

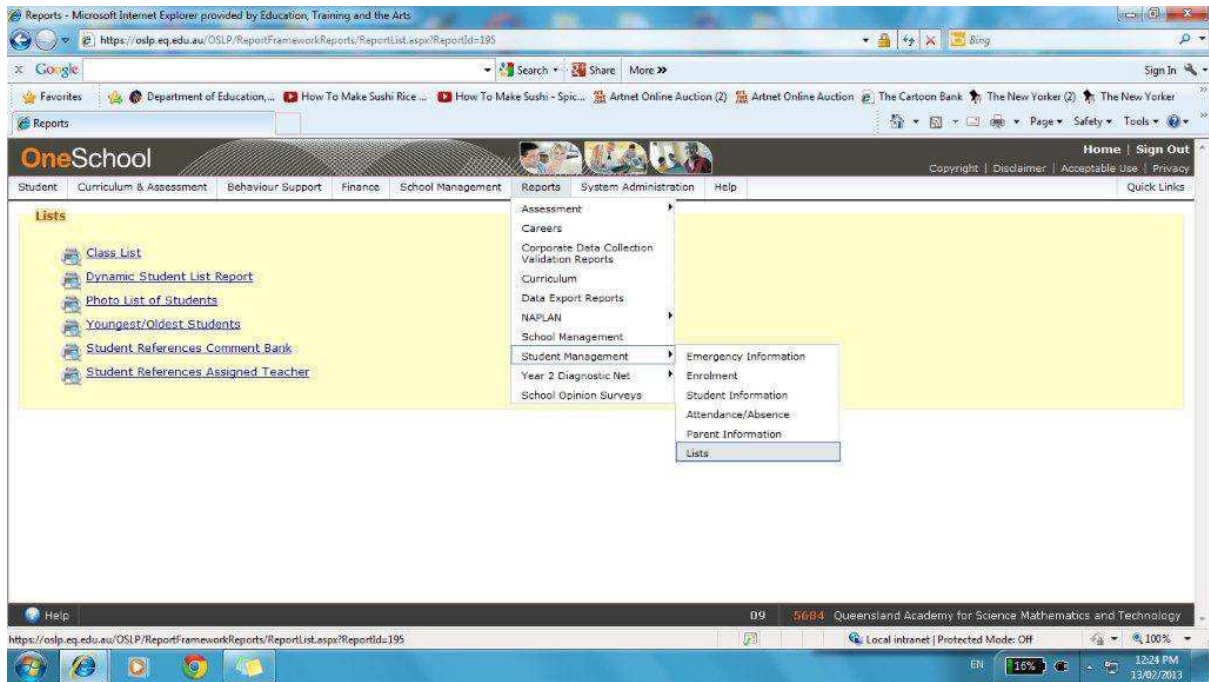
# Exporting OneSchool Data for Tallebudgera Beach School Camp

You will need to follow these instructions exactly.

## Step 1

Open OneSchool and choose REPORTS -> Student Management -> Lists

Click **Dynamic Student List Report**



## Step 2

Choose the following:

**Enrolment Status:** Active

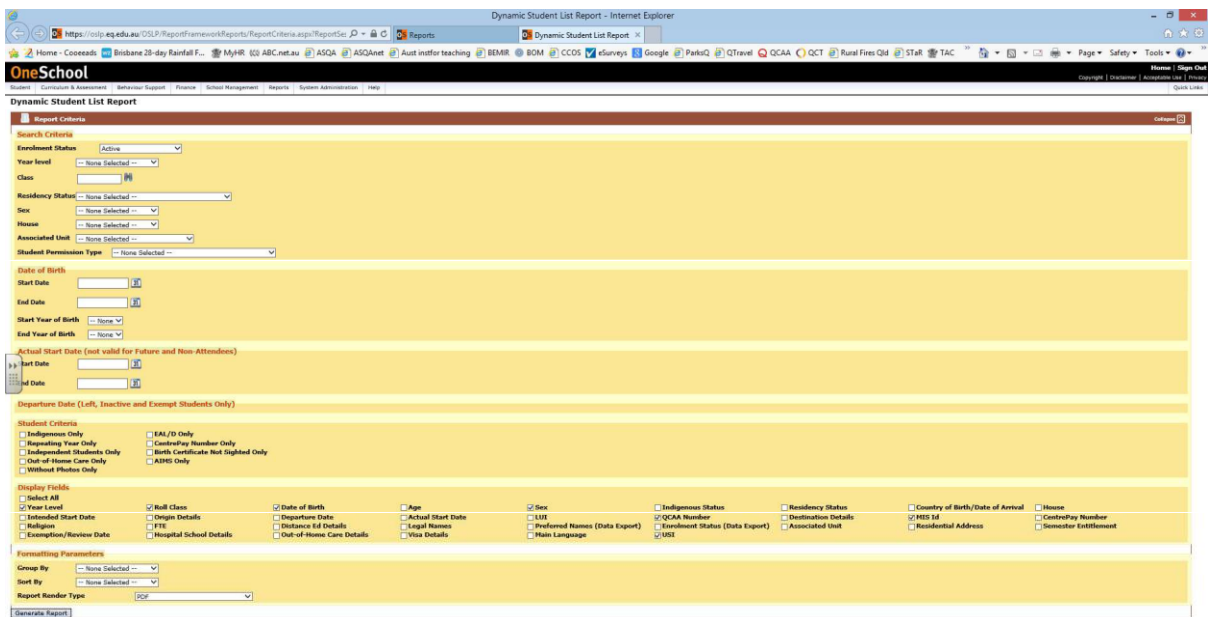
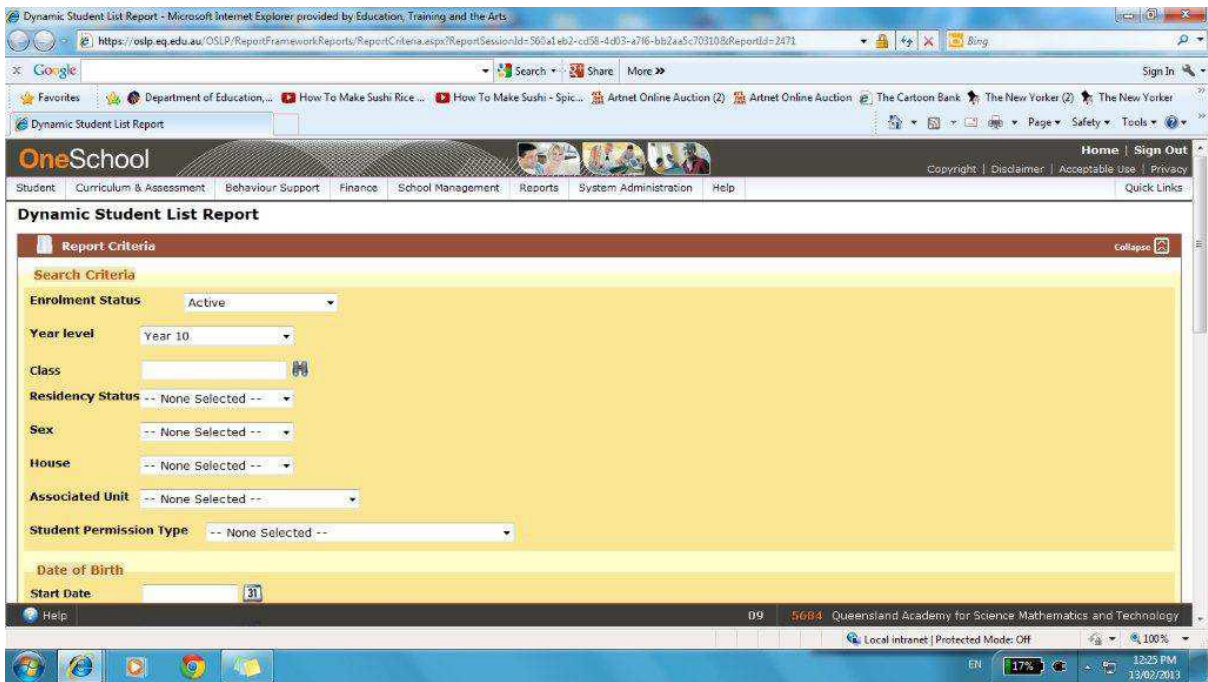
**Year Level:** Choose the year level you would like to import

**Move to the Displayed Fields Section and select the following:**

- Year Level
- Roll Class
- Date of Birth
- Sex
- LUI
- QCAA Number
- MIS Id

**NOTE: It is really important that you select these fields and these fields only!**

**Report Render Type:** EXCEL



### Step 3

Click Generate Report and a Report should open up that looks similar to this:

test of ReportViewerScheduler - Copy.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

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1 Queensland Academy for Science Mathematics and Technology  
2 Dynamic Student List Report  
4 Selected Criteria: *Enrolment Status: Active Year Level: 10*

Student Name	EQ ID	LUI	QSA No.	Date of Birth	Sex	Roll Class	Year	MIS ID
Αβελουαρέβινα Γεωργιανίνα	08040052355M	6407480950		19-08-1995	M	INVE26	10	πννν08
Παυλινός								
ΑΔ, Σίνα	3408892449Δ			16-10-1997	M	INVE01	10	σα0λ2
Αλεξάνδρου, Αλεξάνδρα	25485568756	2311759485		1-01-1997	M	INVE02	10	αα0λ572
Αιδεσσου, Χάρλας	0734840148B			1-01-1995	M	INVE06	10	πννν06461
Αρριανιάδα-Μαλούε, Αλέξιο	3920749964F			5-10-1995	M	INVE14	10	αα0π4
Βασιλά, Θάου	5734511809F			15-08-1999	M	INVE21	10	πβ0π2
Βαυρία, Σπύρος	4120048187X	5126321198		11-01-1995	M	INVE04	10	πβ0π8
Βαρν, Μαυση	0545621048X			11-08-1995	F	INVE27	10	μβ0π7
Βραβύ, Σάσσια	49134940292B			20-08-1995	F	INVE05	10	πβ0π29
Βρέτι, Μήη	9264395892Σ	459918547		21-01-1995	F	INVE10	10	μβ0π33
Βρουκ, Θορβάλ	8997007474A	2311759481		18-01-1995	M	INVE16	10	πβ0π478
Ζαυ, Θάσσιν	1348009279F	0004051897		7-01-1995	M	INVE24	10	πννν08
Ζαυλιαν, Σπινιά	7354465705H	0004092342		23-01-1995	F	INVE19	10	πννν01
Ζαυτιαν, Βεν	5478824915H	5125260078		4-08-1995	M	INVE28	10	πννν28
Ζηνα, Θέσσιν	8498544997A	4599225578		10-08-1995	F	INVE22	10	πννν141
Ζηναμπα, Ανδρέ	0698234034E	0004012902		2-01-1997	M	INVE02	10	ααππ013
Ζηναυ, Αλιχ	1405414549F	6407605012		#####	F	INVE16	10	ααππ07
Ζηναυ, Θέσσιν	7744135805G	2311759495		20-08-1995	M	INVE13	10	πννν197
Ζηναυου, Βενιαμίν	77777114952E	4599223642		30-01-1995	M	INVE11	10	πννν47
Ζηναυ, Βενιαμίν	7848912565P	0004092397		#####	M	INVE13	10	πννν07
Ζηναυ, Ζαυβίν	4238827045Y	4599204654		#####	F	INVE05	10	πννν023
Ζηναυ, Δαυιδ	3402747710ς	6407488011		#####	M	INVE22	10	πννν04
Group Record Count: 604								

DynamicStudentList

Count: 22 100%

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NOTE: The font has been changed in the example

#### Step 4

From the Menu choose File -> Save As -> and then browse to where you want to save the oneschool import file.

#### IMPORTANT

You will then need to change the Save as Type to: CSV (MSDOS) \*.csv

#### Step 5

Email this file as an attachment to Tallebudgera Beach School – info@talloec.eq.edu.au