**Merge students’ Learning Ally reading activity into to a Word document from an Excel spreadsheet**

1. Prepare the Excel spreadsheet (exported from the Learning Ally educator portal).
   1. Add a column with your school name copied in all rows.
   2. Add a column with your school’s bracket name copied in all rows. (Your bracket name can be found on your leaderboard page. Log in to the educator portal and select “See my school’s standing.”
   3. Make sure student names are formatted properly. You may need to use the “Text to Columns” feature in Excel.
   4. Save the file to your computer.
2. Open the daily template Word document.
3. In the Word document, on the Mailings tab, in the Start Mail merge group, choose Start Mail Merge, and then choose Letters.
4. Choose Select Recipients > Use an Existing List.
5. Browse to your Excel spreadsheet, and then choose Open.
6. In the Select Table dialog box, you should see the name of your Excel spreadsheet. Click Ok.
7. After you insert the merge fields you want, preview the results to confirm that the content is okay.
8. On the Mailings tab, choose Preview Results.
9. In the Finish group, choose Finish & Merge, and choose Print Documents.