Religious Ed exports and class rosters in Connect Now

1) First, log into **ConnectNow** and you will be at your typical homescreen:

2) Click on the **Religious Ed** tab. (note, it could be listed differently if you've customized the name, as seen above in the "Faith Formation" tab that St. Joseph's in Baraboo is using) you will note your main **Dashboard** with the overall information on the classes/sessions you've set up.

Exporting to Excel:
1) If for any reason you wish to pull into Excel a document with student's information, you can click on the **Student Directory** tab, listed under the

Religious Ed tab and from there you can export the information seen in the grid. (you can either click on a specific class, or leave it listed as the whole session)

2) Click the **CSV** button indicated below to export what is shown on your screen.

3) Your computer will show the document that you requested to open as seen above. Clicking **Open** in the dialogue box will open the document in a MS Excel document, as seen below:

4) From here you can format the document as you wish.
5) If you would like to see more information in the spreadsheet, then close out of the excel document and go back to the main **Student Directory** listing. From there, click the **Grid** icon, which says **Select Grid Columns.**

and select the following:
Family (which lists the family's main Last Name followed by the First Name) and anything else you wish to see:

Then click **Save & Close** as seen above.

6) The computer will refresh and list the family information, as seen below, if you scroll over to the right on the main screen:

7) If you repeat the export, your exported document will now have additional column with the additional information in it, as seen below:

Printing RE Reports:

1) To print off some class rosters, click on the **Report** area in blue, under the main **Religious Ed** tab, as seen below in Connect Now.

2) Underneath the main header in the middle where it lists: **Data Options** you have the option of selecting and including or excluding different areas on your report.

Each section will be described below along with a screen shot example of what it looks like in the report itself. Please select each option you'd like to see and then click the **Generate Report** area at the bottom of the report.

- A sample of what the **Overview** section looks like is seen below for one class. Clicking to **Show**, as seen below

Class Rosters & Schedules

Data Options:

Overview: ⦿ Show
○ Hide

The overview shows general information about the class.

will make the following show on your reports:

K > Kinder Class

Overview

Term: 2015/2016	Session: Sunday 9:30 am	Dates: 09/20/2015 to 05/26/2016	Dates: 36
Grades: K	Students: 3	Leaders: 2	Department: Student Education

- In the **Leaders** area, if you indicate the **Standard** report

Leaders: ⦿ Standard
○ Names Only (Door hanger)
○ Hide

you will see the following information show prior to the student's information:

Leaders (2)

Leader	Role	Address	City	ST	Zip	Home Phone	Cell Phone	Email
Aaland, Thomas	Catechist	2516 Aldringham Rd	Ypsilanti	MI	48197	555-2222	555-9090	
Aasen, Kathy	Assistant Catechist		Ann Arbor	MI	48108	555-2222	555-9090	

If you click the **Names Only (Door hanger)** version you will only see the leader's names and roles as seen below:

Leaders (2)

Aaland, Thomas (Catechist)
Aasen, Kathy (Assistant Catechist)

- In the **Students** options, if you click on the **Standard** report, you will see the following information:

Students (3)

Student	DOB	Age	Address	City	ST	Zip	Parents	Primary Ph.	Family Email
Aschenbrenner, Brock	09/24/2009	5	4123 Kingsmoor Dr	Ann Arbor	MI	48108		555-2222	demo@parishsoft.com
Aschenbrenner, Reese	09/24/2009	5	4123 Kingsmoor Dr	Ann Arbor	MI	48108		555-2222	demo@parishsoft.com
Flemming, Sloan	06/03/2010	5	969 Acapulco St	Laguna Beach	CA	92651			

If you click the **Detailed (Standard & Parent Details)** option under the Students area, you will see the following show up on the report:

Students (3)

Student	Grade	DOB	Age	Address	City	ST	Zip	Primary Phone	Family Email
Aschenbrenner, Brock	K	09/24/2009	5	4123 Kingsmoor Dr	Ann Arbor	MI	48108	555-2222	demo@parishsoft.com
	Emergency Contact: Phone: 555-3333 Desc.: ---								
Aschenbrenner, Reese	K	09/24/2009	5	4123 Kingsmoor Dr	Ann Arbor	MI	48108	555-2222	demo@parishsoft.com
	Emergency Contact: Phone: 555-3333 Desc.: ---								
Flemming, Sloan	K	06/03/2010	5	969 Acapulco St	Laguna Beach	CA	92651		
	Emergency Contact: Phone: --- Desc.: ---								

Clicking on the **Names only (doorhanger)** version of it, shows the following:

Students (3)

Aschenbrenner, Brock
Aschenbrenner, Reese
Flemming, Sloan

Clicking on the **Parents only** version in the Students area shows the student's listing as the following: (if the parent's aren't added under the studen's record, they won't show up, as seen below with 2 of the students)

Students & Parents   Students: 3   Parents: 2

Student	Parent Name	Role	Address	City	ST	Zip	Home Phone	Cell Phone	Email
Aschenbrenner, Brock									
Aschenbrenner, Reese	Brandon Aschenbrenner	Father	4123 Kingsmoor Dr	Ann Arbor		48108	555-2222	555-9090	
	Libby Aschenbrenner	Mother	4123 Kingsmoor Dr	Ann Arbor		48108	555-2222	555-9090	
Flemming, Sloan									

Lastly, under the **Students** area, if you click the **Birthdays only** option, your report will show the format as seen below:

Students Birthdays   Students: 3

Student	Birthday	Current Age
Aschenbrenner, Brock	09/24/2009	5
Aschenbrenner, Reese	09/24/2009	5
Flemming, Sloan	06/03/2010	5

- In the **Schedules** area, if you click the radial button to **Show** this option, the section below will show up. (which lists the schedule of what days the class is meeting, along with the important events that are in the system and what building, day, and room the classes are meeting in.)

Start / End: 09/20/2015 to 05/26/2016   **Dates:** 36   **Session:** Sunday 9:30 am

Date	Day	Building	Room
09/20/2015	Sunday	Parish Office	REP
09/27/2015	Sunday	Parish Office	REP
10/04/2015		Feast of St Francis of Assisi	
10/04/2015	Sunday	Parish Office	REP
10/11/2015	Sunday	Parish Office	REP
10/18/2015	Sunday	Parish Office	REP
10/25/2015	Sunday	Parish Office	REP
11/01/2015		All Saints' Day	
11/01/2015		Daylight Saving Time ends	
11/01/2015	Sunday	Parish Office	REP
11/08/2015	Sunday	Parish Office	REP
11/15/2015	Sunday	Parish Office	REP
11/22/2015	Sunday	Parish Office	REP
11/29/2015		First Sunday Advent	
11/29/2015	Sunday	Parish Office	REP
12/06/2015	Sunday	Parish Office	REP
12/13/2015	Sunday	Parish Office	REP
12/20/2015	Sunday	Parish Office	REP
12/27/2015	Sunday	Parish Office	REP
01/03/2016	Sunday	Parish Office	REP

- Lastly the **Report Summary** area is often not printed, but it shows the following information if you request it to show, on the first page:

Report Summary

Overview:	**Hide**
Leaders:	**Hide**
Students:	**Hide**
Schedule:	**Hide**
Primary Sort:	**Grade name (Order defined in Lookup management)**
Secondary Sort:	**Class Name (A to Z)**
Report Summary:	**Show**
Term:	**2015/2016**
Classes:	**All classes in term**