

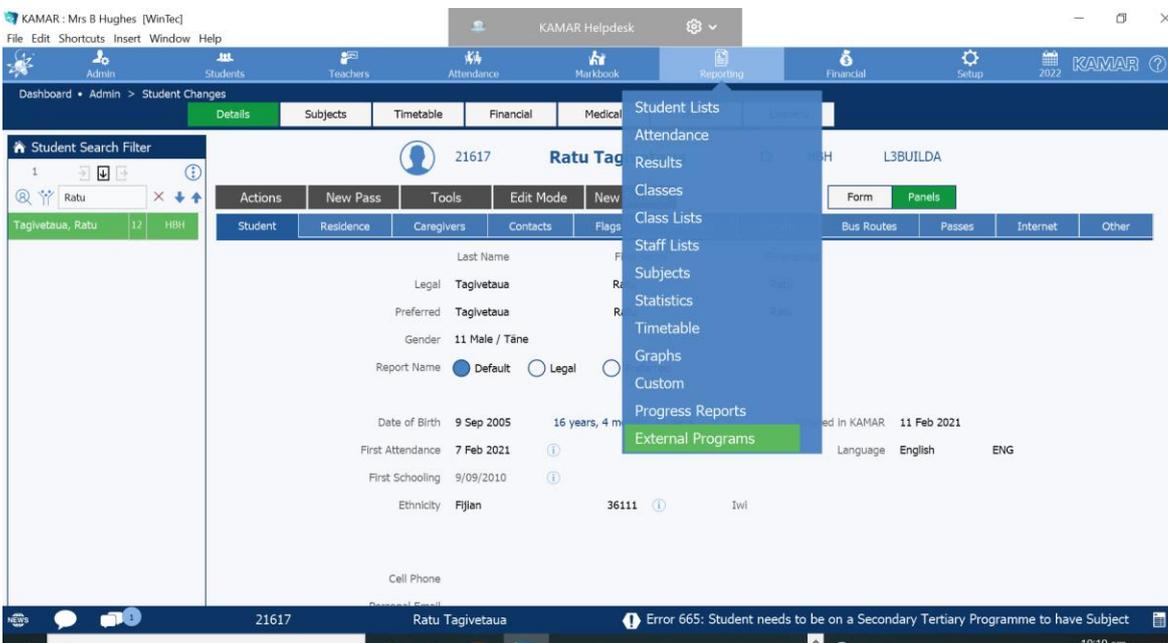
How to download Student ID Photos from KAMAR to a file to send to WTA.

This will be by KAMAR ID number

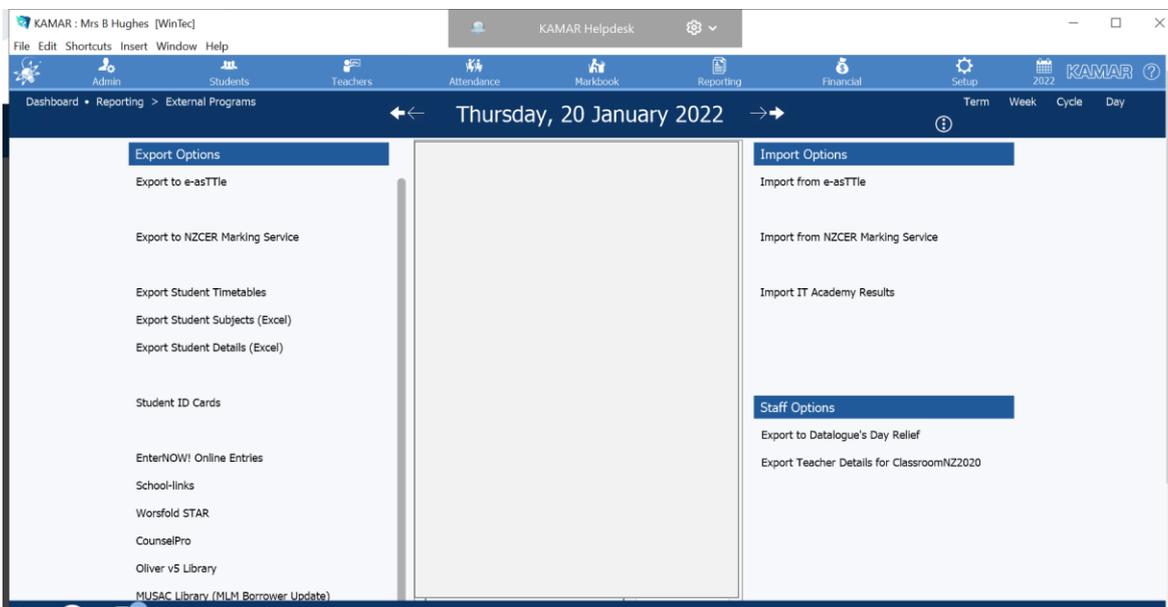
Then run report to identify KAMAR ID and NSN Number

Please make sure you follow each step in the correct order, as stated by the screen shots. If not this effects WTA importing the CSV file into our KAMAR system.

Step 1 – Go to Reporting tab and select External programmes



Step 2 – Under Export Options on the left of your screen – scroll down to the bottom and choose Export Student Photos



KAMAR : Mrs B Hughes [WinTec]

File Edit Shortcuts Insert Window Help

Admin Students Teachers Attendance Markbook Reporting Financial Setup 2022 KAMAR ?

Dashboard • Reporting > External Programs

Thursday, 20 January 2022

Term Week Cycle Day

Student ID Cards

- EnterNOW! Online Entries
- School-links
- Worsfold STAR
- CounselPro
- Oliver v5 Library
- MUSAC Library (MLM Borrower Update)
- GoogleApps
- Live@Edu
- Mahara
- Export Caregiver Details for BoT Elections
- Export Student Photos**

1 0 selected Clear All

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Export

Import IT Academy Results

Staff Options

- Export to Datalogue's Day Relief
- Export Teacher Details for ClassroomNZ2020

Step 3 – Under student Search Filter – Select your student/s

Export Student Subjects (Excel)

Export Student Details (Excel)

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- Export Caregiver Details for BoT Elections

Student Search Filter

1113 0 selected Select All Clear All

Student Name	Year Level	School	Student IDs
Abbott, Rose	12	SHC	
Abuel, Mark	12	HHS	
Ainsley, Kataraina	11	WHC	
Aitchison, Billy	11	MVC	
Aitchison, Lola	12	MVC	
Akuhata, Isalah	12	FHS	
Al-Suleiman, Hashem	11	MVC	
Albert, Tamaiti	12	FHS	
Aleksovski, Jovan			
Alexander, Logan	12	MMC	
All, Sameer	12	MHS	
Allinio, Keira	12	RHS	

Student IDs

Import from NZCER Marking Service

Import IT Academy Results

Staff Options

- Export to Datalogue's Day Relief
- Export Teacher Details for ClassroomNZ2020

The students KAMAR ID's will appear in the student ID Column

Export Student Subjects (Excel)

Export Student Details (Excel)

Student ID Cards

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Aleksovski, Jovan			
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Student IDs

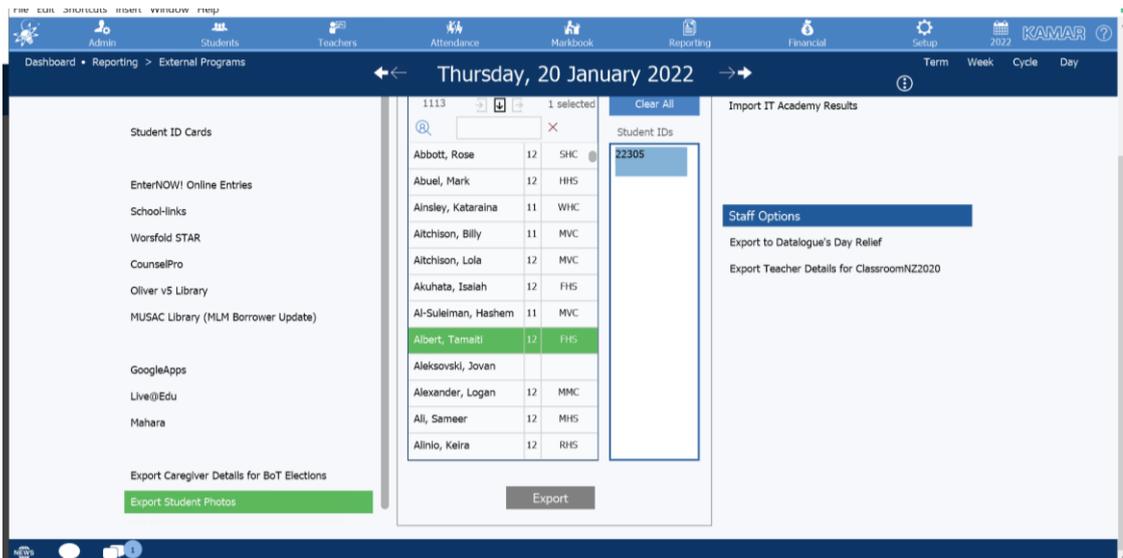
Import from NZCER Marking Service

Import IT Academy Results

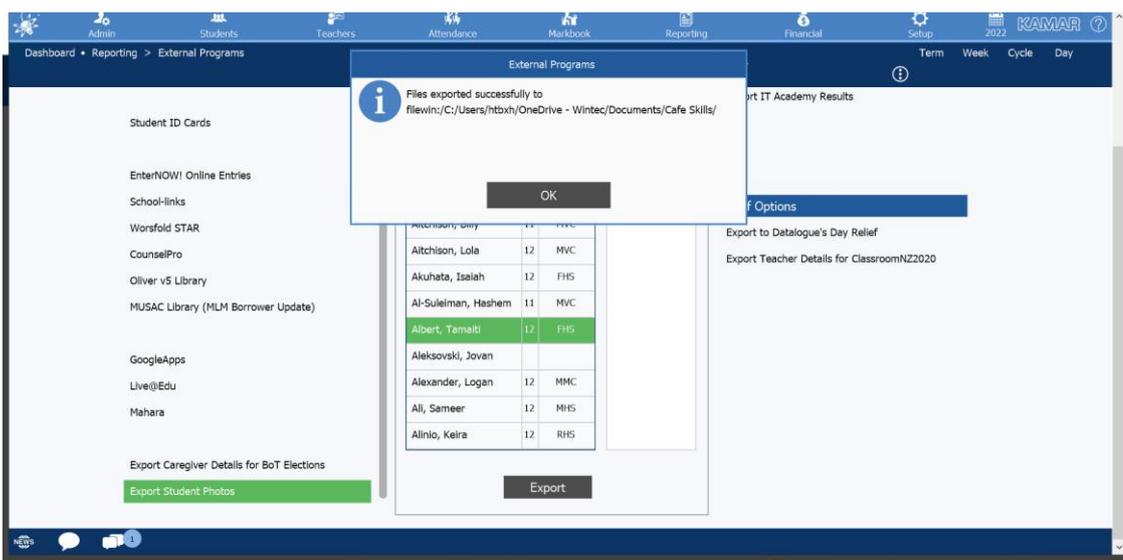
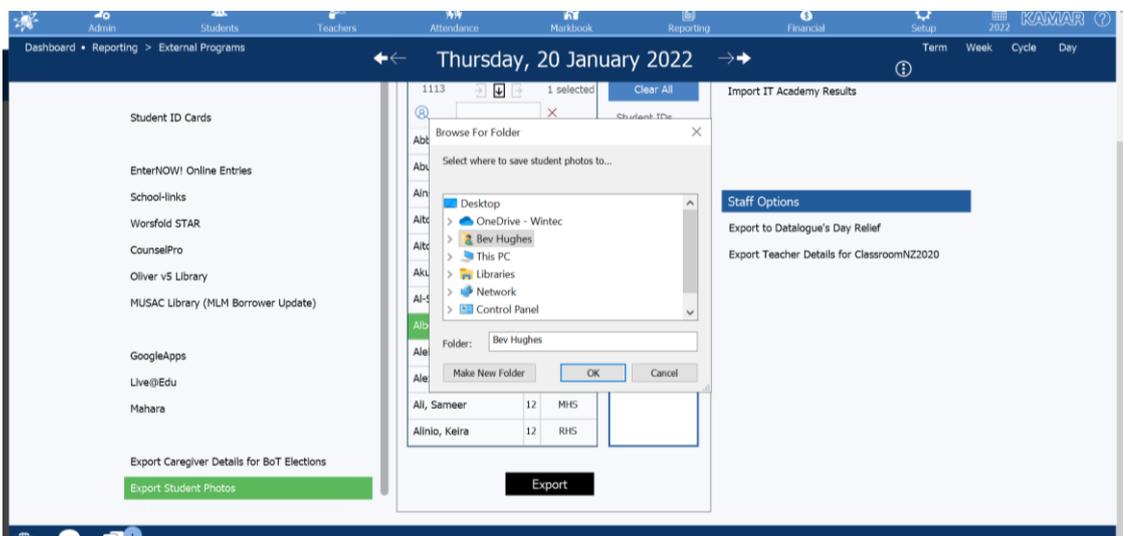
Staff Options

- Export to Datalogue's Day Relief
- Export Teacher Details for ClassroomNZ2020

Step 4 – Once you have chosen ALL of your WTA Students. Click on Export Tab and select where you want to save the file.

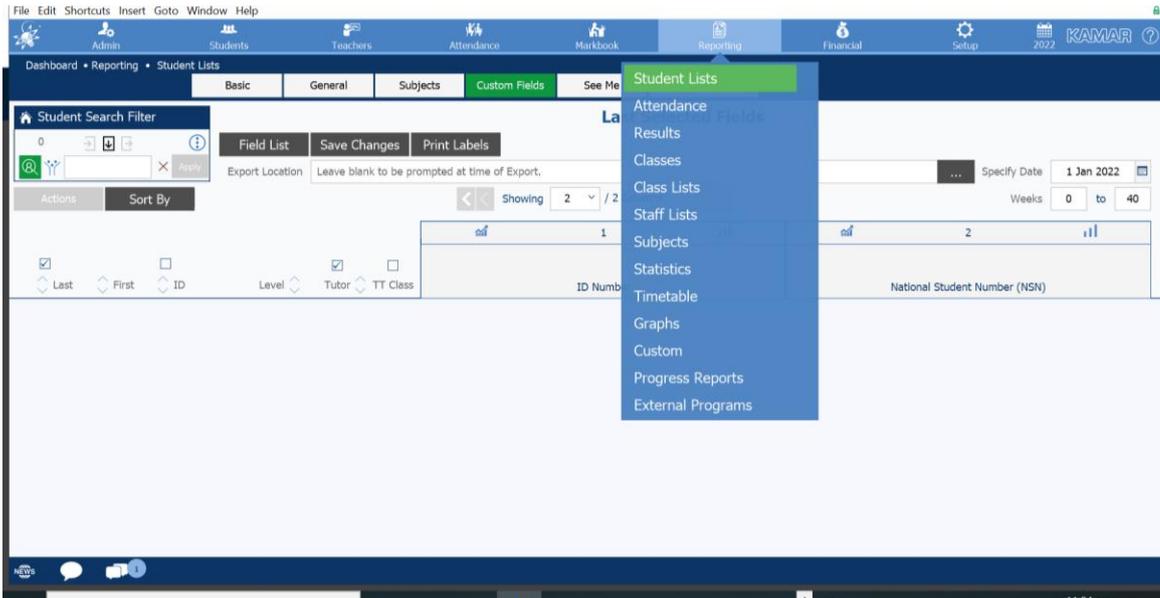


Step 5 – Save your file – which will be ready to send with the next report (continue for instructions)

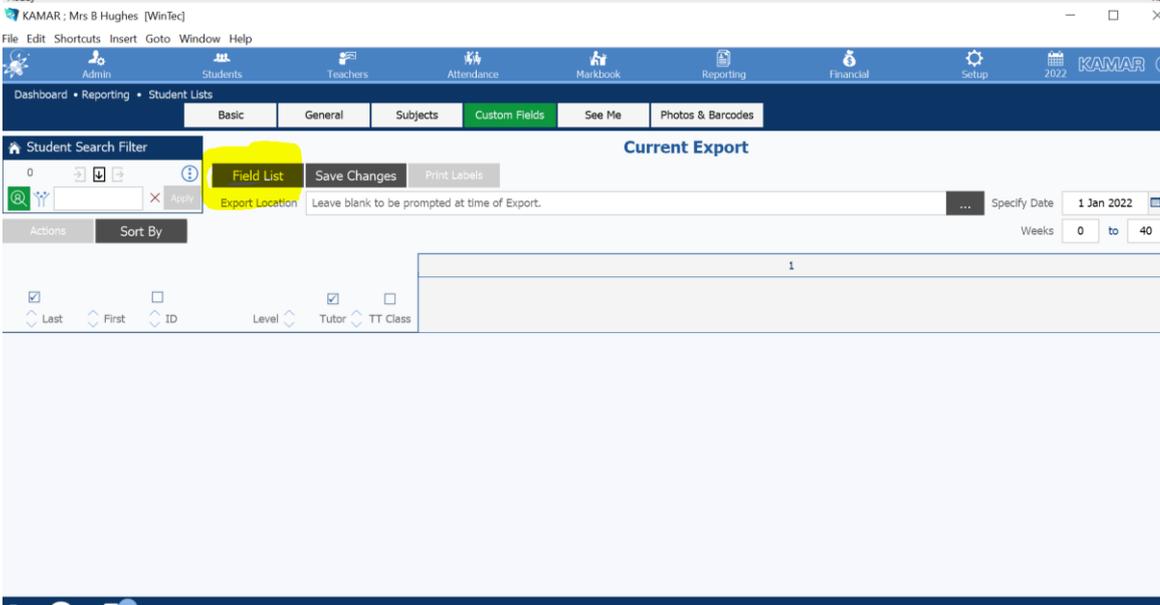
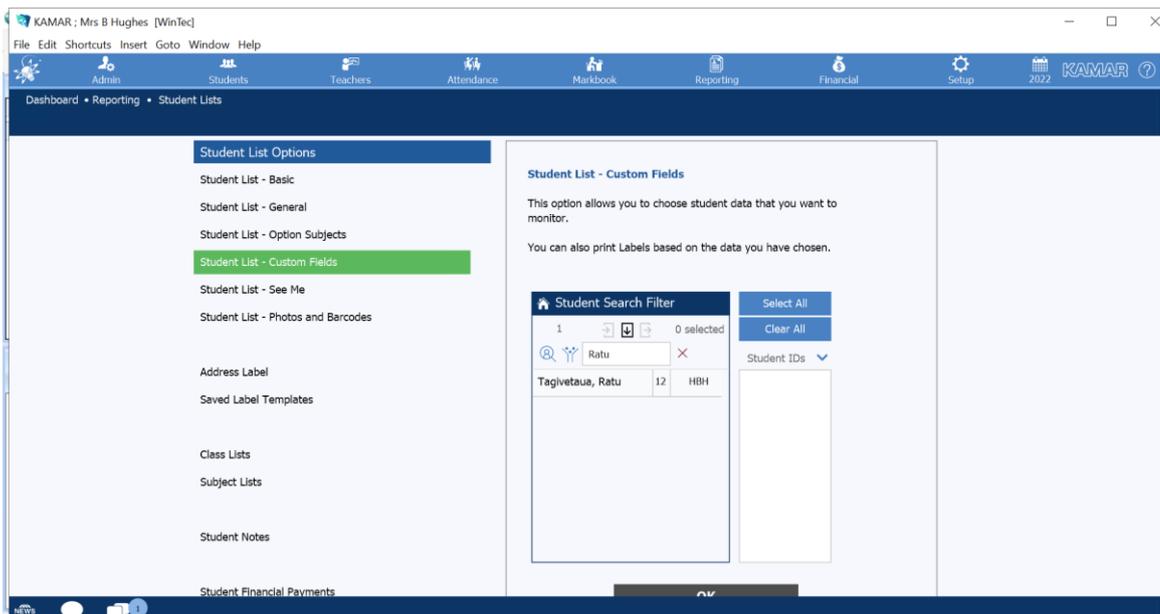


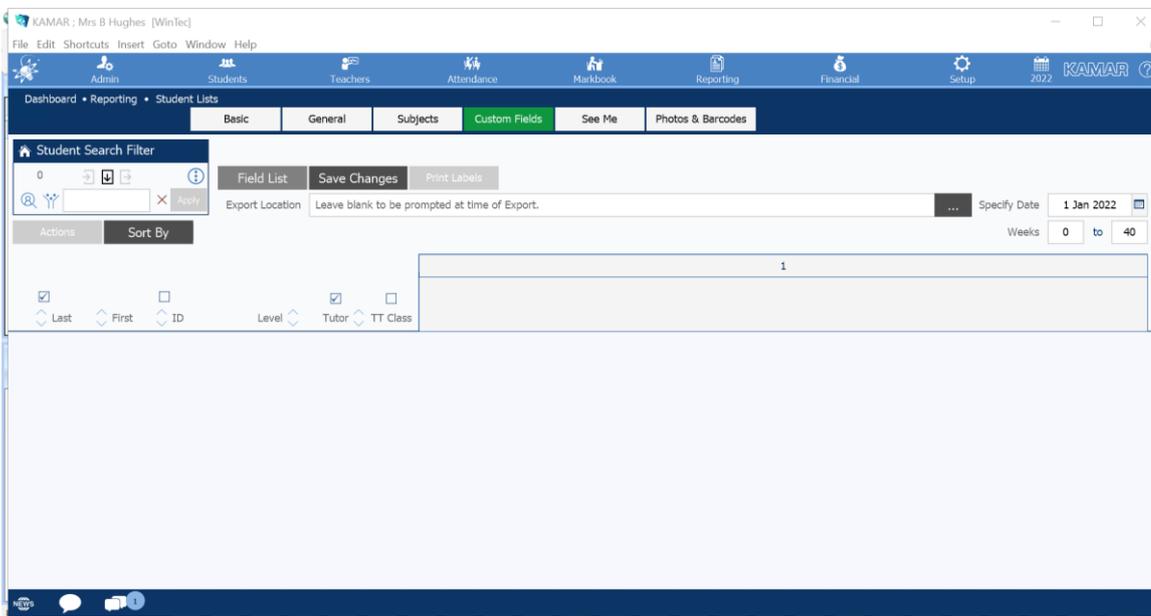
Step 6 – To help us identify the students by NSN number and matching to your KAMAR ID numbers for importing into the WTA KAMAR system (before sending the Student Photo's please following these steps in the correct order).

6.A Select Reporting, and then select Student Lists

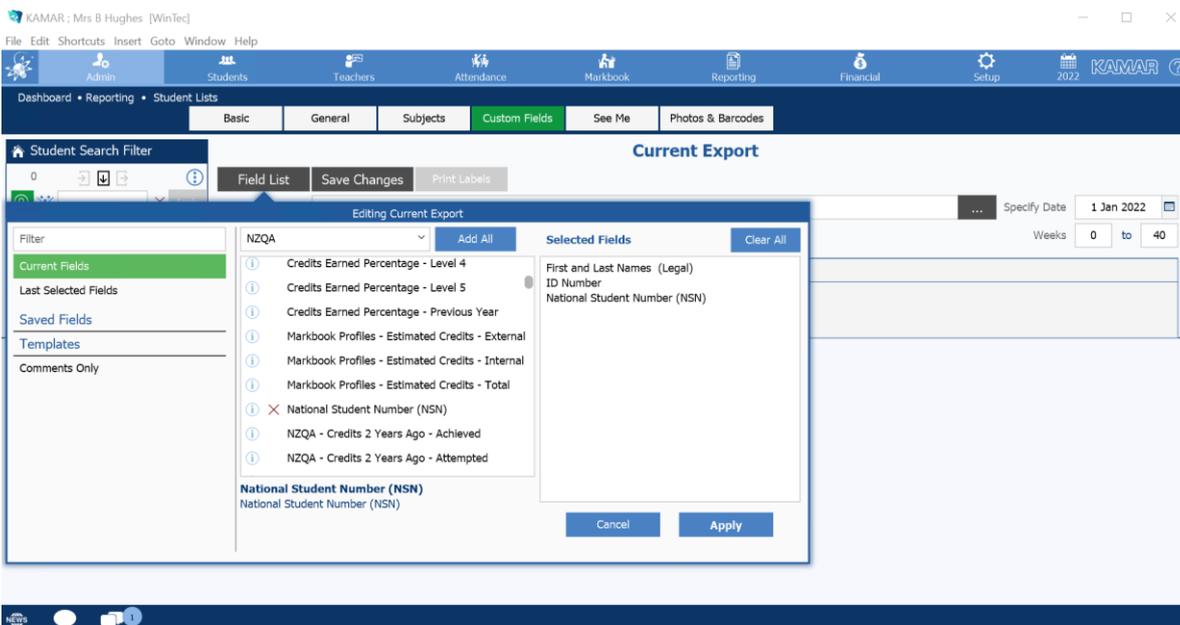


6.B Double click on- “ Student List - Custom Fields” and then click on **Field List** once dialog box opens.





Select the required Student/Students, then choose the **Name** drop down option and choose “**First and Last names (Legal)**”, then selected the dropdown box and choose ‘**General**’ and select **ID Number**, then click on the drop down box again and select ‘**NZQA**’ and choose ‘**National Student Number (NSN)**’. **You must select these fields in this order.**



Then click **Apply**, then select the ‘**Actions**’ box on the left-hand side, next to ‘sort by’. Select ‘**Export**’ and ensure the **format is CSV**, then click ok and save in your required folder.

Once you’ve saved both CSV file/reports, The Student Photo and Student ID and NSN Excel csv file, you then need to email these to wta@wintec.ac.nz for uploading.