

Class Roster Extract

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Grade Reporting > Utilities > Class Roster Extract

This utility exports class roster information for the district or for a selected campus, and for one semester or all semesters. This extract conforms to the Data Management for Assessment and Curriculum (DMAC) layout.

Click here to view the interface.

Export data:

Campus ID (Leave Blank For All)	Select the campus for which to extract data, or leave blank to extract data for the entire district.
Semester (Leave Blank For All)	Select the semester for which to extract data, or leave blank to extract data for all semesters.

❑ Click **Run Extract**.

You are prompted to save the export file. Save the file in a selected location.

A message is displayed indicating the file name and number of entries extracted. Click **OK**.

A message is displayed prompting you to print the report.

Click **Yes**.

View the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.
Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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