

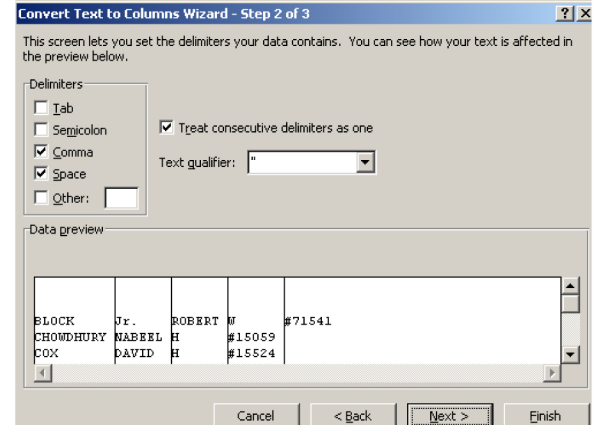
Excel Export for Infinite Campus

1. Export from Campus

1. Open Infinite Campus.
2. From the Instruction menu → Reports → Select Gradebook Export
3. Select the filetype as .csv.
4. Select only ONE assignment to export (you MUST select one so pick any of them!)
5. Click GENERATE REPORT
6. Select OPEN.
7. Once the Excel file

2. Clean up the data in Excel

1. Delete the column containing the assignment.
 2. Select the column containing the student information.
 3. From the **Data** menu, select **Text to Columns**.
 4. Select Delimiter.
 5. Check **Comma AND Space**.
 6. Click **NEXT**. Click **NEXT**.
 7. Click **Finish**.
 8. Clean up any data where the column does not contain Last, First, MI, ID. (i.e. some of the students might contain two last names, etc.)
 9. Add the headers LAST and FIRST.
 10. When the list looks similar to Figure 1, save it with name of the class to be exported.
- Be sure to keep the filetype as .csv.



	A1	fx	LAST
	A		B
1	LAST		FIRST
2	BLOCK		ROBERT
3	CHOWDHURY		NABEEL
4	COX		DAVID
5	DAVIS		ELIJAH
6	FRIMPONG		DAVID

Figure 1-Student List

