QUICK EXPORT
Exporting information for groups

This guide was made using Firefox. Please use Firefox.

Start Page

Students	Staff	Parents

grade in 6, 7, 8   🔍   ☐ Advanced   ☐ Include Remote Enrollments

View Field List   [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 M F All Stored Searches Stored Selections

Current Student Selection (497)

Student	Student Number	Grade Level	School
			WTK
			KVL
			WTK
			KVL
			WTK

<< < **1** 2 3 4 5 > >>

[Alert Selected Students] [Select By Hand] [Student Screens ▾] [?]

From your start page, select your group of students.

Select group by multiple grades: "Grade in 6, 7, 8"

Call/email for more advanced search/grouping options

Once you have your student selection, click the drop down arrow in the bottom right of the student selection (boxed w/ arrow above) and from the resulting drop down menu, select **QUICK EXPORT.**

Once at the Quick Export page, you will enter the fields you wish to export for those students. You can search for these fields by clicking **FIELDS** (below). Also see the last page for a list of frequently used export fields.

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
Fee Functions
Health Screenings
ID/Password Assignment
LDAP Directory Synchronization
Mass Create Family Links
Student Field Value
Email Parents/Students
Graduation
Graduation Plan Selection
Graduation Progress Report

[dents] [Select By Hand] [Quick Export] [▾]

Quick Export

Export the 3 selected students

Field Delimiter	Tab ▾
Record Delimiter	CR ▾
☐ "Surround Fields"	☑ Column titles on 1st row
☐ Export DCID	

Fields

[Submit]

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Quick Export

Enter the fields you wish to export in the order you want them in on the report, then submit.

Export the 6 selected students

```
student_Number
LastFirst
Grade_Level
DOB
Gender
```
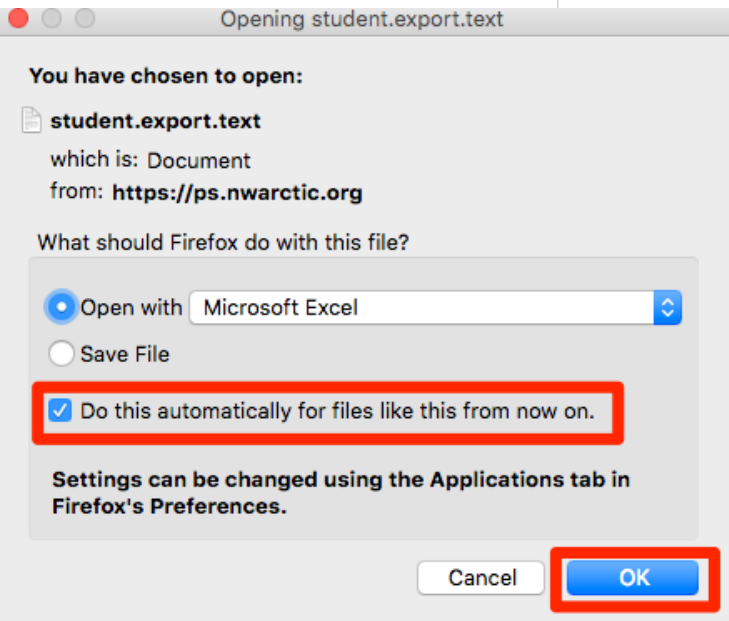
Field Delimiter   Tab

Record Delimiter   CR

☐ "Surround Fields"   ☑ Column titles on 1st row

☐ Export DCID

Fields

Submit

Opening student.export.text

You have chosen to open:

📄 **student.export.text**

which is: Document
from: **https://ps.nwarctic.org**

What should Firefox do with this file?

◉ Open with   Microsoft Excel
◯ Save File

☑ Do this automatically for files like this from now on.

**Settings can be changed using the Applications tab in Firefox's Preferences.**

Cancel   **OK**

If you have your computer set up for it, you will be prompted to "Open With Microsoft Excel". Click okay. This command may take a moment to open Excel. If this is your first time doing this, check "Do this automatically for files like this…"

IF YOU ARE NOT SET UP TO OPEN W/ EXCEL, it may open as a text file. Simply copy all data from the text file and past in cell A1 on a fresh Excel spreadsheet.

IF YOU ARE NOT PROMPTED ON HOW TO OPEN THE FILE, Check your downloads in the upper right corner of your FIREFOX browser (Below). If you have a new download, the down pointing arrow w/ a line underneath will be blue.
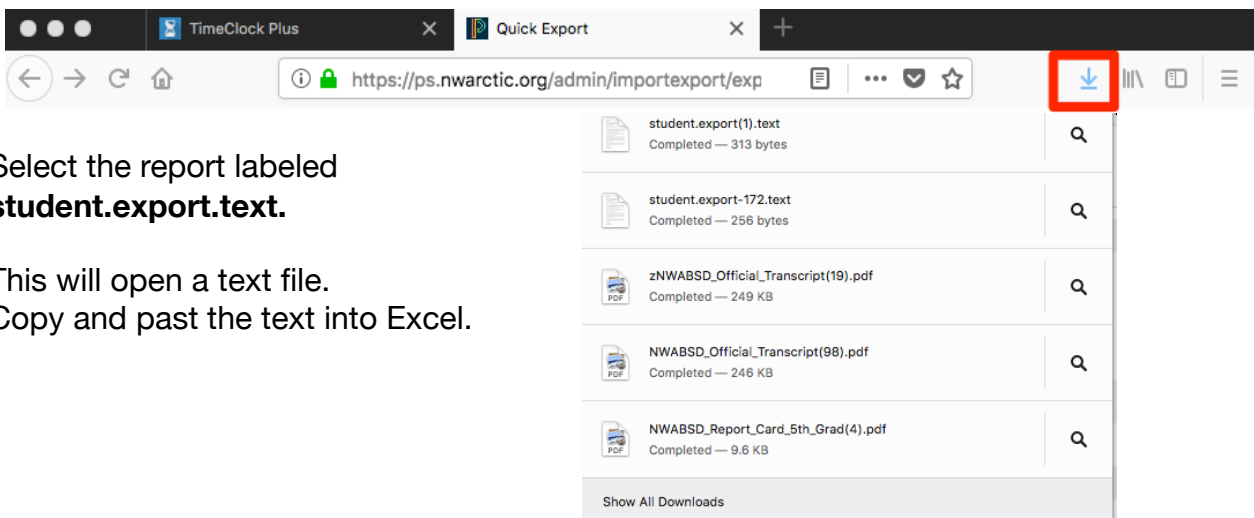
Select the report labeled **student.export.text.**

This will open a text file. Copy and past the text into Excel.

| TimeClock Plus | ✕ | Quick Export | ✕ | ＋ |

① 🔒 https://ps.nwarctic.org/admin/importexport/exp

student.export(1).text
Completed — 313 bytes

student.export-172.text
Completed — 256 bytes

zNWABSD_Official_Transcript(19).pdf
Completed — 249 KB

NWABSD_Official_Transcript(98).pdf
Completed — 246 KB

NWABSD_Report_Card_5th_Grad(4).pdf
Completed — 9.6 KB

Show All Downloads

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USING CHROME

Using Google Chrome, use all the above steps, then find your download in the bottom left corner.

Open the text file, copy all info, paste to excel.

USING SAFARI

Using Safari, use all the above steps. Safari will automatically open the text file (If allowed). If the report does not open, find your text file download in the upper right hand corner.

Open the text file, copy all info, paste to excel.

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Frequently Used Fields	
Field	**Result**
student_number	State ID
LastFirst	Last, First (Name)
Last_Name	Last Name
First_name	First Name
Grade_level	Grade
Lunch_ID	Lunch ID
DOB	Date of birth
Gender	Gender
Home_room	Home Room
ak_migrant	Migrant Y/N
ak_lep	LEP Status (LP=LEP)
Mailing_Street	PO Box #
Mailing_City	Mailing City
Mailing_Zip	Zip Code
Home_Phone	Home Phone
mother_cel_phone	Mom's phone
father_cel_phone	Dad's phone
guardian_cel_phone	Guardian's phone
physical_date	Date Physical was given
physical_expiration	Date Physical expires

There are many, many more fields to export for students. If you do not see one you are looking for here, and have already searched the **FIELDS** available, please email or call myself or Robin.