

## Working with Class Lists

- Copy and Paste from Powerschool
  - Open your class list in Powerschool and copy it
  - Open Excel, select cell A-1 and Paste
  - Choose the Data tab
  - Click Text to Columns
  - Using the Convert Text to Columns Wizard, choose Delimited—characters such as commas or tabs separate each field
  - Click Next
  - Set the delimiters your data contains—put check marks in each box that applies (e.g. tab, comma, space)
  - Click Next
  - Set the Data Format for each column, if necessary. (General is usually sufficient.)
  - Click Finish
  - Click Row 1, choose the Home Tab→Insert Cells
  - Label Columns appropriately (e.g. Last name, First Name etc.)
  - To delete any unnecessary columns, click the column label, choose the Home Tab, click Delete→Delete Cells
  - Save your document
  
- Importing as a text file
  - Open your class list in Powerschool and copy it
  - Open Word, Paste the list and Save it as a plain text file (.txt)
  - In Excel, choose the Data tab→From Text
  - Browse for the class list you saved as a text file, select it and click Import
  - Using the Text Import Wizard, choose Delimited—characters such as commas or tabs separate each field
  - Click Next
  - Set the delimiters your data contains—put check marks in each box that applies (e.g. tab, comma, space)
  - Click Next
  - Set the Data Format for each column, if necessary. (General is usually sufficient.)
  - Click Finish
  - Click Row 1, choose the Home Tab→Insert Cells
  - Label Columns appropriately (e.g. Last name, First Name etc.)
  - To delete any unnecessary columns, click the column label, choose the Home Tab, click Delete→Delete Cells
  - Save your document