# AB6
Extracting student attendance data file for a Ministry of Education Survey

musac

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 'Reporting'.
3   Click 'Summaries & Analysis'.
4   Choose 'MoE Attendance Survey'.
5   Click in the From field and click 'Term 2 Start'.
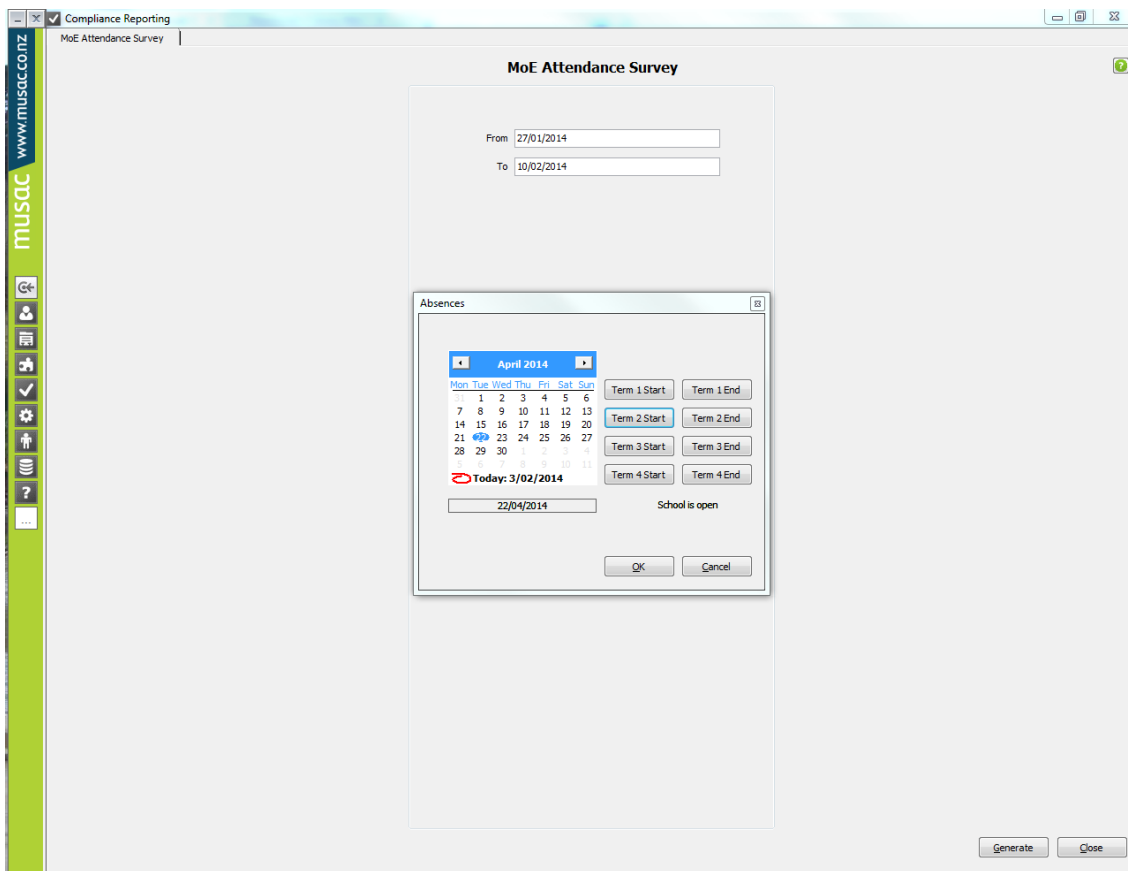
6   Click 'OK'.
7   Click in the To field and click 'Term 2 End'.
8   Click OK.

The message which will then appear depends on the date(s) you have selected, eg. it could be something like "The start date has to be a Monday for this report, though you may be generating it for other purposes. The nearest Monday … " and you will then be given options, again depending on the date(s) you have selected – these could be as an example:

Click Yes to substitute the recommended end date
Click No to continue with your selected date

Read the message and click Yes or No depending on your requirements for the particular report to be generated.

9   Click 'Generate'.
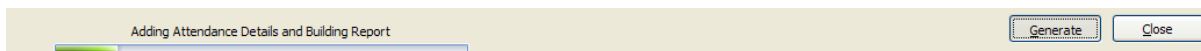
10 After a short period of time a message displays advising a file (with a '.csv' extension) has been saved in the `\AB\Exports` folder:

"The required file [your school number] [Att] [From date]_[To date].csv   has been created and can be found in \\AB\Exports. "

Click OK to view the report.

NB: The onscreen display is only a **sample** of the generated file. The csv file will contain the complete date range you **selected**.

11 At the bottom of the page the output dropdown facilitates printing, or to PDF
12 The file can be submitted to the MoE through the Student Data Portal.