



1. Make sure you are logged in with your site specific Waterford generic login. (first eight of school name + water (all one word, lowercase))
2. Make sure the Waterford program is closed.
3. From the Windows desktop, go to Start → All Programs → Waterford → Tools → Data Extract Utility.
4. After the utility loads, you will see your class or a list of all teachers and their classes in the **Class List** box. Select the check box for each class you want to export.
5. Click the calendar icon next to the **Start Date** boxes. A new window opens. Click on the date that contains the earliest data to export.
6. Click the calendar icon next to the **End Date** boxes. Another window opens. Click on the date for the latest data to export. All data within the Start Date and End Date is now marked for export for the selected classes.
7. Type the location where you want to save the file, typically **X:\reports**. (**Note:** Roberts and Johnson will use **Y:\reports**.)
8. Click the **Start** button. The export process will begin and a progress window will open. A successful confirmation message appears once the export is complete.

For assistance, call TUSD TS 225-6333.