

Instructions on how to export and sort MTG reports in Excel:

The following sort will allow you to identify and highlight students with C or below in any courses (or any grade you choose), and then organize the file by college, major, and student name.

1. Export the file into Excel
 - a. From the report tool bar that is directly above the report headers, click the save disc icon



- b. Select Excel from the dropdown list of export options
 - i. Selecting Excel will initiate the file to be downloaded from the browser
 - c. Open the file from the browser status window after the download completes
2. Sort the Excel file
 - a. Click on the triangle at the top left corner of the spreadsheet to select all of the contents
 - b. Go to the **“Data”** tab, and then choose the **“Sort”** option
 - i. Check the **“My data has headers”** box
 - ii. In the **“Sort by”** option, select **“Mid Term Grade”** from drop down list
 1. In the **“Order”** option, select **“Z to A”** from drop down list
 2. Click **“okay”** to sort
 3. Highlight all students with grades of C or lower (or whatever grade you choose)
 - iii. Click on the triangle at the top left to select all spreadsheet contents again
 - iv. Go back to **“Sort by”**, and change the first **“Sort by”** to **“College”**
 1. **“Order”** → **“A to Z”**
 - v. Click on **“Add Level”**
 1. **“Then by”** → **“Major”**
 2. **“Order”** → **“A to Z”**
 - vi. Click on **“Add Level”**
 1. **“Then by”** → **“Student Name”**
 2. **“Order”** → **“A to Z”**

Click okay to sort the file