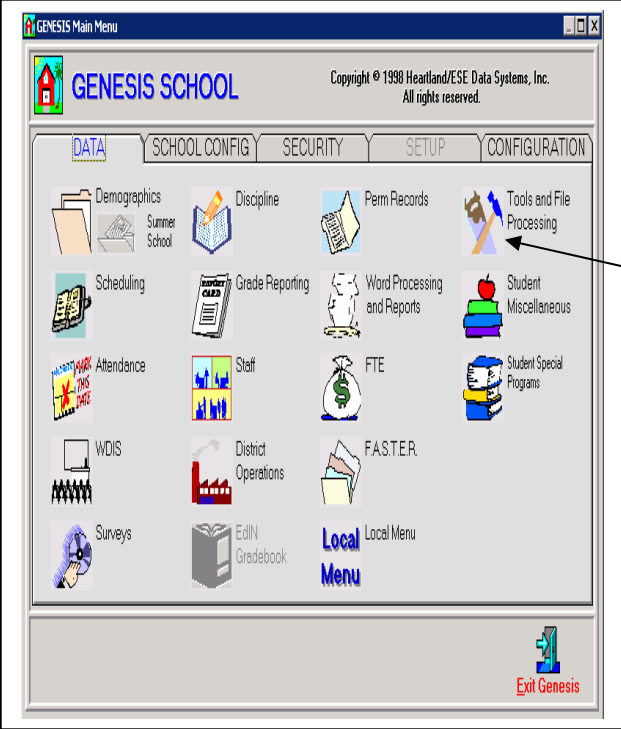
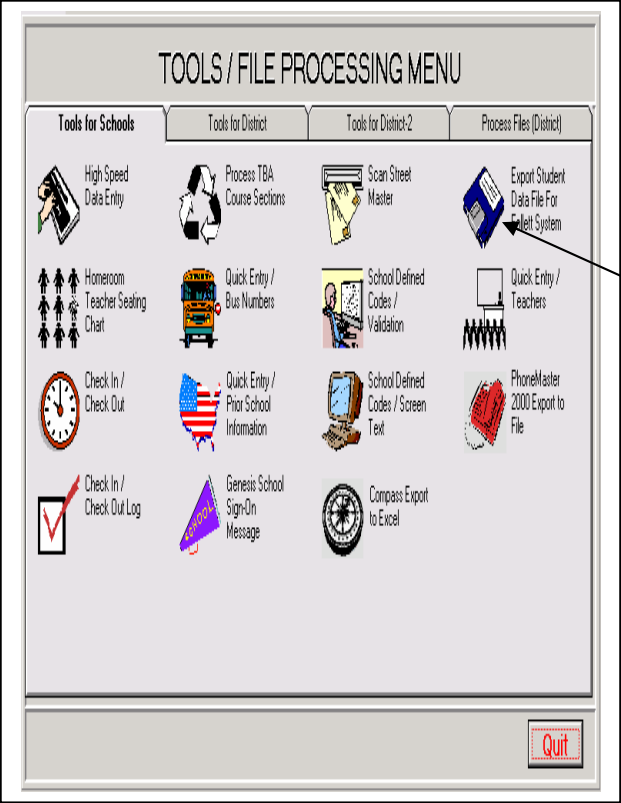
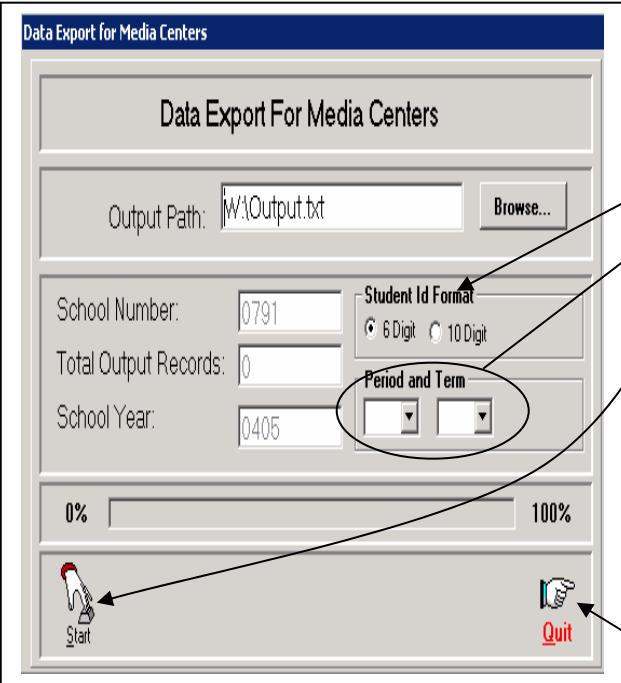
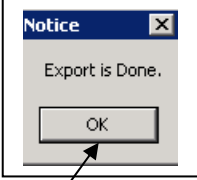


Genesis Tools and File Processing Follett Export

Steps	Screen Displayed	Procedures
1		<p>Click on the ‘Tools and Files Processing’ icon</p>
2		<p>Click on the ‘Export Student Data File for Follett System’ icon</p>

Genesis Tools and File Processing Follett Export

Steps	Screen Displayed	Procedures
3		<p>The Data Export for Media Center window will appear.</p> <ul style="list-style-type: none"> • Select the 'Student ID Format' • Select the 'Period and Term' • Click the 'Start' icon <p>After the process is complete you will receive this message.</p>  <ul style="list-style-type: none"> • Click the 'Ok' button • Click the 'Quit' button