

## How to Export Your Class List to Excel

A cut and paste operation is used to export your class list (or wait list) from Patriot Web into Excel.

1. Begin by displaying your Summary Class List (refer to the Quick Guide titled, "How to View Your Class List" for instructions on displaying your Summary Class List). Once you have displayed your class list, proceed to step 2.
2. Scroll down the page until you see the beginning of your class list.
3. Using your mouse, click once to place your cursor to the immediate left of the Record Number heading. Without releasing the mouse button, drag the mouse to the end of the class list so that all rows are highlighted in blue.
4. From the Edit menu on the Internet Explorer menu bar, select **Copy**.
5. Open a new Microsoft Excel workbook, and verify that cell A1 is selected.
6. From the Edit menu on the Excel menu bar, select **Paste**. The entire Summary Class List should appear in your spreadsheet.
7. Position your mouse on the heading for column B so that the cursor changes to a down-arrow, then press and hold the left mouse button and drag the mouse over column C. Once both columns are highlighted in blue, release the mouse button.
8. From the Edit menu on the Excel menu bar, select **Copy**.
9. Open a new Microsoft Excel workbook, and verify that cell A1 is selected.
10. From the Edit menu on the Excel menu bar, select **Paste**. The name and ID columns should appear in your spreadsheet. You may resize columns as necessary.
11. From the File menu, select **Save** to save your workbook. **Note:** Any changes that occur in the Patriot Web class list will not be reflected in your Excel workbook.