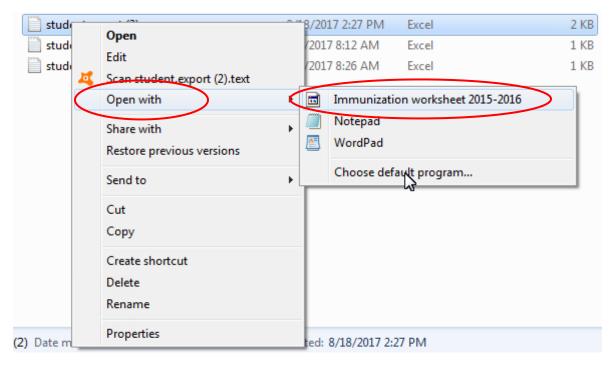
How to Open an PowerSchool Quick Export in Excel

- 1. Do a quick export in PowerSchool
- 2. Go to Download folder
- 3. *Right Click* on one of the downloaded file
- 4. *Go to* **Open With** and then *click* "**Choose default program**". If the open with does not show up then try shift+right click



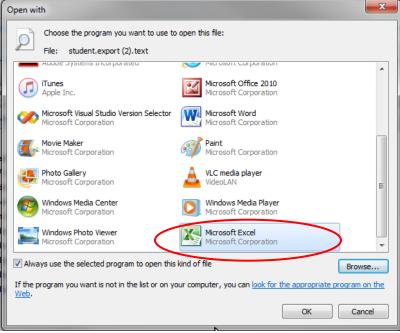
5. *Click* **Browse** at the bottom of the window

Open with									×		
	P	Choos File:	se the program student.expo	you want to use ort (2).text	to open	this file:					
	Recommended Programs										
	•••	Immun	ization worksh	eet 2015-2016		Notepad Microsoft Co	rporation				
	A	WordP Micros	ad oft Corporation	1							
	Othe	er Prog	rams							•	•
Always use the selected program to open this kind of file										5	
1	If the program you want is not in the list or on your computer, you can <u>look for the appropriate program on the Web</u> .										
L								ОК		Cancel	

Organize 🔻 New fol	der				
🛠 Favorites	Name	Date modified	Туре	Size	
Desktop	ACCICONS	11/20/2012 7:24 PM	Application	1,417 KB	
Downloads	🔢 BCSSync	11/5/2012 2:27 PM	Application	88 KB	
Recent Places	CLVIEW	2/14/2013 2:21 PM	Application	207 KB	
	CNFNOT32	3/18/2015 8:22 PM	Application	150 KB	
🔁 Libraries	EXCEL	6/27/2013 9:05 PM	Application	19,915 KB	
Documents	A excelent	6/26/2013 6:25 AM	Application	17,414 KB	
J Music	📶 GRAPH	3/20/2013 1:20 AM	Application	4,203 KB	
Pictures	S GROOVE	3/8/2013 11:10 PM	Application	30,077 KB	
Videos	GROOVEMN	3/6/2013 2:12 PM	Application	924 KB	
	IEContentService	EContentService 3/8/2013 11:04 PM Application	Application	566 KB	
Computer	I INFOPATH	2/18/2013 3:50 PM	Application	1,704 KB	
	🍠 misc	11/20/2012 7:24 PM	Application	559 KB	
陣 Network	MSACCESS	6/27/2013 10:09 PM	Application	13,469 KB	
	MSOHTMED	12/17/2012 10:47	Application	71 KB	
	D MSOSYNC	3/8/2013 11:01 PM	Application	704 KB	
	MSOSYNC	3/8/2013 11:01 PM	Application Prog		

6. Brows to C:\Program Files (x86)\Microsoft Office\Office14\Excel

- 7. Click on **Open**
- 8. Make sure Microsoft Excel is selected in the list
- 9. Make sure "Always use the selected program to one this kind of file" is checked.



10. Click **OK**

You should now be able to exports with excel.