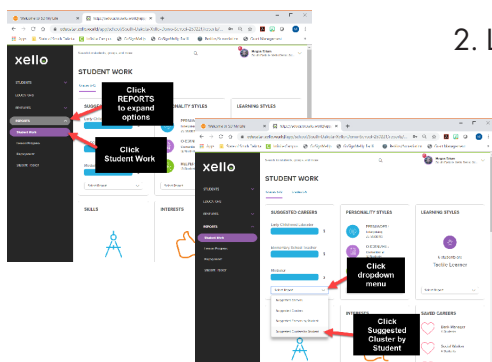


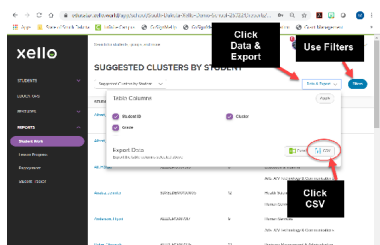
Steps to export student career cluster interest and upload to SDWeekofWork.com



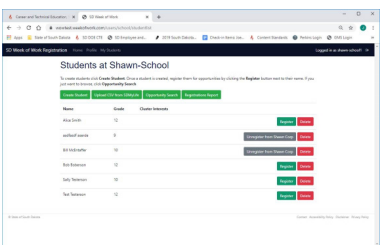
1. Log in to SDMyLife
 - a. Go to SDMyLife.com
 - b. Click LOGIN
 - c. Log in with username (email address) and password (personalized)



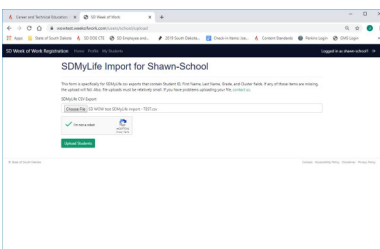
2. Locate Suggested Clusters by Student Report (once logged in)
 - a. Click Reports from the menu of options. This expands additional options.
 - b. Click Student Work
 - c. Use the dropdown under Suggested Careers to click Suggested Clusters by Student



3. Filter Report
 - a. Use the filter button in the top right to filter the report by grade, educator or group of students
4. Export CSV File of the Report
 - a. Use the Data & Export button in the top right to export the report as a CSV file



5. Save CSV File
 - a. Save the downloaded CSV file so it can be uploaded to SDWeekofWork.com
6. Log in to SDWeekofWork.com, using School staff/contact login credentials



7. Navigate to 'My Students' tab
8. Click on the second green button labeled 'Upload CSV from SDMyLife'
9. Click the gray button labeled 'Choose File'
10. Select the CSV file that you recently exported from SDMyLife
11. Check the reCAPTCHA box that confirms 'I'm not a robot'
12. Click the green button labeled 'Upload Students'