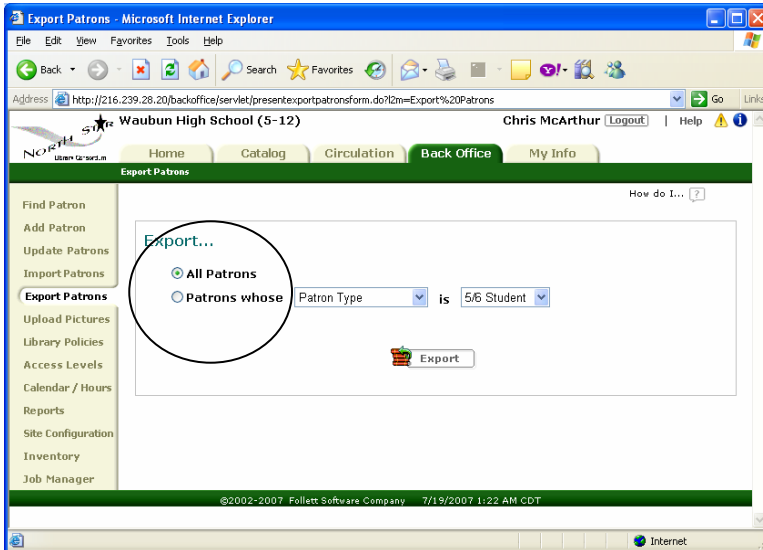
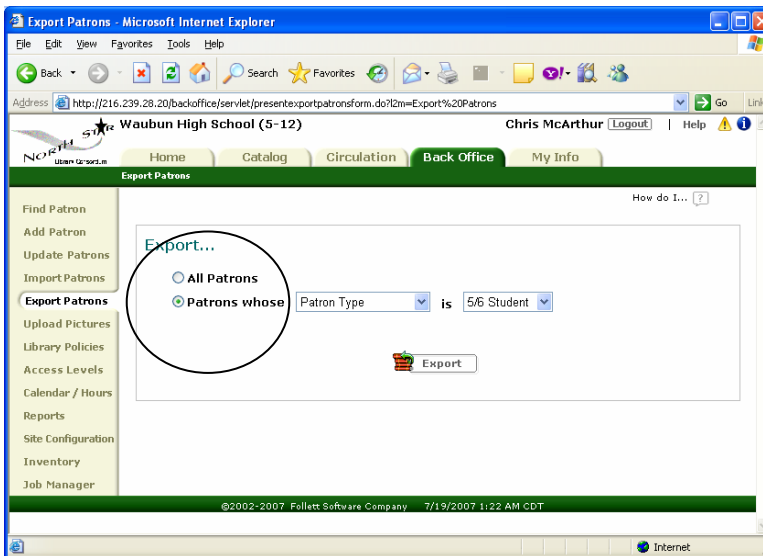


# Exporting Students

**\*\*Run Overdue/Fine reports for the students you are exporting. Students' history will not be included in their export.\*\***



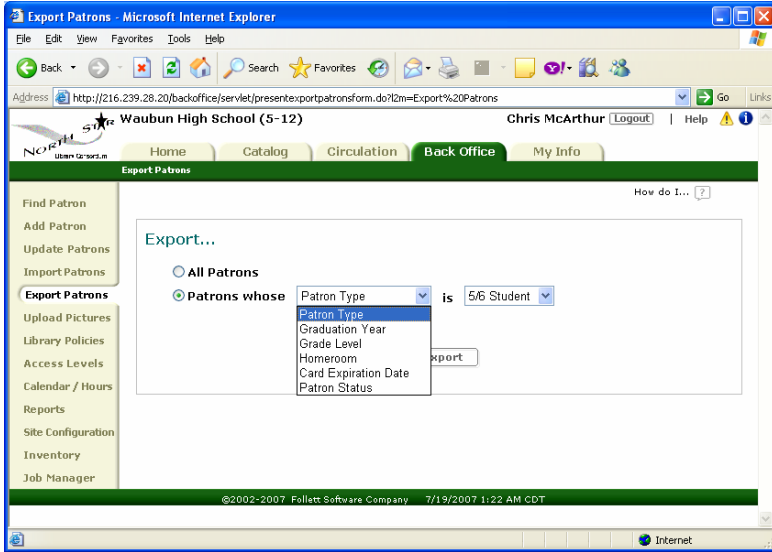
To begin your export, go to Back Office. Select Export Patrons from the left menu, the following screen should appear.



If some of your students are moving to middle or high school, select the "Patrons whose" radio button.

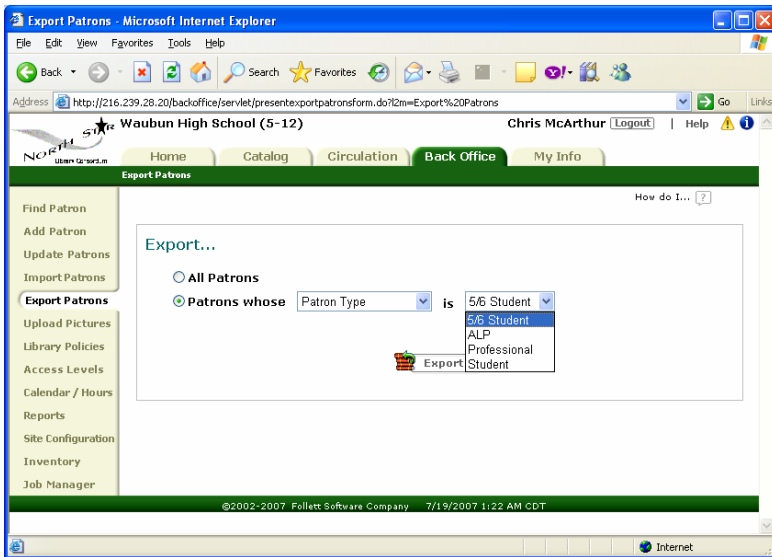
Tech Note: Radio buttons get their name from the buttons on the radio in your car. Just like the buttons in your car, you can only select one at a time. (Check-boxes allow multiple selections.)

# Exporting Students



Here you select the term which will “identify” the students who are being exported.

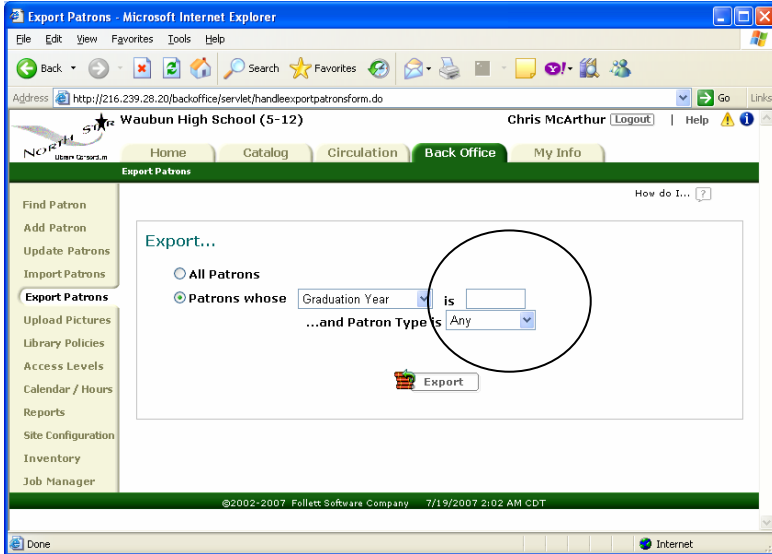
The choices are listed. Select the identifier which works best for your export.



If you choose Patron Type as your identifier, your patron types will be displayed and you can select the one you want.

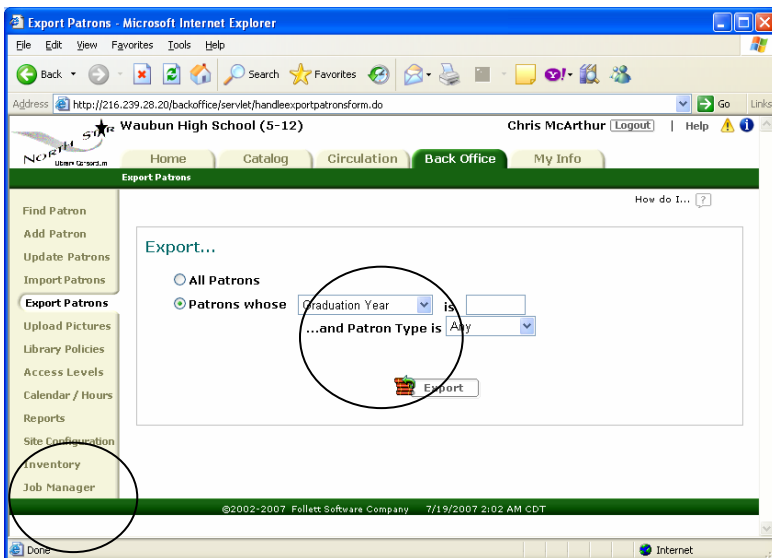
If you choose Patron Status as your identifier, your choices will be active or inactive.

# Exporting Students



If you choose any other identifier you will need to fill in the box which follows “is” with your identifier information, for example:

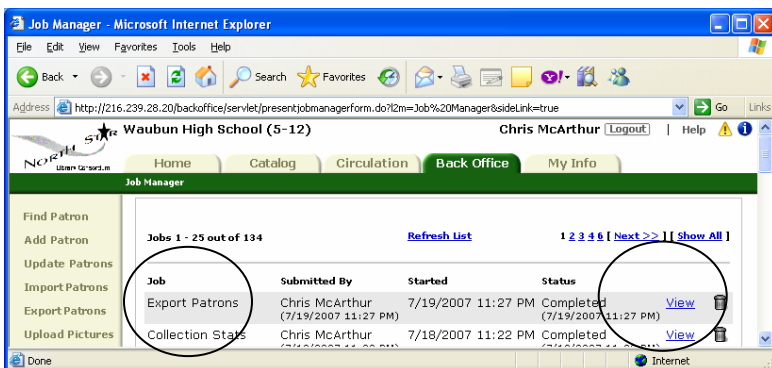
- graduation year is “2010,”
- homeroom is “Smith,”
- grade level is “4.”



You will be given an option to fill in patron type. You can select a type or elect to use “Any” which means anyone with the identifier you have chosen will be exported, regardless of their patron type.

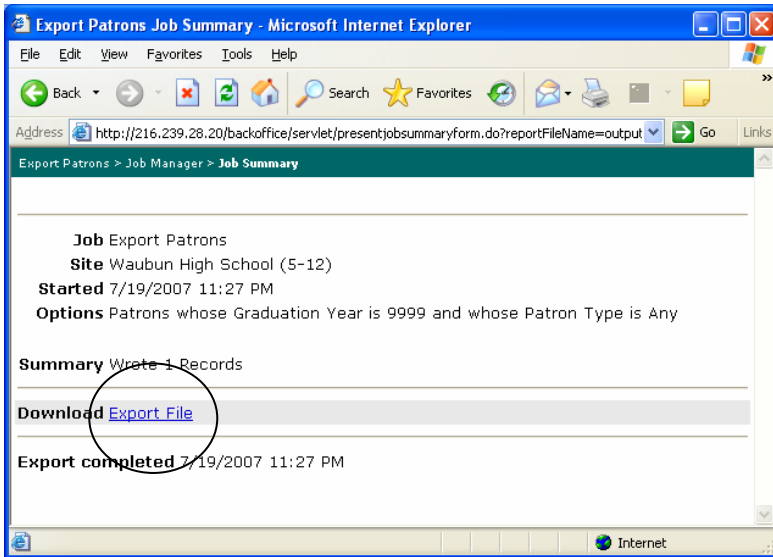
Satisfied with your choices, click export.

Click Job Manager to see the Export Job Summary.



Your Export will appear in the Job Manager as Export Patrons. Click the “View” button to see your export report.

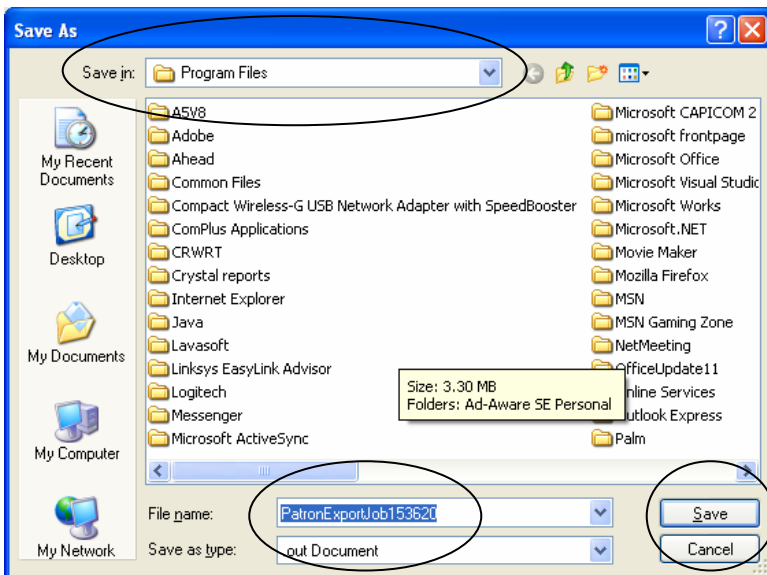
## Exporting Students



Your report will list any problems it may have encountered.

You will want to Download and save your Export File.

A “File Download” dialog box will pop-up. You want to click “Save.”



Select the “Save in” location. Make sure you remember this location so you can find the file when it is time to import it, or send it to the students’ new school.

Give the File an *informative* name, such as Sixth Grade Export, or Export from Franklin School.

**You’ve completed an export. Where are the students? Do they only exist in the export file you just saved? Were they deleted upon export?**

**No, they were not deleted upon export they are still in the original database.**

At this point you may want to shift all the students you designated for export into a “holding” or “temporary” homeroom. Once you know the importing school successfully imported the students you can delete them from your database.