

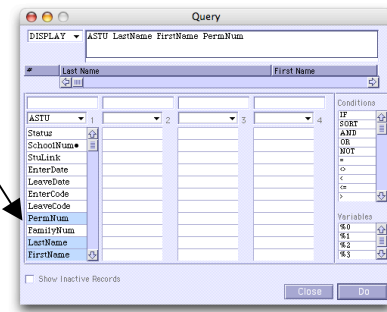
Exporting Class Rosters with SASI

Exporting Procedure

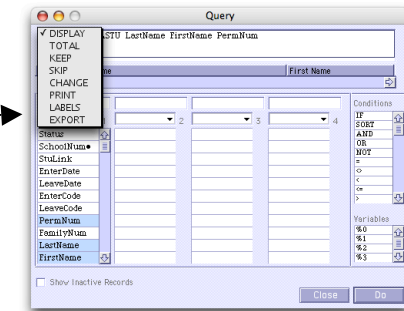
1. Log in to the network – then log in to the CLASSxp system, just like you do when taking regular attendance.
2. To view different classes, select the block you need to change from the class list that's displayed in the pop-up window.
3. Select the **Query** command from the left hand toolbar.
A query box will appear.



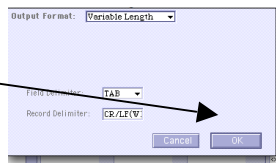
4. From the first column select the information that you want to export and in the order you want it to appear. For instance, select: Last Name, First Name, PermNum (student ID), and telephone. You **MUST** choose them in the order you want them to appear on your roster.



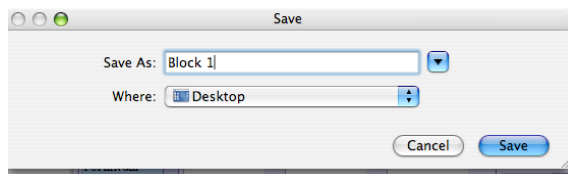
5. Once you have selected all the info you need, click on the box in the upper left corner that says **Display**. From the drop down menu that appears, select **Export**.



6. This screen will appear. Do not change anything! Click on **OK**.



7. Next it will ask you where to export to and what to name the file. Your file is now ready to be imported into Easy Grade Pro.



Need Help? Come to the Library or Call X2493