STEPS FOR EXPORTING A LIST FROM KAMAR FOR STEMONLINE
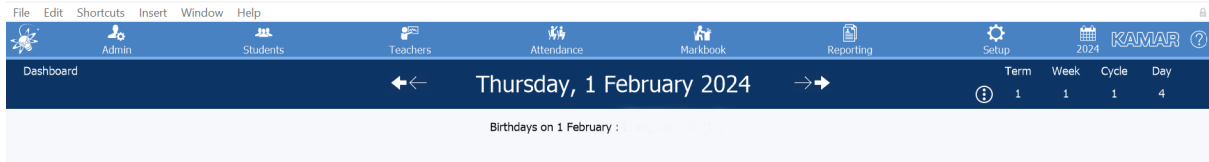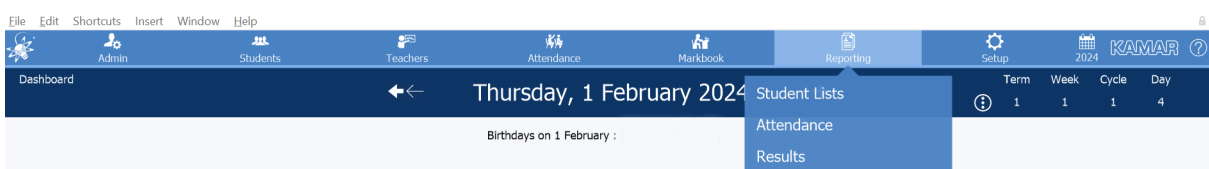
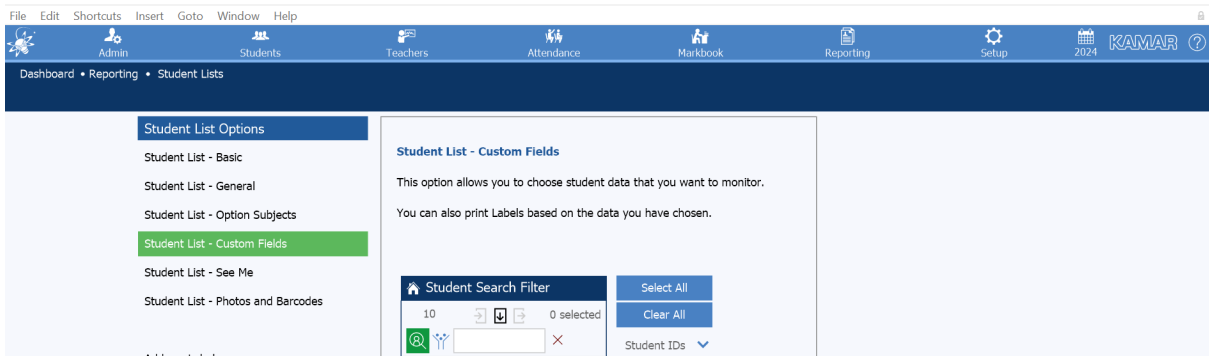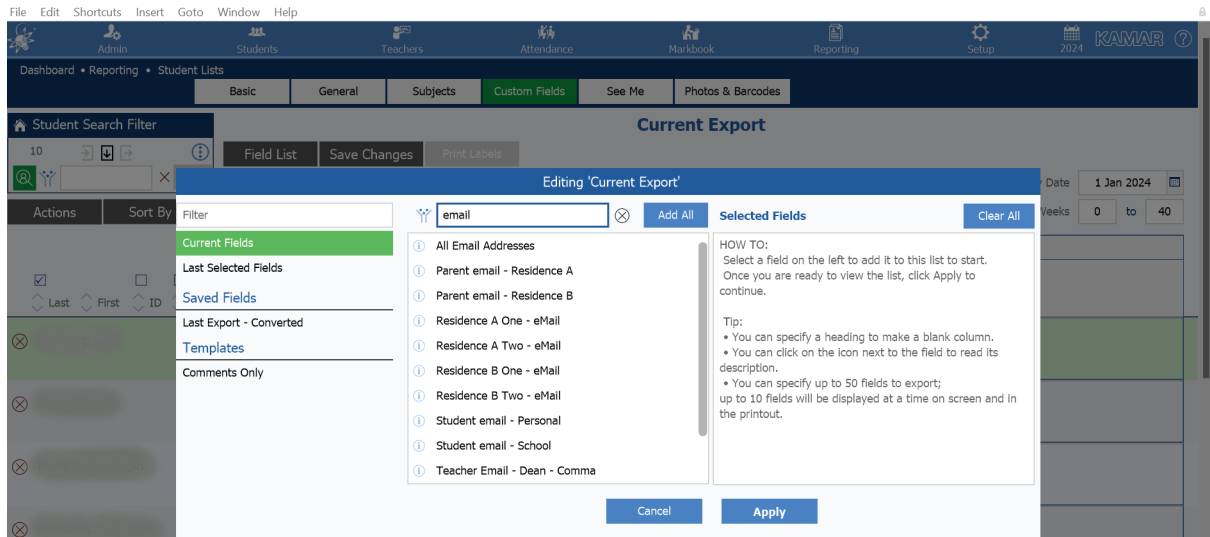1. Go to the Dashboard (home screen)

2. Select the Reporting tab and select Student lists

3. Select Student List – Custom fields and in the Student search filter type in your class cypher and select all.
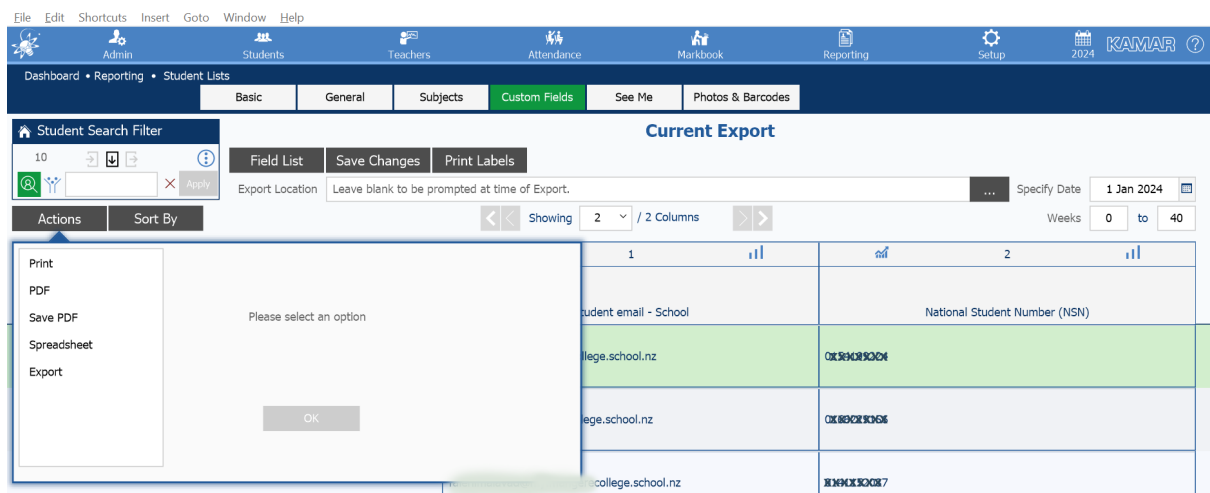
4. Type In email and a list will show up. Select ==Student email – School== click on it. This will add it to the default list.

5. Type in NSN and click on the ==National Student Number (NSN)==. Then click ==Apply==
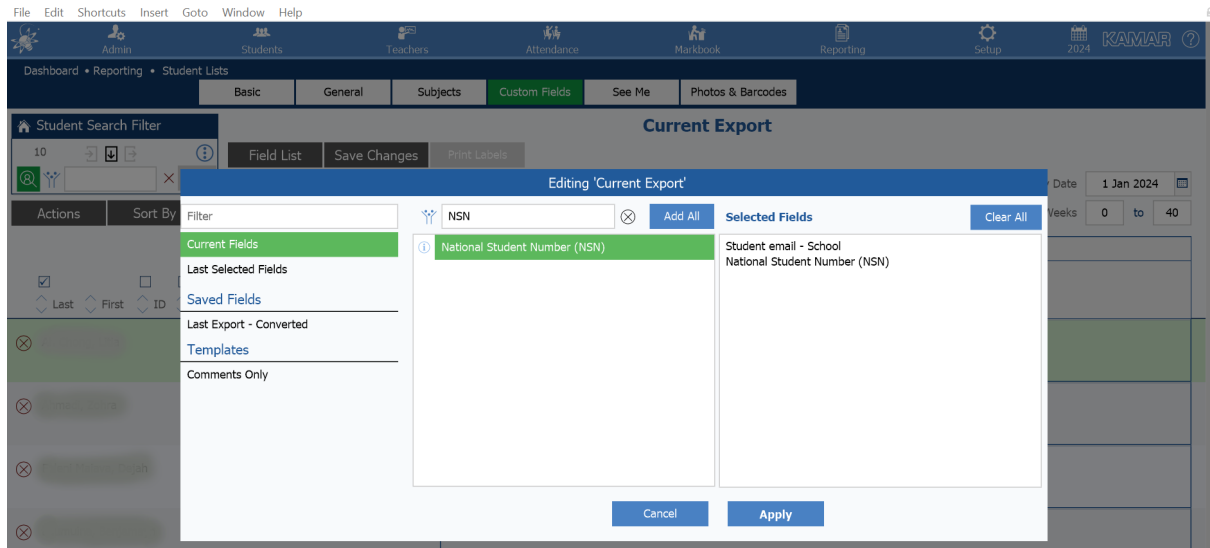
6. Two columns will be created with the school email and NSN. Proceed to Actions and select export.

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

8. What should show up are the headings below:

Student ID	Last Name	First Name	Gender	Level	Tutor	Timetable Cl	Student ema	National Student Number (NSN)
2XXX8	XXXXXXXX	DXXXXXXX	F	13	1XXXX		xXxXXXXX@m	0XXXXXXXX4
2XXX7	XXXXXXXX	2XXXXXXX	F	13	1XXXX		XXXXXXX@m	0XXXXXXXX6
2XXX1	XXXXXXXav	DXXXXXXX	F	13	1XXXM		fXXXXXXXva	0XXXXXXX7
2XXX5	XXXXXXXX	BXXXXXXX	M	13	1XXXXO		fXXXXXXb@	0XXXXXXX0
2XXX9	XXXXXXXX	NXXXXXXX	F	13	1XXXN		jXXXXX@m	0XXXXXXX0
2XXX1	XXXXXXXX	CXXXXXXX	M	13	1XXXB		xXXXXX@m	0XXXXXXX4
2XXX7	XXXXXXXX	BXXXXXXX	M	13	1XXXB		xXXXXX@m	0XXXXXXX3
2XXX6	XXXXXXXX	TXXXXXXX	F	13	1XXXXO		xXXXXXX.m	0XXXXXXX1
2XXX9	XXXXXXXXm	KXXXXXXX	F	13	1XXXX		sXXXXXXm	0XXXXXXX8
2XXX8	XXXXXXXXtc	RXXXXXXX	F	13	1XXXB		tXXXXXXXh	0XXXXXXX6

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)
AXXXXXXX	DXXXXXXX	xXXXXX@XXXXXXXXXX	0XXXXXXX4
XXXXXXXX	2XXXXXXX	xXXXXX@XXXXXXXXX	0XXXXXX6
FXXXXXXXav	DXXXXXXX	fXXXXXXXXXXXXXX	0XXXXXXX7
XXXXXXXX	BXXXXXXh	fXXXXXXXXXXXXXXX	0XXXXXX0
XXXXXXXX	NXXXXXXX	jXXXXXXXXXXXX	0XXXXXX0
XXXXXXXX	KXXXXXXX	xXXXXXXXXXXXXXX	0XXXXX4
XXXXXXXX	BXXXXXXX	xXXXXXXXXXXX	0XXXXXX3
SXXXXXXX	TXXXXXXX	sXXXXXXXXXXX	0XXXXXX1
SXXXXXXXm	KXXXXXXX	sXXXXXXXXXXXX	0XXXXXX8
TXXXXXXXtc	RXXXXXXX	tXXXXXXXXXXXXX	0XXXXXX6

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!