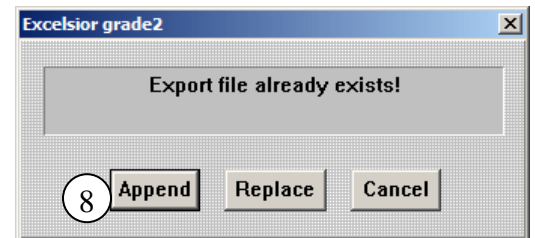
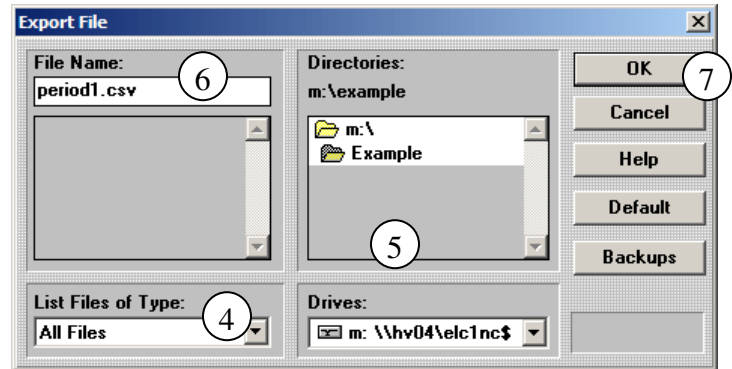


Exporting Student Data from Pinnacle

Pinnacle already has lots of data about your students, such as name, ID, birthdate, home address, and more. You can export that data from Pinnacle and then use it in Word to create documents such as form letters, mailing labels, birthday lists, and such. This guide explains how to export the data from Pinnacle.

Export student data from Pinnacle

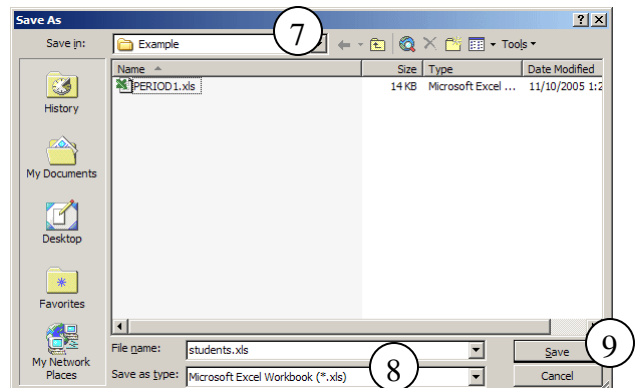
- 1) Start Pinnacle as usual and open a class file.
- 2) Click **"Edit"** then **"Students"**.
- 3) Click **"Export"**.
- 4) Change **"List Files of Type:"** to **"All Files"**.
- 5) Use the **"Drives"** and **"Directories"** drop-downs to browse to a convenient location to save the info, such as your M:Drive.
- 6) Give your file a name. The name can be up to 8 characters long, and the extension needs to be **".csv"**. An example would be **"period1.csv"**.
- 7) Click **"OK"** to save the data.
- 8) Repeat this process for each class.
 - a) You can save each class in a new file.
 - b) Or you can export each class to the same file. If you choose to do this, then click **"Append"** when the program warns you that the file already exists.



Edit field names

Now that your data has been exported, you need to do one more thing before it is ready to use. You need to give names to each data field so they will make sense later on. This is easiest to do with Excel:

- 1) Locate the CSV file you created above and double-click on it. This will open it in Excel.
- 2) Now select the very top row of data by clicking on the box labeled **"1"** in front of the row.
- 3) Now right-click on the **"1"** and choose **"Insert"**. This will add a blank row.
- 4) Now click on each cell in the new blank row and type in a descriptive title for that each column of data, such as **"Name"**, **"ID"**, **"Gender"**, etc.
- 5) Now you need to save the file in Excel format. Click **"File"** in the top menu bar.
- 6) Click **"Save As"** from the drop-down menu.
- 7) Use the **"Save in"** drop-down to navigate to where you wish to save the file.
- 8) Change the file type in the **"Save as type"** drop-down to be **"Microsoft Excel Workbook (*.xls)"**
- 9) Click **"Save"**.



Your student data is now ready to be used!

Questions, comments, concerns? Email me at:

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