



STUDENT RETENTION KIT

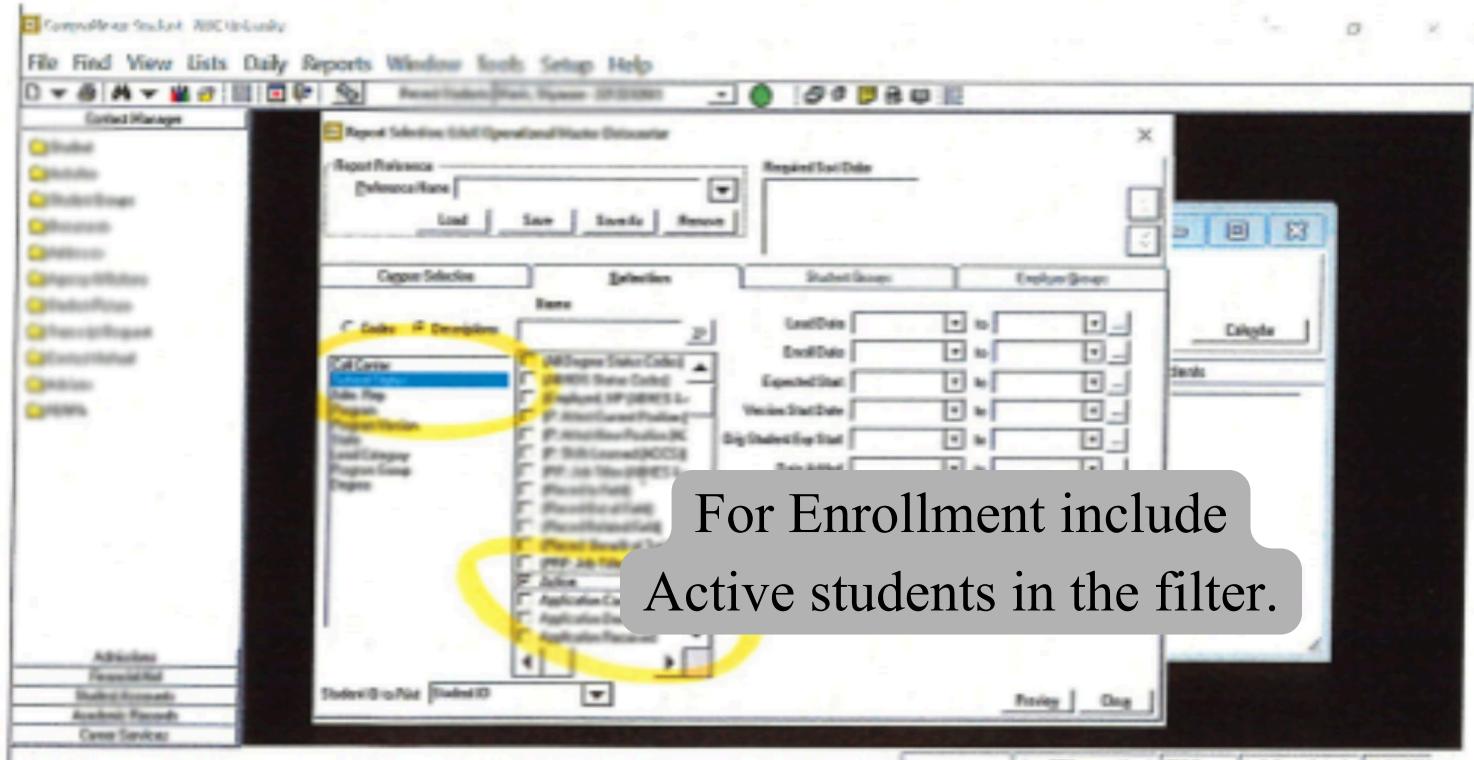
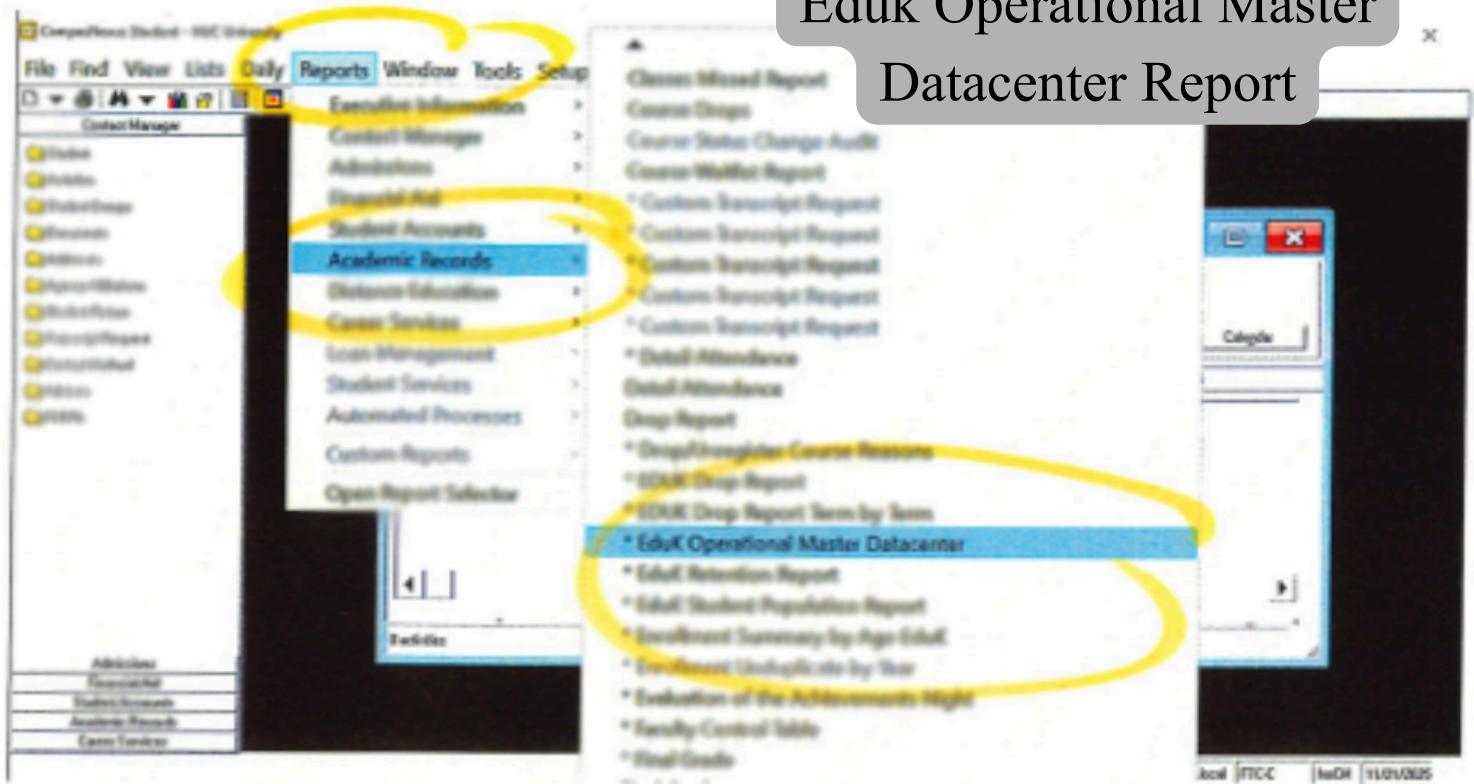
How to Download Student Population Report

v.10 - January 8th 2026 - Victor Blanco

*Redacted information to comply with company safety protocols.

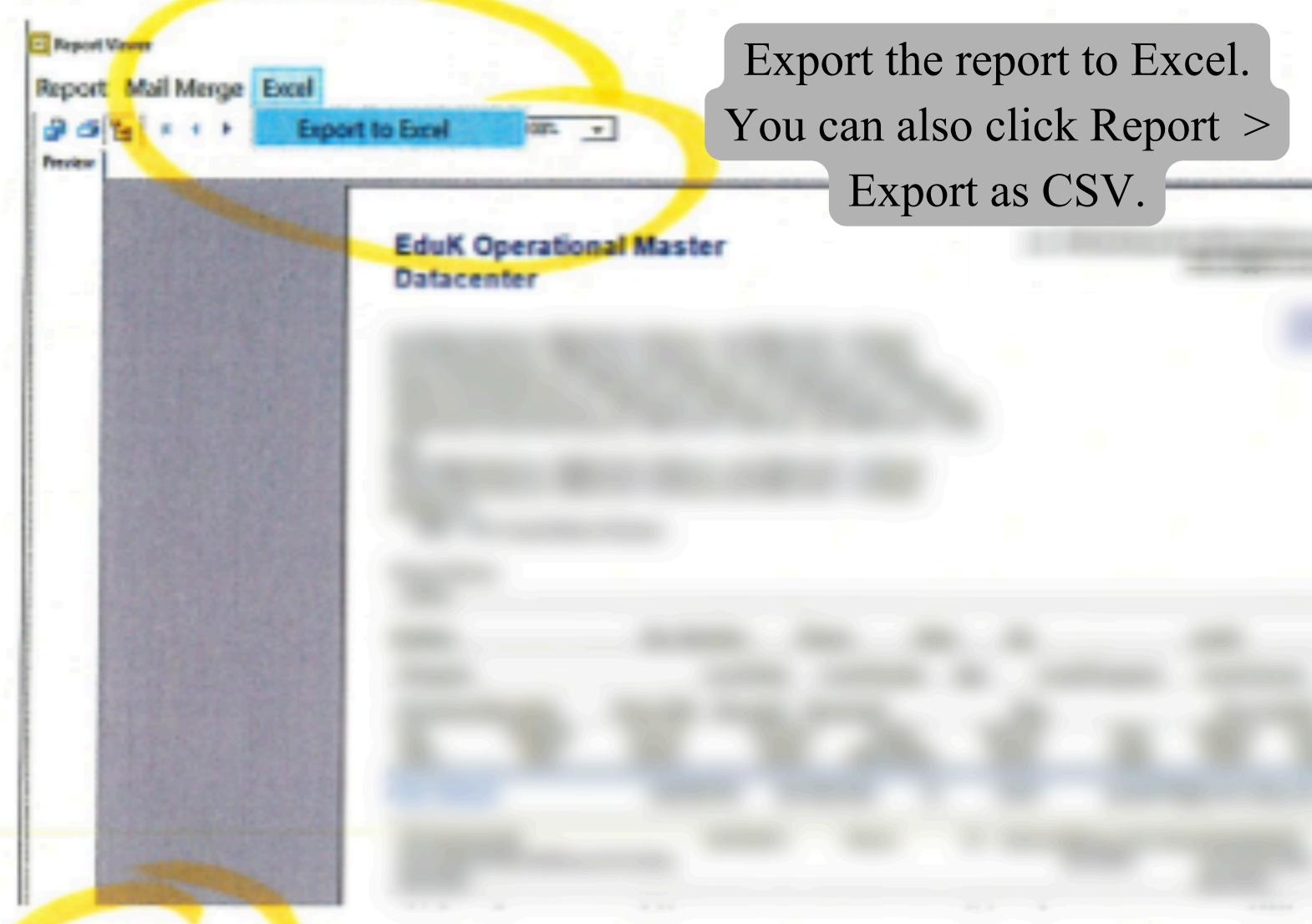
From Nexus

Reports > Academic Records >
EduK Operational Master
Datacenter Report



For Enrollment include
Active students in the filter.

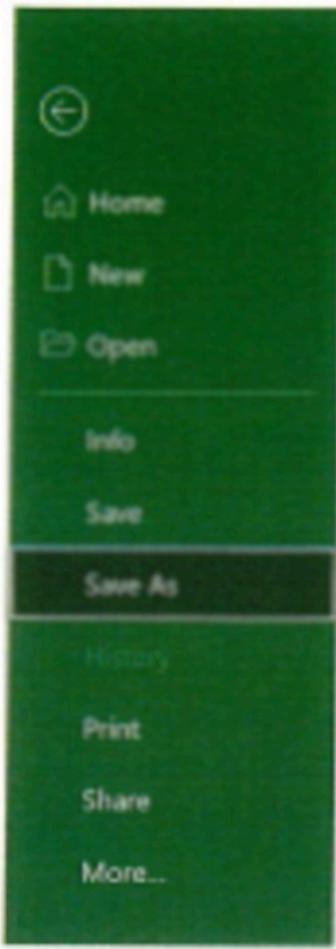
For the first week of MOD,
please include future starts
and re-entry students.



Export the report to Excel.
You can also click Report >
Export as CSV.

A screenshot of Microsoft Excel. The ribbon at the top includes tabs for 'File', 'Home' (which is selected), 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', and 'Help'. Below the ribbon is the Excel toolbar with various icons for clipboard operations, font selection, alignment, and number formats. The main area shows a blurred worksheet with columns labeled A through I and rows numbered 1 to 13.

Excel will open with the report. Export the
report again, as the Excel file may be
hidden on your computer by default.



Book1 - Excel



Save As

The 'Save As' dialog box is open. At the top left is a 'Recent' section with a clock icon. Below it are sections for 'Other locations' (This PC, Add a Place, Browse), 'Pinned' (Yesterday: Downloads, Older: Downloads), and 'History' (Downloads). A large callout bubble in the center-right area contains the text: 'You can save it as either an Excel file or a CSV file; both formats are acceptable.'

Pinned

Pin folders you want to easily
access when you hover over

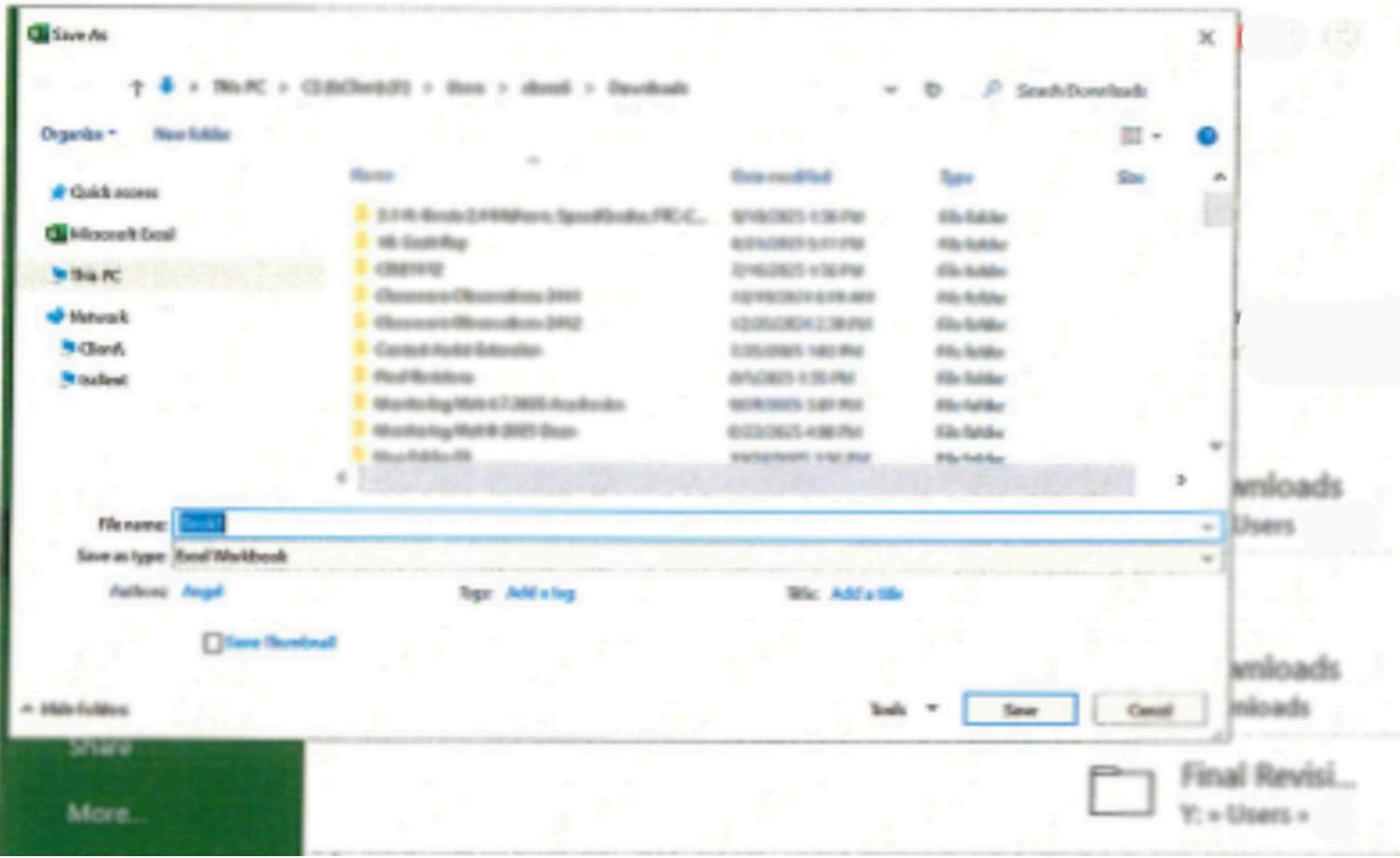
Yesterday

Downloads
Y:\Users\

Older

Downloads
Downloads

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CSV file; both formats are acceptable.





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COMPLETED

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