

# CEO: Export Documents

## 1) Go to View Documents

View Documents - STEMM Academy 1923

File Search Results Window Help

Search Full-Text Search

Search Statement

Dynamic Search

- Document Description
- Dates ...
- Document Indices ...
- Document Templates ...
- Folder Name
- Folder Indices ...
- District Of Residence
- DOB
- Enroll\_Status
- Michigan UIC
- PowerSchool ID
- School ID
- Folder Templates ...

Document Criteria

Document Description

Folder Criteria

Folder Name

Brown,

Folder Name	Document Description	Document Date	File Date	Scan Date
Brown,	Academic Achievement Concerns	2/17/2014	6/11/2014	6/11/2014
	AUP Form	2/4/2008	6/4/2014	5/29/2014
	AUP Form	8/23/2012	6/4/2014	5/29/2014
	Authorized Release/Exchange of Information	2/4/2008	6/4/2014	5/29/2014
	Birth Certificate	9/20/2000	6/4/2014	5/29/2014
	Birth Certificate	2/4/2008	6/4/2014	5/29/2014
	Enrollment Forms	4/13/2005	6/4/2014	5/29/2014
	Enrollment Forms	9/5/2006	6/4/2014	5/29/2014
	Enrollment Forms	2/4/2008	6/4/2014	5/29/2014
	Health Records	6/4/2014	6/4/2014	5/29/2014
	Immunization	1/14/2014	6/10/2014	6/10/2014
	Immunization	5/13/2014	6/10/2014	6/10/2014
	Immunization	6/4/2014	6/4/2014	5/29/2014
	Picture/Audio/Taping Release Form	9/20/2008	6/4/2014	5/29/2014
	Picture/Audio/Taping Release Form	8/23/2012	6/4/2014	5/29/2014
	Proof of Residency	6/4/2014	6/4/2014	5/29/2014
	Proof of Residency	6/4/2014	6/4/2014	5/29/2014
	Scholastic Data (Report Cards, Transcripts and Progress Report)	6/4/2014	6/4/2014	5/29/2014
	Scholastic Data (Report Cards, Transcripts, and Progress Report)	6/4/2014	6/4/2014	5/29/2014
	Scholastic Data (Report Cards, Transcripts, and Progress Report)	6/24/2014	6/26/2014	6/24/2014
	SOC (School of Choice) Form	5/27/2010	6/4/2014	5/29/2014
	Test Records (MEAP, ACT, Explorer, SAT...)	6/4/2014	6/4/2014	5/29/2014
	Test Records (MEAP, ACT, Explorer, SAT...)	6/4/2014	6/4/2014	5/29/2014

Dynamic Se... Classic Sear...

## 2) Search Student, be sure to only search one student at a time.

**3) Right Click under student name.**

Folder Name	Document Description
Brown,	Academic Achievement Concerns
	AUP Form
	AUP Form
	Authorized Release/Exchange of Information
	Birth Certificate
	Birth Certificate
	Enrollment Forms
	Enrollment Forms
	Enrollment Forms
	Export Documents Report
	Immunization
	Immunization
	Immunization

**4) Wizard will Pop-up, Browse...  
Select desired location.**

Document Export Report Wizard

 What does the wizard do?

This wizard allows you to export the Documents in your search results, indexed by an HTML file called the Document Export Report. Usually, you export into a new or empty directory so you can copy the entire directory to another location or ZIP and email the entire directory as a portable subset of your Document archive.

Export Directory:  
C:\Users\Staff\Desktop\CA60 requested\CA60 Browse ...

Start Exporting Cancel

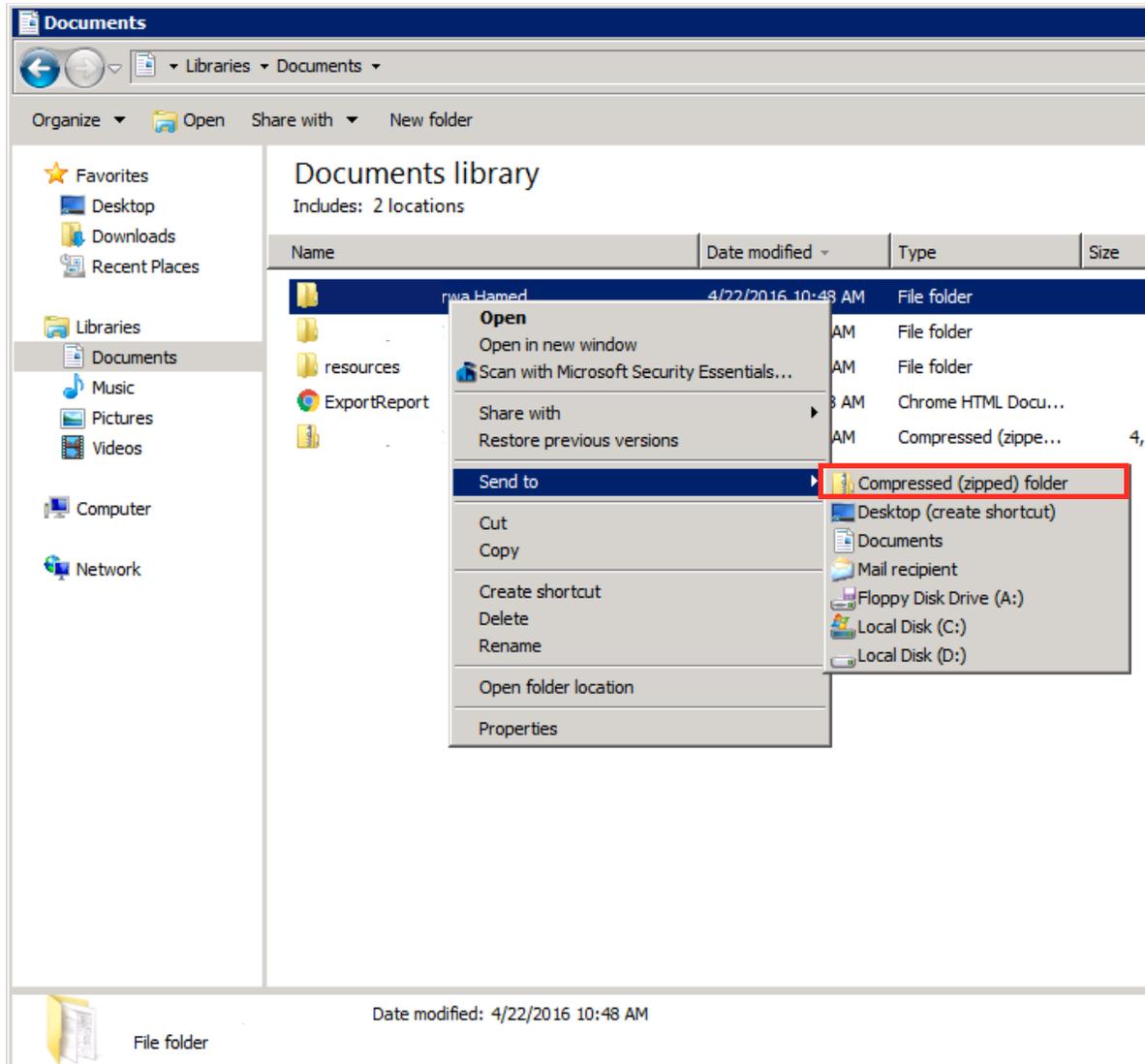
**5) Start Exporting**

## 6) Add existing report and rename files to avoid name conflicts



## 7) Internet Browser pop- up will confirm download

## 8) Locate Student folder in desired exported location



9) Right click student folder, then select Send to:  
Compressed (Zipped) Folder

10) Attach to email.