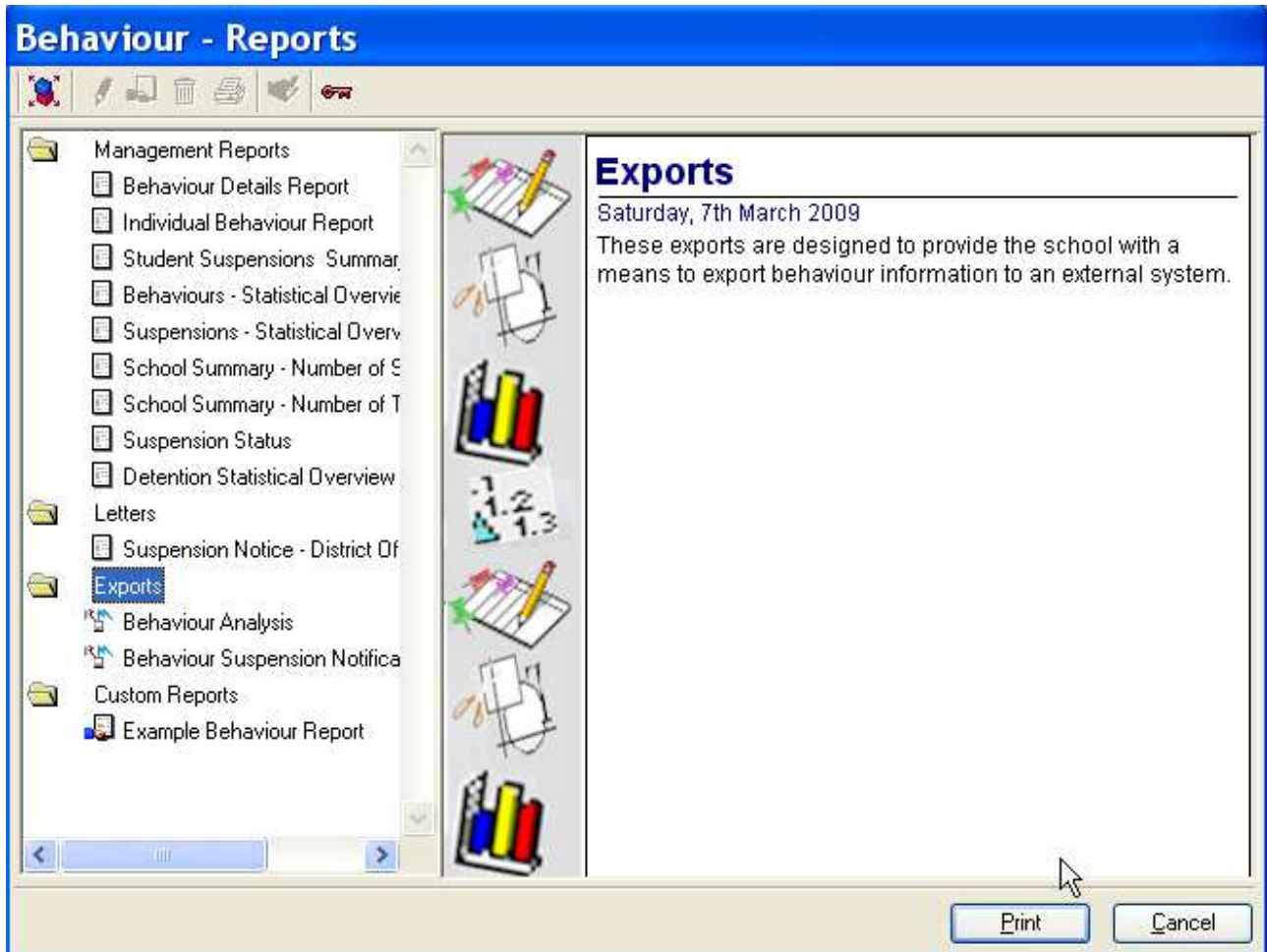


# Behaviour Module Reports - Exports



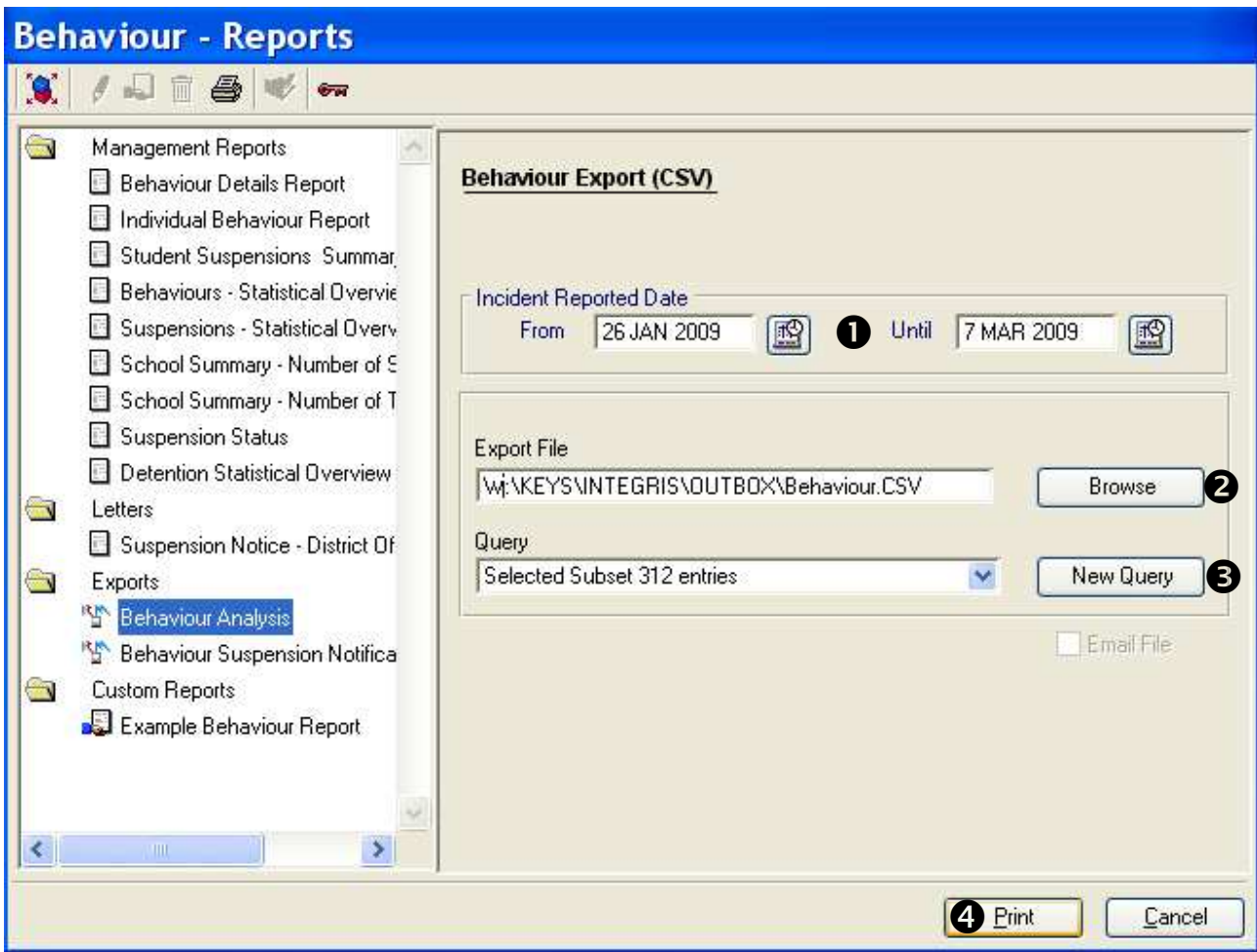
There are two Export Reports available in the Behaviour Module: the Behaviour Analysis and the Behaviour Suspension Notification report.

## **Behaviour Analysis export**

This report exports basic student details and behaviour events, including behaviour types. There is a simple analysis tool (BM\_Analysis-Type\_v3.xls) available to assist in graphic display of some behaviour data. It can be downloaded from the SAMS Wellbeing website: <http://www.ict.nt.gov.au/SAMS/Wellbeing.xml>

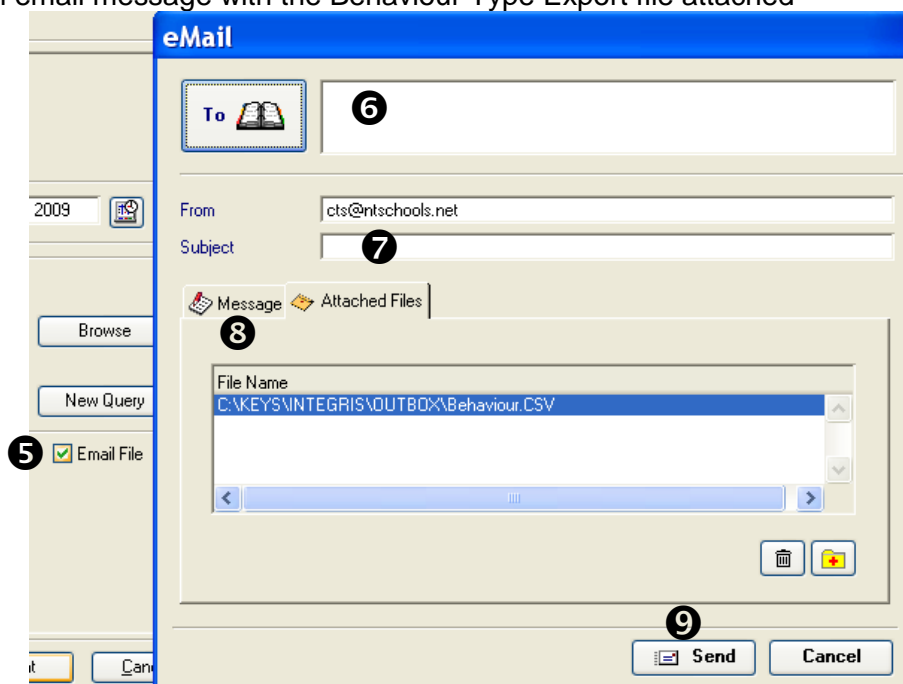
## **Behaviour Suspension Notification export**

This report exports extended student details and detailed behaviour events, automatically emailing it to DET.



Choose the time frame **1**, export location **2** and student cohort **3**, click on **Print** **4**, click **OK**

Once the file has been created, the Email functionality **5** becomes available – checking the tick box opens an email message with the Behaviour Type Export file attached



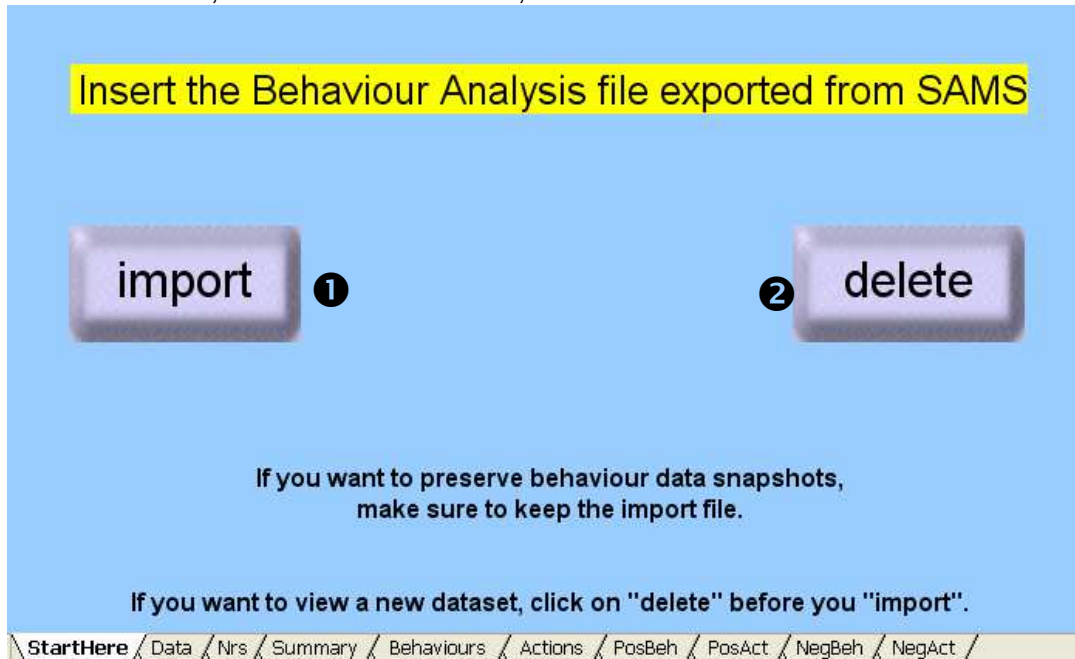
Enter a To email address **6**, type a subject line **7** and short message **8**, then click **Send** **9**

If you would like to view your data as charts, download the **BM\_Analysis-Type\_v3.xls** from the SAMS website: <http://ict.schools.nt.gov.au/sams/wellbeing.xlm>

- Open your **Internet browser** and navigate to the address above
- Right-click on the file you want to download (e.g. **BM\_Analysis-Type\_v3.xls**)
- Click on **Save Target As . . .**
- Choose a destination location (e.g. **Desktop**)
- Click on **Save**

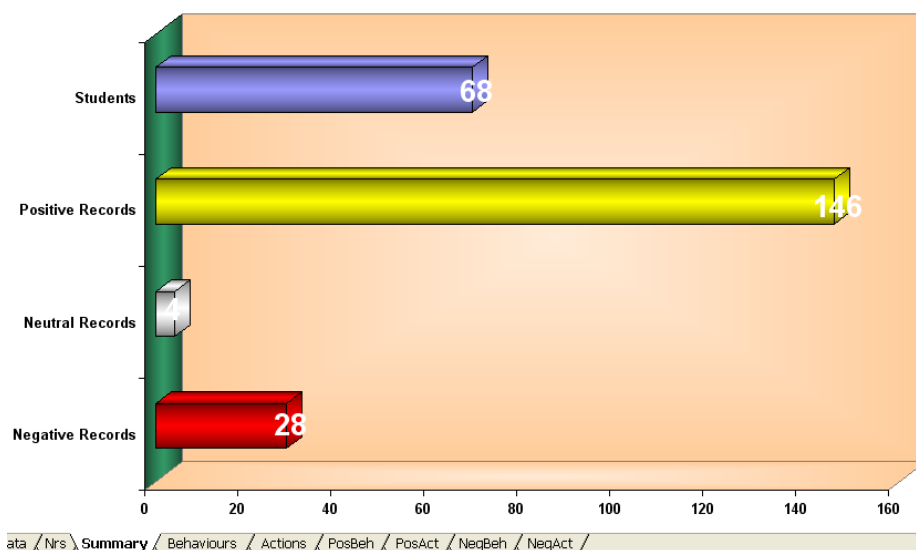
The BM\_Analysis spreadsheet allows you to view the data from export files that you may create from time to time and/or with different student cohorts.

To use the Tool, double-click on the file, then click on **Enable Macros**

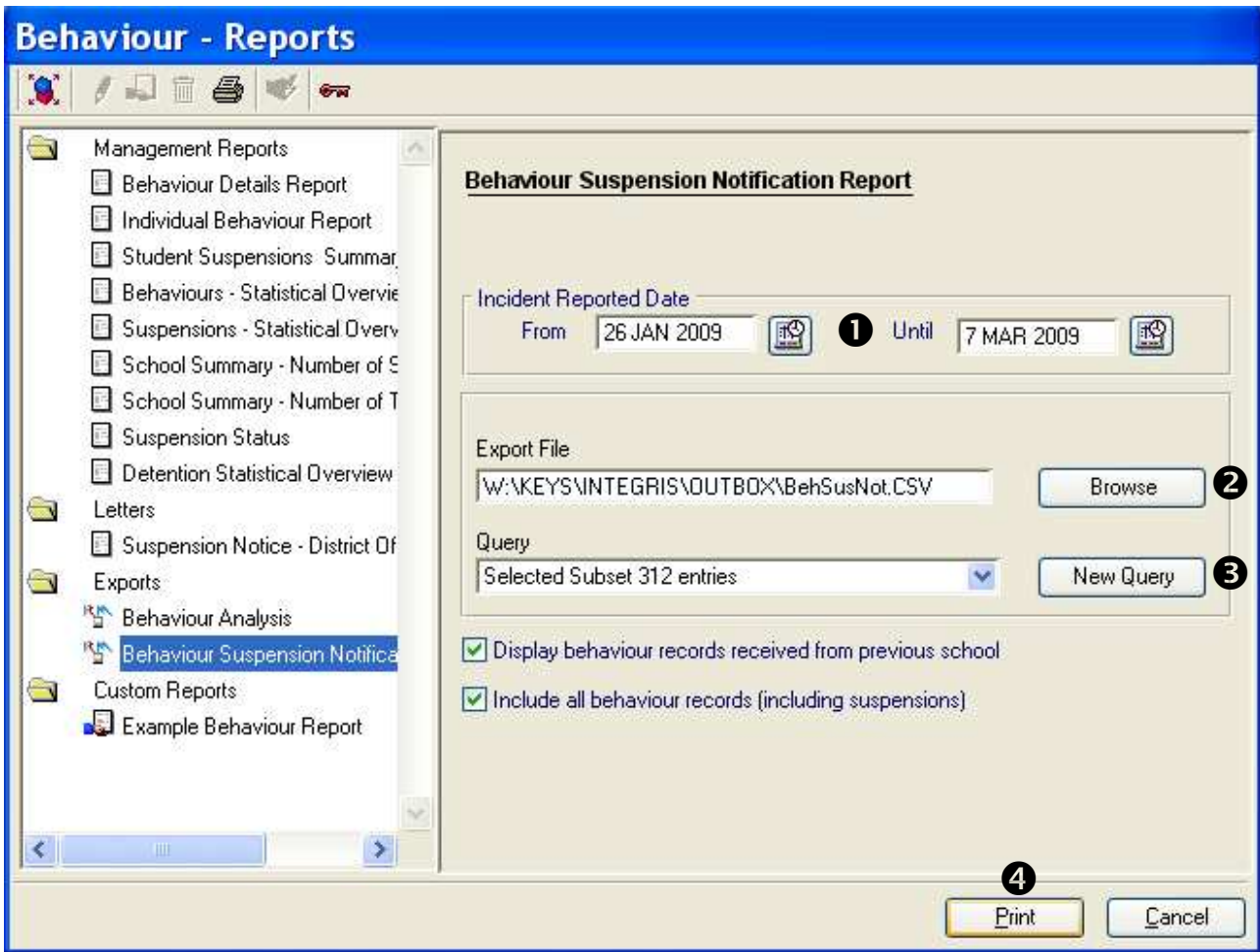


Click on **import** ①, then navigate to the location of the Export file Behaviour Analysis export file.

You can then view the data by clicking on each of the tabs.



When finished click on **delete** ② to erase the current data set.



Choose the time frame ❶, export location ❷ and student cohort ❸, click on **Print** ❹, click **OK**

This will place the Export file at the location you chose and, if you are connected to the school's network, send a copy via email to DET.

To view the file, navigate to the location you chose (e.g. W > keys > Integris > outbox) and double-click on the file BehSusNot.CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	IncidentNu	UPN	StudentFir	StudentMii	Surname	DOB	Gender	Indigenous	Grade	SchoolCoc	School	SchoolTyp	Principal	Teacher	Year	Term	Date of Inc Reported	Suspensio		
2	34	K0004092	Sean	John	Arnold	4-Mar-95	M	Neither	Ab	9	0	Communit	Communit	Mrs Celine	Mrs Brend	2009	1	2-Mar-09	Mr Justin	3-Mar-09
3	36	K0004092	Sean	John	Arnold	4-Mar-95	M	Neither	Ab	9	0	Communit	Communit	Mrs Celine	Mrs Brend	2009	1	6-Mar-09	Mrs Brend	6-Mar-09
4	35	K0004092	Sean	John	Arnold	4-Mar-95	M	Neither	Ab	9	0	Communit	Communit	Mrs Celine	Mrs Brend	2009	1	5-Mar-09	Mrs Brend	5-Mar-09

For more detailed instructions please contact your SAMS Administrator who can organise training for you.

**If you have any queries PLEASE CALL the SAMS team on 8999 3531**