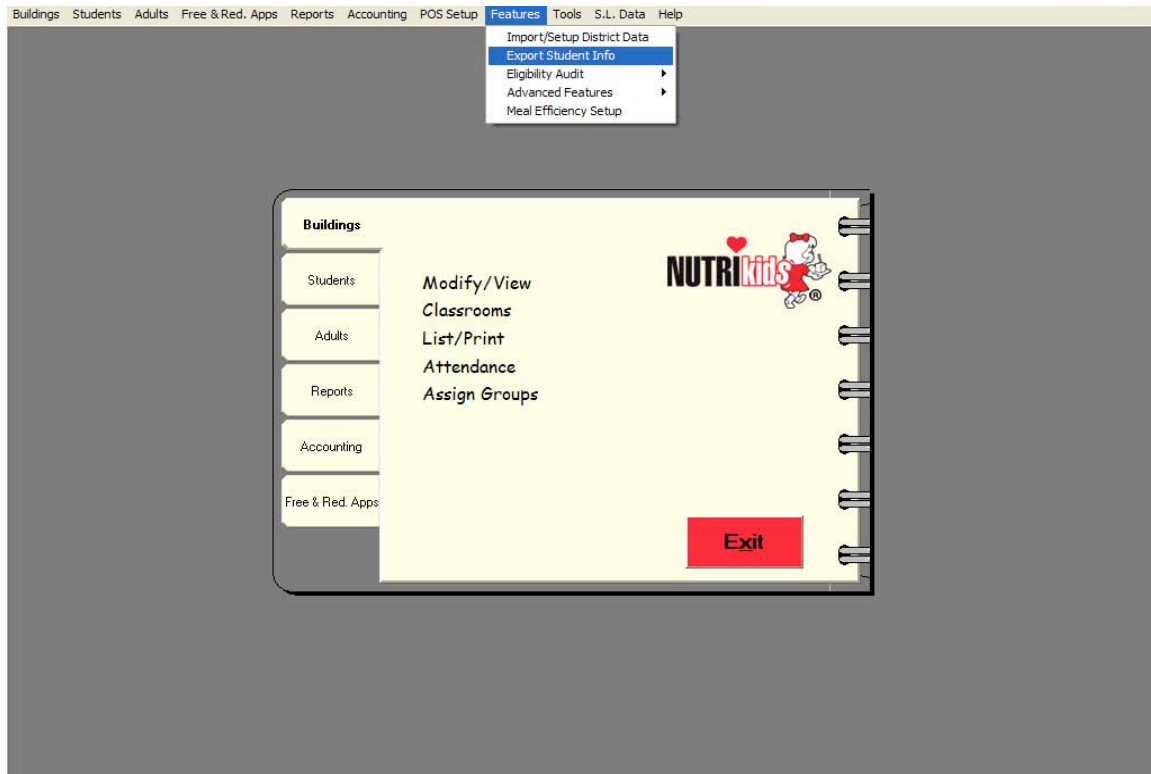


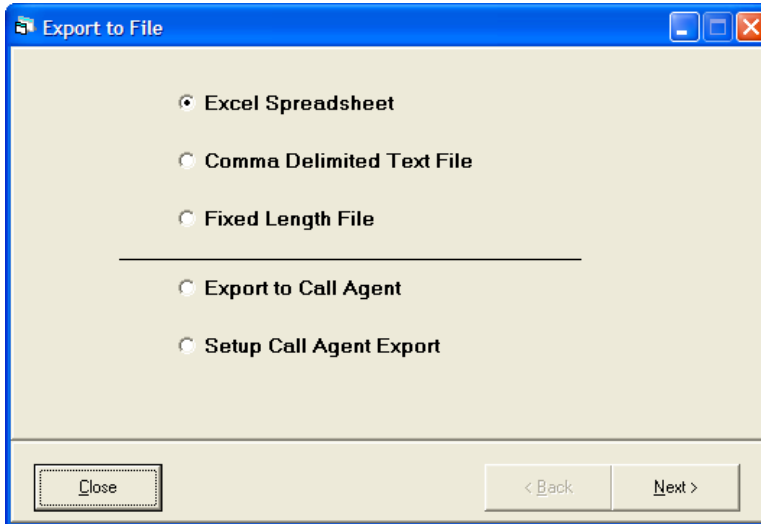
Exporting Student Data

You have the ability to export your student information into an Excel spreadsheet, a comma delimited text file, or a fixed length file. **Call Agent Export** is for use by districts that utilize the School Messenger feature. For more information visit www.schoolmessenger.com.

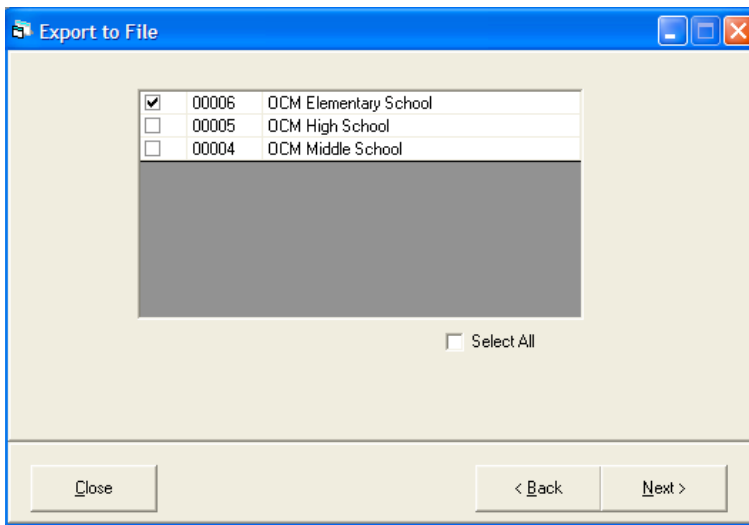


To export student information into an Excel spreadsheet:

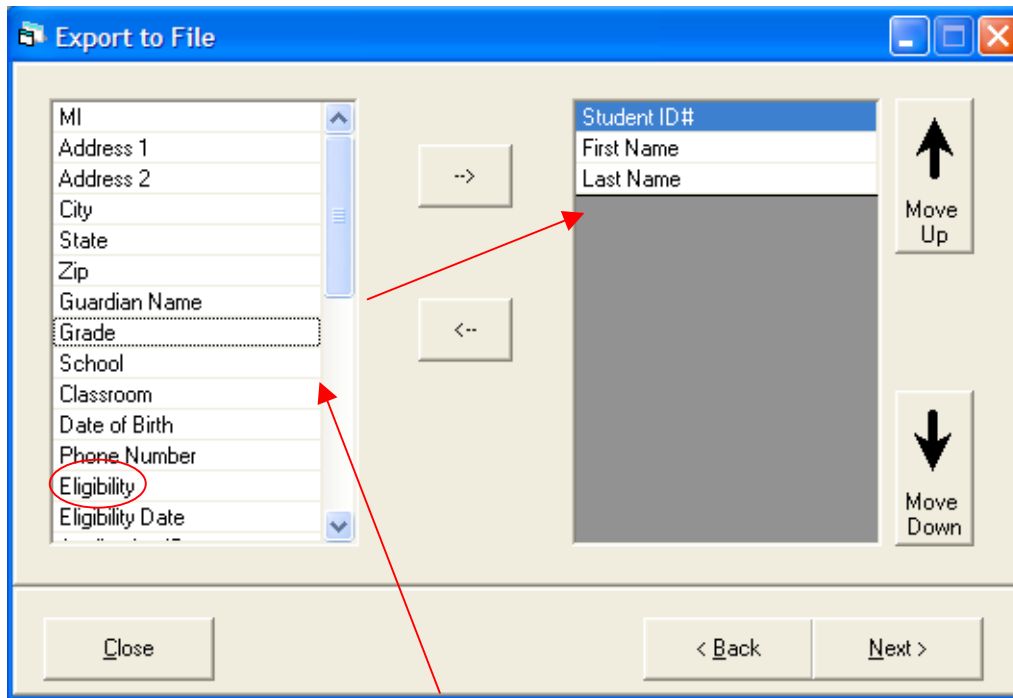
1. Click **Features** on the tool bar.
2. Click **Export Student Info**.
3. The **Export to File** screen appears.



4. Click the radio button next to **Excel Spreadsheet**.
5. Click **Next>**.
6. Check in front of the school you wish to select or check **Select All** to choose all schools.

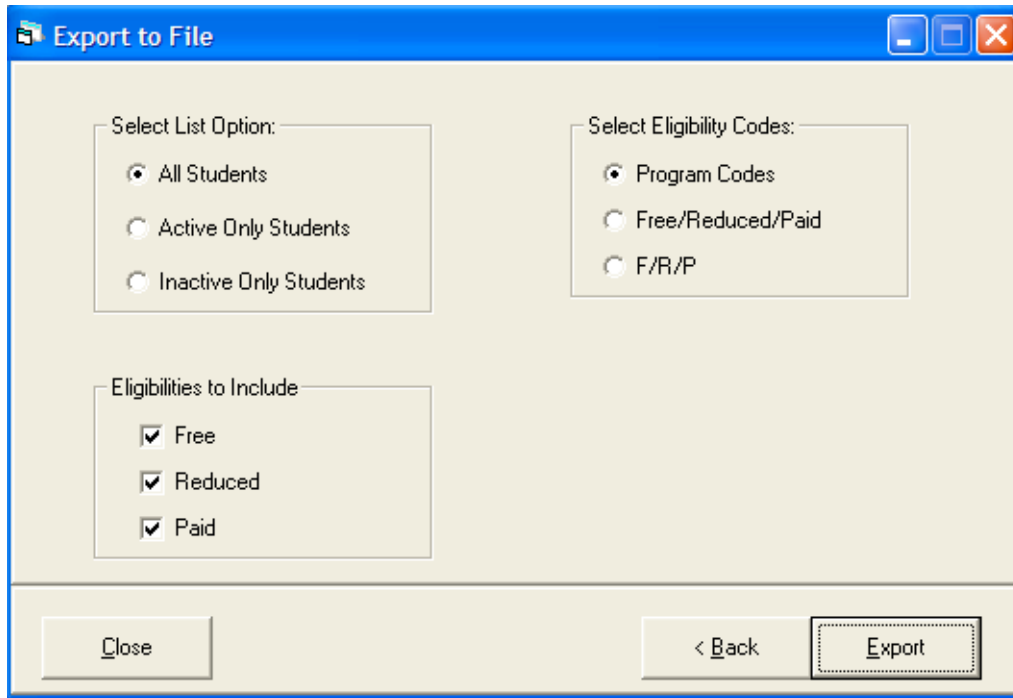


7. Click **Next>**.
8. The **Export to File** screen appears.



9. Select your fields for exporting by clicking on the field to highlight.
10. Click on the right arrow button to move the field into the gray viewing box on the right.
11. Click on the left arrow button to deselect your choice for exporting.
12. Click on the up and down arrows to change the field order of your selections for exporting.
13. Click **Next>**.
14. The options export screen appears.

Note: If you wish to use Eligibility codes on the next screen, then you *must* select Eligibility on the Export to File screen shown above.



15. Select which students you wish to appear in the export by clicking on the radio button next to your choice under **Select List Option:**

- You may choose All Students, Active Only Students, or Inactive Students.

16. Select which eligibilities you wish to appear in the export by checking on the box next to a status under **Eligibilities to Include:**

- You may choose Free, Reduced, and/or Paid.

17. Select Eligibility Codes by clicking on the radio button next to your choice.

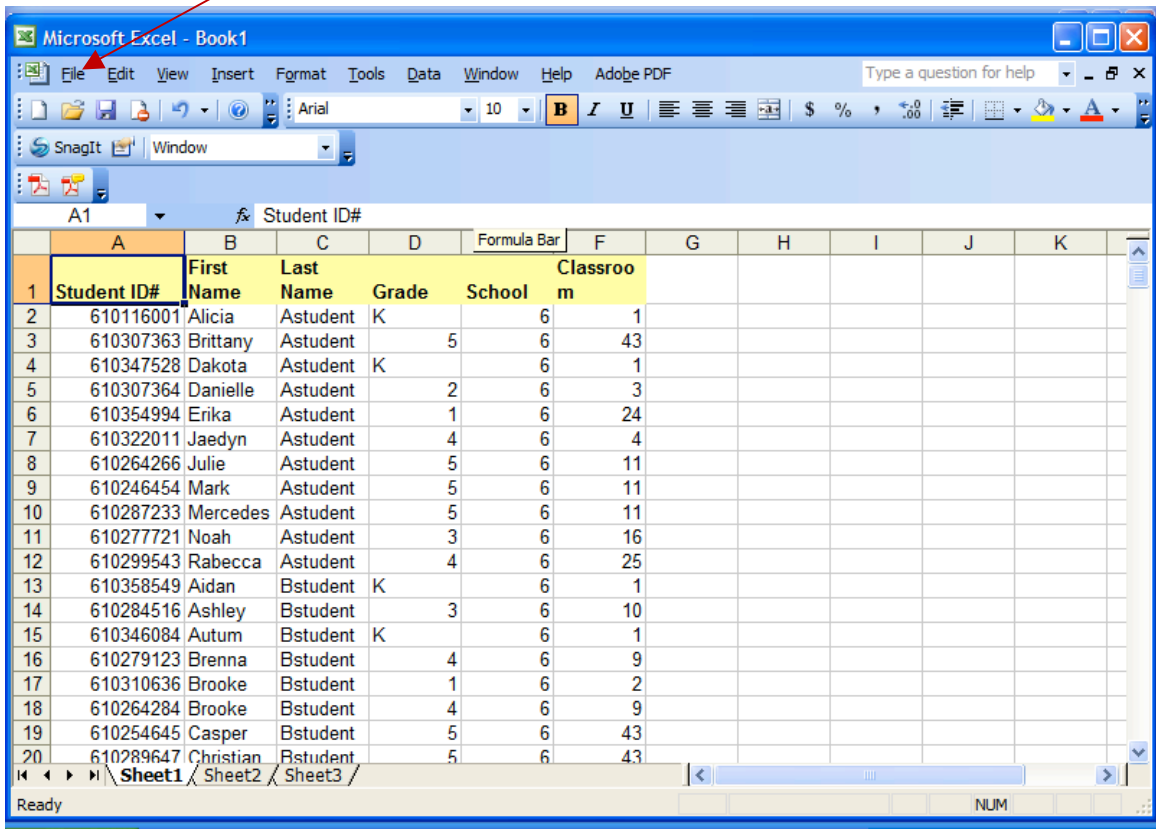
- Program Codes – This will list the student’s eligibility on the codes entered into the program (under Tools/Preferences).
- Free/Reduced/Paid – This will list eligibility with the words Free, Reduced, or Paid.
- F/R/P – This will list the eligibility with F, R, or P.

18. Click **Export** to export your data.

19. Click **<Back** to return to previous page.

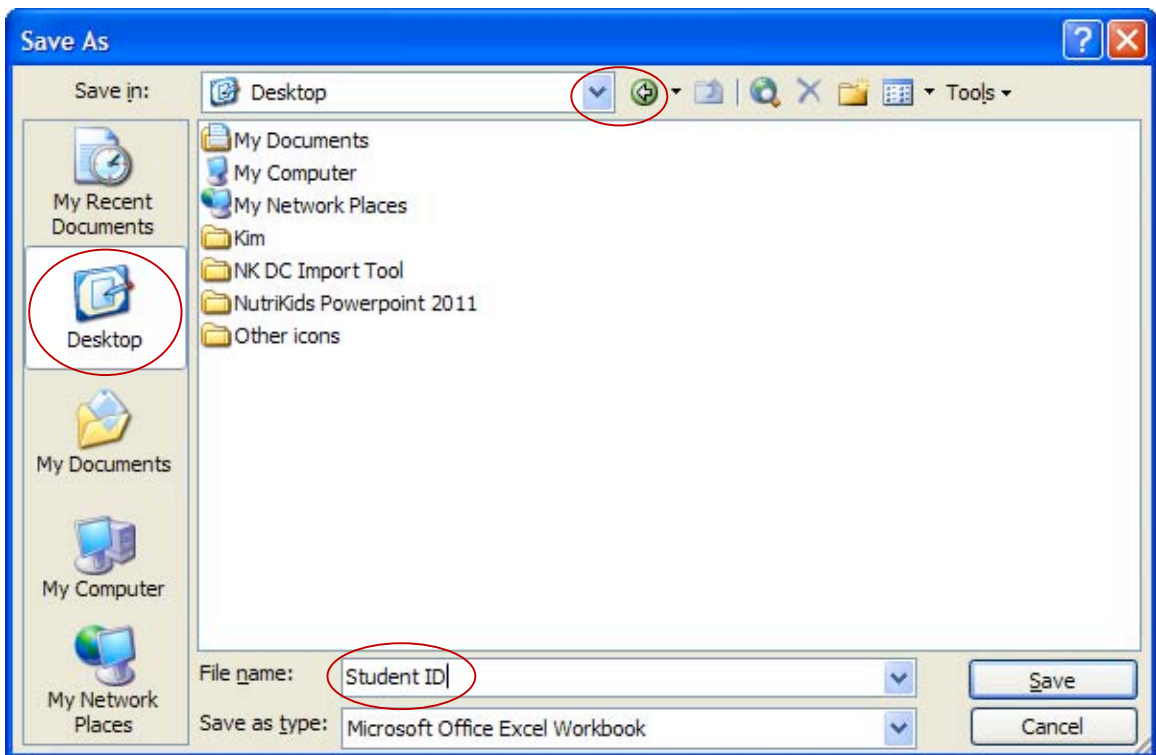
20. Click **Close** to exit.

21. A sample of the Excel spreadsheet follows:

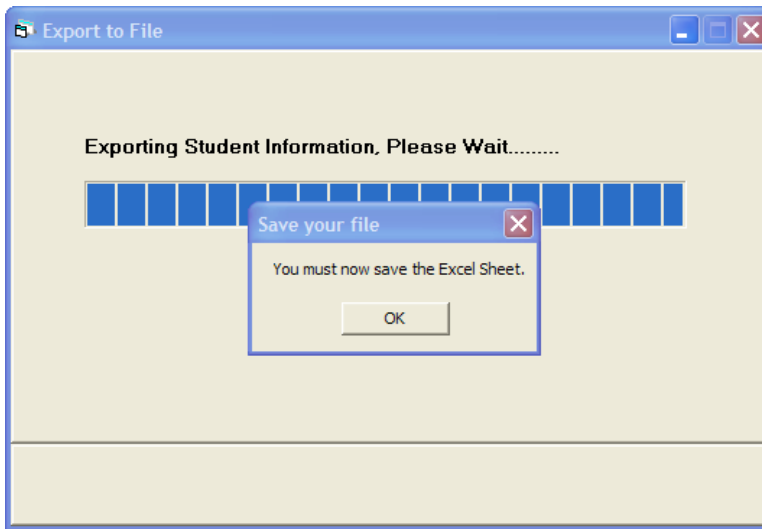


22. Click **FILE**.

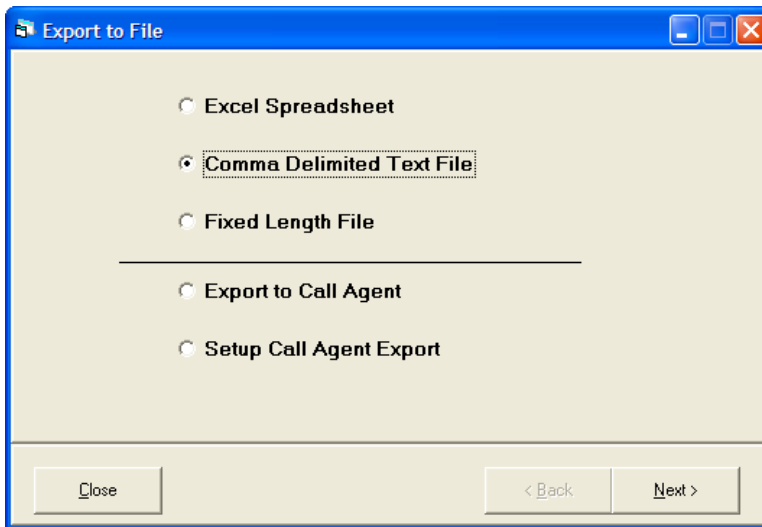
23. Click **SAVE**.



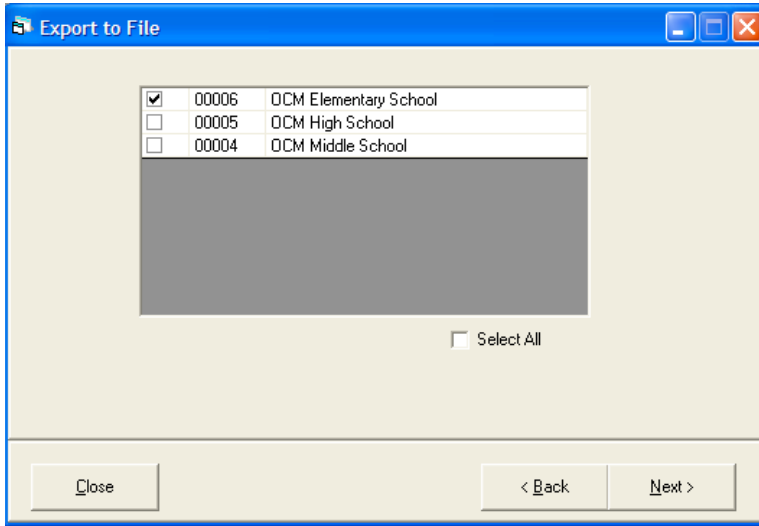
24. Select where you want to save the spreadsheet by choosing the drop down arrow.
25. Click in the box next to **File name**: area.
26. Key in the name of the file.
27. Click **Save** button.
28. Click **File**.
29. Click **Close** to close spreadsheet.
30. Click **OK**.



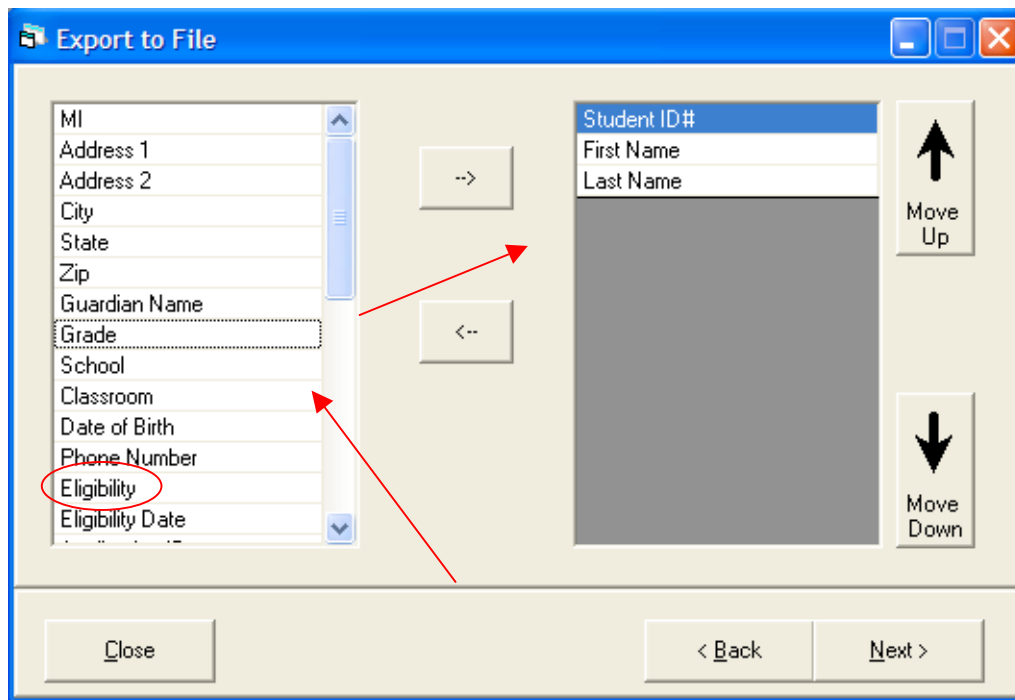
To export student information into a text file:



1. Click the radio button next to **Comma Delimited Text File**.
2. Click **Next>**.



3. Check in front of the school you wish to select or check **Select All** to choose all schools.
4. Click **Next>**.
5. The **Export to File** screen appears.



6. Select your fields for exporting by clicking on the field to highlight.
7. Click on the right arrow button to move the field into the gray viewing box on the right.
8. Click on the left arrow button to deselect your choice for exporting.
9. Click on the up and down arrows to change the field order of your selections for exporting.

10. Click **Next>**.
11. The options screen appears.

Note: If you wish to use Eligibility codes on the next screen, then you *must* select Eligibility on the Export to File screen shown above.

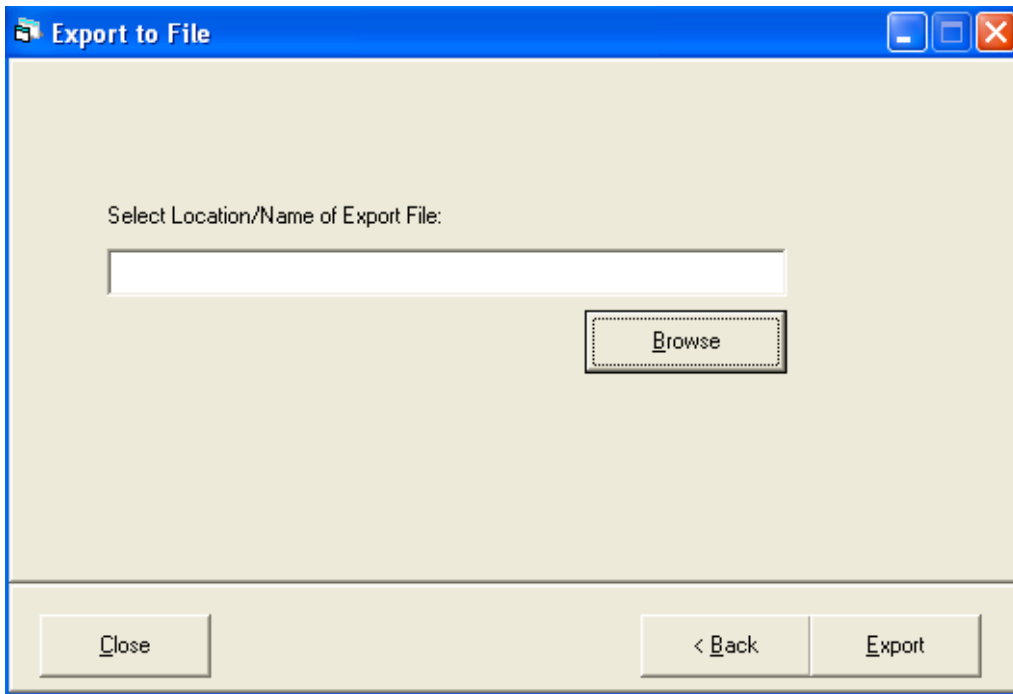
The screenshot shows a window titled "Export to File" with a blue title bar. The window contains three main sections for configuration:

- Select List Option:** Three radio buttons are present. "All Students" is selected.
- Select Eligibility Codes:** Three radio buttons are present. "Program Codes" is selected.
- Eligibilities to Include:** Three checkboxes are present, all of which are checked: "Free", "Reduced", and "Paid".

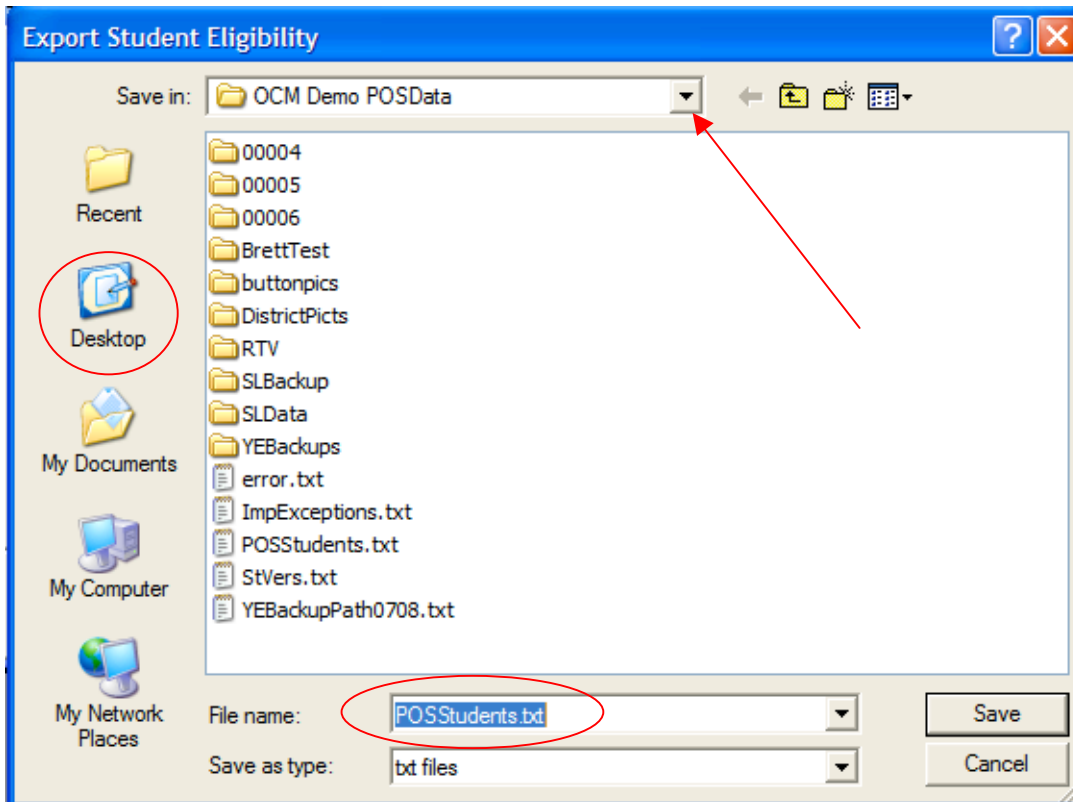
At the bottom of the window, there are three buttons: "Close", "< Back", and "Next >".

12. Select which students you wish to appear in the export by clicking on the radio button next to your choice under **Select List Option:**
 - a. You may choose All Students, Active Only Students, or Inactive Students.
13. Select which eligibilities you wish to appear in the export by checking on the box next to a status under **Eligibilities to Include:**
 - a. You may choose Free, Reduced, and/or Paid.
14. Select Eligibility Codes by clicking on the radio button next to your choice.
 - Program Codes – This will list the student’s eligibility on the codes entered into the program (under Tools/Preferences).
 - Free/Reduced/Paid – This will list eligibility with the words Free, Reduced, or Paid.
 - F/R/P – This will list the eligibility with F, R, or P.
15. Click **Next>**.

16. A browse screen appears letting you find a location to save your export.

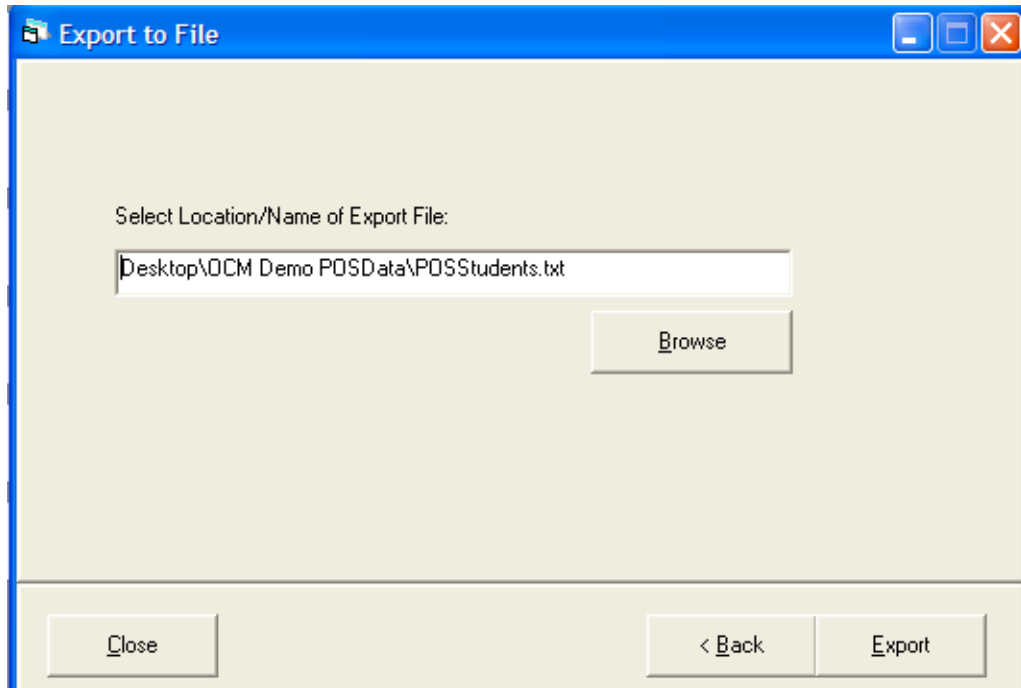


17. Click **Browse**.

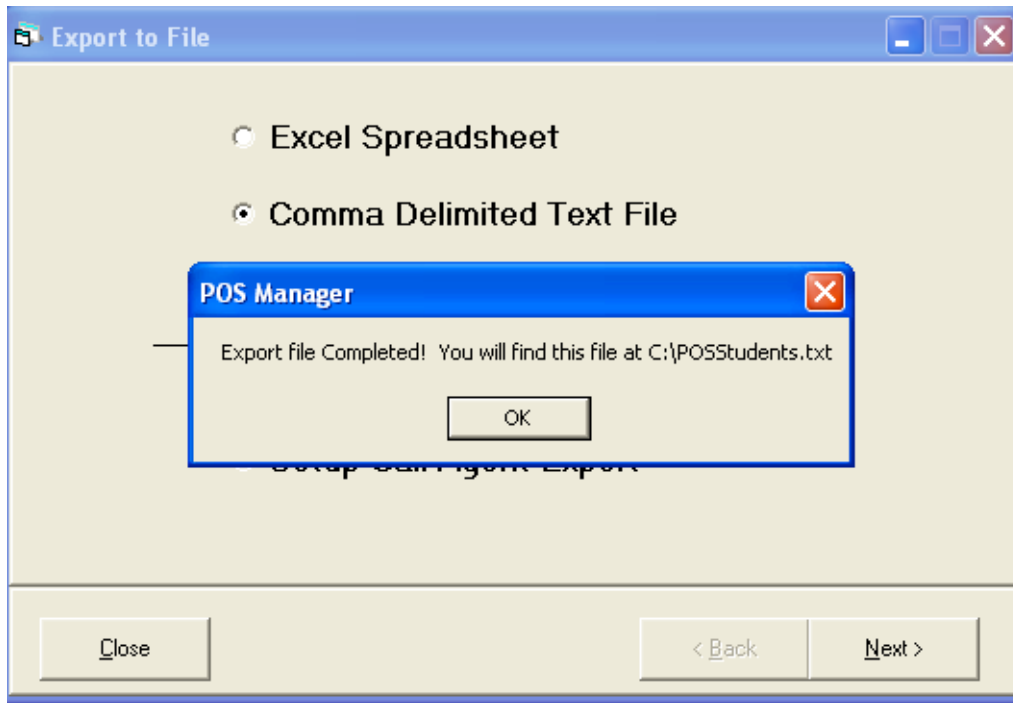


Note: The default location is to the database folder. It is recommended to save your files to a folder created in a location on your computer designated for exports for easy access. Change location by clicking the **Desktop** button!

18. Click on the drop down arrow next to the **Save in:** box to choose your location.
19. The file name is defaulted to **POSStudents.txt**, but you may wish to rename the file using your personal naming convention.
20. Click **Save**.



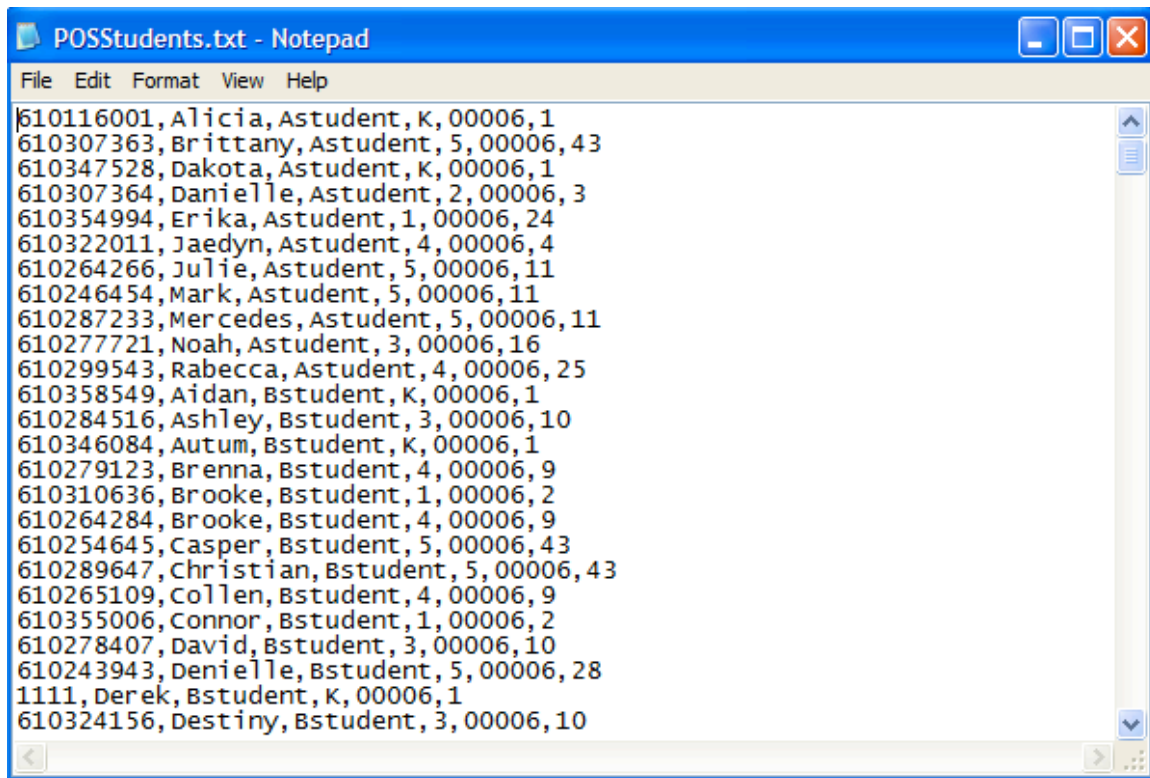
21. Click **Export** to export your data.
22. Click **<Back** to go to previous screen.
23. Click **Close** to exit.
24. When the export is finished you will get the following message showing where the file is saved.



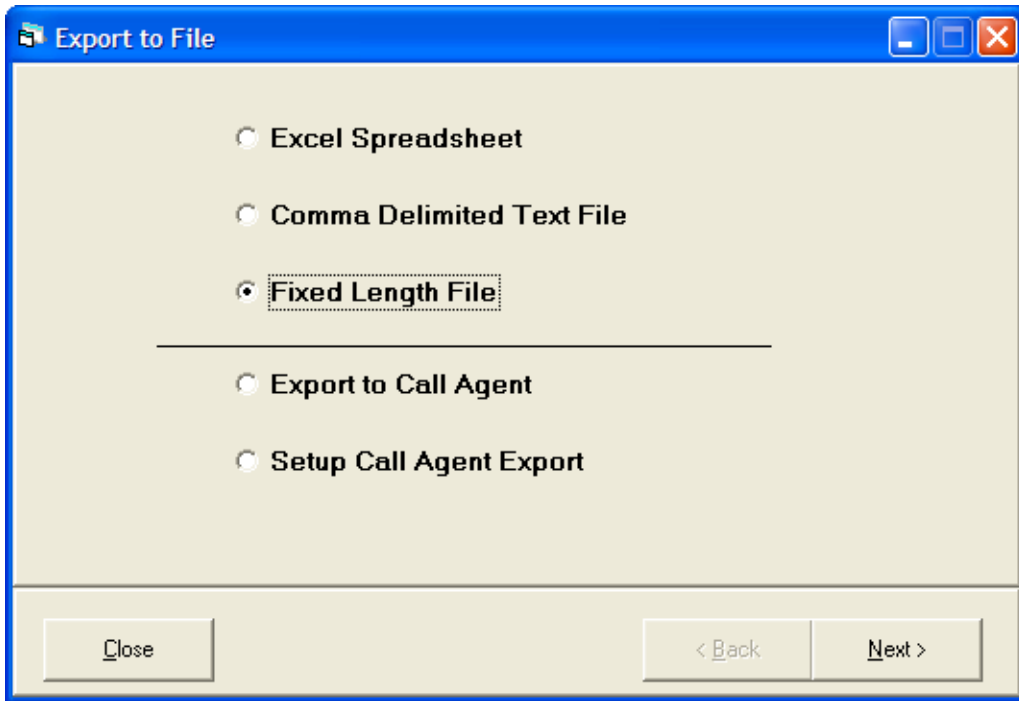
25. Click **OK**.

26. Click **Close** to exit module.

27. The following is a sample of your text file:



To export student information into a fixed length file:



1. Click on the radio button next to **Fixed Length File**.
2. The directions for a fixed length file are the same as a comma delimited text file.
3. Follow steps 2 through 26 for a comma delimited file.
4. The following is a sample of your fixed length file:

