

# Running Grade Report in Excel

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1. Student Look-Up Screen
2. Get Query (at bottom of the page)
3. Select: Grades by Marking Period-DCHS/CWHS/NDA
4. Select Modify
5. Click in the "Where" line and scroll to the far right end of the line, make sure the correct Marking Period is coded: MP='01'
  - a. Make sure to leave ' ' around the marking period
  - b. Marking Periods = 01, 02, 03, 04, P1, P2, P3, P4
6. Click Find at the bottom of the page. File is large and may take a while to load.
7. Once loaded, at top left corner of the screen click ACTION, Create Text/HTML File
8. Select Text
9. Output File: C:\Filename.xls
10. Separator: TAB
11. RUN
12. File will be saved as an excel spreadsheet on the C: drive