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.

TKAMAR : Mrs B Hughes [WinTec] Ø × File Edit Shortcuts Insert Window Help 111 **W** 20 -White I š 0 1 Dashboard • Admin > Student Changes Student Lists Medica Subjects Timetable 🔒 Student Search Filter L3BUILDA 21617 Ratu Tag Results 1 ∋ ↓ ⊡ ((Ratu × + + New Pass Tools Edit Mode New Panels Form Staff Lists Last Name Legal Tagivetaua Preferred Taglvetaua Gender 11 Male / Täne Report Name Obfault O Legal 0 Date of Birth 9 Sep 2005 in KAMAR 11 Feb 2021 16 years, 4 m External Programs First Attendance 7 Feb 2021 Language English ENG First Schooling 9/09/2010 Ethnicity Fijian 36111 (1) Twi Cell Phone Ratu Tagivetaua Error 665: Student needs to be on a Secondary Tertiary Programme to have Subject

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





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

*	Admin	Students	₽ ≊ Teachers	Attendance		Markbook	Reporting	š Financial	C Setup	202	2 KA	MAR (?)
Dashboard	d • Reporting >	> External Programs	•	← Thursda	y, 2	20 Jan	uary 2022	\rightarrow	Term	Week	Cycle	Day
	Exp	ort Student Subjects (Excel)						Import from NZCER Marking Se	vice			
	Exp	ort Student Details (Excel)		🏠 Student Search	Filter		Select All					
	Stu	dent ID Cards		1113 \supseteq U R Abbott, Rose	12	0 selected × SHC	Clear All Student IDs	Import IT Academy Results				
	Ente	erNOW! Online Entries		Abuel, Mark	12	HHS						
	Sch	ool-links		Ainsley, Kataraina	11	WHC		Staff Options				
	Wor	rsfold STAR		Aitchison, Billy	11	MVC		Export to Datalogue's Day Relie	f			
	Cou	inselPro		Aitchison, Lola	12	MVC		Export Teacher Details for Class	roomNZ2020			
	Oliv	er v5 Library		Akuhata, Isaiah	12	FHS						
	MUS	SAC Library (MLM Borrower Upd	iate)	Al-Suleiman, Hashem	11	MVC						
				Albert, Tamaiti	12	FHS						
	Goo	ogleApps		Aleksovski, Jovan								
	Live	@Edu		Alexander, Logan	12	MMC						
	Mah	nara		Ali, Sameer	12	MHS						
				Alinio, Keira	12	RHS						
	Exp	ort Caregiver Details for BoT Ele	ections									

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

÷.	2 ₀ Admin	یں۔ Students	ुल्ड Teachers	🐝 Attendance		vår Markbook	E Reporting	j Financial	C Setup	2022	, KAM	ar ()
Dashboa	rd • Reporting	> External Programs	+	← Thursday	y, 20) Jan	uary 2022	\rightarrow	Term	Week	Cycle [Оау
	Ex	port Student Subjects (Excel)						Import from NZCER Marking Se	vice			
	Ex	port Student Details (Excel)		🏠 Student Search	Filter		Select All					
	Stu	udent ID Cards		1113 → ↓ (R) Abbott, Rose	1 × 1	selected	Clear All Student IDs 22305	Import IT Academy Results				
	En	terNOW! Online Entries		Abuel, Mark	12	HHS						
	Sc	hool-links		Ainsley, Kataraina	11	WHC		Staff Options				
	W	orsfold STAR		Aitchison, Billy	11	MVC		Export to Datalogue's Day Relie	f			
	Co	unselPro		Aitchison, Lola	12	MVC		Export Teacher Details for Class	roomNZ2020			
	Oli	iver v5 Library		Akuhata, Isaiah	12	FHS						
	М	JSAC Library (MLM Borrower Upda	te)	Al-Suleiman, Hashem	11	MVC						
				Albert, Tamaiti		FHS						
	Go	ogleApps		Aleksovski, Jovan								
	Liv	re@Edu		Alexander, Logan	12	MMC						
	Ma	hara		Ali, Sameer	12	MHS						
				Alinio, Keira	12	RHS						
NEWs	Ex	port Caregiver Details for BoT Elec	tions									

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

¢.	2 ₀ Admin	.## Students	<mark>알</mark> 드 Teachers	KK Attendance		kii Markbook	E Reportin	g Financial	Ç Setup	2022	KAM	VAR
shboard	Report	ing > External Programs	•	←← Thursday	y, 2	20 Jan	uary 2022	\rightarrow	Term	Week	Cycle	Day
		Student ID Cards		1113 → ↓ (R) Abbott, Rose	12	1 selected × SHC	Clear All Student IDs 22305	Import IT Academy Results				
		EnterNOW! Online Entries		Abuel, Mark	12	HHS						
		School-links		Ainsley, Kataraina	11	WHC		Staff Options				
		Worsfold STAR		Aitchison, Billy	11	MVC		Export to Datalogue's Day Relie	f			
		CounselPro		Aitchison, Lola	12	MVC		Export Teacher Details for Class	roomNZ2020			
		Oliver v5 Library		Akuhata, Isaiah	12	FHS						
		MUSAC Library (MLM Borrower Upda	ate)	Al-Suleiman, Hashem	11	MVC						
				Albert, Tamaiti	12	FHS						
		GoogleApps		Aleksovski, Jovan								
		Live@Edu		Alexander, Logan	12	MMC						
		Mahara		Ali, Sameer	12	MHS						
				Alinio, Keira	12	RHS						
		Export Caregiver Details for BoT Ele	ctions									
		Export Student Photos			E	kport						
9		3										

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

¥.	20 Admin	6	یں۔ Students			NH Attendance	And Markbook	Reporting	Financial	Ç Setup	<u>,</u> 2022 ₿	KAIMIAR
Dashboard	Reporting S	Student Lis	ts Basic	General	Subjects	Custom Fields	See Me	Student Lists				
Student	Search Filter				,		la	Attendance				
0		()	Field List	Save Cha	nges Print	Labels		Results				
WY I	;	× Apply	Export Locatio	n Leave blank	to be prompter	d at time of Export.		Classes		Specif	y Date 1	Jan 2022
Actions	Sort E	Зy				< Showing	2 ~ / 2	Class Lists			Weeks 0	to 40
						ai	1	Staff Lists	ର୍ଶ	2		al
21				[2]			-	Subjects				
Last	🔿 First		Level	Tutor 🔿	TT Class		ID Numb	Statistics	Na	tional Student Numbe	r (NSN)	
								Timetable				
								Custom				
								Progress Reports				
								External Programs				
								-				
0												
						and the second						

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



RAMAR ;	Mrs B Hughes [WinTec]	Radau, Mala							- 🗆 X
	Admin	Students	<mark>알</mark> 죠 Teachers	城城 Attendance	Kar Markbook	Reporting	ی Financial	Ç Setup	🚆 KAMAR (?)
Dashboard	Reporting Student	Elists Basic	General	Subjects Custom Field	s See Me	Photos & Barcodes			
🏠 Studen	t Search Filter								
0 & **		Field List Export Locatio	Save Change n Leave blank to	es Print Labels be prompted at time of Export.				Spe	cify Date 1 Jan 2022
Actions	Sort By								Weeks 0 to 40
							1		
🔶 Last	🗘 First 🗘 ID	Level	Tutor 🗘 TT	Class					
1000									

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.

🤕 KAMAR ; Mrs B Hughes [WinTec]							– 🗆 X
File Edit Shortcuts Insert Goto Window	Help						6
Admin Stud	ents Teachers	بلایا Attendance	Markbook	Reporting	کی Financial	Ç Setup	🚊 KAMAR (?)
Dashboard • Reporting • Student Lists							
В	Basic General	Subjects Custom Fie	elds See Me	Photos & Barcodes			
🏠 Student Search Filter			Cu	rrent Export			
○ → 🖌 🕂 🚺	Field List Save Chan	ges Print Labels					
	C-IN-	Current Fund			-	Specif	y Date 1 Jan 2022
Tilher	NZQA	g current Export	Colorised Fields	Chara All			Weeks 0 to 40
Filter	Credits Earned Per	entage - Level 4	Selected Fields	Clear All			
Current Fields	Credits Earned Peri	rentage - Level 5	First and Last Names ID Number	(Legal)			
	Credits Earned Per	centage - Previous Year	National Student Num	ber (NSN)			
Saved Fields	(i) Markbook Profiles -	Estimated Credits - External					
Comments Only	Markbook Profiles -	Estimated Credits - Internal					
comments only	i Markbook Profiles -	Estimated Credits - Total					
	i 🗙 National Student N	umber (NSN)					
	i NZQA - Credits 2 Y	ears Ago - Achieved					
	i NZQA - Credits 2 Y	ears Ago - Attempted					
	National Student Numbe	r (NSN)					
	National Student Number (N	SN)	Canad	Anatha			
			Cancel	Арріу			
NET - 1							

Then click <mark>Apply</mark>, then select the '<mark>Actions</mark>' box on the left-hand side, next to 'sort by'. Select '<mark>Export</mark>' 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 <u>wta@wintec.ac.nz</u> for uploading.