

How to get a List of Students in Excel:

First configure Print setup

Click on File

Click on Print Setup

Set Application to dump Screen to Excel

Click on the Gadget

Click on Computer

Double Click on C: drive

Double Click on Program files (x86)

Double Click on Microsoft Office

Double Click on Office 12 or Office 14

Double Click on Excel.EXE

Click OK

Click on Display user

Search for the Group ID you want

Click on File

Click on Print Screen

Your screen will open up in Excel

Highlight the top rows, just above the Name, right click and delete

Highlight the Column that has the User ID, right click go to Format Cells, On the number tab select Text, click ok

You will then need to double click on each cell to get the User ID to display correctly.

Then highlight the columns that have the Alt ID and Phone, right click and delete.

Save your spreadsheet.

Then proceed with the instructions for Barcode Generator.