Exporting Student Data from SIMS

Please follow the six easy steps below to export your student data from your SIMS system.

We regret that we do not have access to SIMS ourselves so we cannot provide telephone assistance for this process.

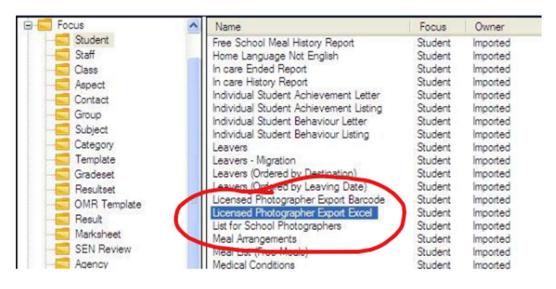
Step 1: Select 'Reports' and 'Run Report' from the main menu bar.



Step 2: In the left hand 'Report Browse' window, click 'Focus' and select 'Student'.

E Focus	Name	Focus
Student Staff Class Aspect Contact Group Subject Category Template Gradeset Resultset OMR Template	Achievement Insert Achievement Report by Type Achievement Report Listing Address Labels - Parents Address List (Grouped by Year G Addresses Addresses Addresses Addresses Admission Register (Roll Book) Admissions - Migration Report Alphabetical Student List Analysis example Attendance Attendance 9D Attendance Mode Report	Student Student Student Student

Step 3: Scroll down to 'Licensed Photographer Export Excel' in the list of reports, select it and then click 'Run'. This can take a few moments.



Step 4: Supply an effective date. Leave as today's date.

III Enter parameter values for report	
Supply Effective date	
Bypass effective date (Use rousy)	

Step 5: If a security warning appears, or if a bar appears at the top of **Excel** warning about **macros**, please **enable them**. If your spreadsheet appears blank, please contact your **IT department** for them to grant you access to **macros in Excel**.

Security Warning
"C:\Documents and Settings\dgrashof\My Documents\tempSimsRpt\ReportData.xls" contains macros.
Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.
Disable Macros Dore Info
SECURITY WARNING Macros have been disabled. Enable Content

Step 6: Now that the **Excel** file is exported, please save this somewhere on your PC that you can access, and use either the **secure uploader** mentioned in the **data request email**, or send us a **password protected spreadsheet**.

We cannot process PDF or Word documents, so please ensure that this is in Excel format.

If your system can only export to PDF or Word, please contact your **IT department** or your **SIMS** administrator.

TIP: If the export just won't work for you, please email <u>studentdata@colorfoto.net</u> and we will make alternative arrangements for you. We are unable to provide support over the telephone.