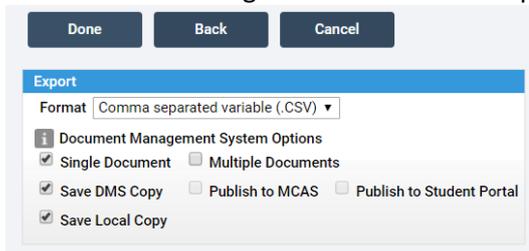


22. As before  your report, use a title such as **Staff-Roll**

23. Select  and then 

24. Use the same settings as for the student report



25. Press 

26. As before your report will be in your downloads folder, you may move this to another location if desired

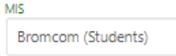
Importing into ReallySchool

1. Log in to your ReallySchool account as an 'Admin'

2. Select  from the sidebar

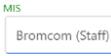
3. Select the  tab

4. Press  and select the **Student report** that you created

5. Change the MIS to 

6. Select 

7. Once the file has finished importing press 

8. Repeat steps 4-6 for the **Staff report** that you created (ensure to select  this time)