## 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

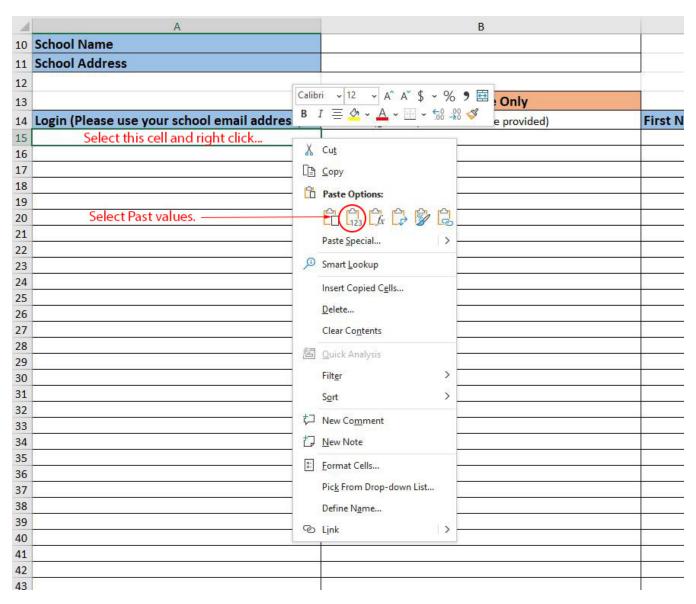
- 1. In SEQTA Go to Pastoral Care Workspace > Reporting
- 2. From the list of reports search for Cambridge Senior Maths
- 3. From the Timetable Period list select the current timetable period if not already selected (If already selected it will appear in the Selected tab)
- 4. From the Class Code list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



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

2 3 4 5 6 7 *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								
10 School Name								
11 School Address								
12								
13	Office Use Only				Office Use Only			
14 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		Carryla	O'helben	11GE2				
16		Topidale	Parting have	11GE2				
17		DOM:	Total .	11GE2				
18		the by	Orear	11GE2				
10								
19		Term	Chest	11GE2				
20		tudada	Contract	11GE2				
20 21 22 22 22 23 24 25 25 25 25 25 25 25 25 25 25 25 25 25		_		11GE2 11GE2				
20 21 22		tudada	Cathon	11GE2				
20 21 22 22 22 23 24 25 25 25 25 25 25 25 25 25 25 25 25 25		Salaria Salaria	Publisher Plantism Maguitt Jahnston	11GE2 11GE2				
20 121 22 22 23 3 24 3 3 4 4 5 5 6 7 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7		turballa Kalendor Yint Lots Uhr	Patrion Harison Majorit	11GE2 11GE2 11GE2 11GE2 11GE2				
20 1 21 22 22 23 24 24 25 3 4 5 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7		Substitution Substitution Silver Substitution Silver Substitution Subs	Publisher Plantism Maguitt Jahnston	11GE2 11GE2 11GE2 11GE2				
20 121 22 22 23 24 25 26 25 26 27 27 27 27 27 27 27 27 27 27 27 27 27		turballa Kalendor Yint Lots Uhr	Publisher Plantism Magaint Johnston McRonagh	11GE2 11GE2 11GE2 11GE2 11GE2				
20 1 21 22 22 23 24 24 25 3 4 5 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7		Substitution Substitution Silver Substitution Silver Substitution Subs	Publish France Signal Should McMongle Voltages	11GE2 11GE2 11GE2 11GE2 11GE2 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