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
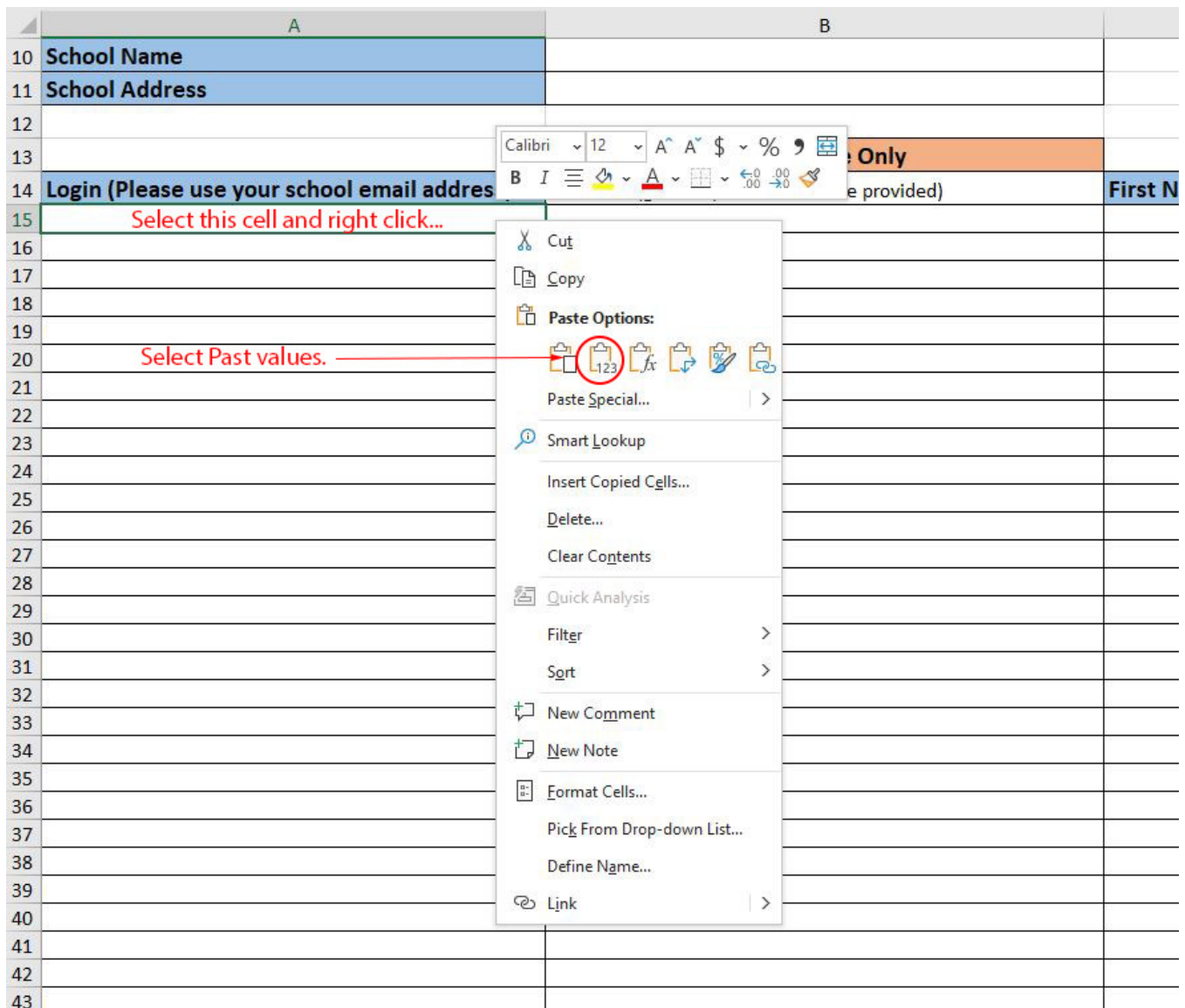
1. In SEQTA Go to **Pastoral Care Workspace** > **Reporting**
2. From the list of reports search for **Cambridge Senior Maths**
3. From the **Timetable Period** list select the current timetable period if not already selected (If already selected it will appear in the Selected tab)
4. From the **Class 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.

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			Only
14	**Login (Please use your school email addres**		e provided)	**First N**
15	Select this cell and right click...		
16		✂ Cut	
17		📋 Copy	
18		📋 Paste Options:	
19			
20	Select Past values. →	📋 (📋₁₂₃) 📋fx 📋 📋 📋	
21		Paste Special... >	
22			
23		🔍 Smart Lookup	
24		Insert Copied Cells...	
25			
26		Delete...	
27		Clear Contents	
28			
29		📊 Quick Analysis	
30		Filter >	
31		Sort >	
32			
33		💬 New Comment	
34		🗒 New Note	
35			
36		🔳 Format Cells...	
37		Pick From Drop-down List...	
38			
39		Define Name...	
40		🔗 Link >	
41			
42			
43			

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

Cambridge Senior Maths for Queensland - Student Form

*If your school is using more than one resource in the series you must use the
separate TABS below to ensure your students are set up correctly

		Office Use Only				Office Use Only			
School Name									
School Address									
Login (Please use your school email address)	Password (generic password will be provided)	**First Name**	**Last Name**	**Class Name**	School	State	Postcode	User Role	
15				11GE2					
16				11GE2					
17				11GE2					
18				11GE2					
19				11GE2					
20				11GE2					
21				11GE2					
22				11GE2					
23				11GE2					
24				11GE2					
25				11GE2					
26				11GE2					

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

Template file - CSMQ Student Registration Form.xlsx