

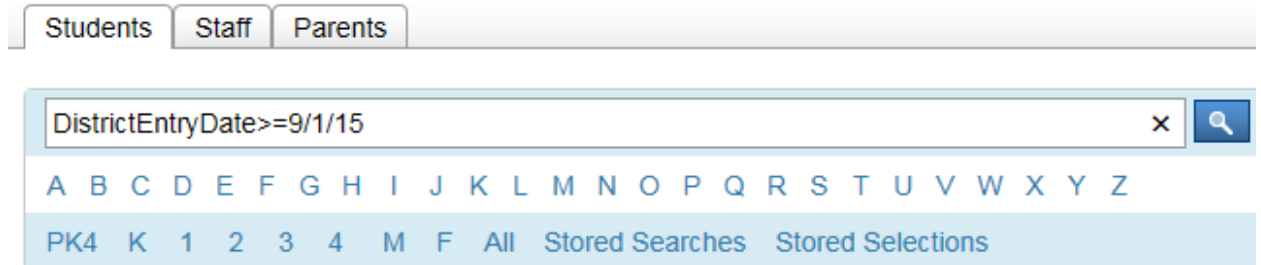
Who enrolled and When?

11/18/15 LMA

Use Quick Export from your start screen.

1. Query on the field "DistrictEntryDate >= "
2. Enter the date you are looking for students enrolled after.

 **Start Page**



The screenshot shows a navigation bar with three tabs: "Students", "Staff", and "Parents". Below the tabs is a search input field containing the text "DistrictEntryDate>=9/1/15". To the right of the input field is a magnifying glass icon. Below the search field is a dropdown menu with two rows of options. The first row contains letters A through Z. The second row contains "PK4", "K", "1", "2", "3", "4", "M", "F", "All", "Stored Searches", and "Stored Selections".

- 3.
4. Click on the magnifying glass
5. Your selection will appear
6. Choose Quick Export
7. Insert these fields:
 - [schools]name
 - Student_Number
 - First_name
 - Last_name
 - Grade_Level
 - DistrictEntryDate
8. Hit submit