

Parent Portal GUID

<p>1.) Create an Ad Hoc Report of Parent GUIDs</p> <p>a. Screen 1</p> <ol style="list-style-type: none"> 1. Click on Filter Designer 2. Create A New Filter: Choose Create a new filter using the Query Wizard 3. Filter Data Type: Choose Student 4. Click the Next button. 	
<p>b. Screen 2</p> <ol style="list-style-type: none"> 1. Query Name: Your choice 2. All Fields: Will use the Demographics and Census.Household Contact Summary Tables 3. Selected Fields: <p>Demographics.Student.lastname Demographics.Student.firstname Demographics.Student.activetoday Census.Household Contact Summary.contacts.contactGUID Census.Household Contact Summary.contacts.lastname Census.Household Contact Summary.contacts.firstname Census.Household Contact Summary.contacts.relationship Census.Household Contact Summary.contacts.relatedby Census.Household Contact Summary.contacts.guardian Census.Household Contact Summary.contacts.portal Census.Household Contact Summary.contacts.addressline1 Census.Household Contact Summary.contacts.addressline2 Census.Household Contact Summary.contacts.householdname Census.Household Contact Summary.contacts.householdID</p> <ol style="list-style-type: none"> 4. Click on Next button. 	
<p>2.) Download the report into Excel</p> <ol style="list-style-type: none"> a. Click on Ad Hoc Reporting b. Click on Data Export c. In Saved Query Wizard Filters choose the ad hoc report that was created in instruction 1 d. Click on 'Comma Separated Value (CSV)' button in the Pick an Export Format. e. Click on the 'EXPORT' button. <p>f. The opening box will appear click on 'OPEN WITH' button and then click on the 'OK' button.</p> <p>g. TEMPORARY ISSUE: currently there is a bug in the download that causes the field descriptors to show in the beginning of the excel spreadsheet, delete the rows that show before the row headings.</p> <p>h. This spreadsheet shows the family situation. Save this document as a spreadsheet.</p>	

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- 3.) Create a spreadsheet to do Mail Merge or Labels to just the parents with the GUID information
 - a.) The spreadsheet shows the parents multiple times because it is a list of the students, to print labels or letters with the parents showing only once, a filter to the spreadsheet created in instruction 2 will need to be applied.
 1. Click to highlight the GUID column.
 2. Click on Data>Filter>Advanced Filter. The Advance Filter box will appear.
 3. Click the 'UNIQUE RECORDS ONLY' button
 4. Click on the 'OK' button.
 5. The spreadsheet now shows the parent only one time and does not show all the students related to the parents. Copy the spreadsheet and paste it into another spreadsheet so that you can use this new spreadsheet to create labels or do mail merges.

