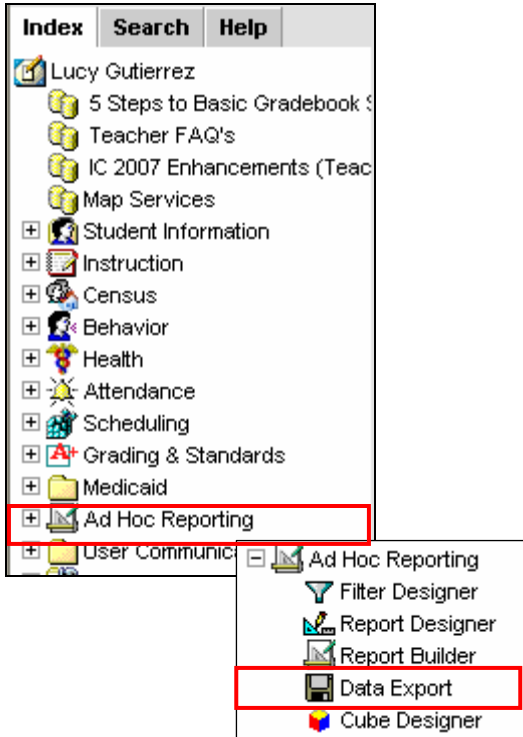
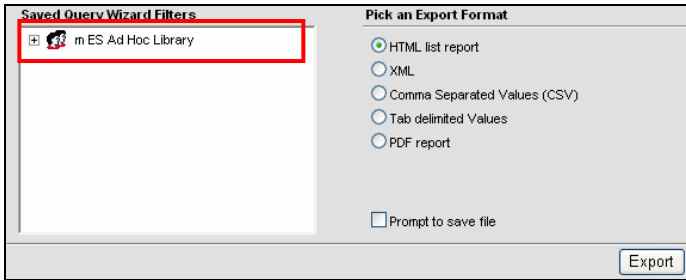


**Exporting the data**

**Find a Student**

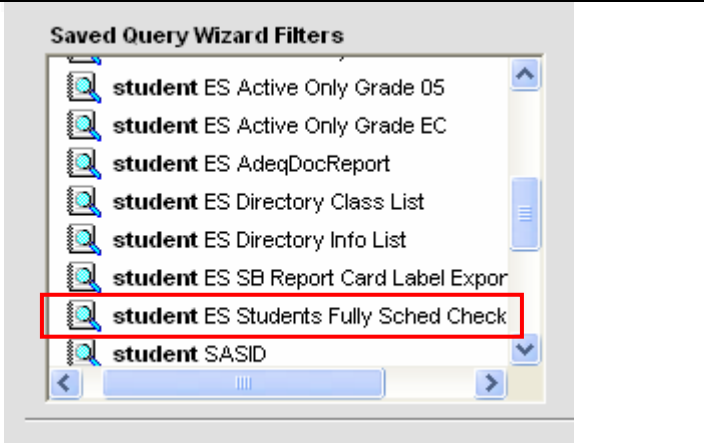


1. Index → Ad Hoc Reporting → Data Export.

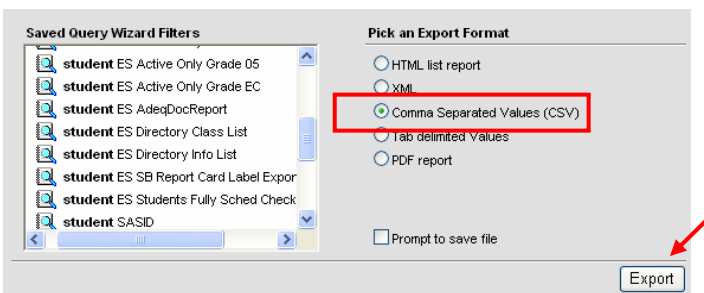


2. Select **+M ES Ad Hoc Library**.
3. Click on the + sign to **expand**.

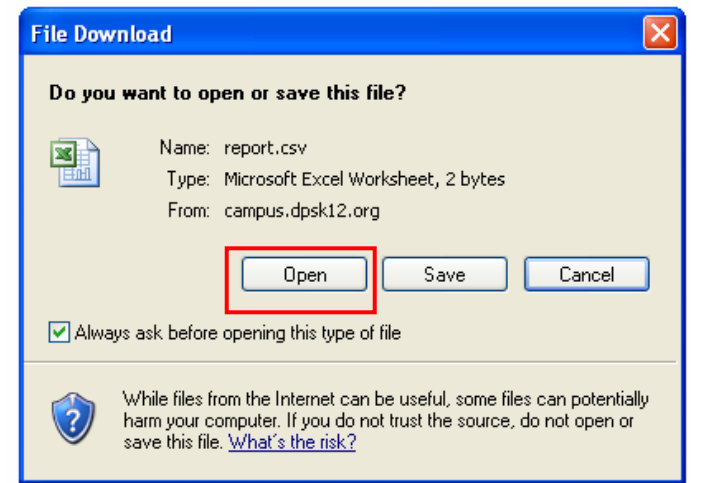
4. Scroll down to and select “**student ES Students Fully Sched Check**”.



5. Select **Comma Separated Values (CSV)**.
6. Select **Export**.



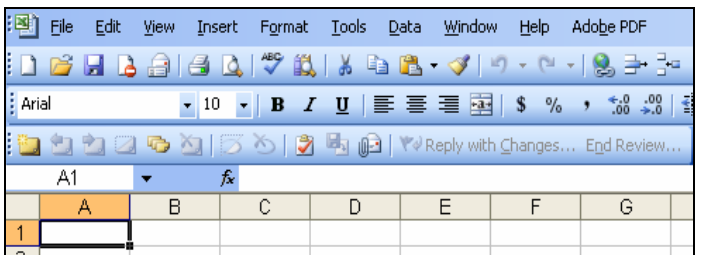
## Sorting the Report



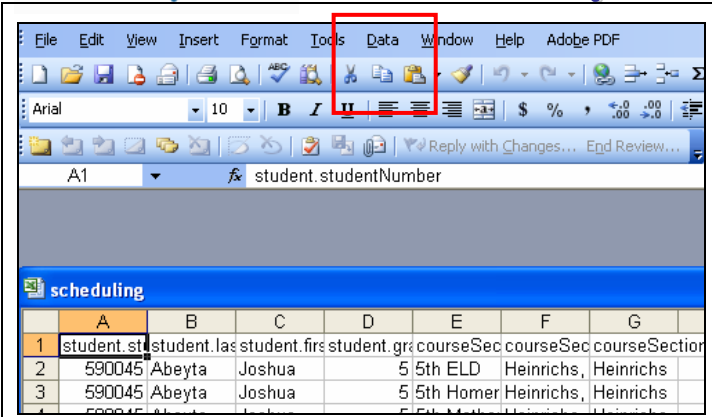
1. Select **Open** from the file download window

**Note: If you cannot see your data, save the file to your desktop as an Excel file.**

2. File → Save as → type in a file name → And Save type as:

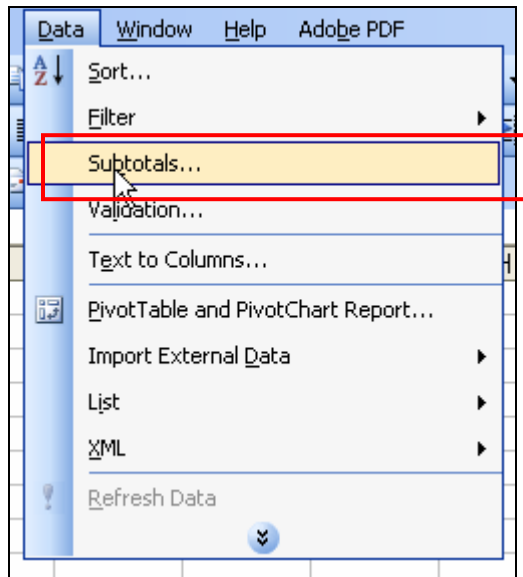


Save as Type: Microsoft Excel 97- Excel 2003 & 5.0/95 Workbook

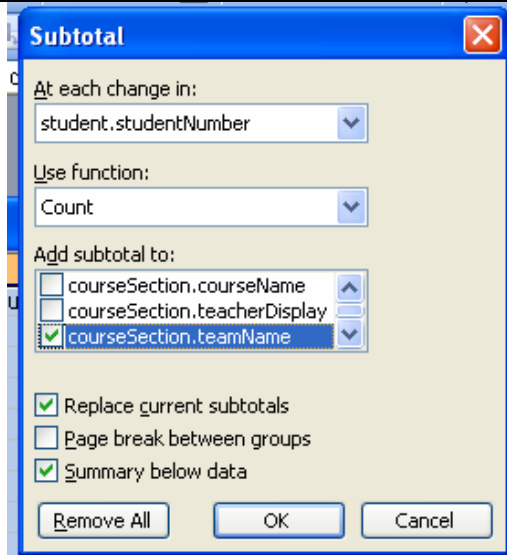


***In Excel***

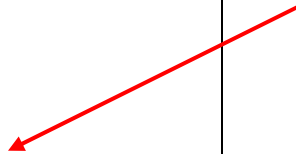
3. Select **Data**



4. Select **Subtotals....**



5. **At each change in:**  
Leave as **student.studentNumber**
  6. **Use function:**  
**Count**
  7. **Add subtotal to:**  
**courseSection.teamName**
  8. Leave all other fields as defaulted
  9. Select **OK**
- Scroll through the report to verify all students are scheduled into Core and Elective classes.
  - Very few students will have **less than** the average student (e.g. ELA and ECE).



# Elementary School "Students Fully Sched Check

Sample

scheduling			
1	2	3	
A	B	C	
1	student.st	student.la	student
2	590045 Abeyta	Joshua	
3	590045 Abeyta	Joshua	5 5th Homer Heinrichs, Heinrichs
4	590045 Abeyta	Joshua	5 5th Mather Heinrichs, Heinrichs
5	590045 Abeyta	Joshua	5 5th Readin Heinrichs, Heinrichs
6	590045 Abeyta	Joshua	5 5th Scienc Heinrichs, Heinrichs
7	590045 Abeyta	Joshua	5 5th Social Heinrichs, Heinrichs
8	590045 Abeyta	Joshua	5 5th Writing Heinrichs, Heinrichs
9	590045 Abeyta	Joshua	5 Library & li TBD ES, T Heinrichs
10	590045 Abeyta	Joshua	5 Music Lisman, G Heinrichs
11	590045 Abeyta	Joshua	5 Physical EJoyce, Mik Heinrichs
12	590045 Abeyta	Joshua	5 Visual Arts Jagger, Tru Heinrichs
13	590045 Count		11
14	659584 Abraham\	Lakshmi	2 2nd ELD Delfin, Lilia Delfin
15	659584 Abraham\	Lakshmi	2 2nd Home Delfin, Lilia Delfin
16	659584 Abraham\	Lakshmi	2 2nd Mathe Delfin, Lilia Delfin
17	659584 Abraham\	Lakshmi	2 2nd Readin Delfin, Lilia Delfin
18	659584 Abraham\	Lakshmi	2 2nd Scienc Delfin, Lilia Delfin
19	659584 Abraham\	Lakshmi	2 2nd Social Delfin, Lilia Delfin
20	659584 Abraham\	Lakshmi	2 2nd Writin Delfin, Lilia Delfin
21	659584 Abraham\	Lakshmi	2 Library & li TBD ES, T Delfin
22	659584 Abraham\	Lakshmi	2 Music Lisman, G Delfin
23	659584 Abraham\	Lakshmi	2 Physical EJoyce, Mik Delfin
24	659584 Abraham\	Lakshmi	2 Visual Arts Jagger, Tru Delfin
25	659584 Count		11
26	668458 Acevedo	Christian	0 KG ELD Rodriguez, Rodriguez-Am

272	632880 Alviso-Mar Luis		1 1st Scienc Garcia, Ru Garcia		
273	632880 Alviso-Mar Luis		1 1st Social Garcia, Ru Garcia		
274	632880 Alviso-Mar Luis		1 1st Writing Garcia, Ru Garcia		
275	632880 Alviso-Mar Luis		1 Library & li TBD ES, T Garcia		
276	632880 Alviso-Mar Luis		1 Music Lisman, G Garcia		
277	632880 Alviso-Mar Luis		1 Physical EJoyce, Mik Garcia		
278	632880 Alviso-Mar Luis		1 Visual Arts Jagger, Tru Garcia		
279	632880 Count				11
280	668956 Alviso-Mar Julia	EC	1 1st Homer TBD ES, T Z-Unscheduled		1
281	668956 Count				1