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

i.e.

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.


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.

i.e.
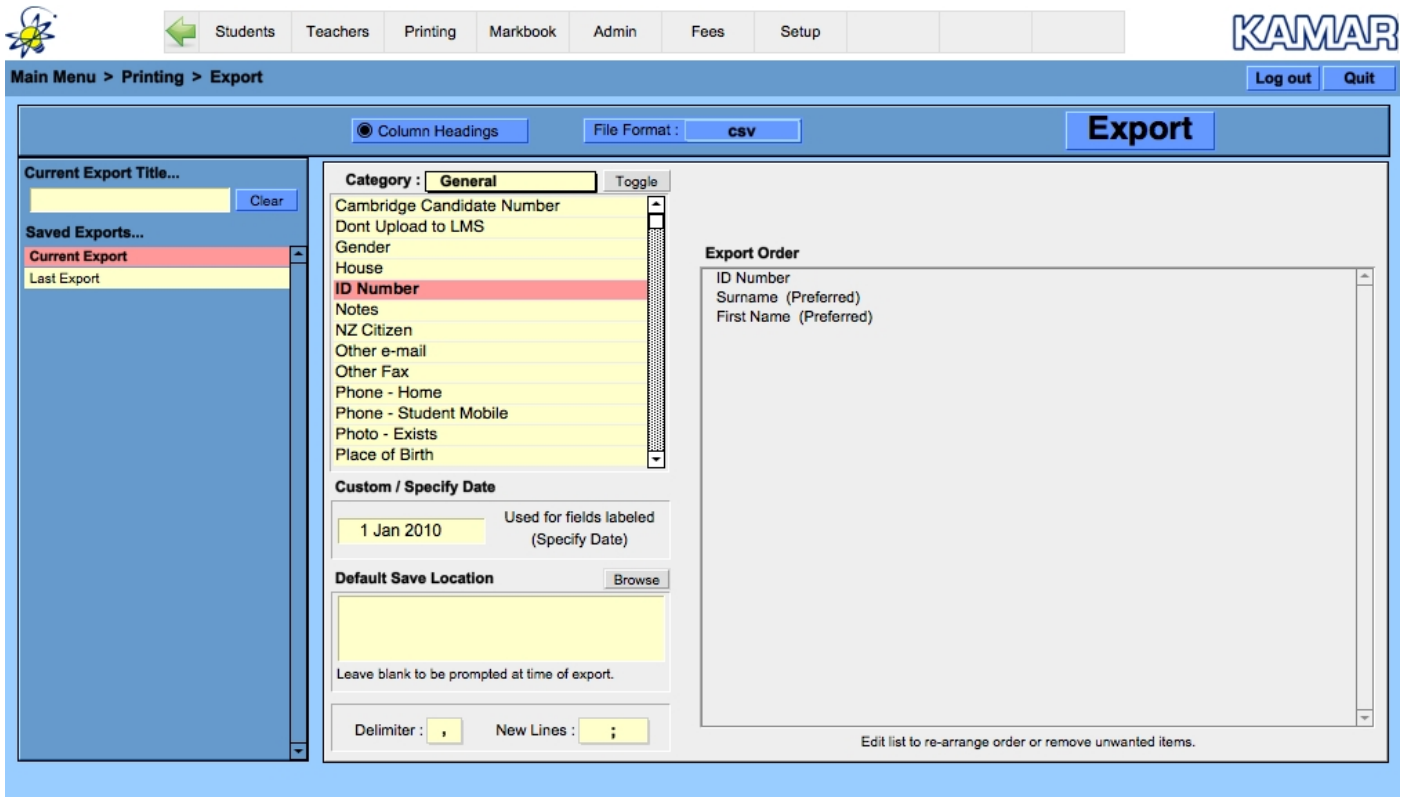
This screen allows you to decide which fields are to be included in this export. To add a field, find it in the list and click on it. It will then appear in the list of fields to be exported.
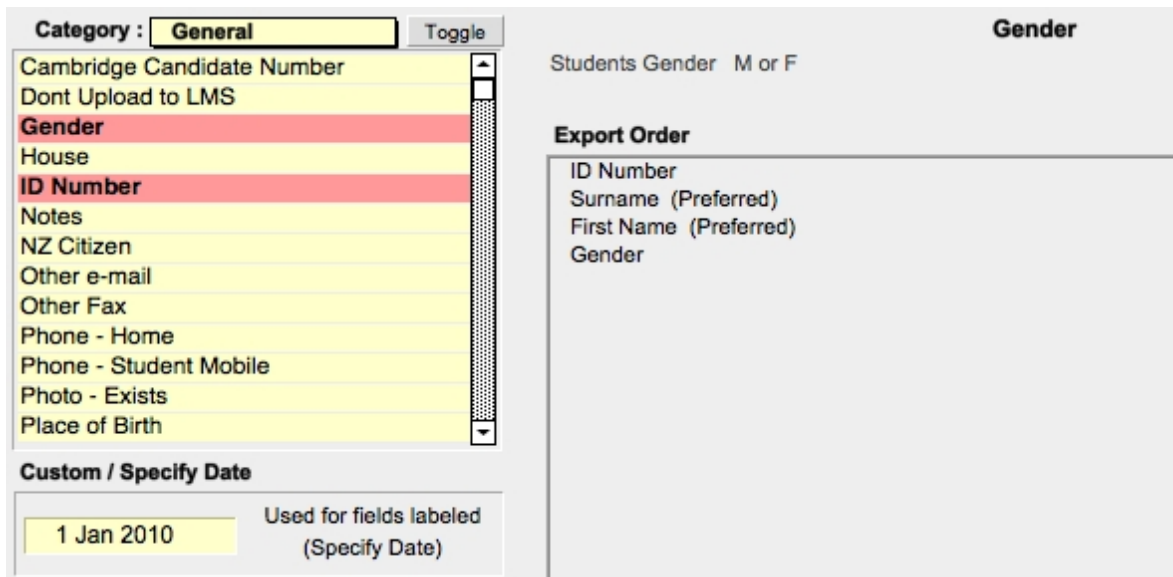
To view additional fields to export, change categories by click on the existing category.

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

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).