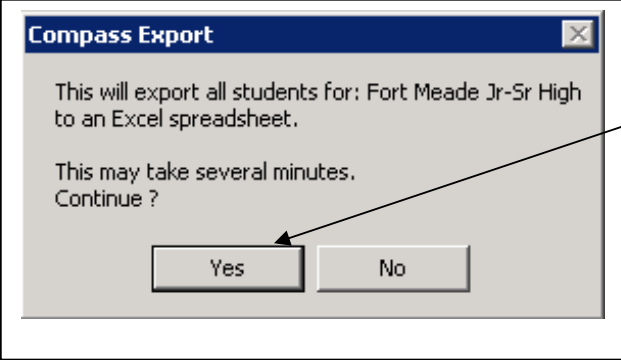


Genesis Tools and File Processing Compass Export

Steps	Screen Displayed	Procedures
1		<p>Click on the ‘Tools and Files Processing’ icon</p>
2		<p>Click on the ‘Compass Export to Excel’ icon</p>

Genesis Tools and File Processing Compass Export

<i>Steps</i>	<i>Screen Displayed</i>	<i>Procedures</i>
3		<p>The Compass export window will appear.</p> <p>Click the 'Yes' button</p> <p>An excel spreadsheet will appear with this information:</p> <ul style="list-style-type: none">Student NameStudent IDGradeHomeroom TeacherExceptionalityPlanSexFree/Reduced Lunch