

CORS

SUB-ADMINISTRATOR INFORMATION

EXPORTS

EXPORT STUDENT DATA

(Large amount of data exported. Includes employees who cancelled class or did not attend, as well as those who attended. Includes Employee ID Numbers and email addresses.)

- 1) Select “Modules,” “Exports”
- 2) Select “Export Student Data”
- 3) Select the Course Number(s) you would like to export by clicking in the box to the left of the number
- 4) Select “[You can retrieve it by clicking on this link](#)” and save as an Excel document
- 5) From here, you can delete and format columns to fit your needs.
- 6) Common columns to keep are (in order of export):
 - A) First
 - B) Last
 - C) User Name (Employee ID Number)
 - D) Email
 - E) Work Phone
 - F) Work Group (Department)
 - G) Attended (-1 indicates the person attended, 0 indicates they did not)
 - a) To find only students who attended a class, sort columns by the attended number, then delete all rows with 0
 - H) Course Number
 - I) Course Name
 - J) Start Date (Class Date)
 - K) Location
 - L) Instructor

EXPORT RECORDS

(Simpler report; does not include Employee ID Numbers or email addresses. Only exports students who attended class. Large number of columns to be deleted, but less than “Export Student Data.”)

- 1) Select “Modules,” “Exports”
- 2) Select “Export Records”
- 3) Un-select “Export All Courses” towards the top of the page
- 4) Select the Course Number(s) you would like to export by clicking in the box to the left of the number
- 5) Select “[You can retrieve it by clicking on this link](#)” and save as an Excel document
- 7) From here, you can delete and format columns to fit your needs.
- 8) Common columns to keep are (in order of export):



- A) Work Group (Department)
- B) Instructor
- C) Course Number
- D) Course Name
- E) Course Location
- F) Course Date
- G) Student First Name
- H) Student Last Name
- I) Work Phone

EXPORT COURSES

It is preferred that you use “Export Student Data” or “Export Records” to get class and attendance records. Exporting Course Data will export ALL employees (who have signed up, cancelled, and did not show up) involved in the class. The same information is available with “Export Student Data,” except there are fields that show if the employee attended or not. “Export Records” has less information than “Export Student Data,” but will only export students who attended.