How to Home Room Fields (Fill Them)

By School

Select All Students

Quick Export: for Elem:

Student\_Number

Last\_Name

First\_Name

^(\*period\_info;1(MF);teacher\_name)

Then Save as .txt

Go To:

-Special Functions

-Quick Import

-Select Student

-Import

Quick Export:CJMS

Student\_Number

Last\_Name

First\_Name

^(\*period\_info;1(M-F);teacher\_name)

Quick Export:SMS

Student\_Number

Last\_Name

First\_Name

^(\*period\_info;A(M,F);teacher\_name)

Use comma not dash for SMS

Quick Export:BHS

Student\_Number

Last\_Name

First\_Name

^(\*period\_info;3(A);teacher\_name)