**DIRECTIONS FOR EXPORTING SPREADSHEET FROM FALL SUBMISSION**

1. Open InTERS client
2. Click Rapid Entry, click enrollment
3. Click on Import/Export Tools
4. Once the import utility opens, click on the Export to Spreadsheet tab
5. Choose what school you want to export
6. Click Load Grid button
7. Click Export As… at the bottom of the screen
8. Name the file and choose where you want to save it