

Exporting Student Information

Basic guide on exporting data from KAMAR

Main Menu > Printing > Export

Login to KAMAR, then from the Main Menu screen click on the Printing button. From the Printing screen click on the Export button

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The screenshot shows the KAMAR interface with the 'Printing' tab selected. The 'Export' button is highlighted with a red circle. The main content area displays the date 'Tuesday, 5 October 2010' and a list of holidays: Tutor, 10MUS, 10ENG, 10MAT, 10SCI, 10SST, 10PED, and 10ART. The left sidebar contains buttons for Student Lists, Statistics, Export, Special Lists, and Custom Lists. The right sidebar contains buttons for Teacher Lists, Results, Graphs, Progress Reports, and External Programs.

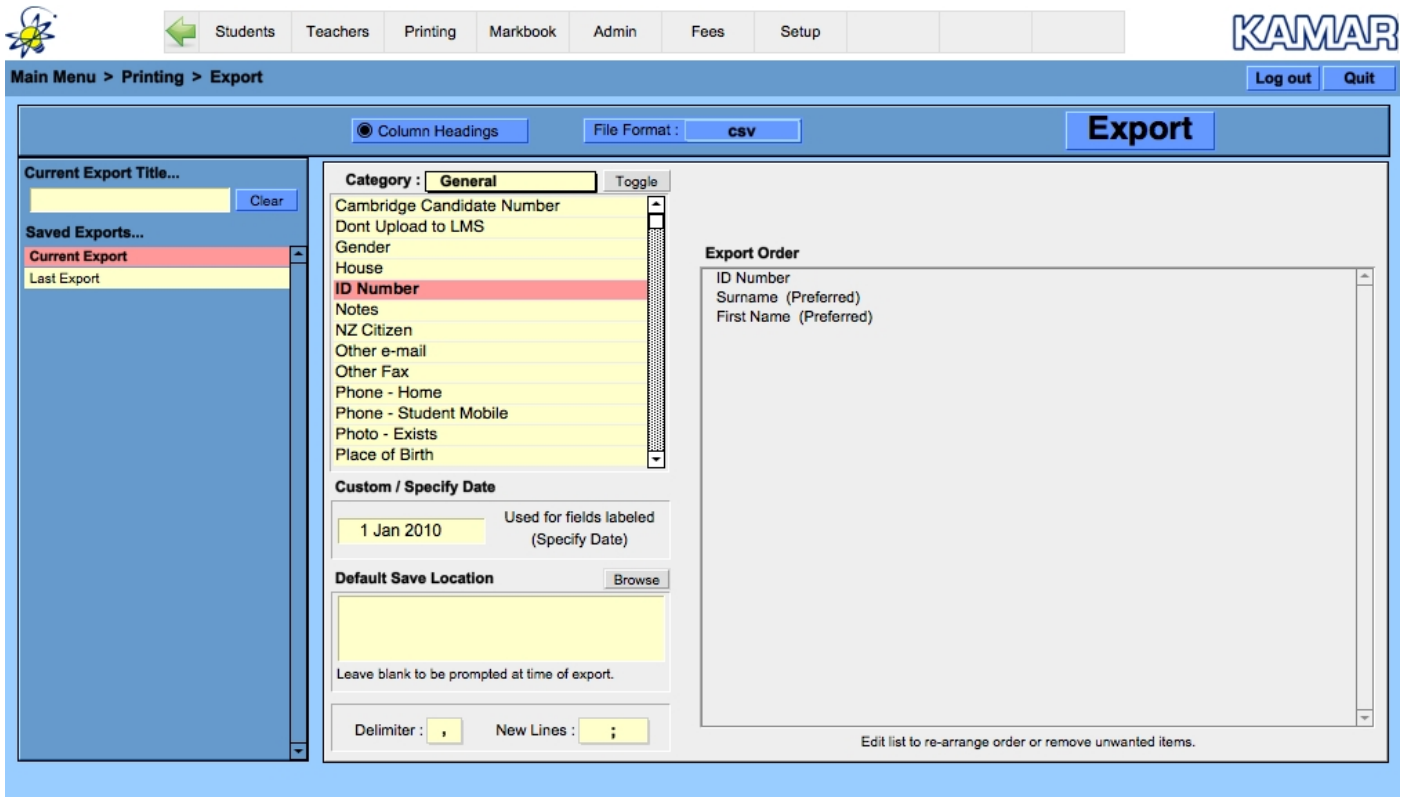
Next the KAMAR Student Search screen will be displayed. Use this screen to find the group of students whose data is required for exporting. In this case all Year 10 & 11 students.

The screenshot shows the KAMAR Student Search screen. The search criteria are set to 'Attending' students in years 10 to 11. The 'Find' button is visible. The screen shows search filters, a search type selector (And), and sort options. The search criteria are: Find : Attending students in year level(s) : 10 to 11 attending school : . The search type is set to 'And'. The sort options are: Page Break, 1st, 2nd, 3rd Student Surname, Christian.

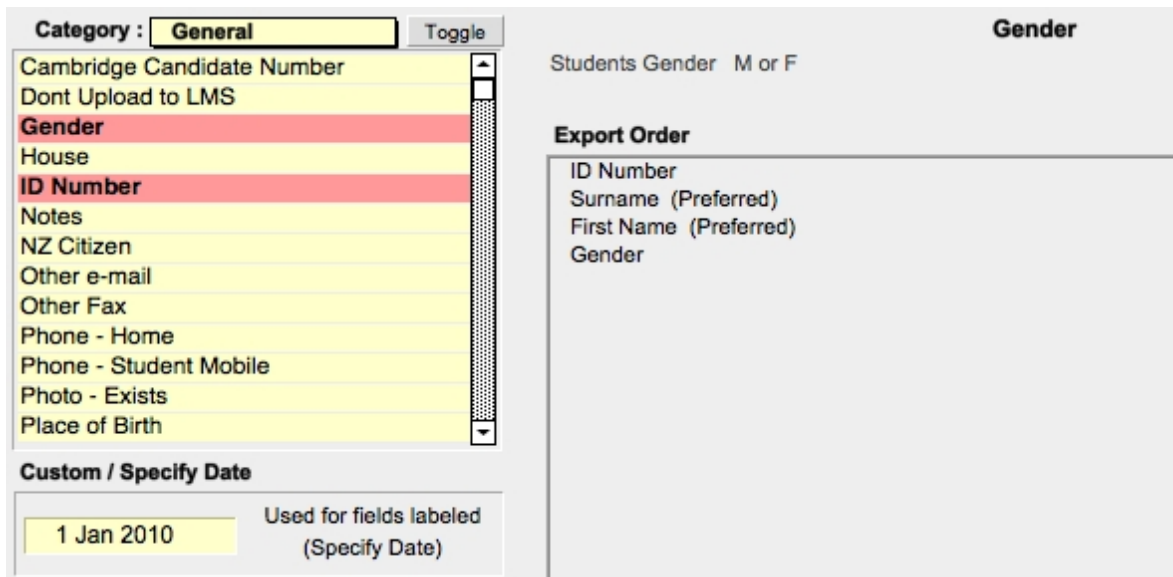
Click 'FIND' to process the search request. If you have the 'Preview' on, then you will need to click continue once the list of students has been previewed on screen.

The 'Select Fields' to Export screen will now be displayed on screen.

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This screen allows you to decide which fields are to be included in this export. To add a field, find it in the list and click on it. It will then appear in the list of fields to be exported.



To view additional fields to export, change categories by click on the existing category.

The screenshot shows the 'Export' dialog box in the KAMAR software. The 'Category' dropdown menu is open, displaying a list of categories such as General, Groups, Health, Internet, Iwi, Leaving, Ministry, Name, NZQA, Overseas Students, Pass, Pastoral, Sibling, Subjects, Timetable, and Travel. The 'Export' button is highlighted in red. The 'Export Order' section shows a list of fields: ID Number, Surname (Preferred), First Name (Preferred), and Gender.

Once you have all the data fields required, one clicks the 'Export' button to export the data.

The screenshot shows the 'Export' dialog box in the KAMAR software. The 'Category' dropdown is set to 'Ministry'. The 'Export' button is circled in red. The 'Export Order' section shows a list of fields: ID Number, Surname (Preferred), First Name (Preferred), Gender, Previous School 1, and Parent e-mail.

Using the 'Save File' dialog to

- Name the File
 - Navigate to where you want to save the file
- Click 'Save' to save the export.

Other options when exporting include...

- Whether to include Column Heading & Export format
- Saving the file format by giving it a title so it can be again
- Defining a Default Save Location, Custom Export Delimiters & Date to be used in Specify Date Field Exports (such Age at a Specified date)

Data can also be exported via

- External Programs button (pre-made exports for other application i.e. AsTTle)
- File Maintenance area (will require special access rights).