

Satellite Course Export procedure for Vanguard-Sent. JVSD

1. Navigate to the following DASL breadcrumb trail
>>Home >>> Management >>> Import/Export >>> Gradebook Export

Home SIS Teacher Menu EZ Query Management EMIS My

DASL

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This Screen does not use a Selected Student
Data on this screen applies to the current school building

Home » Management » Import/Export » Gradebook Export

Gradebook Export

From this screen, you can export data for a specific file format.

Two format options are available for the export, Original and Extended

2. Select **Extended Format**
3. Select Term, Reporting Period and Teacher by first clicking the double arrows to move all teachers to the left-sided "Excluded Box", then click by teacher to the right-sided "Included Box"
4. Check the Export Fields as displayed below (by default, all boxes are checked, you will need to uncheck the unnecessary fields)
5. Click export

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Extended Format

Building: PORT CLINTON HIGH SCHOOL

Term: Semester 2

Reporting Period: Q3 - Q3

Teachers Excluded

- MR. D.G. FOX
- MARILYN GRAHAM
- MS. V. GRESH-ULLMAN
- MR.G. GRIME

Teachers Included

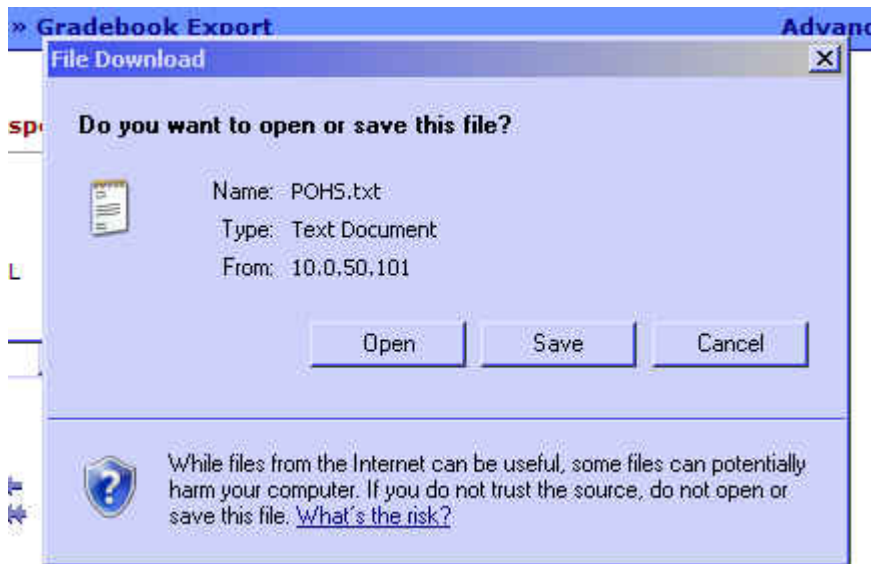
- MS. A. FULLER

Export Fields

<input type="checkbox"/> FormCode	<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Counselor	<input checked="" type="checkbox"/> FirstName
<input checked="" type="checkbox"/> StudentNumber	<input type="checkbox"/> Phone	<input type="checkbox"/> SSN	<input checked="" type="checkbox"/> LastName
<input checked="" type="checkbox"/> StudentName	<input checked="" type="checkbox"/> Birthdate	<input type="checkbox"/> Address	<input checked="" type="checkbox"/> CreditUnits
<input checked="" type="checkbox"/> CourseCode	<input checked="" type="checkbox"/> GradeLevel	<input type="checkbox"/> City	<input checked="" type="checkbox"/> Period
<input checked="" type="checkbox"/> SectionNumber	<input type="checkbox"/> HomeroomCode	<input type="checkbox"/> State	<input checked="" type="checkbox"/> CourseName
<input checked="" type="checkbox"/> StaffCode	<input type="checkbox"/> ParentName	<input type="checkbox"/> Zip	

Export

A Download box will appear within a few seconds



6. Select Save

7. Save the file to a location such as your desktop or My Documents

8. Email the saved file to Diane Winke at winke-d@vscc.k12.oh.us