

ILSS 2009 Adhoc Report

Download **ILSS_2009.ahr** adhoc report from the website:

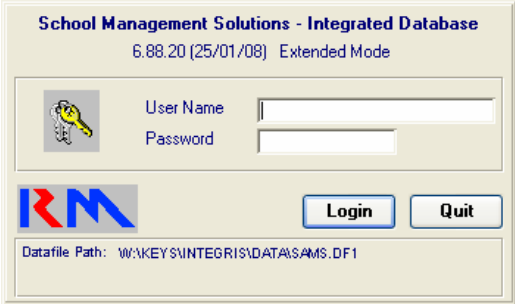
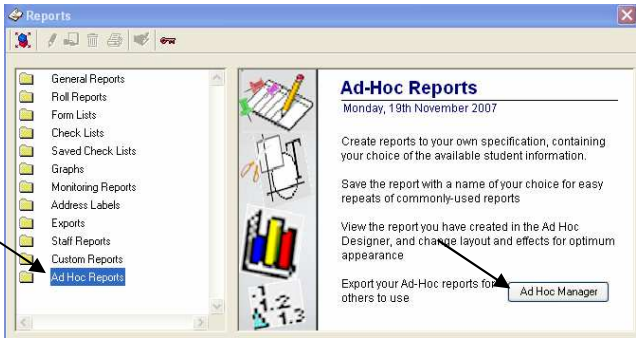

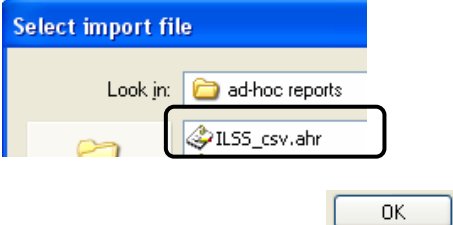
<http://espace.ntschoools.net/toolbox/frameworks/courselibrary.asp?CourseKey=41&NoLookup=Y&fcache=3.051005E+07> or from


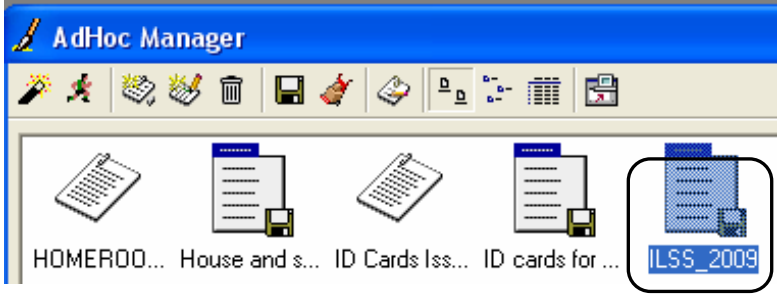

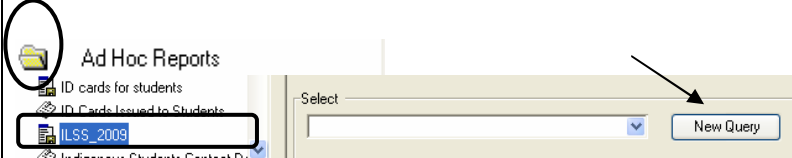
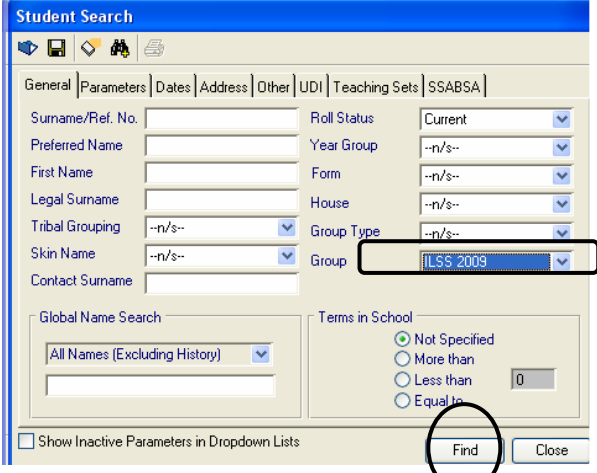
<http://www.ict.schools.nt.gov.au/sams/index.shtml> (under *Projects & Pilots*)


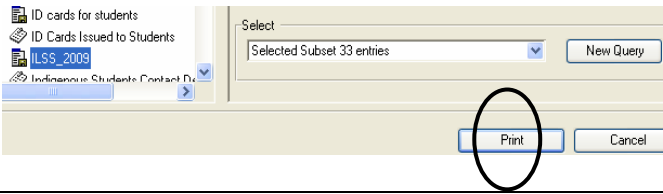
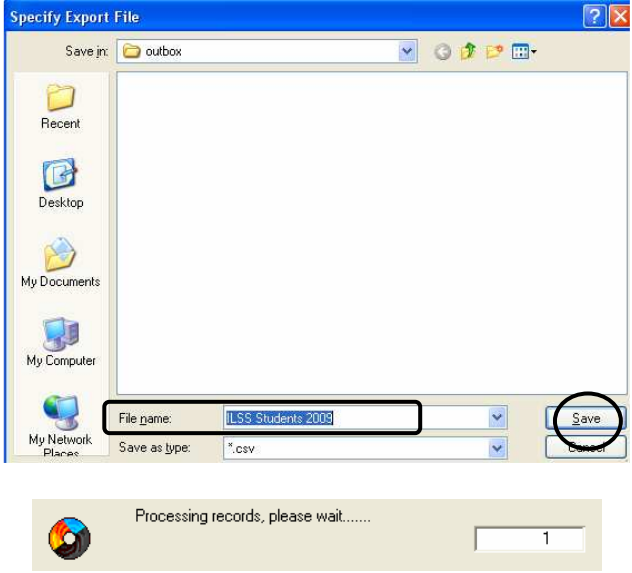
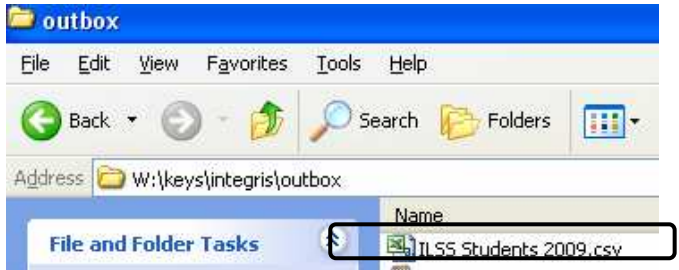
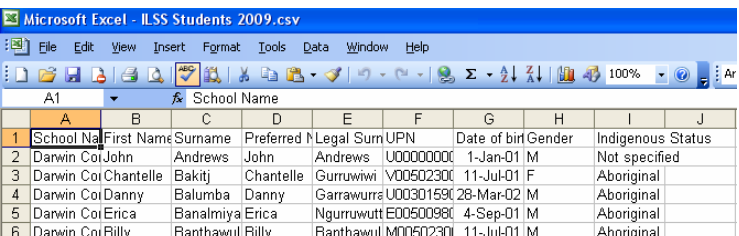
Save **ILSS_2009.ahr** file into the following folder:

W:\Keys>Integris>Inbox>Ad-hoc Reports

If you get asked to **Overwrite** click **Yes**

Step 1: Signing on to SAMS	
<p>Sign on to SAMS with your Username & Password</p>	
Step 2: Importing the Adhoc Report	
<ol style="list-style-type: none"> Go to Admin > Reports > Adhoc Reports (highlight the word Ad Hoc Reports - not the folder) Click on Ad Hoc Manager button (right hand side of screen) 	
<ol style="list-style-type: none"> Click on Import Reports on the Adhoc Manager menu bar (appears after the disk icon and is red) 	
<ol style="list-style-type: none"> Navigate to W:\keys\integris\inbox\Ad-hoc reports and click on ILSS_csv.ahr and then press OK 	

<p>If you get asked to Overwrite click Yes</p>	
<p>5. It will then appear in the AdHoc Manager screen</p>	
<p>6. Closing this window will take you back to the Reports window</p>	
<p>Step 3: Running the Adhoc Report</p>	
<p>1. Click on the folder beside the word Ad Hoc Reports and you should see a list of your Adhoc Reports</p> <p>2. Click on the report ILSS_2009</p> <p>3. Click on New Query</p>	
<p>4. In the Student Search window, select Group ILSS 2009, click on Find</p>	

<p>5. Click on Select</p>																																																																														
<p>6. Click on Print (This will create a csv file)</p>																																																																														
<p>(The report will default to your Outbox)</p> <p>7. Enter the File name (e.g. ILSS Students 2009)</p> <p>8. Click on Save</p> <p>(This will save the csv file in your outbox and may take a while)</p>																																																																														
<p>9. Go to My computer</p> <p>10. Path your way to: W:\keys\integriss\outbox</p> <p>11. Double-click on ILSS Students 2009</p>																																																																														
<p>12. All your current students should appear with the relevant information</p> <p><i>For missing information you can go back to SAMS, enter the missing data and then run the report again.</i></p> <p>Close this file when finished</p>	 <table border="1" data-bbox="710 1803 1452 1937"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>School Name</td> <td>First Name</td> <td>Surname</td> <td>Preferred Name</td> <td>Legal Surname</td> <td>UPN</td> <td>Date of birth</td> <td>Gender</td> <td>Indigenous Status</td> <td></td> </tr> <tr> <td>2</td> <td>Darwin Coi</td> <td>John</td> <td>Andrews</td> <td>John</td> <td>Andrews</td> <td>U00000000</td> <td>1-Jan-01</td> <td>M</td> <td>Not specified</td> <td></td> </tr> <tr> <td>3</td> <td>Darwin Coi</td> <td>Chantelle</td> <td>Bakitj</td> <td>Chantelle</td> <td>Gurruwiwi</td> <td>V00502300</td> <td>11-Jul-01</td> <td>F</td> <td>Aboriginal</td> <td></td> </tr> <tr> <td>4</td> <td>Darwin Coi</td> <td>Danny</td> <td>Balumba</td> <td>Danny</td> <td>Garrawurra</td> <td>U00301590</td> <td>28-Mar-02</td> <td>M</td> <td>Aboriginal</td> <td></td> </tr> <tr> <td>5</td> <td>Darwin Coi</td> <td>Erica</td> <td>Banalmiya</td> <td>Erica</td> <td>Ngurruwutt</td> <td>E00500980</td> <td>4-Sep-01</td> <td>M</td> <td>Aboriginal</td> <td></td> </tr> <tr> <td>6</td> <td>Darwin Coi</td> <td>Billy</td> <td>Banthawul</td> <td>Billy</td> <td>Banthawul</td> <td>M00502300</td> <td>11-Jul-01</td> <td>M</td> <td>Aboriginal</td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	J	1	School Name	First Name	Surname	Preferred Name	Legal Surname	UPN	Date of birth	Gender	Indigenous Status		2	Darwin Coi	John	Andrews	John	Andrews	U00000000	1-Jan-01	M	Not specified		3	Darwin Coi	Chantelle	Bakitj	Chantelle	Gurruwiwi	V00502300	11-Jul-01	F	Aboriginal		4	Darwin Coi	Danny	Balumba	Danny	Garrawurra	U00301590	28-Mar-02	M	Aboriginal		5	Darwin Coi	Erica	Banalmiya	Erica	Ngurruwutt	E00500980	4-Sep-01	M	Aboriginal		6	Darwin Coi	Billy	Banthawul	Billy	Banthawul	M00502300	11-Jul-01	M	Aboriginal	
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