 5 4 5 4 5 4 5 4 5 6 6 8 8 8 9 10 10 11 12 13 14 15 15 16 17 18 18 19 10 10 10 11 12 13 14 15 15 16 17 18 18 19	
Preview of file C:\Users\kailey.leesman\Desktop\13-14 Belair Student photo export.txt. 1 Last Name, First Name, Grade, Instructor, Student ID, sch.name 2	
1 Last Name, First Name, Grade, Instructor, Student ID, sch.name 3	Preview of file C:\Users\kailey.leesman\Desktop\13-14 Belair Student photo export.txt.
IList Name, First Name, Grade, Instructor, Student ID, sch.name 2 3 4 5 4 5 4 5 4 5 6 6 7 6 7 8 9 10 11 12 13 14 15 16 17 18 18 19 10 10 10 10 10 10 10 10 10 10 11 11 12 13 14 15 14 15 16 17 18 10 10 10 10 10 10 10 10 10 10 11 12 13 14	
Cancel < Back Next > Enish	LUBOT NOTO AIROT NOTO LTOTAL DE STUDIOT LU DOD DOTO
Cancel < Back Next > Enish	2
Cancel < Back Next > Einish	2 3
Cancel < Back Next > Einish	2 3 4 5
Cancel < Back Next > Einish	2 3 4 5
	2 3 4 5 4

Unselect the Tab Delimiters and select the Comma Delimiters, then click Next.

Text Import Wizard - Step 2 of 3	8 X
This screen lets you set the delimiters your data contains. You can see how your below.	text is affected in the preview
Delimiters Tab Semicolon Treat consecutive delimiters as one Operation Text gualifier:	
Data graview	ß
Last Name First Name Grade Instructor Student ID sch.na 01 Selair 01 Selair 01 Selair 01 Selair 01 Selair	<pre>ime</pre>
< Cancel < <u>B</u> ack	► <u>N</u> ext > <u>Fi</u> nish

Select the Student ID column and change the Column data format from General to Text. Then click Finish.

Text Import Wizard - Step 3 of 3	2 X
This screen lets you select each colu	umn and set the Data Format.
Column data format General Image: Text Date:	'General' converts numeric values to numbers, date values to dates, and all remaining values to text.
Do not import column (skip)	
Data preview	
General General Gen	neraGeneral Text General
Dast Name First Name 51	188463296
01	846214661
01	208454605
 Image: A set of the set of the	•
	Cancel < Back Next > Einish

If the student numbers exported with the leading zeros, the Student ID Column should appear with green flags in the student number fields.

	А	В	С	D	E	F
1	Last Name	First Name	Grade	Instructor	Student ID	sch.name
2	All	MALE NO.	1		18:0012:00	Belair Elementary School
3	An	-politicas)	1		846.25.804.5	Belair Elementary School
4	An	Charleson (1		691172/704	Belair Elementary School
5	Ba	-Fillefille	1		2014148917	Belair Elementary School
6	Bu	10100	1		115474399	Belair Elementary School
1.000	in the state of the second	the supplication of the su	the state of the s	Cardina and Street St		a second de la compacta de la compac

Select the File Menu and click Save As

X 🖬 🤊 - 🖓 - 🖓 -	4
File Home Insert	Page Layout Formulas
Save	Information abou C:\Users\kailey.leesman\Desk
🥳 Open 📄 Close	Permissi Anyone c

Select a location for the file and change the Save As type from **Text(Tab delimited)** to **Excel 97-2003 Workbook**.

Compt	ter ► OS	(C:) ► Users ► kailey.leesman ► Desktop	•		▼ Search Deskto	p	
organize 👻 New fol	der						(
Favorites	^	Name Attendance Reports Documentation	Date modified 2/26/2013 9:53 PM 6/28/2013 11:19 AM	Type File folder File folder	Size		
Econt Places KyDrive Libraries	II	Screen Shots SWW - Rolla SUW - Rolla 12-13 Food Service Upgrade 13-14 Belair Student photo export Scans - Shortcut	12/4/2012 7:48 AM 11/19/2012 4:32 PM 6/11/2013 3:20 PM 7/16/2013 11:07 AM 10/2/2012 8:58 AM	File folder File folder Text Document Text Document Shortcut	1,479 KB 23 KB 1 KB		
 Documents Music Pictures Videos 	Ŧ	🖹 Time Card - Shortcut	10/2/2012 1:04 PM	Shortcut	1 KB		
File name: 13-	4 Belair St	tudent photo export					
Save as type: Text (Tab delimited) Excel Workbook Authors: Excel Macro-Enabled Workbook							

Single File Web Page

Click Save.

🗶 Save As	X Save As								
	omputer 🕨 OS	S (C:) ▶ Users ▶ kailey.	leesman 🕨 Desktop 🕨		•	4 7	Search Desktop		٩
Organize 🔻 Ne	Organize 🔻 New folder 🔠 👻 🔞								
	*	Name	^	Date modified	Туре	Size			
▲ ☆ Favorites		📔 Attendance Repor	ts	2/26/2013 9:53 PM	File folder				
Desktop		Documentation		6/28/2013 11:19 AM	File folder				
Downloads	=	💫 Screen Shots		12/4/2012 7:48 AM	File folder				
Kecent Places		퉬 SWW - Rolla		11/19/2012 4:32 PM	File folder				
SkyDrive		膨 Scans - Shortcut		10/2/2012 8:58 AM	Shortcut		1 KB		
 ✓ □ Libraries ▷ □ Documents ▷ □ Music ▷ □ Pictures ▷ □ Videos 	·	🔊 Time Card - Short	cut	10/2/2012 1:04 PM	Shortcut		1 KB		
File name:	13-14 Belair S	itudent photo export							•
Save as type:	Save as type: Excel 97-2003 Workbook						•		
Authors:	Kailey Leesma	n	Tags: Add a tag		Title: Add a title				
	🕅 Save T	humbnail							
Hide Folders					Tools	- [Save	Cance	

Office of Student Information, Planning and Assessment

Exporting with a MAC using Safari

A Downloads window will appear with the extract-#.csv file. **Right click** on the extract and select **Show in Finder**.

0	0	Downloads		
a	Inters	tate%20Photo%20File%20Pro	Right Click	0
	extra 78.5 I	ct-27.csv Open Show in Finder		9
	-	Copy Address		
		Remove From List		
Cle	ar	2 Downloads		11.

The Downloads window will open in the Finder. **Right click** on the extract file in the Finders window, select **Open With > Other**.



A Choose Application window will appear. Scroll Down until you find the **TextEdit** application or enter TextEdit in the Search field. Select the **TextEdit** application and select **Open**.

Choose an	application to open the document "extrac	:t-27.csv".
	Applications	٩
DEVICES	Name	Date Modified 🔻
Macintosh HD	FlipShare	12/15/10
iDisk	SMART Gallery Setup	11/29/10
	SMART Product Update	12/4/09
▼ SHARED	👳 TextEdit	6/27/09
🖳 coserver 🛛 📤	👍 Chess	5/19/09
📃 dns.jcpsad 📤 🍢	🀑 Stickies	5/19/09
🧾 jcps-filesrvr 🔺 🕌	1 EOC Browser	10/22/08
Enab	e: Recommended Applications	•
	Always Open with	
This app	lication can open comma-separated value	es files.
		Cancel Open

The file will open the TextEdit Application. Select the File Menu > Save As.

Fi	le Edit	Format	Windo	w Help
	New Open Open Rece	nt	ЖN ЖО ▶	extract-27.csv
	Close Save		₩W ₩S	s & Clark Middle School on City High School - NCC & Clark Middle School
	Save As		<mark></mark> ዮ <mark>ස</mark> S	lark Middle School
1	Save As PL Save All)F		i Heights Elementary School School
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A Save As window will appear. Change the file name, select a location on your computer to save the file, then click **Save**.

00	0	extract-27.csv	
48 40 17	Save As: 13-14 B	elair Student Photo Export	J
14 40 40	Where: 📋 Desk	top	
	Plain Text Encoding	: Western (Mac OS Roman)	
1		If no extension is provided, use ".txt".	
4 4		Cancel	

Open Excel and select the File Menu > Open

🗯 Excel	File	Edit	View	Insert	Form	nat	Tools	Data	W
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An Open window will appear. Go to the location you saved your export, select the file and click **Open**.

	Name	Date Modified 💌						
DEVICES	Screen shot 2013 16 at 2 56 23 PM	2:56 PM						
iDisk	13–14 Belair Student Photo Export	2:55 PM						
	Screen shot 201316 at 2.55.05 PM	2:55 PM						
V SHARED	Screen shot 201316 at 2.52.49 PM	2:52 PM						
🖳 coserver 🛛 📤	👻 Screen shot 201316 at 2.52.23 PM	2:52 PM						
🧾 dns.jcpsad 📤	📱 Screen shot 201316 at 2.50.49 PM	2:51 PM						
📃 jcps-filesrvr 🔺	Screen shot 201316 at 2.46.28 PM	2:46 PM						
🖳 BO Student	👻 Screen shot 201316 at 2.46.11 PM	2:46 PM						
💻 COCurriculumM 🔺	Screen shot 201316 at 2.40.40 PM	2:40 PM						
COdirSpecialEd	Screen shot 2013 16 at 2 40 24 PM	2.40 PM						
Enable: All Readable Documents								

A Text Import Wizard window will appear. Click Next.

Text Import Wizard - Step 1 of 3	
he Text Wizard has determined that your data is Delimited.	
this is correct, choose Next, or choose the Data Type that best describes your data.	
Original data type	
Choose the file type that best describes your data:	
Delimited - Characters such as commas or tabs separate each field.	
Fixed width - Fields are aligned in columns with spaces between each field.	
Data preview Preview of file Macintosh HD:Isers:daw:13-14 Relair Student Photo Evoort tvt	1
2	
3	
3 4 5 6	4
3 4 5 6 •	•

Unselect the **Tab** Delimiters and select the **Comma** Delimiters, then click **Next**.

	a step 2 or s
This screen lets you set the delimiters your data affected in the preview below. Delimiters Tab Semicolon Comma Space Other:	contains. You can see how your text is Treat consecutive delimiters as one Text qualifier:
Data preview	

Select the Student ID column and change the Column data format from General to Text. Then click Finish.

This screen lets you select each column and set the Data Format. 'General' converts numeric values to numbers, date values to dates, and all remaining values to text.									
Advanced									
General General Grade Instructo Grade Instructo 01 01 01 01 01 01 01 01 01	udent 10 sch.name blair Elementary School blair Elementary School blair Elementary School belair Elementary School belair Elementary School								
Cancel	< Back Next > Finish								

If the student numbers exported with the leading zeros, the Student ID Column should appear with green flags in the student number fields.

	А	В	С	D	E	F
1	Last Name	First Name	Grade	Instructor	Student ID	sch.name
2	All	MALE FRAME	1		180-01-12-01	Belair Elementary School
3	An	-toperate)	1		84(12) 801	Belair Elementary School
4	An	Charleson .	1		691172/701	Belair Elementary School
5	Ba	-Fillenting	1		201413-89175	Belair Elementary School
6	Bu	10100	1		115474566	Belair Elementary School

Select the File Menu and click Save As

		Excel	File	Edit	View	Insert	Form	nat]
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Select a location for the file and change the Save As type from **Tab Delimited Text (.txt)** to **Excel 97-2004 Workbook (.xls)**.



Click Save.

