



Scholastic Management Suite Student Data Export

1. Open the Management Suite
2. Select the students to be exported by placing a check next to their name.
 - a. The students can be sorted by grade level if you click on the Grade heading.

Scholastic Management Suite: Students

File Edit Tools Help

EASY START REPORTS SETTINGS TOOLS BOOK EXPERT HELP SIGN OFF

Welcome, Administrator May 4, 2004 10:50 AM

Students Classes Groups Teachers

Student Name ▲	ID #	Grade	Lexile	SRI	RC
<input type="checkbox"/> Alvarez, Vanessa		7		✓	✓
<input type="checkbox"/> Ackley, Rebecca		8		✓	✓
<input type="checkbox"/> Ackman, Jeffrey		7		✓	✓
<input type="checkbox"/> Adams, Katherine		7		✓	✓
<input type="checkbox"/> Akers, Alyssa		7		✓	✓
<input type="checkbox"/> Al-asbahi, Omar		6		✓	✓
<input type="checkbox"/> Alexander, Brooke		7		✓	✓
<input type="checkbox"/> Allen, Aaron		6		✓	✓
<input type="checkbox"/> Allen, Jordan		7		✓	✓
<input type="checkbox"/> Allen, Megan		6		✓	✓
<input type="checkbox"/> Anderson, Anthony		7		✓	✓

811 Students, 0 Selected Filter By: <All Teachers> Add... Edit... Delete

Lexile Levels and ID #'s hidden for student privacy

- i. If you click on it once and then click on it once more, it will sort the students in descending order by grade.
- b. To select students in one grade level, click on the first student's name to highlight it, hold down your **Shift** key and then click on the last student's name (you may have to scroll down the list to see the last student's name that you want highlighted). When finished release the Shift key. Press the spacebar and all the students that were highlighted will now have a checkmark next to their name.
 - i. If you need to deselect any of the selected students you can hold the **CTRL** key down and click on each student you need to deselect. Release the **CTRL** key when finished.

- From the **Edit** menu click **Enroll Selected**. From the Enroll Selected Students dialog box **UNCHECK** the box under the **Enrolled** field for SRI (please do not do this for Reading Counts). Click **OK**.

Installed Applications	Available Licenses	To Enroll	To Unenroll	Enrolled
READ 180	0	8	0	<input type="checkbox"/>
SRI	42	0	8	<input checked="" type="checkbox"/>
Reading Counts!	Unlimited	0	8	<input checked="" type="checkbox"/>
Literacy Place	Unlimited	8	0	<input type="checkbox"/>
Literacy Place (TX)	Unlimited	8	0	<input type="checkbox"/>
Solares	Unlimited	8	0	<input type="checkbox"/>

- From the **File** menu select **Export**. Ensure that the 1st button is selected for Scholastic Management Suite file.

Export Type

Scholastic Management Suite file (.sms) [all student's data]

Tab-delimited file (.txt)

Comma-delimited file (.csv)

Student's fields to export:

Last Name

Middle Initial

First Name

Password

Student ID

Auxiliary ID

Grade

Lexile

Gender

Ethnicity

Applications' fields to export:

READ 180 data

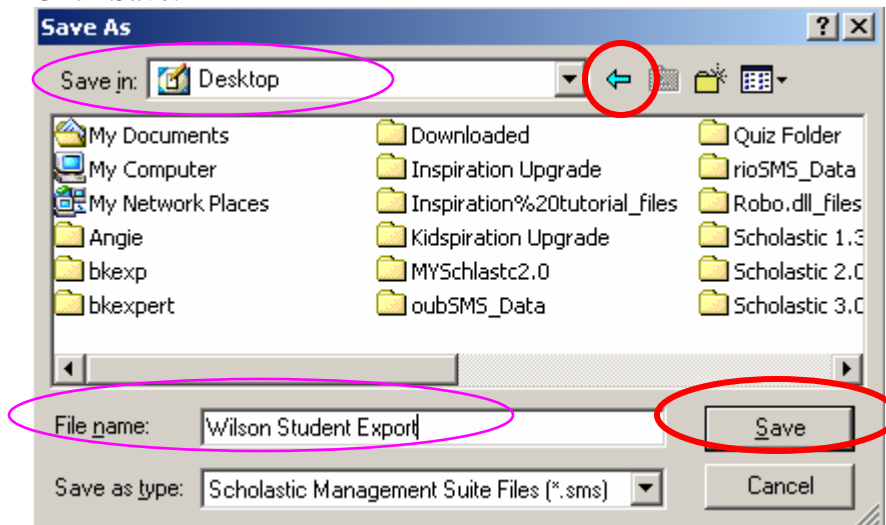
Reading Counts! data

SRI data

LP/LPTX/Solares Data

- Click **Export**

6. From the **Save As** dialog box click the drop down arrow to the right of the Save In box. Select **Desktop** (you can either save this to the desktop or a folder you have created on your computer). Name the file after your school name or something similar (for example: Wilson Students or Wilson Student Export). Click Save.



7. Attach the file in an email to the appropriate school's Media Specialists so that they can do the import.

NOTE: Media Specialist's, when you are importing the students, you will need to review the list to see which students you do not need to add to your school. Just highlight the student's that you do not need and click delete. You will need to enroll those children in SRI the following school year (unless you have enough licenses now).

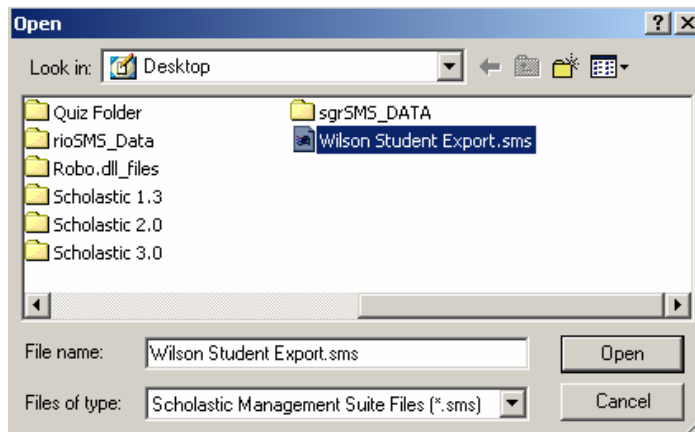
See Next Page for Import Instructions



Scholastic Management Suite

Importing Student Data

1. Once you have received the email with the attached student data, save that file to your desktop.
2. Open the Management Suite
3. From the **File** menu select **Import**.
4. From the Open dialog box, navigate to the desktop (see step 6 above).
5. Double click the file you just saved to the desktop.



6. Student data will then begin to Import.
7. You will need to go through the list and remove any students that will not be attending your school by highlighting their name and clicking Delete.