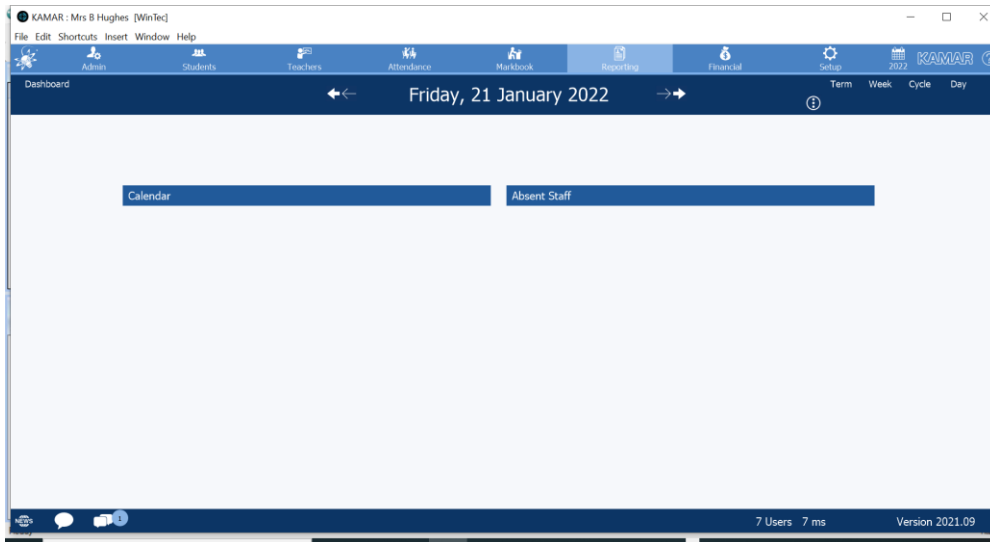
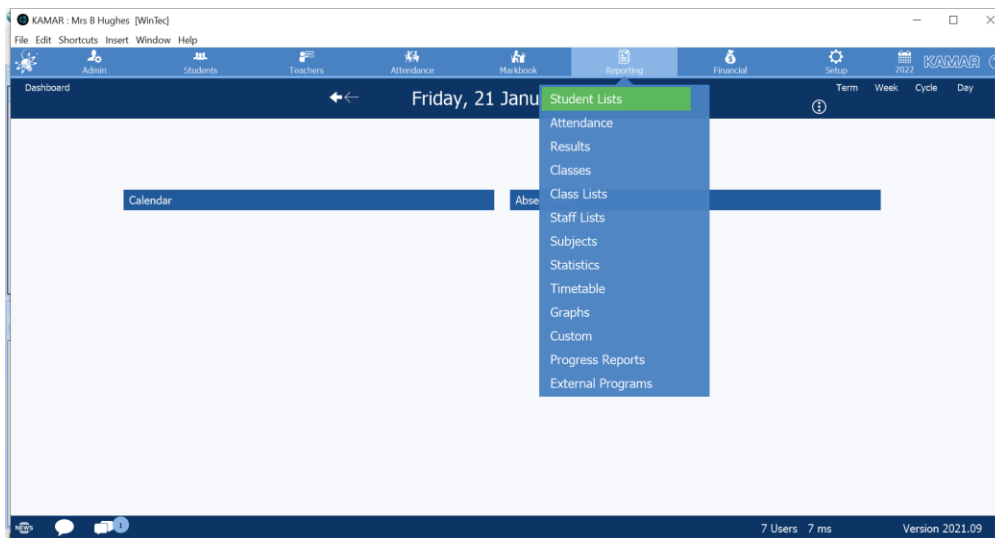


Download CSV file/s to export and send to WTA

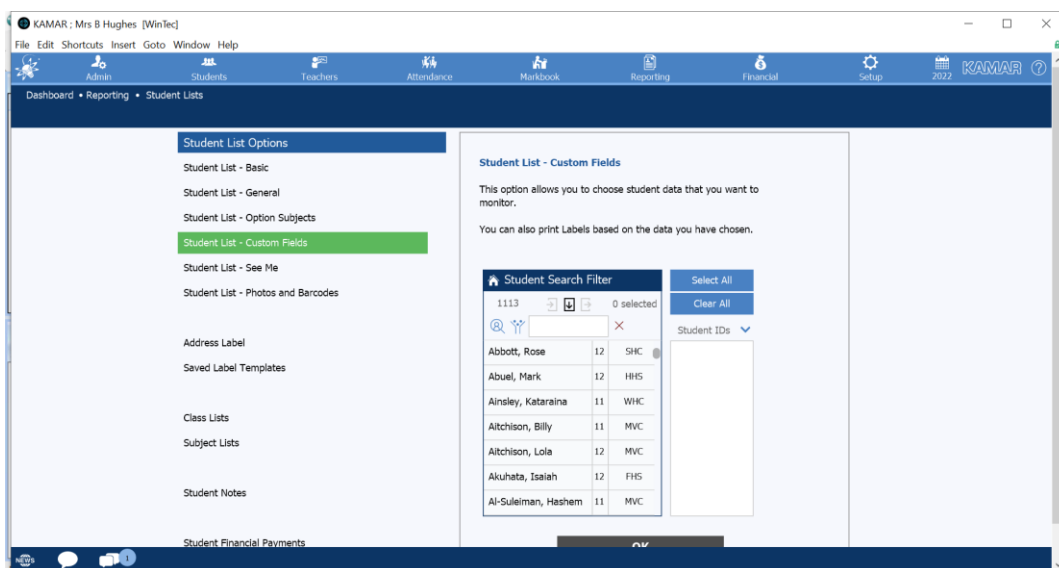
Step 1 – Click on Reporting tab



Step 2 – Click on Student Lists



Step 3 – Double Click on Student Lists – Custom Fields



Step 3 A – If you automatically go to Current Search, click on the Cancel tab which will take you to the next step.

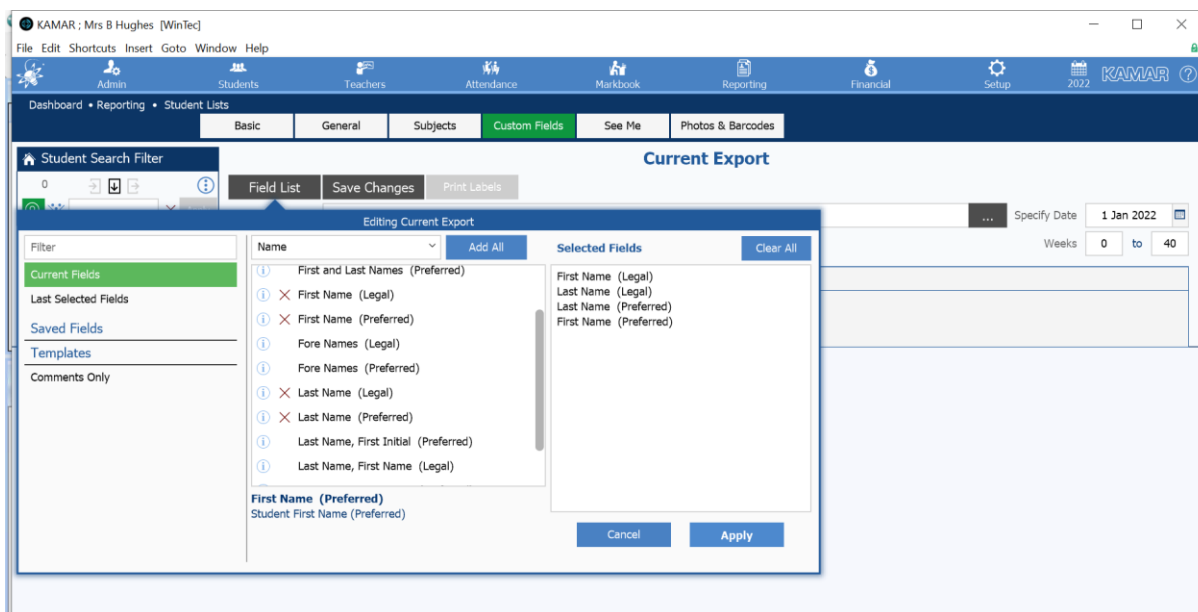
Step 4 – Click on Field List Tab

Step 5 – Select from the drop-down fields – as per the following table/list. Note you need to Select the Fields using the drop-down box – refer to arrow below.

CSV FILE FIELDS LIST

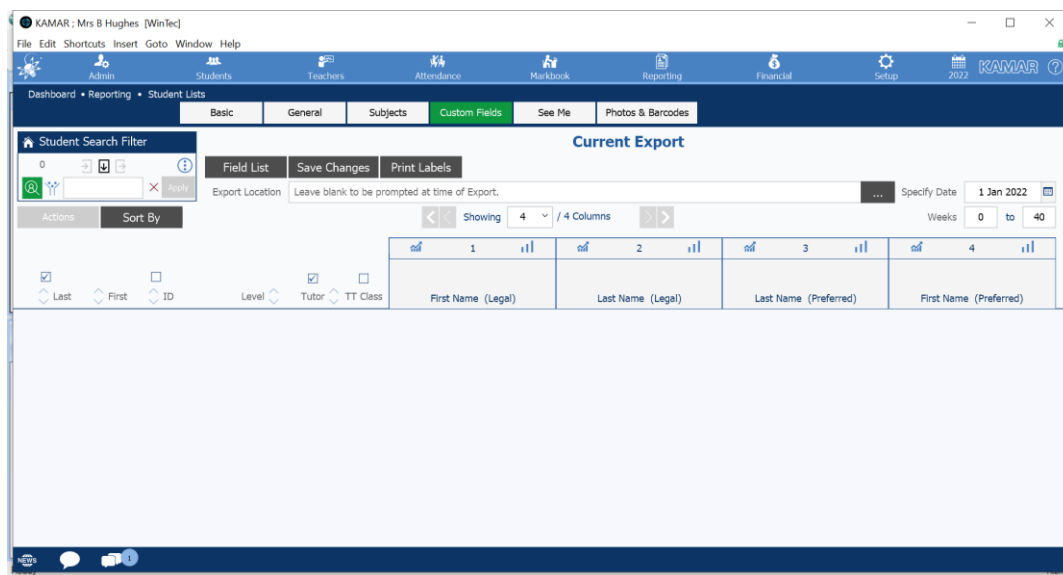
Field	Choose
Name	Last Name (Legal), First Name (Legal), Last Name Preferred, First Name Preferred
Date	Date of Birth
Timetable	Year Level
Caregiver	Residence A One – Name Residence A Two - Name
General	Phone – Student Mobile Student email – School Student email - Personal Gender ID Number
Address	Address – Home – Number Street – Residence A Address – Home – RD – Residence A Address – Home – Suburb or Town – Residence A Address – Home – Town – Residence A
NZQA	National Student Number (NSN)
Ethnicity	Ethnicity – 1 st Name Ethnicity – 1 st Number
Iwi	Iwi 1 Name Iwi 1st
Health	Health – Medical Conditions Health – Restrictions Health - Vaccinations
Ministry	Secondary Tertiary Programme
Flags	Special Needs Flag Health Flag
Learning Support	Learning Support - Type

For example below

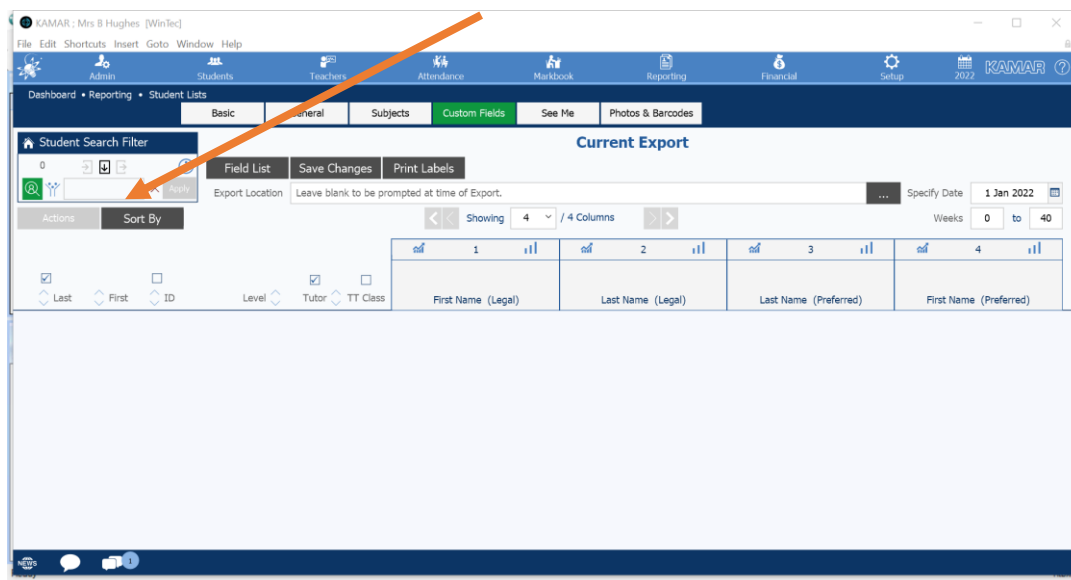


Step 6 – Once you have selected all the required fields in the table provided, click on the Apply blue button

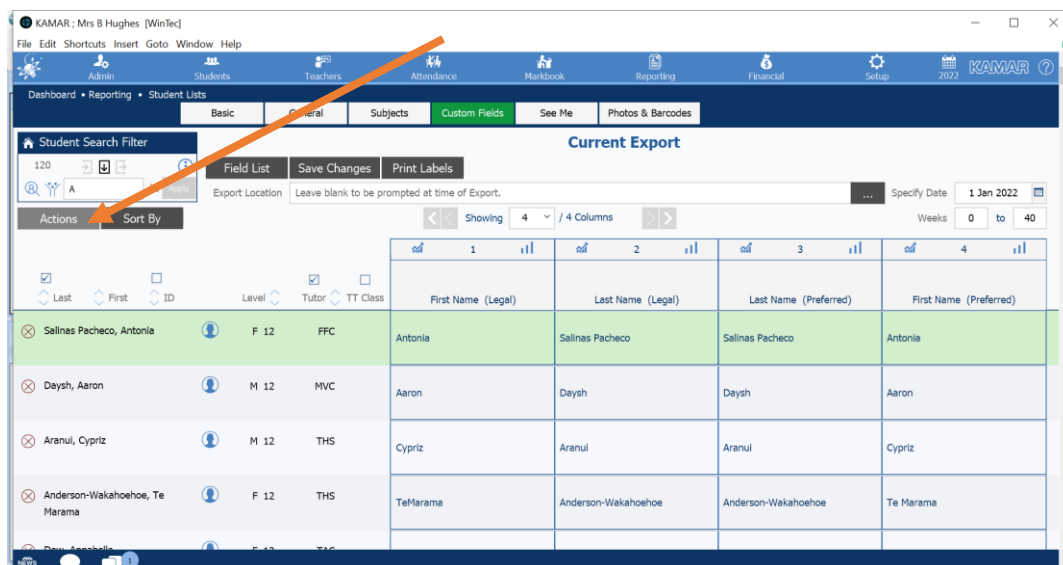
This will generate your report template



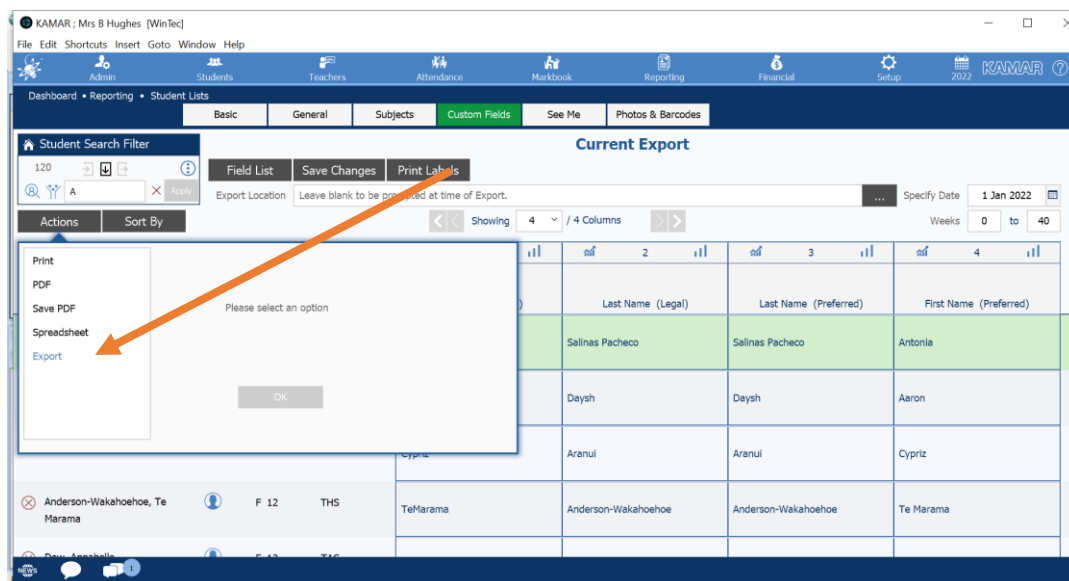
Step 7 – Now using the Student Search Filter (Top left of screen) Select all your WTA students (this can be by name, or ID number, then press enter and the list of student selected should show listed in your report.



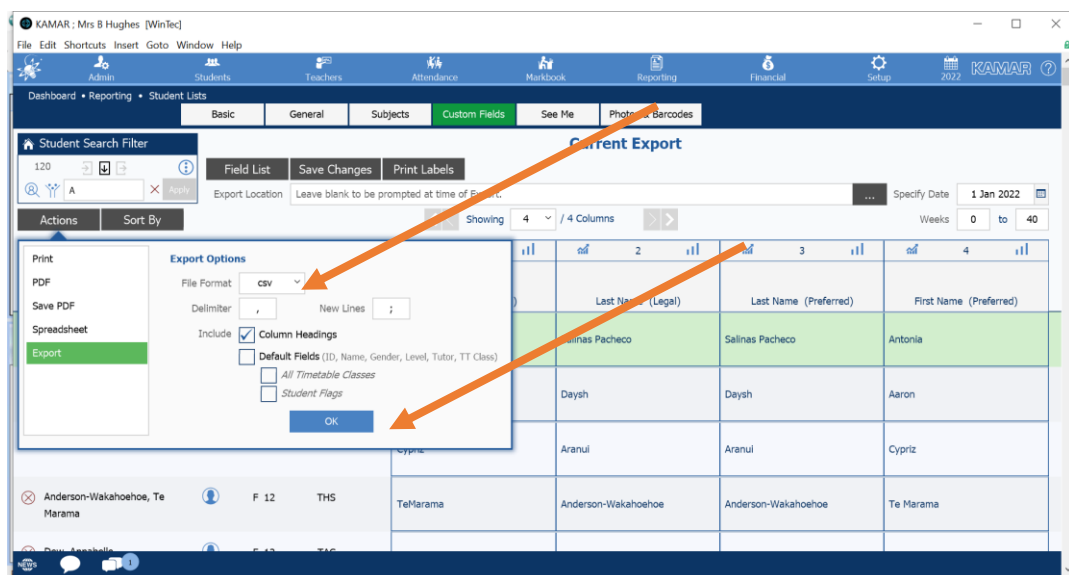
Step 8 – Once your list is complete, click on the Actions button top Left.



Step 9 – After selecting Actions, Select Export



Step 10 – Ensure you have chosen CSV file format, click column headings, and then click OK



Step 11 – Then save your CSV file and then email to wta@wintec.ac.nz

