

Elementary Inter-State Photo File Procedures

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Inter-State Photo Company requires a file of students and staff before they arrive at the building to take pictures. This allows them to link the picture taken with a specific student so that picture can be loaded back into Infinite Campus. In order to work with Interstates system, the file needs to be sent using the following instructions.

IMPORTANT: It is critical that you export the file from Ad Hoc using the steps below in order to ensure the leading zeros on all student numbers remain preserved in the file.

Student Filter Set Up

A filter has already been set up under the **elemsecretary** Ad Hoc group called **Elem Inter-State Student Photo Export**. Please <u>DO NOT</u> make any changes to this filter. Before exporting the filter, ensure the filter is still set up as shown below. If the filter is not set up correctly, contact the Office of Student Information, Planning and Assessment to retrieve the original filter.

Ad Hoc Reporting > Filter Designer > elemesecretary group Select the student Elem Inter-State Student Photo Export filter then click Edit.



Field Selection

Verify that all the fields listed on the screen shot below are in the **Selected Fields** box and click **Next**.

Ad Hoc Query \	Nizard - Field Selection	
Select fields the fields in Field Select	to use for creating a filter for which logic and output formatting may be applied. Click a field w the order selected; however, the sequence can be changed on the Output Formatting screen. tion > <mark>F</mark> ilter Parameters > Output Formatting > Grouping and Aggregation	vithin the All Fields window, or use the Add F . At least one field must be selected to contin
*Query Name:	Elem Inter-State Student Photo Export	
Long Description:	Filter for inter-State Student photo file	٠
Select categorie Filter By All Fields - Student - Student - Stoon - Sto	Search Clear Search Clear Selected Fields Student lastName student firstName activeEnrollment student student student student.student student.activeTool student.acti	grade mTeacher umber Jay
Save	<u>«ˈiwa</u> j	< Back Next >

Filter Parameters

Verify that the **student.activeToday** field has an Operator of **=TRUE** and click **Next**.

Ad Hoc Query Wizard - Filter Parameters	
Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. operators using AND, OR, and NOT conditions. If a Logical Expression is not used, the condition AND will be ap	. Logic may be applied even if a field is n oplied to all operators. If using Logical Exp
Field Selection Filter Parameters Output Formatting > Grouping and Aggregation	
*Query Name: Elem Inter-State Student Photo Export	
Short Description: Filter for Inter-State Student photo file	
Long Description:	÷
Filter the data	
ID *Field Operator Value	
× 1 student.lastName ▼	
X 2 student firstName	
X 3 activeEnrollment.grade -	
X 4 student.homeroomTeacher	
X 5 student.studentNumber	
X 6 sch.name -	
X 7 student.activeToday	
Add	and the second
Save Save & Test	
	< Back Next >

Output Formatting

Verify the following:

- All fields with the exception of student.activeToday are selected for Output
- student.lastname is Sort 3
- activeEnrollment.grade is Sort 1
- student.homeroomTeacher is Sort 2
- All fields except student.activeToday have a value in the Column Header field.

Ad Hoc Query Wizard - Output Formatting								
Use output format	ting to deter	rmine how c	olumns and field	s should appear whe	n data is extracte	d. The ability to sort	t and sequence rea	sults is also available
Field Selection > F	ilter Parame	eters : Outp	ut Formatting	> Grouping and Aggre	egation			
*Query Name: Elem	Inter-State S	Student Phot	o Export					
Short Description: Filter	for Inter-Sta	ate Student i	photo file				-	
Long Description:							+	
Format the output file	/report							
_								
Output distinct record	ls							
Field	Output	eq Sort	Direction	Column Header	Alignment	Formatting		Length
student.lastName		3	Ascend	Last Name		•	-	
student.firstName				First Name		-		
activeEnrollment.grade		1	Ascend	Grade	•	·		
student.nomeroomreach	er 🗸 🚽	2	Ascend	Chudeet ID		•		
scudent.studentivumber		_	-	Sudeni ID		r		
student activeTodey			-	School Name	-		•	
Student.activeroday					1		•	
Save To: 💿 User Ac	count							
Folder:	-:Original Fi	ilters	-					
© User Groups								
Save Save & Test	1							
Save a lest	J			N				
				3			<	Back Next >

Student Filter Export

If the filter is set up as shown above, follow the steps below to export the file. Exporting the file will look differently if using a Mac verses a PC. Please choose the correct instructions based on the type of computer you are working on.

Calendar

Select the current Year, School and Calendar at the top of the page.

	Year 13-14 🔻 School Bel	air Elementary School Calendar 13-14 Belair Elementary School
Inc	lex Search Help	Data Export Wizard
<mark>С к</mark> Э	ailey Leesman 3 Student Information	This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or
÷ ₽¢	Instruction Census	

Ad Hoc Reporting > Data Export > elemsecretary group

Select the **student Elem Inter-State Student Photo Export** filter, then click **Delimited values (CSV)** and click **Export**.



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**.

 User Communication Assessment Assessment Assessment Assessment Assessment Surveys Mo State Reporting Custom Reports UCPS IC Resources Account Settings Access Log 	student Gifted. Newly Identified Qualified Stude student Gifted. Students Qualified for Gifted student Gr K Percent Enrolled student Homeroom Roster Search. Edit Test Copy Delete Create a new Folder	Double quote data	Only when it contains the delimiter	 ■ 	
Do you want to) open or save extract.csv from ic.jcps.k12.mo.us?		Open	Save Cancel	×
	a shine and a			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**.

Organize New folder Favorites Desktop Downloads Recent Places	Search Desktop Search Desktop Libraries System Folder Kailey Leesman System Folder	 ₩= ▼	م •
Organize ▼ New folder ★ Favorites ■ Desktop ↓ Downloads ■ Recent Places	Libraries System Folder Kailey Leesman System Folder	<u>.</u>]= ¥= ▼	@
★ Favorites ■ Desktop ● Downloads ● Recent Places	Libraries System Folder Kailey Leesman System Folder		H
Desktop Downloads Recent Places	System Folder Kailey Leesman		E
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			-
🝊 SkyDrive 🧧 🥠 🙆	System rolder		
	Computer		
Libraries	System Folder		
Documents			
	Network System Folder		
File name: 13-14 Belair Student photo expo			÷
Save as type: Microsoft Excel Comma Separated Values File			-
	\		
	X		
Hide Folders	Save	Cance	

Open Excel and select the File Menu > Open



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.

ext Import Wizard - Step 1	of 3			? <mark>×</mark>
The Text Wizard has determir	ned that your data is Deli	nited.		
If this is correct, choose Next	t, or choose the data type	e that best describes your d	ata.	
Original data type				
Choose the file type that be	est describes your data:			
Opelimited - Char	acters such as commas o	r tabs separate each field.		
Fixed width - Field	s are aligned in columns v	vith spaces between each fi	eld.	
Start import at <u>r</u> ow: 1	File <u>o</u> rigin:	437 : OEM United States		•
Preview of file C:\Users\kail	ey.leesman\Desktop\13-	14 Belair Student photo exp	ort.txt.	
Preview of file C:\Users\kail	ey.leesman\Desktop\13- lame.Grade.Instruc	14 Belair Student photo exp	ort.txt.	•
Preview of file C:\Users\kail 1_Last Name,First N 2	ey.leesman\Desktop\13- Name, Grade, Instruc	14 Belair Student photo exp tor, Student ID, sch.	ort.txt. name	•
Preview of file C:\Users\kail	ey.leesman\Desktop\13- Jame, Grade, Instruc	14 Belair Student photo exp tor, Student ID, sch.	ort.txt. name	^
Preview of file C:\Users\kail 1 Last Name, First N 2 3 4 5	ey.leesman\Desktop\13- Tame,Grade,Instruc	14 Belair Student photo exp tor, Student ID, sch.	ort.txt. name	•
Preview of file C:\Users\kail	ey.leesman\Desktop\13- ame,Grade,Instruc	14 Belair Student photo exp tor, Student ID, sch.	ort.txt. name	•
Preview of file C:\Users\kail	ey.leesman\Desktop\13- Iame,Grade,Instruc	14 Belair Student photo exp tor, Student ID, sch.	ort.txt. name	•

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	8 ×			
This screen lets you select each colu	umn and set the Data Format.			
Column data format				
O General	Variante and a state of the second se			
Interview Int	remaining values to text.			
◯ <u>D</u> ate: MDY ▼	Advanced			
Do not import column (skip)				
Data preview				
General General Ge	neraGeneral Text General			
Last Name First Name Gr	ade Instructor Student ID sch.name			
01	846214661			
01	698572766 208454605			
	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 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 design of the second data is in the balance of the second data and the second data and the second data

Select the File Menu and click Save As

X 🖌 🔊 - C - 🏹 I -	1
File Home Insert	Page Layout Formulas
Save	Information abou C:\Users\kailey.leesman\Desk
ුළු Open ල් 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 delin Workboo	mited) ok					_

Single File Web Page

Click Save.

🗶 Save As									x
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Organize 🔻 Ne	w folder							• ==	0
	•	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	E	Screen Shots		12/4/2012 7:48 AM	File folder				
Recent 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		
 ✓ Ibraries ▷ Iocuments ▷ Indextore ▷ Indext	Ţ	🔊 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:	Excel 97-2003	Workbook							-
Authors:	Kailey Leesma	n	Tags: Add a tag		Title: Add a title				
	📄 Save T	humbnail							
Hide Folders					Tools	- [Save	Cancel	

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 🔺 🕌	🖞 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.

File Edit Format	Windo	ow Help
New Open Open Recent	жN жО ▶	extract-27.csv
Close Save	₩W ₩S	s & Clark Middle School xon City High School – NCC & Clark Middle School
Save As	<mark></mark> ዮ <mark>ස</mark> S	Clark Middle School
Save As PDF Save All		i Lity High School - Nul i Heights Elementary School i School
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Attach Files	☆業A	lair Elementary School Ilaway Hills Elementary School
Show Properties	∼жР	adar Hill Elementary School mrly Childhood SPED
Page Setup Print	∂ ፝ ፝ ፝ ፝ ፝ ቾ P	ist Elementary School em Gifted XHS Summer School efferson City Academic Center

A Save As window will appear. Change the file name, select a location on your computer to save the file, then click **Save**.

•	extract-27.csv
Save As: 13-14 Be	lair Student Photo Export
Where: 间 Deskt	op 🗘
Plain Text Encoding:	Western (Mac OS Roman)
	If no extension is provided, use ".txt".
	Cancel

Open Excel and select the File Menu > Open

🛒 Ex	cel	File	Edit	View	Insert	Form	at	Tools	Data	W
900 91 mil (Nev	w Worl w from	kbook Templ	ate	光N 介留P	1	5 • A		-
	~~ 0	Ор	en			жо				
A Hom	e	Op	en URI			企業O	Art	Forn	nulas	Ľ
Ed	it	Op	en Rec	ent		•			_	Alig
	Fill	Clo	se			жw	A-			ab

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

	Open : Microsoft Excel	
	🖥 Desktop 😫 🔍	
	Name	Date Modified 🔻
Macintosh HD	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
▼ 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: Al Open: Original	l Readable Documents	
	Cance	Open

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:Users:daw:13-14 Belair Student Photo Export.txt.
1
<u>2</u> <u>3</u> 4
<u>5</u> <u>6</u>
Cancel Cancel Next Finis

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

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	h
Cancel	< Back Next > Finish

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

Text Import wiza	ard – Step 3 of 3
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.	Column data format General Text Date: MDY
Advanced	O not import column (Skip)
Data preview	
General General GeneraGeneral To Grade Instructor	ext Ceneral
01 1 01 8 01 6 01 6 01 2	Belair Elementary School Belair Elementary School Belair Elementary School Belair Elementary School
01	Eelair Elementary School
Cancel	<pre>Sack Next > Finish</pre>

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		180-01-12-01	Belair Elementary School
3	An	-portenas)	1		84(12) 81(12)	Belair Elementary School
4	An	Charleson (1		691172/701	Belair Elementary School
5	Ba	-Fillefille	1		201413-89175	Belair Elementary School
6	Bu	1948	1		115676388	Belair Elementary School

Select the File Menu and click Save As

		Excel	File	Edit	View	Insert	Form	nat T		
9			Nev	ЖN						
¢	-		Nev	ዕװP						
-	2	🏥 🗊	Op	M - 1						
		Home	Op	artArt 1						
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			Clo	жw	A					
		Save #S								
	Pas	te 🗸	Sav							
		A1	Save as Web Page							
		A	and from the design of the second state							

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.



Staff Filter Set Up

A filter has already been set up under the **elemsecretary** Ad Hoc group called **Elem Inter-State Staff Photo Export**. Please <u>DO NOT</u> make any changes to this filter. Before exporting the filter, ensure the filter is still set up as shown below. If the filter is not set up correctly, contact the Office of Student Information, Planning and Assessment to retrieve the original filter.

Ad Hoc Reporting > Filter Designer > elemesecretary group Select the person Elem Inter-State Staff Photo Export filter then click Edit.



Field Selection

Verify that all the fields listed on the screen shot below are in the Selected Fields box and click Next.

Ad Hoc Query Wizard - Field Selection						
Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add F the fields in the order selected; however, the sequence can be changed on the Output Formatting screen. At least one field must be selected to contine Field Selection Filter Parameters > Output Formatting > Grouping and Aggregation						
*Query Name: Elem Inter-State Staff Photo Export Short Description: Filter for Inter-State Staff photo file						
Long Description:	Ŧ					
Select categories & fields Filter By Search Clear All Fields	Selected Fields Individual.lastName Individual.firstName Individual.staftNumber schoolEmployment.schoolName schoolEmployment.active					
Save Save & Test	< Back Next >					

Filter Parameters

Verify that the **schoolEmployment.active** field has an Operator of **=**, a Value of **1** and click **Next**.

Parameters are used to filter data based on specific logic. Use the operators to apply logic to designated fields. Logic may be applied even if a field is no operators using AND, OR, and NOT conditions. If a Logical Expression is not used, the condition AND will be applied to all operators. If using Logical Exp							
Field Selection > Filter Parameters • Output Formatting > Grouping and Aggregation							
*Query Name: Elem Inter-State Staff Photo Export							
Short Description: Filter for Inter-State Staff photo file							
Long Description:	+						
Filter the data							
ID *Field Operator Value							
X 1 individual.lastName -							
X 2 individual firstName							
X 3 individual staffNumber -							
X 4 schoolEmployment.schoolName							
× 5 schoolEmployment.active - = - 1							
Add							
a second s							
The oblight of the second seco	water and the						
. ovôups							
Save & Test							
	< Back Next >						

Output Formatting

Verify the following:

- All fields with the exception of schoolEmployment.active are selected for Output
- student.lastname is Sort 1
- All fields except schoolEmployement.active have a value in the Column Header field.

Ad Hoc Query Wizard - O	itput Fo	rmatti	ng							
Use output formation to determine how columns and fields should appear when data is extracted. The ability to sort and sequence results is also availy										
Field Colorfice + Filler D							_			
Field Selection > Filter Pa	arameters	s > Out	put For	rmatting > (300	uping and Aggregatio	1			
*Query Name: Elem Inter-State Staff Photo Export										
Short Description: Filter for Int	er-State	Staff ph	noto file						-	
Long Description:									+	
✓ Output distinct records Eicld Contraction Column Header Alignment Formattion										
individual.lastName		beq	1	Ascend	-	Last Name	Alginien	▼	-	Lengu
individual.firstName	V				Ŧ	First Name	1	•	•	
individual.staffNumber	V				-	Staff Number	1	•	~	
schoolEmployment.schoolNam	V				Ŧ	School Name	1	•	-	
schoolEmployment.active										
Save To: O User Account										
Folder: /			•							
O User Groups										
Save Save & Test										
									< Bac	k Next >

Staff Filter Export

If the filter is set up as shown above, follow the steps below to export the file. Exporting the file will look differently if using a Mac verses a PC. Please choose the correct instructions based on the type of computer you are working on.

Calendar

Select the current **Year**, **School** and **Calenda**r at the top of the page.

	Year 13-14 🔻 School Be	air Elementary School Calendar 13-14 Belair Elementary School						
Inc	lex Search Help	Data Export Wizard						
⊡	ailey Leesman 3 Student Information	This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or						
÷ ₽¢	Instruction Census							

Ad Hoc Reporting > Data Export > elemsecretary group

Select the person Elem Inter-State Staff Photo Export filter then click Delimited values (CSV) and click Export.



Open with Excel

Click the File Menu then Save As.



Select a location for the file and change the Save as type from CSV (Comma delimited) to Excel 97-2003 Workbook.



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Office of Student Information, Planning and Assessment



Once files are exported

Once the staff and student files have been exported and saved as Excel documents, attach both files to an email and sent it to Cathy Cornell at <u>ccornell@inter-state.com</u>.