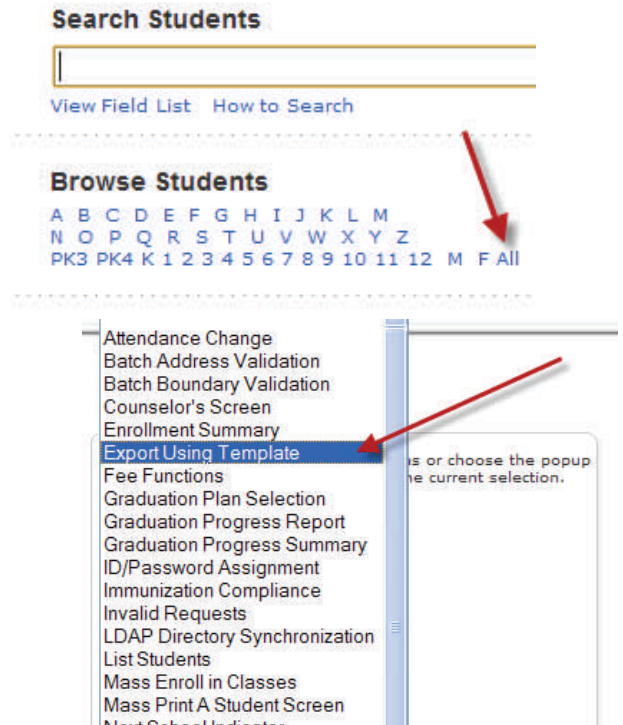


# Export a Student List

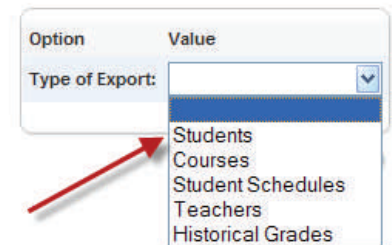
Log into PowerSchool with your Admin account: [ps.nwarctic.org/admin](https://ps.nwarctic.org/admin). I suggest using Firefox so you can get the export to automatically open in Excel.

From your start page enter your search or click on 'All' students.

This will give you the list of students, under the list choose 'Export Using Template'.



Choose 'Students' as the type of export.



The template is called 'Demographic Info', click the dot for the selected students, click Submit.

On a Mac the file will either download automatically to your Downloads folder. If the file does not open in Excel automatically you'll need to open your Downloads folder and command-click to force it to open with Excel.

On a PC you'll be asked if you want to save or open the file, choose save. Save it on your desktop and then after it has finished downloading right-click to open it with Excel.

