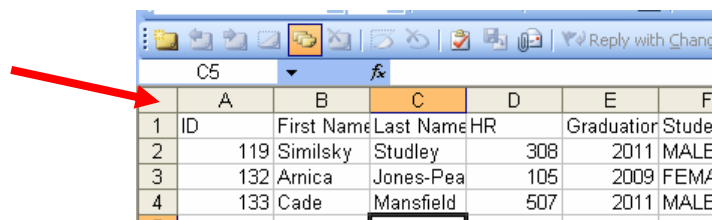


## Making an attendance/grade book from Destiny

You will need Microsoft Excel or a similar spreadsheet program for this procedure.

1. The first step is to export your student file from Destiny. Go to the Back Office tab, and click on Export patrons in the left-hand column.
2. In the resulting window, click on the option “Patrons whose...” Leave the Patron Type option in the window, but change the actual Patron Type to Student in the right-hand option box. (Note: If you have more than one student Patron Type designated, you will need to repeat this procedure for each student Patron Type that you want as a grade book.) Click on the [Export] button.
3. This will take you to the Job Manager, and you can click on [Refresh List](#) at the top of the list of jobs to see if your patron export has completed. Once the report is listed as Completed, you can click on [View](#) to see the report.
4. The report will tell you how many records it exported, and provide a link to [Export file](#). Save the file to your Desktop, or some other place where you can save files and easily find the file you have exported.
5. When the File Download window comes up, click on the Save option. Choose the location where you want to save the file, and change the name of the file to something like: studentexport08232009. Save the file.
6. Click on Close in the File Download window to close it.
7. Next open Microsoft Excel. Use the open file function. (What this looks like will depend on the version of Excel or other spreadsheet you are using.)
8. IMPORTANT ! Use the drop-down arrow on the open file window to change the file type to ALL FILES. Then navigate to the place you saved your student file, and open it.
9. The program will ask you what the “delimiter” for the file is. If you click on “next”, you can tell the program that the delimiter between the information fields in your file is a comma. Once you click on the choice of comma as a delimiter, your file should nicely arrange itself into columns, and you can click on “finish.”
10. Your file should now appear in the spreadsheet program, nicely divided into columns. Find the fields that you want to keep for your grade book, including the home room and grade fields, using the top row in the spreadsheet to label each field that you want to keep.
11. Select and delete any columns that you do not need.
12. IMPORTANT ! Click on the box at the top left-hand corner of the spreadsheet between the row and column labels to select the entire contents of your spreadsheet.



	A	B	C	D	E	F
1	ID	First Name	Last Name	HR	Graduation	Studer
2	119	Similsky	Studley	308	2011	MALE
3	132	Arnica	Jones-Pea	105	2009	FEMA
4	133	Cade	Mansfield	507	2011	MALE

13. Use the Data and Sort functions to sort your spreadsheet by grade, homeroom, and last name.
14. Add columns for attendance, grades, and test scores, etc. as needed.
15. Save the file somewhere you can find it.