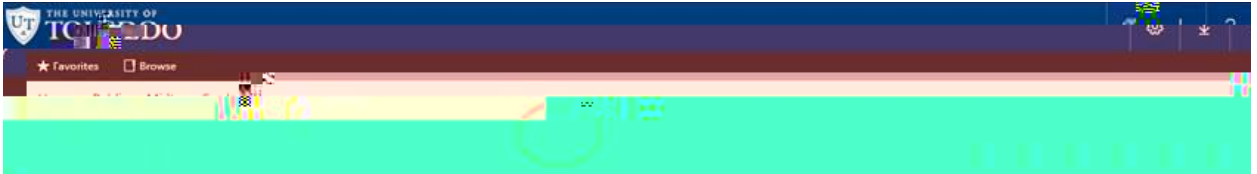


Instructions on how to export and sort MTG reports in Excel:

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.
 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. "Sort by" to "College"
 1. "Order" A-Z
 - v. Click on "Add Level"
 1. "Then by" A-Z Major"
 2. "Order" A-Z
 - vi. Click on "Add Level"
 1. "Then by" A-Z Student Name"
 2. "Order" A-Z

Click okay to sort the file