

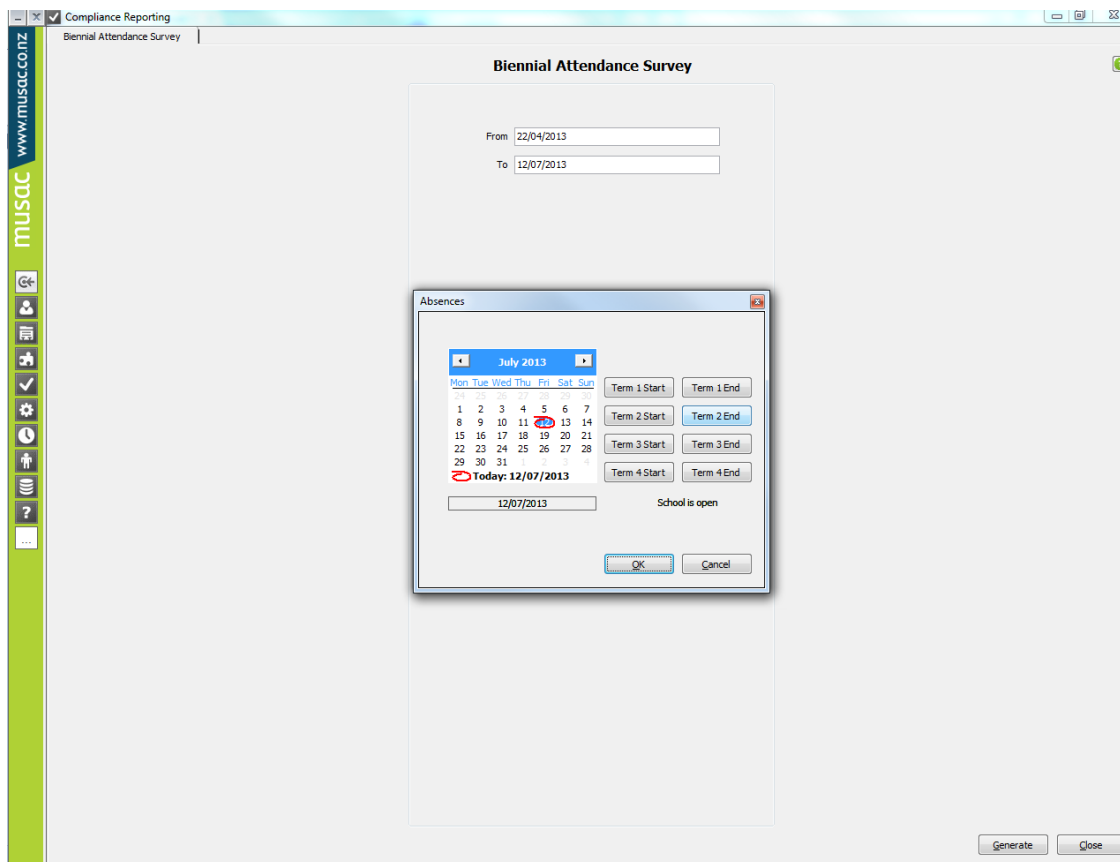
## AB6

# Extracting student attendance data file for a Ministry of Education Survey

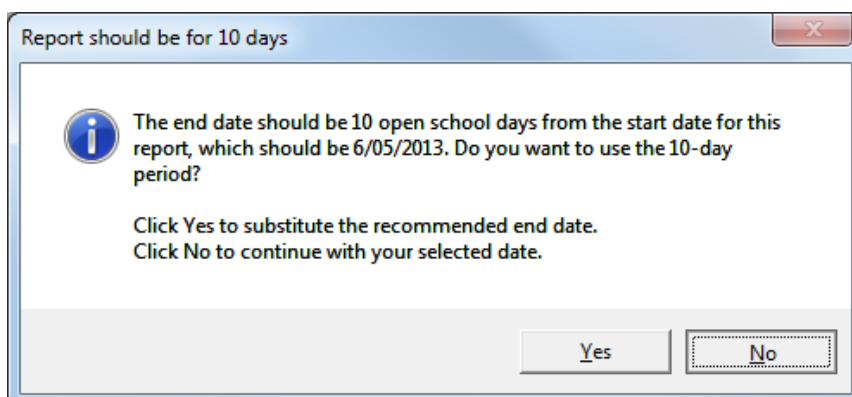
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Student attendance survey data required by the Ministry of Education is extracted to a file which can be submitted to the Ministry through the Student Data Portal following the steps below.

- 1 Log into AB6 as an administrator.
- 2 Click the 'Reporting' button.
- 3 Click 'Summaries & Analysis'.
- 4 Choose 'Biennial Attendance Survey'.
- 5 Click in the From field and click 'Term 2 Start'.

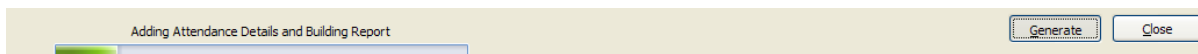


- 6 Click 'OK'.
- 7 Click in the To field and click 'Term 2 End'.
- 8 Click OK.

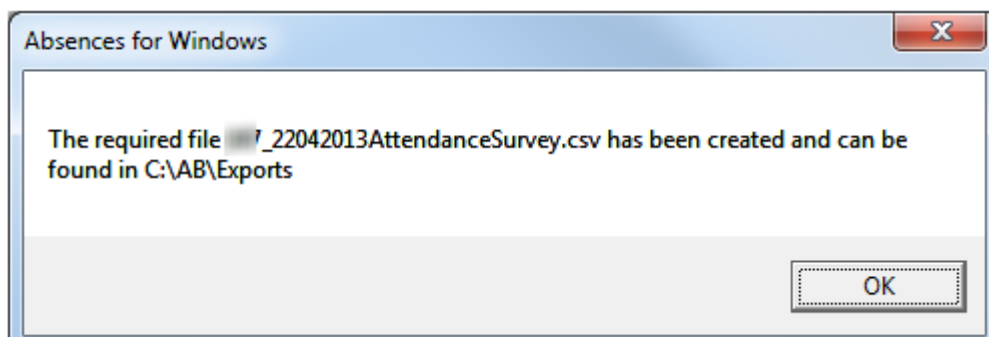


- 9 Click 'No'.

10 Click 'Generate'.



11 After a short period of time the data table will display on screen and simultaneously save a file (with a '.csv' extension) into the \AB\Exports folder. The message below displays.



12 This file XXXX\_DDMMYY\_att.csv (where XXXX is your MoE number and DDMMYY is the file creation date) can then be submitted to the MoE through the Student Data Portal.



[www.musac.co.nz](http://www.musac.co.nz)

t. 0800 600 159

f. 0800 500 159

[support@musac.co.nz](mailto:support@musac.co.nz)