COPY CLASS LIST INTO EXCEL

1. Select **Summary Class List** from the menu

2. At the bottom of the **Summary Class List**, click and hold the left mouse button just to the left of where you wish to begin copying information.

3. Still holding the left mouse button, drag up until all the desired information is highlighted.

4. To copy, you may either:

   - Right click the highlighted area and choose Copy; or
   - Press CTRL+C; or
   - Go to the menu bar under Edit and choose Copy

5. With an Excel session open, go to the desired beginning cell and either:

   - Right click and choose Paste; or
   - Press CTRL+V; or
   - Go to the menu bar under Edit and Choose Paste.

6. You will need to format the information by expanding columns and/or deleting undesired columns of
   information.

   If the data does not appear as you expect, click **Paste Options** and select one of the following options:

   - **Keep Source Formatting**   Makes no changes.
   - **Match Destination Formatting**   Matches the existing cell formatting.

7. The hyperlinks for the student names, grades, and e-mail addresses will be copied into the spreadsheet. If you don't want the links, they will have to be disabled on the spreadsheet.

8. The hyperlink for emailing an individual student will work, but emailing the whole class will not work from Excel.

Deactivate several hyperlinks at once

- Type the number 1 in a blank cell, and right-click the cell.
- Click Copy on the shortcut menu.
- While pressing CTRL, select each hyperlink you want to deactivate.
- Click Paste Special on the Edit menu.
- Under Operation, click Multiply and then click OK.