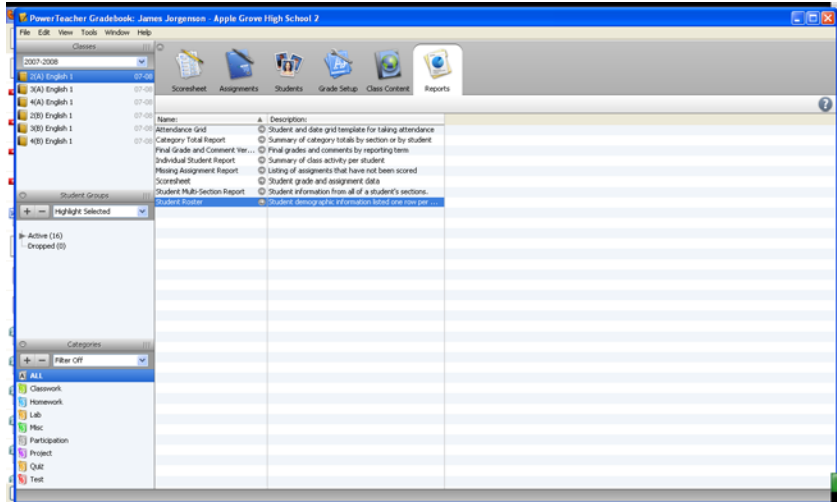


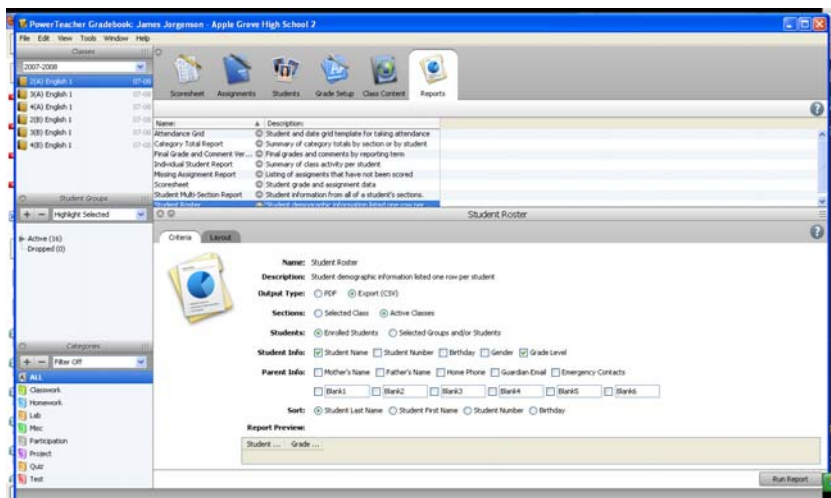
Exporting Class Rosters to Excel



Launch your PowerTeacher Gradebook and navigate to the Reports too.

You may want to adjust your Term view so you're not seeing your 2nd Semester classes.

Click on the Student Roster link. It is the last one in the list.



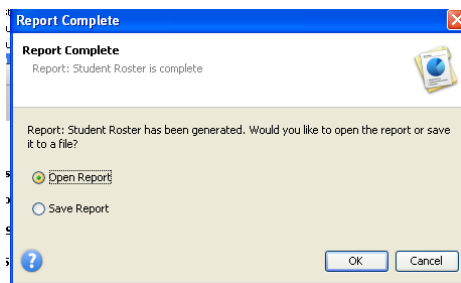
You may choose to print the report as a .pdf file. But it will be more useful if you export it as a Comma Separated Value (CSV) file and then tweak it in Excel.

Click the Export Radio button.

Choose to print a single class or all of your displayed classes.

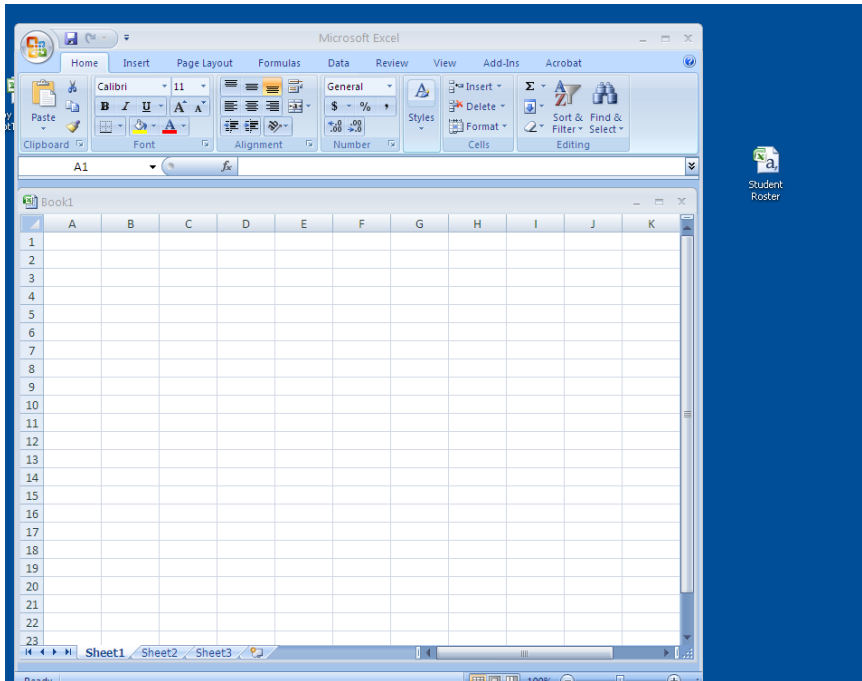
Make sure "Enrolled Students" is selected.

Click Run Report.



You may either open the report to view it or save.

I suggest you save it onto your Desktop, open in Excel and do some fine-tuning.



Start Microsoft Excel.

Resize Excel so that you can see your Desktop.

Locate the Student Roster icon on your Desktop. Then :

1. Single left-click, hold and drag the icon
2. Drop it into cell A1 in Excel.