

### **Student Directory Export**

The next time you need a list of student names, addresses, etc, don't spend time typing them in. Instead, use this procedure to extract a list from SIS and then import it into Excel.

It is possible to create an export file from SIS that lists:

- ♦ Student ID
- ♦ Student name
- ♦ Gender
- ♦ Ethnicity
- ♦ Grade
- ♦ DOB
- ♦ Advisor name

Go to Enrollment >> Reports >> Student Directory

The default is to create a Summary and a Listing. You just need a listing.  
Under FERPA Opt-outs, include opt-outs.

You can also include these fields:

- ♦ Contact name
- ♦ contact description
- ♦ contact phone
- ♦ contact address
- ♦ contact place of business
- ♦ Student SSN (which we don't use)
- ♦ Student phone
- ♦ Student address

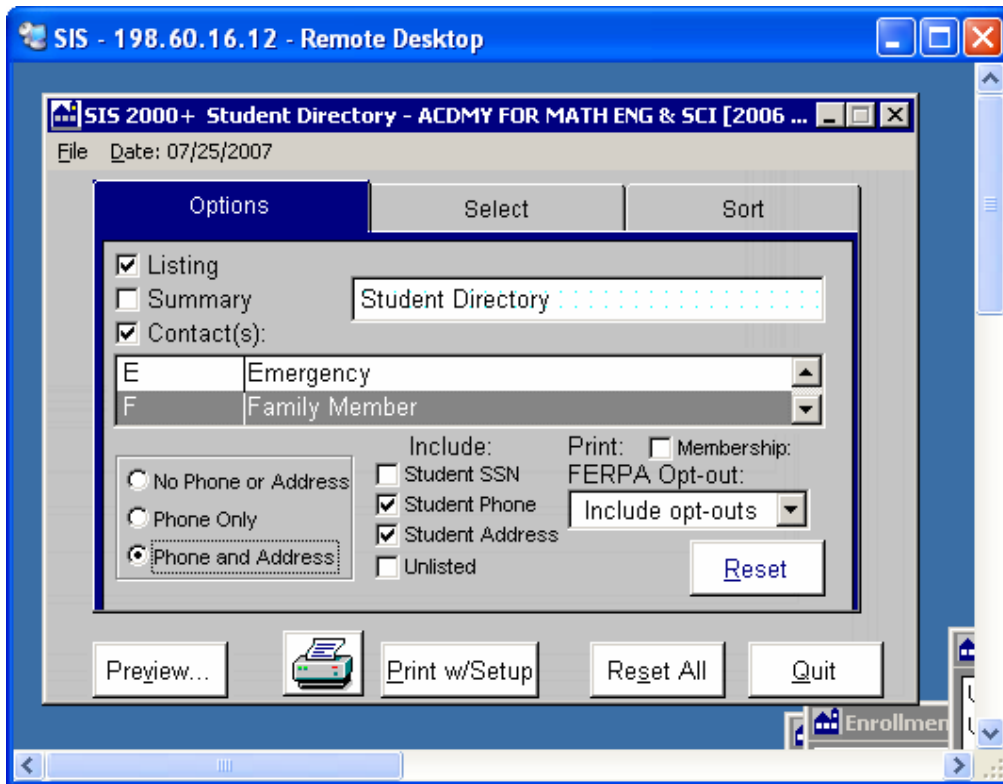
Select Contacts >> select Family Member

Select Phone & Address (radio button)

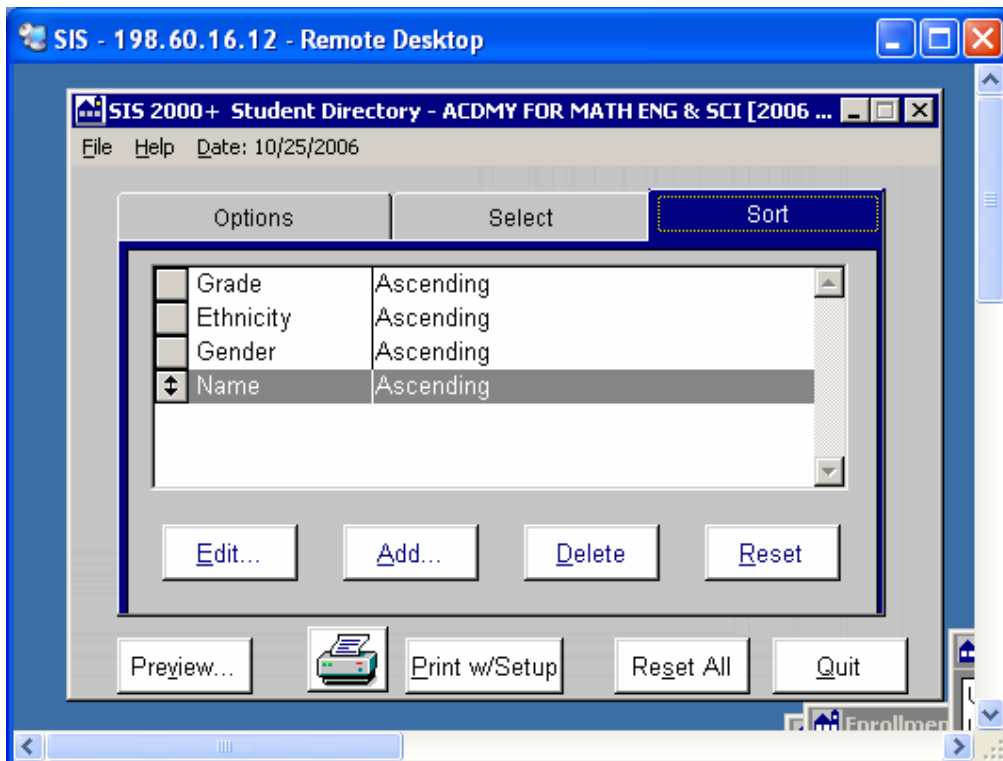
If you want the additional student information, under "Include", select

Student Phone

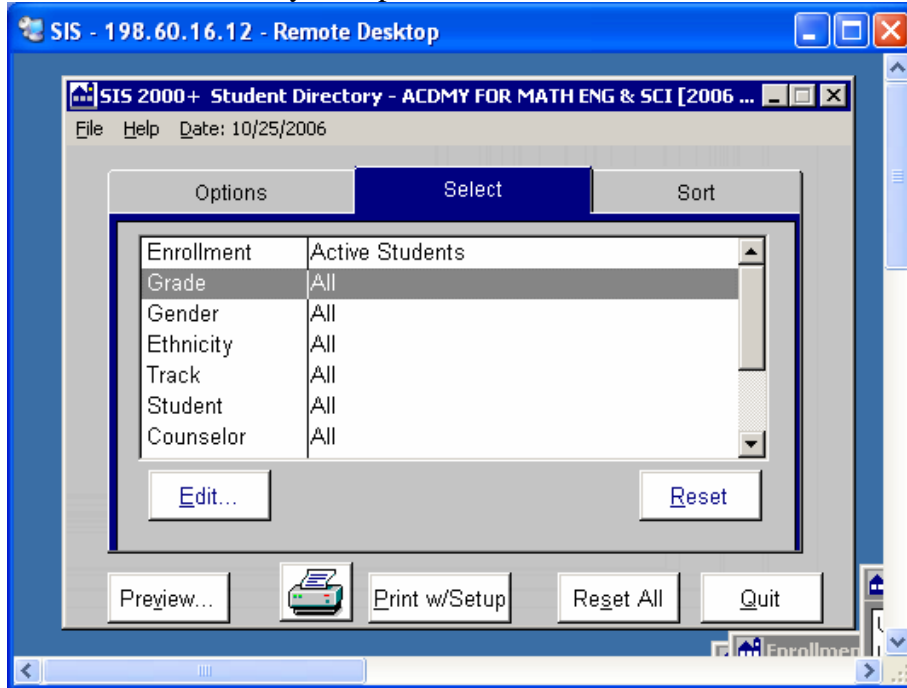
Student Address



If you want to sort by student name, go to the Sort tab, move your cursor over the button to the left of Name. When it becomes a double-headed arrow, click and drag it to the top of the sort list.



The Select tab allows you to print subsets of students.

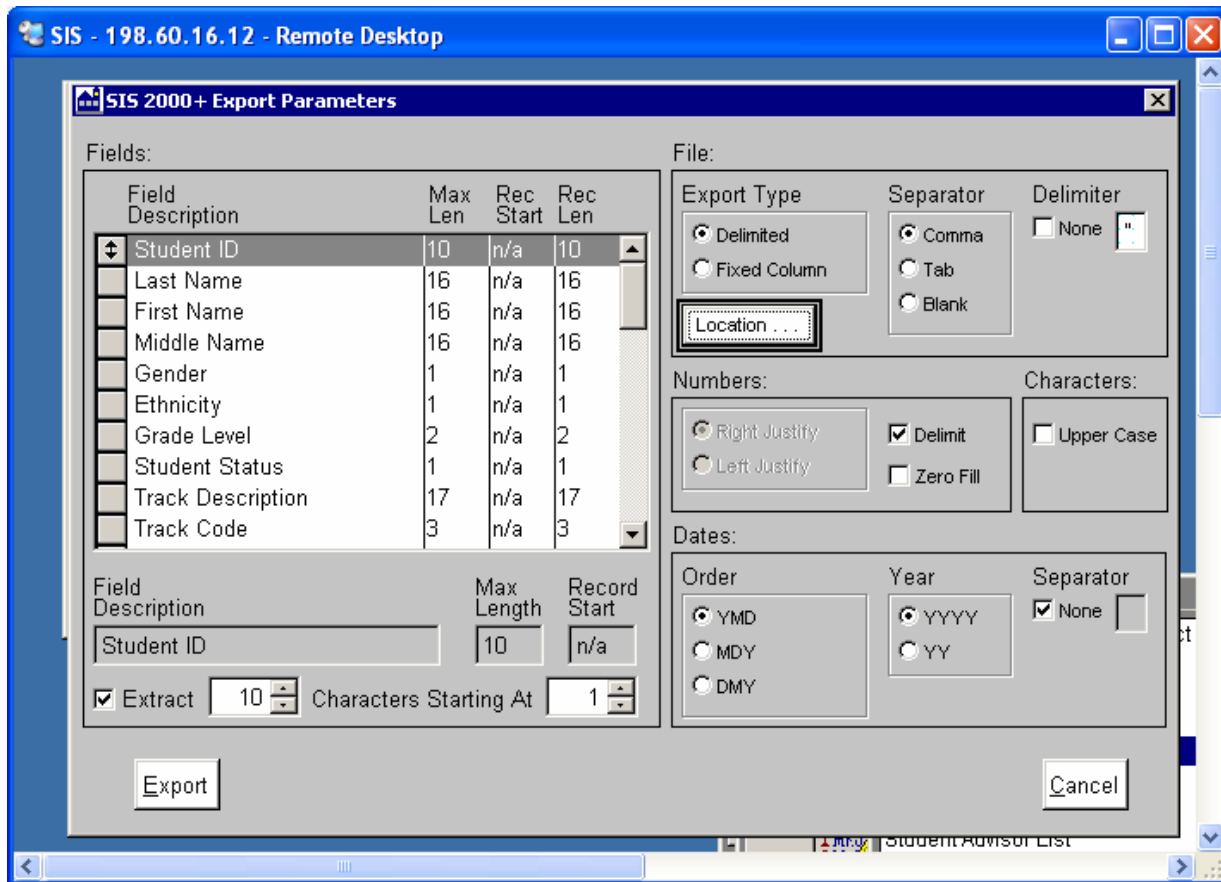


Selecting Membership just puts the word "Membership" on the report. It does not actually give you the membership days...

To write this data to a file, press "Print with setup" located at the bottom of the screen.

Deselect "printer" and select "file"

Now this screen will display listing all the fields that will be exported:



Now follow these steps:

1. You need to tell it the location to export, so press "Location..."
2. A warning "C:\ is not accessible. Access is denied" may appear. Just press OK.
3. For schools hosted on USOE server, select a shared drive at your school. Do not save it to the desk top, because it will be on the *remote* desktop at USOE rather than your computer! So select "My Network Places", then "Entire Network", then "Microsoft Terminal Services" then "tsclient" and select one of your drives.
4. Press "save" and then press "export". It will show the data getting transported to the shared drive file.
5. From your desktop, call up Excel
6. Data menu (on the top row)
7. Import external data >>> import data
8. Choose the .txt file you saved on the shared drive.
9. On the first import screen just press "Next"
10. On the second import screen, select "comma" as the delimiter and press "Next".
11. On the third screen, you can define column by column what data is imported and what format it is. You probably want to define the "Birthdate" as a date "YMD" and you might want to skip certain columns of data.
12. Press "Finish"
13. It will ask you the cell to import. Take the default of "A1".

That's it. Now you can sort it, format it, whatever.