

Student Manager

Extracting Data

- 1 Set your filter to Full Time and Part Time Students
- 2 Click 'Utilities'
- 3 Click 'Import or Export Student Data'
- 4 Click 'Export Selected Data'
- 5 Enter a Design title
- 6 Under 'or select just specific columns' click Student Manager > Personal and select the core fields you require in your data extract. If necessary click back to tab 2 then click other headings to reach the fields you require. eg. For ethnicities click Rename1 then select MoE Ethnicities 1
- 7 For 'derived' or 'calculated' information such as Caregiver Details click 'Select Information Derived from Columns'
- 8 Click the Caregivers tab
- 9 In Step 1 select 'Caregiver 1' then in Step 2 click a field you require, eg. Family Name
- 10 Repeat number 7-9 selecting other caregiver information or required derived data
- 11 Click 'Save Design'
- 12 Click 'Proceed to Final Steps'
- 13 Click 'Select all'
- 14 In Step 3 select 'A comma-delimited file' from the drop down list
- 15 Click 'Proceed to export' - step 4
- 16 The data will be processed then Excel will open with the exported data
- 17 Use Excel's 'Save' function to save the file to your desired location.

Export Student data

Import Student data

Export Selected data

Export of selected data Step 1

[Click here for 'help!'](#)

Either select a previously saved export design

BOB'S DATA
attendance data
birth cert
yr 13
11ART NSN
Gold Bonds
2007 Photo ID
Junior Science 07
2007 NEW 9
registers
Year 10 Grad
enrol computer

Create a New Export Design

Design title

Save Design

Or design a new one

Either

Or select just specific columns...

1 | 2 | 3 | 4 | 5 | Columns

Tutor
Next Year
Form(Next year)
Tutor(Next year)
Gender
DOB
Enrol#
Date started school
Date started here
Type
Special Education
Status

Select Information Derived from Columns

... and / or derived information.

Selected columns

Clear Selected Columns

Legal Surname
Legal Firstname
This Year
Tutor
DOB
Type
cm.cg(11)
cm.cg(12)
cm.cg(121)

Proceed to Final Steps

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