

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...

12345Columns

Tutor

Next Year

Form(Next year)

Tutor(Next year)

Gender

DOB

Enrol#

Date started school

Date started here

Type

Special Education

Status

... and / or derived information.

Select Information Derived from Columns

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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