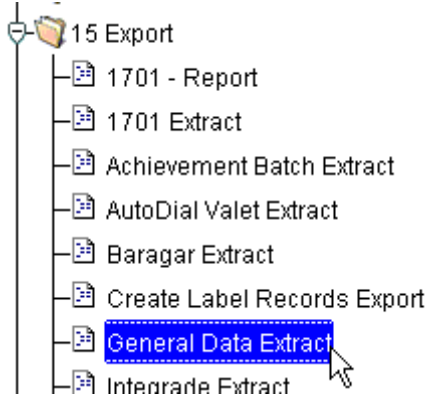


General Data Extract For Course Marks

From the Start Screen navigate to Reports>15 Export>General Data Extract



In the GDE screen set it up as follows:

A screenshot of the 'General Data Extract' (GDE) application window. The window title is 'Course Marks' and the main title is 'General Data Extract'. It features several input fields and checkboxes. Annotations with arrows point to specific elements:

- 'District: Rocky Mountain' and 'School: Selkirk Secondary School' are dropdown menus.
- 'Include Column Headings?' is checked, and 'Include BCeSIS IDs?' is unchecked.
- 'Directory' is set to 'C:\'.
- 'File Prefix' is set to 'Marks'.
- 'Available Extract' list includes: Accident Information, Admission/Withdrawal Information, Class Information, Course Information, Course Marks (highlighted), and Cross-Enrolled School Information.
- 'Selected Extracts' list is currently empty.
- 'Date Range Required:' is a section at the bottom left.
- 'Start Extract' button is at the bottom right.

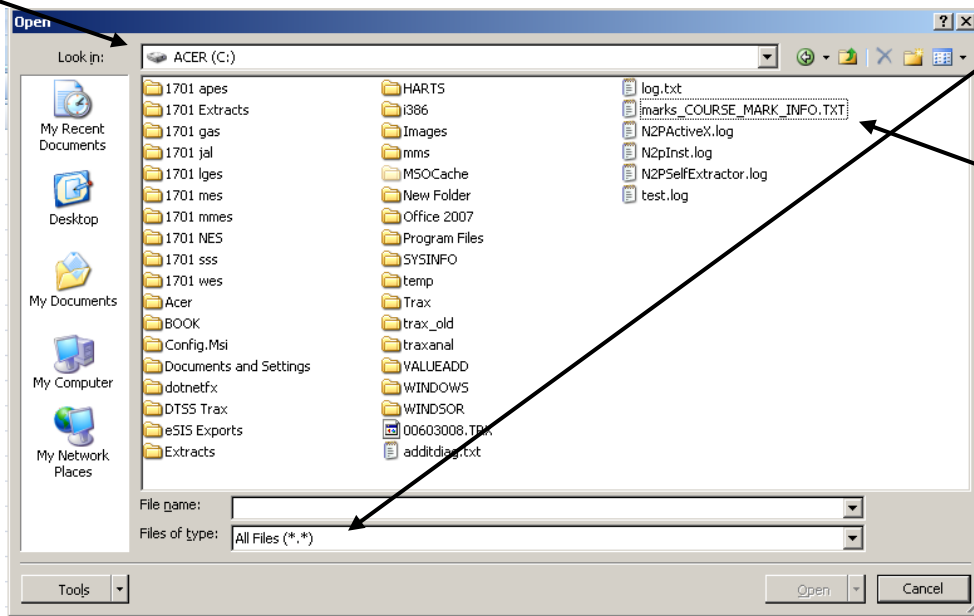
Annotations on the right side provide instructions:

- 'Easiest directory or path is probably- C:\'
- 'This is a prefix to the name.'
- 'Click on Course Marks and add it to the Selected Extracts.'
- 'Start the extract.'

Once run, open Excel. Go to Open File



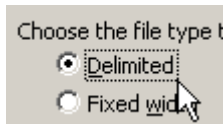
From the Open screen, navigate to the directory where the file was extracted. In this example it is “c” drive.



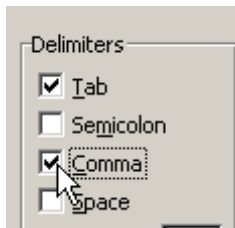
Set Files of type to All Files

Double click file to open.

From the Import Wizard, select Delimited.

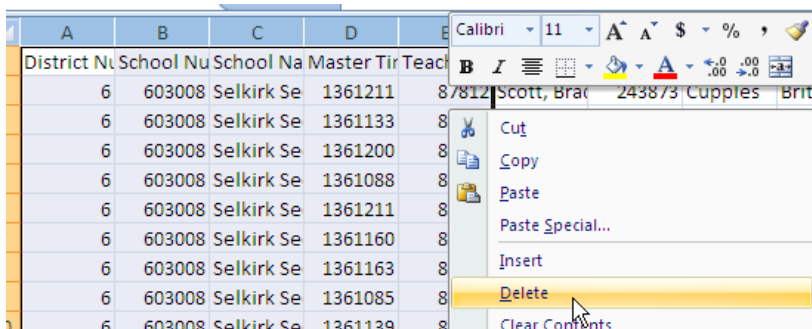


Check Comma in the Next screen

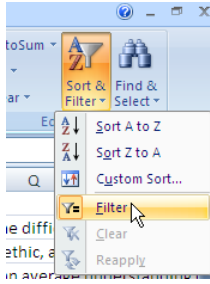


From step 3 select Finish

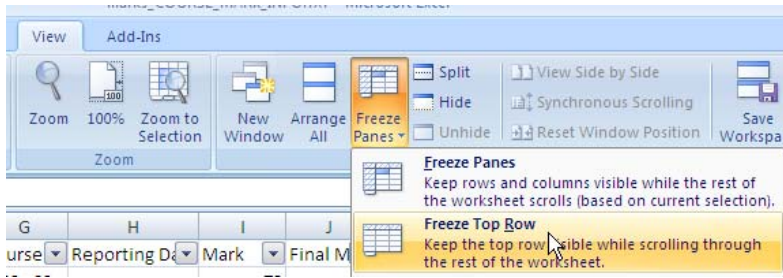
Highlight and delete unwanted columns.



From the top right select Filter.



Then click on the View tab and select Freeze Panes>Freeze Top Row



You can now filter your data

