

Extension

Elements – Exporting Individual or Groups of Records

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Exporting Individual Records

1. Navigate to the list of your "Service" entries. Click to select the Learning Event (or Impact Statement).

MY WORK My service	
view: 10 v p	er page
0 ^p	
Test Progra	am .
Click to select	EXTENSION LEARNING EVENT & • Title: Test Program Reporting Date: 18 Sep 2023 🕃

2. Click "Export"



3. Select PDF or Word (Excel works but the columns for the data fields are not in order as seen on the screen)





Extension

Exporting Groups of Records

- 1. Navigate to the list of your "Service" entries
- 2. Change the "view" to get more entries per page (Elements only exports from that "page")

		showing 1 - 10 out of 53				
view: 10	✔ per page	prev	1	2	6	next
10						
25						
50						
100						

- 3. Click the box next to "Export" to "Select all" entries for that page
 - a. If you have more than 100 entries, you will need to export each page separately.

	My service
\$. (12)
alt	View: 100 V per page
	Select all

4. Click "Export"



4. Select PDF or Word (Excel works but the columns for the data fields are not in order as seen on the screen)



For help with Elements, please email COAelements@purdue.edu.