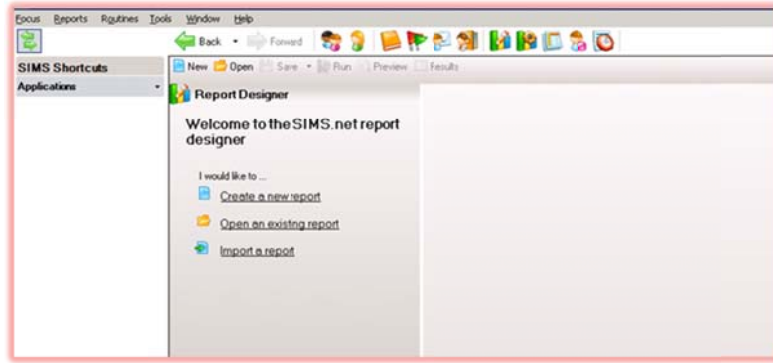
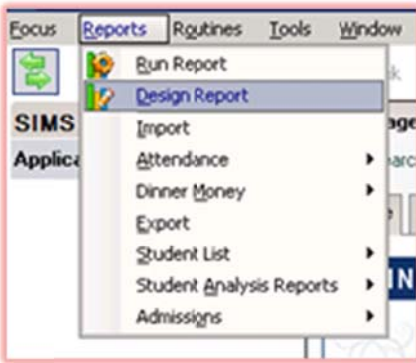
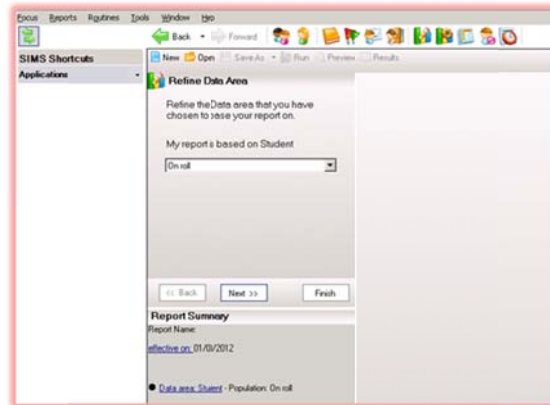
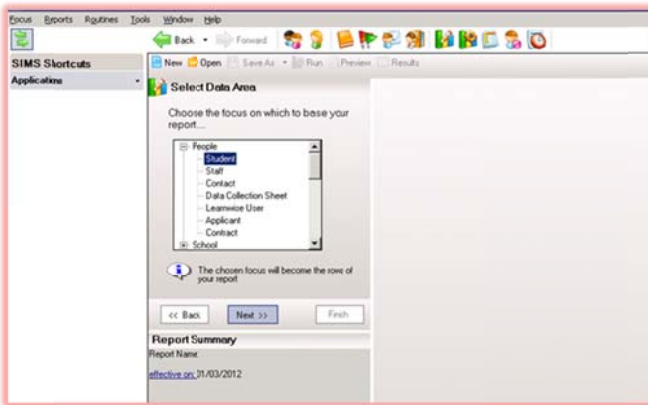


How to Create a CSV file

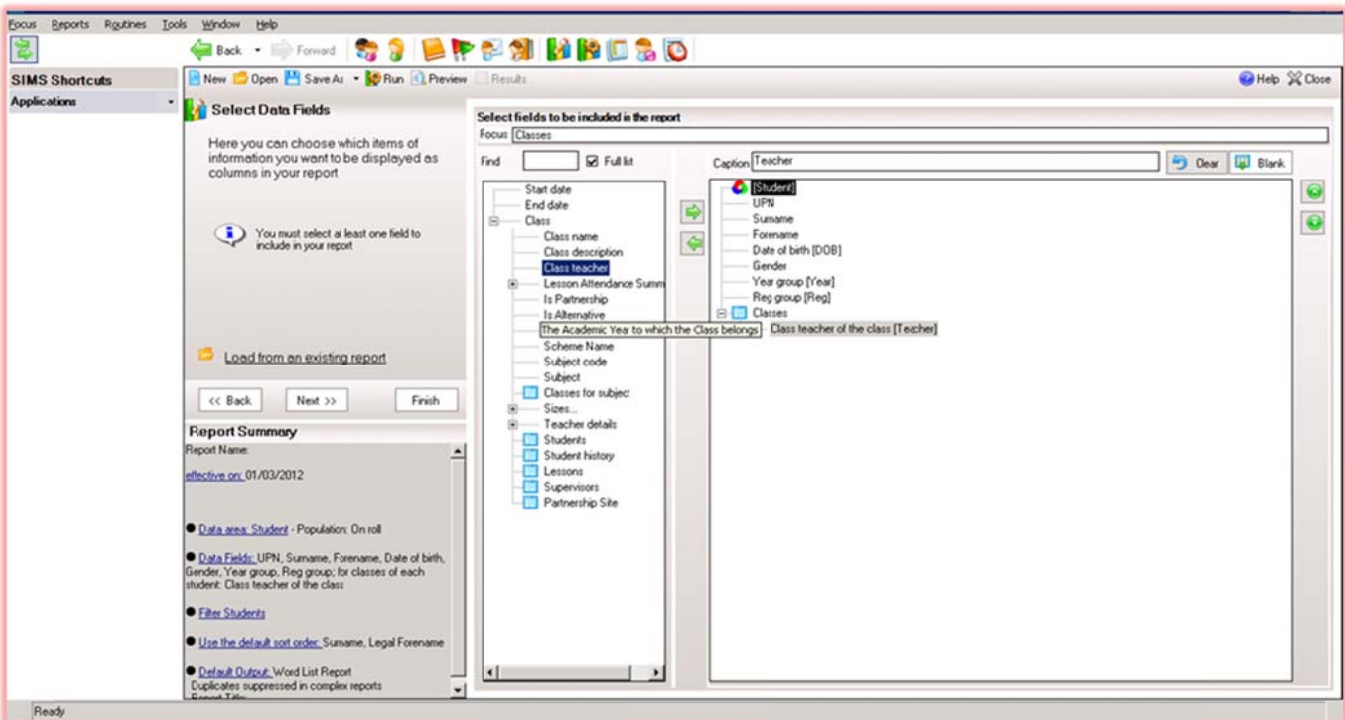
You will need to design/create a new report using your management system:



You will need to select where the data will come from for your report, click 'student' and then 'on roll':

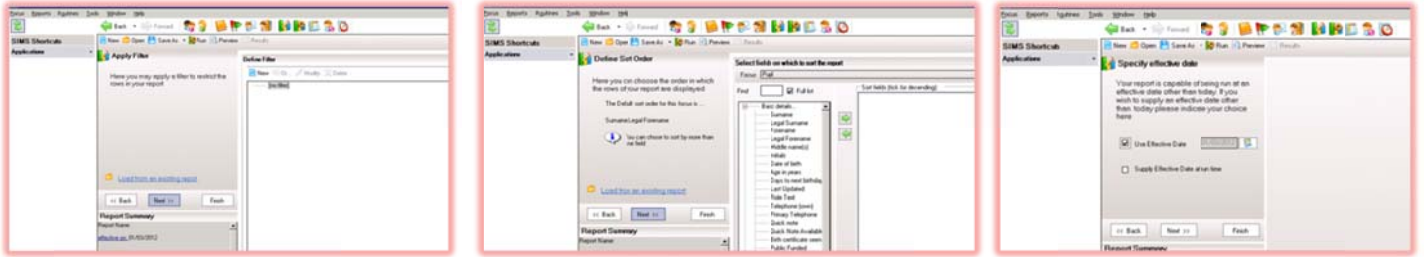


Choose the data fields you would like:

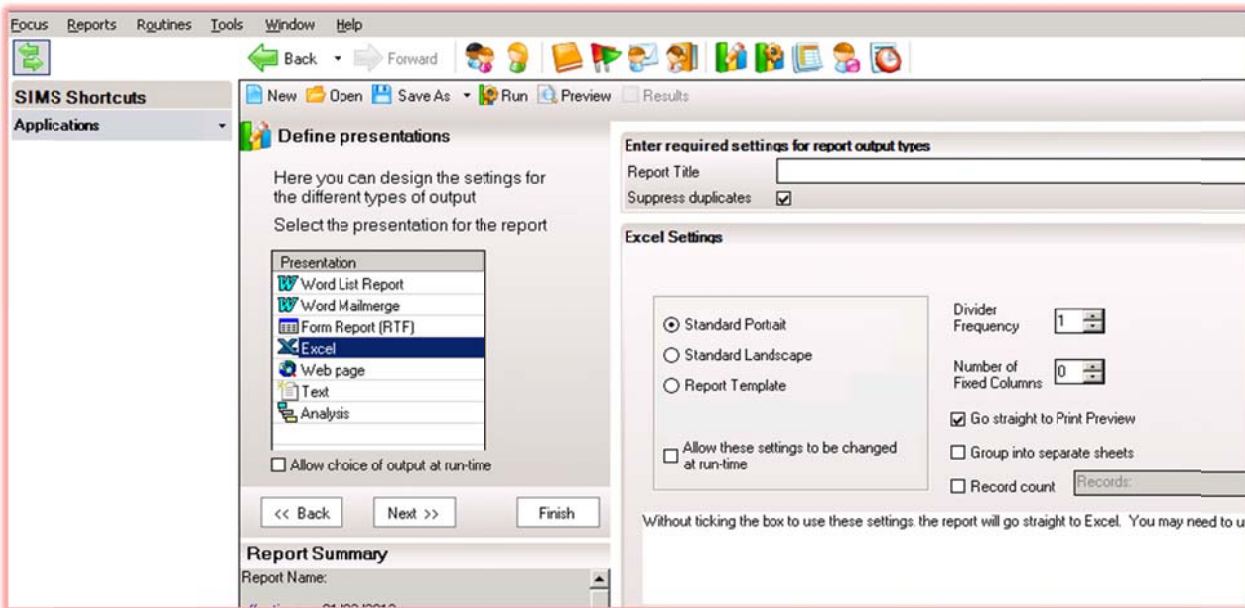


Note: You can find an updated list of the recommended fields to choose in our help/manual.

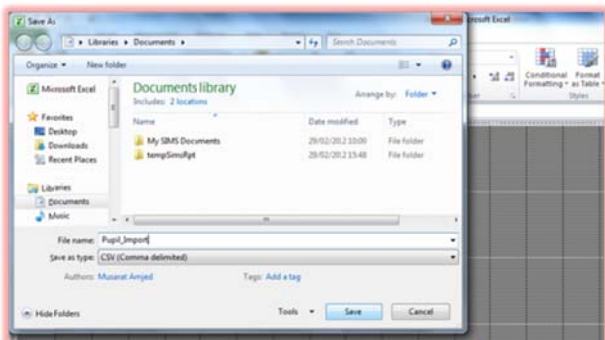
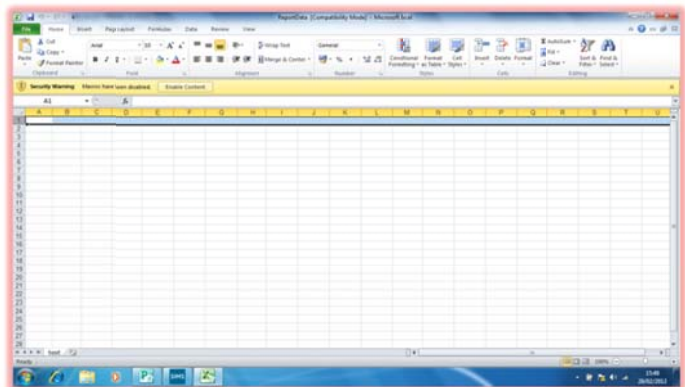
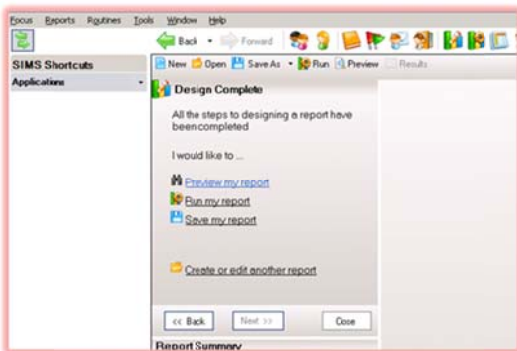
Choose a filter, a sort method, and the effective date - just click 'next' to skip...



You will need to choose Excel as the presentation type:



Preview the report, Excel will open (our example is blank, but yours will have your data):



Save the file in Excel as a CSV (comma delimited) file:

Special thanks to Hemant Mistry for the screenshots.