1. Go to the Dashboard (home screen)

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2. Select the Reporting tab and select Student lists

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3. Select Student List – Custom fields and in the Student search filter type in your class cypher and select all.



4. Type In email and a list will show up. Select Student email – School click on it. This will add it to the default list.

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	Last Ex	port - Converte	ed	Reside	ence A One - eMail		- 1	Tip:					
	Templ	ates		(i) Reside	ence A Two - eMail		- 1	 You can spe You can clic 	cify a heading to make a k on the icon next to the	blank column. field to read its			
	Comme	nts Only		() Reside	ence B One - eMail		- 1	description.	cify up to 50 fields to evo	ort:			
\otimes				() Reside	ence B Two - eMail		- 1	up to 10 fields	will be displayed at a tim	e on screen and in			
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(Section 2010)				 Teach 	er Email - Dean - Com	ma							
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5. Type in NSN and click on the National Student Number (NSN). Then click Apply

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6. Two columns will be created with the school email and NSN. Proceed to Actions and select export.

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Spreadsheet		Theuse sele				llege.school.nz		OKREARE			
			ОК			ege.school.nz		OX 80/28 90/636			
				Record	malavaa@in.j.incinge	college.school.nz		RHMX5008 7			

7. An option will come up as to what you want to include. Please select the default information to be printed too,

Student ID	Last Name	First Name	Gender	Level	Tutor	Timetable Cl Student ema National Student Number (NSN)
21(21(1)9)\$	XXXXXXXXXX	LXXXXXXXX	F	13	1	XEAGGERAD IN CODSALDERXA
20269	XXXXXXXXXX	ZXXXXXXX	F	13	1XXXX	XDGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGG
2009/1	FXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	DXXXXXXX	F	13	1.8000000	FXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
200426	Kacacabacacakak	8000000000	М	13	1.XXXXXO	jaccodoceb @ ockadolisizoti o
2(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)(2)	X300060K0X XX	NO SKI CARK X X	F	13	13000600	Jaggdago m galaagaaso
20022	XMXMAEMXX	ODEHODEX X X	М	13	130000	0000000000 m 00090090004
21211/11/2	KXXXXXXXX	BXXXXXXX	М	13	130000	163010000000000000000000000000000000000
2000006	XXXXXXX	TXXXXXXXXXX	F	13	1XXXXO	SEALADARDONCK m CADADADADESK1
2(0)(2)(5)9	SUXXXXXXXXXXX	KXXXXXXXXXXX	F	13	1	stagenediation k oxisionalians
2006/8	TXENEX MIX XIN XIN ALC	RXXXXXXXX	F	13	13000	tieloolooloolooloolooloolooloolooloolooloo

8. What should show up are the headings below:

9. Please keep the highlighted and delete the rest. Final exported list should be the following:

Last Name	First Name	Student email - School	National Student Number (NSN)
ACKXXXXXXXXX	XXXXXXXX	300000000000000000000000	00500099224
XXXXXXXXX	XXXXXXXX	ADDEXIND/2009/000000000000000000000000000000000	000000000000000000000000000000000000000
FXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	DEXXXXXX	16X20009X20008X20000006C0K	ONAXXXXXXX
Kananaan	KANDAXXXX	****	00140052040
XXXXXXXXX	KICKKAKXX	DEREGORACIORICARCORRECT	000000000000000000000000000000000000000
MXXXXXXXXX	Rhaddexxx	WANDERNE BRANK WARDEN DE VOOR	9054089004
NXXXXXXXX	RXXXXXXX	PARCONNERS SOCIAL CONTRACTOR	0000000003
XXXXXX	XXXXXXXXX	SOLARDEDGOCKXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	OCHORODORX 1
SKHANKIK KAKAM	KAKXXXXXXXXX	30330003366002660026	CM JGJOX X X X M M 8
TXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	RANKAGACAXXX	\$660000000000000000000000000	OXXXXXXXXX6

10. You can copy and paste this data straight into our registration sheet. Remember to fill in the top rows of the sheet and **hit save** before you send it back to us!