

Importing Data from SEQTA to the Cambridge Senior Maths for Queensland Student Form Template

This procedure involves capturing student data from SEQTA Reports and importing them to the attached Excel spreadsheet template.

STEP 1: Generate the required student list with 1 or more classes from SEQTA

1. In SEQTA Go to **Pastoral Care Workspace > Reporting**
2. From the list of reports search for **Cambridge Senior Maths**
3. From the **Timetable Period** list select the current timetable period if not already selected (If already selected it will appear in the Selected tab)
4. From the **Class Code** list select the classes you would like to use to rename the file (you can select multiple classes per file renamed)
5. **Click Apply**, ensuring to check the output matches what you expect from your above selections.
6. From the top menu click **Export** and select **XLSX**
7. Please rename the resulting XLSX file from the previous step to something appropriate as this may cause name conflicts if subsequent flows are ran with the same file name.

STEP 2: Extract data from the above *.XLSX file

1. Open the excel sheet exported from previous process. (Most likely in your downloaded folder).
2. Select and highlight the data starting from the row of the 1st student to the row of the last student on the list as shown below. Note that you need to select the blank columns so it matches the Excel form template.

[illegible]

3. Right click the selected table and select Copy
4. Open the attached template and select the cell directly below the Login row
5. Right click and select Paste Values

	A	B	
10	School Name		
11	School Address		
12			
13			
14	Login (Please use your school email address)		Only
15	Select this cell and right click...		First N
16			
17			
18			
19			
20	Select Past values.		
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B I

Cut

Copy

Paste Options:

Paste Special...

Smart Lookup

Insert Copied Cells...

Delete...

Clear Contents

Quick Analysis

Filter

Sort

New Comment

New Note

Format Cells...

Pick From Drop-down List...

Define Name...

Link

6. The data should now be populated on the template as shown.

1									
2									
3	Cambridge Senior Maths for Queensland - Student Form								
4									
5									
6									
7									
8									
9									
10	School Name								
11	School Address								
12									
13									
14	Login (Please use your school email address)	Password (generic password will be provided)							
15			First Name	Last Name	Class Name	School	State	Postcode	User Role
16			Samuel	McKinnon	11GE2				
17			Thomas	McKinnon	11GE2				
18			Thomas	McKinnon	11GE2				
19			Thomas	McKinnon	11GE2				
20			Thomas	McKinnon	11GE2				
21			Thomas	McKinnon	11GE2				
22			Thomas	McKinnon	11GE2				
23			Thomas	McKinnon	11GE2				
24			Thomas	McKinnon	11GE2				
25			Thomas	McKinnon	11GE2				
26			Thomas	McKinnon	11GE2				
27			Thomas	McKinnon	11GE2				
28			Thomas	McKinnon	11GE2				

- Do this procedure again if you want to do it for the other sheets in the document.
- Save the file.

Template file - [CSMQ Student Registration Form.xlsx](#)