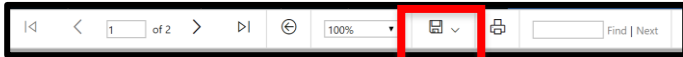
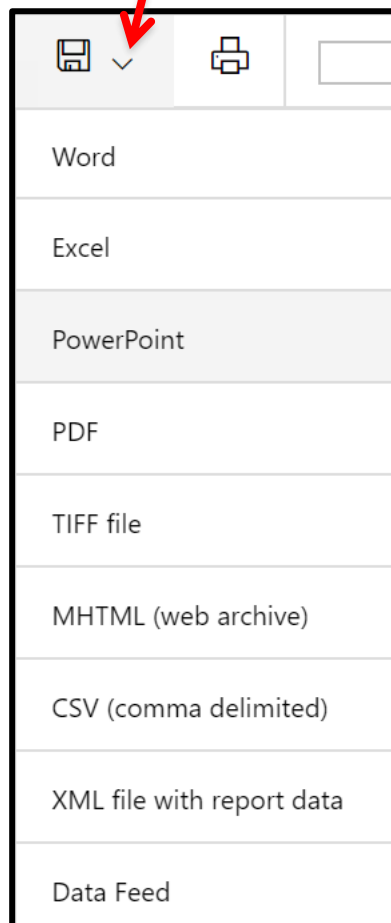


# Exporting

1. At the top of the page you wish to export, click the **Export Button** (floppy disk icon) on the navigational toolbar.



2. Click the desired file option.



3. Open the exported file. Depending on the browser you are using and the setup of your computer, the file may go into a Downloads folder (possibly shown at the bottom of your screen, etc.)

## General suggestions:

- Use **Word** for pages such as the Student Profile Report if you plan to modify as a document.
- Use **Excel** for tables and student lists that you want to sort, filter, or manipulate.
- Use **PDF** to produce a static file that can be printed.
- Use **CSV (comma delimited)** to produce a spreadsheet file containing only raw data elements and no images, graphics, or charts.