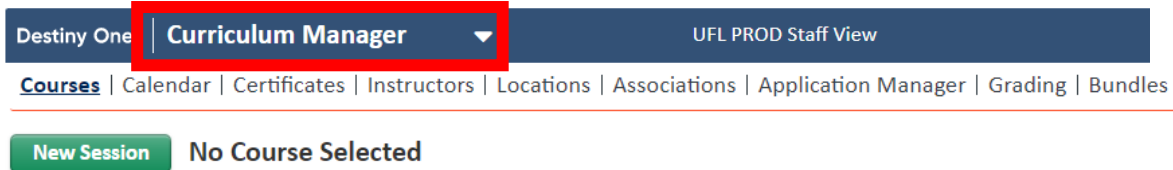
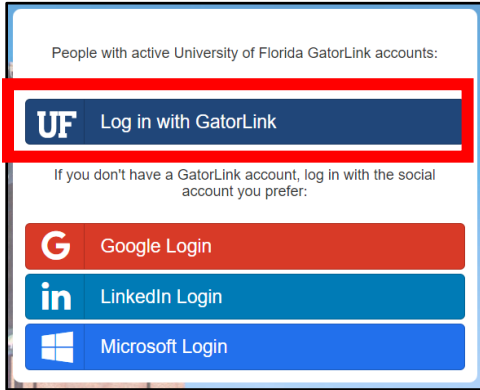


1. Log into Destiny One: uflsv.destinyone.moderncampus.net



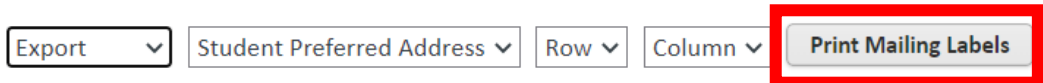
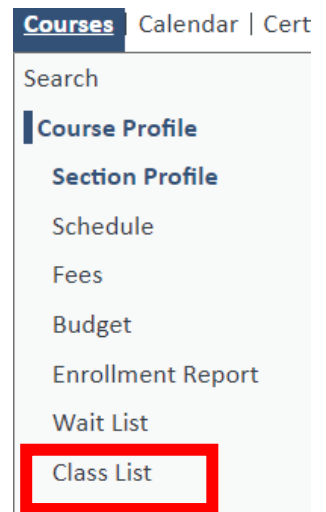
Course / Section Search

Course No.: Section No.: Custom Section No.:

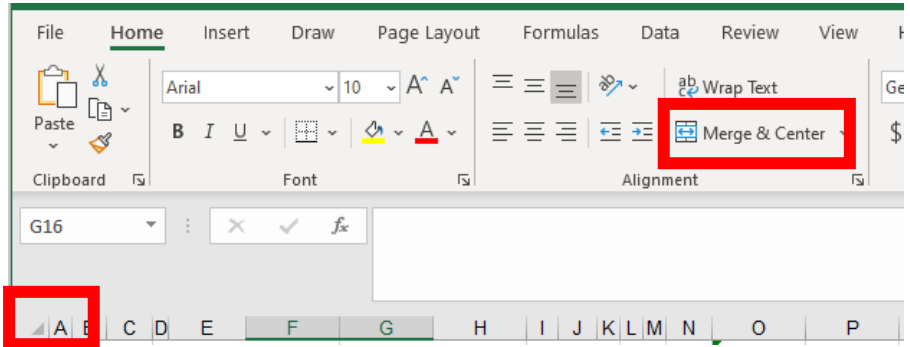
Keyword: Title: Search type:

▶ [Show advanced search options](#)

2. At the top left of your screen, use the dropdown menu to switch to the “Curriculum Manager” tab.
3. You’ll then type in the custom section number you need to use.
4. Navigate to the specific section.
5. Next, use the Courses tab to scroll down to Class List.
6. You’ll then be able to view your enrollments.
7. Highlight all students, and then scroll to the bottom of the screen.
8. You’ll Choose “Export”, “Student Preferred Address” and then click “Print Mailing Labels”



9. An Excel document will open. You'll be able to enable editing and pull the needed information.
10. You'll find that there are merged cells in the existing document that you will want to remove to make things easier to merge. You can click on the uppermost left corner of the cells and you'll then hit the "Merge and Center" button. This will unmerge all cells.



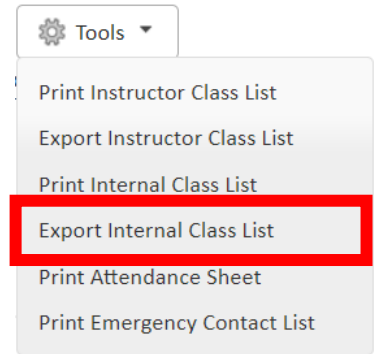
11. You'll now need to pull the last piece of information that is currently missing from the student information, phone numbers.

Section Class List

Filter: Show members whose last name starts with:

Omit students who have a final approved grade of Withdrawn

11 items found, displaying all items.



12. Return to the student list and click on the "Tools" dropdown list. You can then select the "Export Internal Class List" option.
13. A new Excel document will open and you can copy/paste the phone number into your existing document you started above.
14. There will be formatting issues you would want to correct, and make sure the information is in proper format with capitalization and such.
15. You'll now be able to merge to a file that works for you. You can modify your headings to match an existing template.