

How to Export a Class Roster in Excel (.xls or .csv file)

1. From the Home Page, click the Score link.

The screenshot shows the eSchoolPlus Teacher Access Center interface. The 'My Classes' table is displayed with columns for Building, Course, Description, Room, Cycles, Marking Periods, and Actions. An arrow points to the 'Score' link in the Actions column for the first class row (E1000 - 404 Reading).

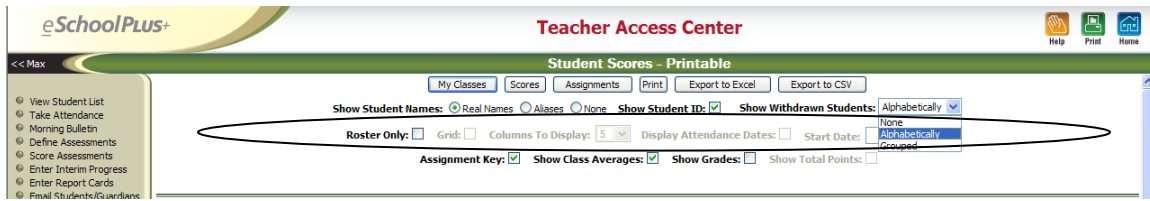
2. Click the Printable button.

The screenshot shows the eSchoolPlus Teacher Access Center interface. The 'Printable' button in the navigation bar is circled, and an arrow points to it. The page displays details for 'Course: E1000-404 Reading' and 'Period: 1'.

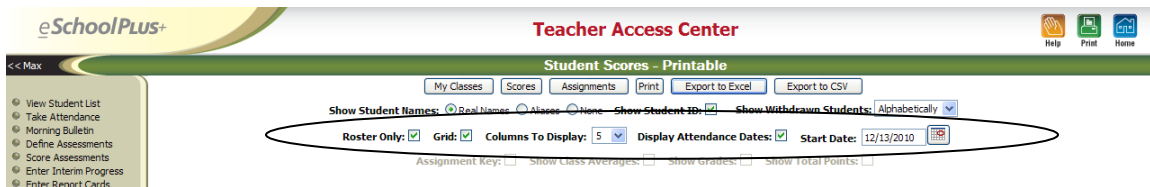
3. Select which items you wish to display (Use the Show Withdrawn Students drop-down menu to choose the way you want to show withdrawn students).

The screenshot shows the eSchoolPlus Teacher Access Center interface. The 'Student Scores - Printable' page is displayed, showing various options for displaying student scores, including 'Show Student Names', 'Show Student ID', and 'Show Withdrawn Students'. The 'Show Withdrawn Students' dropdown menu is open, showing options like 'None', 'Alphabetically', and 'Grouped'.

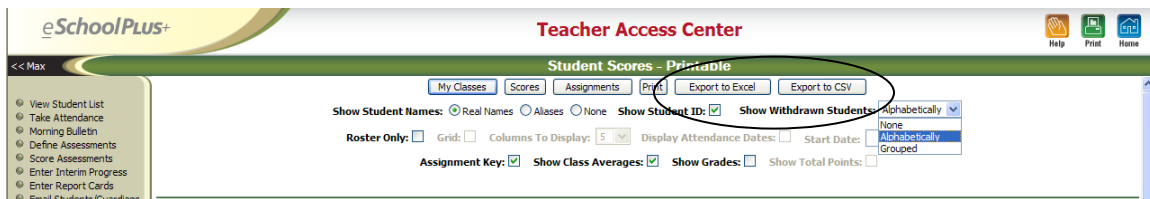
4. If you want to show grades, leave the Roster Only unchecked. Check the Roster Only box to export only student names and IDs.



5. If you choose the Roster Only option, check the Grid box to export student list in a grid format. Select the number of columns you want. If you want dates to appear as column headers, check the Display Attendance Dates, then enter the start date. If you do not want a grid to display, leave the Grid box blank.



6. If you want to export into an Excel spreadsheet (recommended), click the Export to Excel button.
If you want to export into a comma delimited file, click the Export to CSV button.



7. Click the Save button, browse to the destination location, then click Save.
8. When the download is complete, click the Open button in the dialog box.