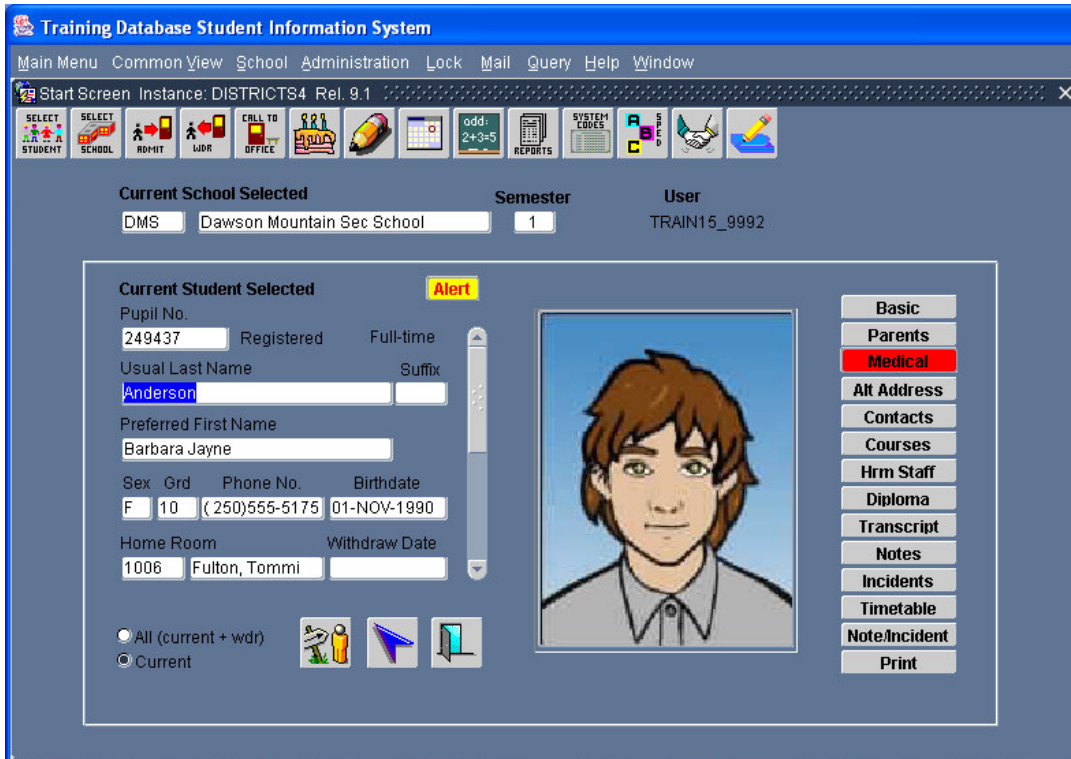
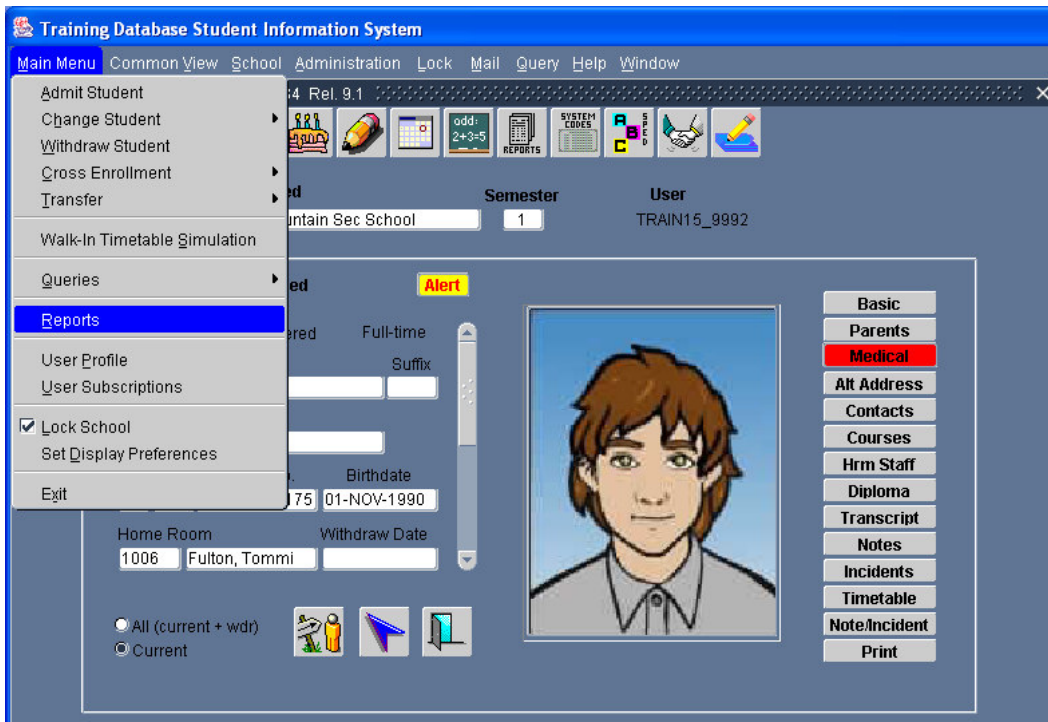


Instructions for Exporting Student Information for School Photographers

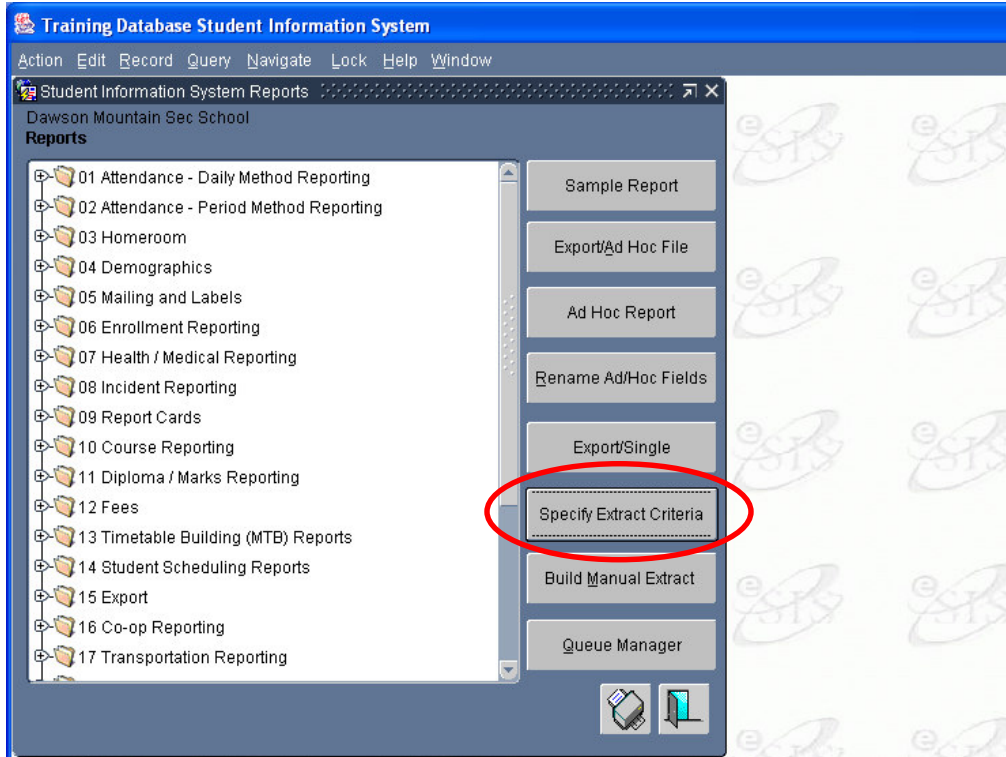
Step 1: Login to Main BCeSIS Page.



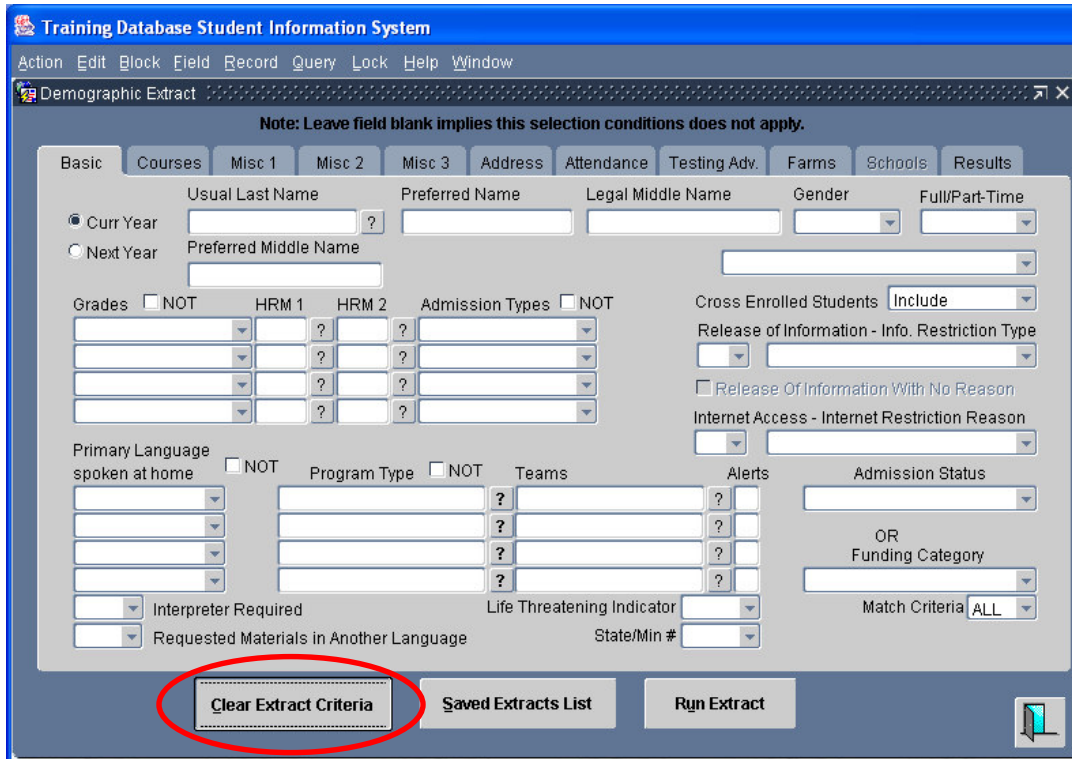
Step 2: Click on the “Main Menu” and then “Reports”



Step 3: Click on “Specify Extract Criteria”



Step 4: Click on “Clear Extract Criteria”



Step 5: Select your school from the list. (may already be populated)

Training Database Student Information System
Action Edit Block Field Record Query Lock Help Window

Demographic Extract

Note: Leave field blank implies this selection conditions does not apply.

Basic Courses Misc 1 Misc 2 Misc 3 Address Attendance Testing Adv. Farms Schools Results

Usual Last Name Preferred Name Legal Middle Name Gender Full/Part-Time
 Curr Year ?
 Next Year Preferred Middle Name

Grades NOT HRM 1 HRM 2 Admission Types NOT
 ? ? ? ?
 ? ? ? ?
 ? ? ? ?

Primary Language spoken at home NOT Program Type NOT Teams Alerts
 ? ? ? ?
 ? ? ? ?
 ? ? ? ?

Interpreter Required Life Threatening Indicator

Requested Materials in Another Language State/Min #

Cross Enrolled Students Include
Release of Information - Info. Restriction Type
 Release Of Information With No Reason
Internet Access - Internet Restriction Reason

Admission Status
OR
Funding Category
Match Criteria ALL

Clear Extract Criteria Saved Extracts List Run Extract

Step 6: Click “Run Extract”

Training Database Student Information System
Action Edit Block Field Record Query Lock Help Window

Demographic Extract

Note: Leave field blank implies this selection conditions does not apply.

Basic Courses Misc 1 Misc 2 Misc 3 Address Attendance Testing Adv. Farms Schools Results

Usual Last Name Preferred Name Legal Middle Name Gender Full/Part-Time
 Curr Year ?
 Next Year Preferred Middle Name

Grades NOT HRM 1 HRM 2 Admission Types NOT
 ? ? ? ?
 ? ? ? ?
 ? ? ? ?

Primary Language spoken at home NOT Program Type NOT Teams Alerts
 ? ? ? ?
 ? ? ? ?
 ? ? ? ?

Interpreter Required Life Threatening Indicator

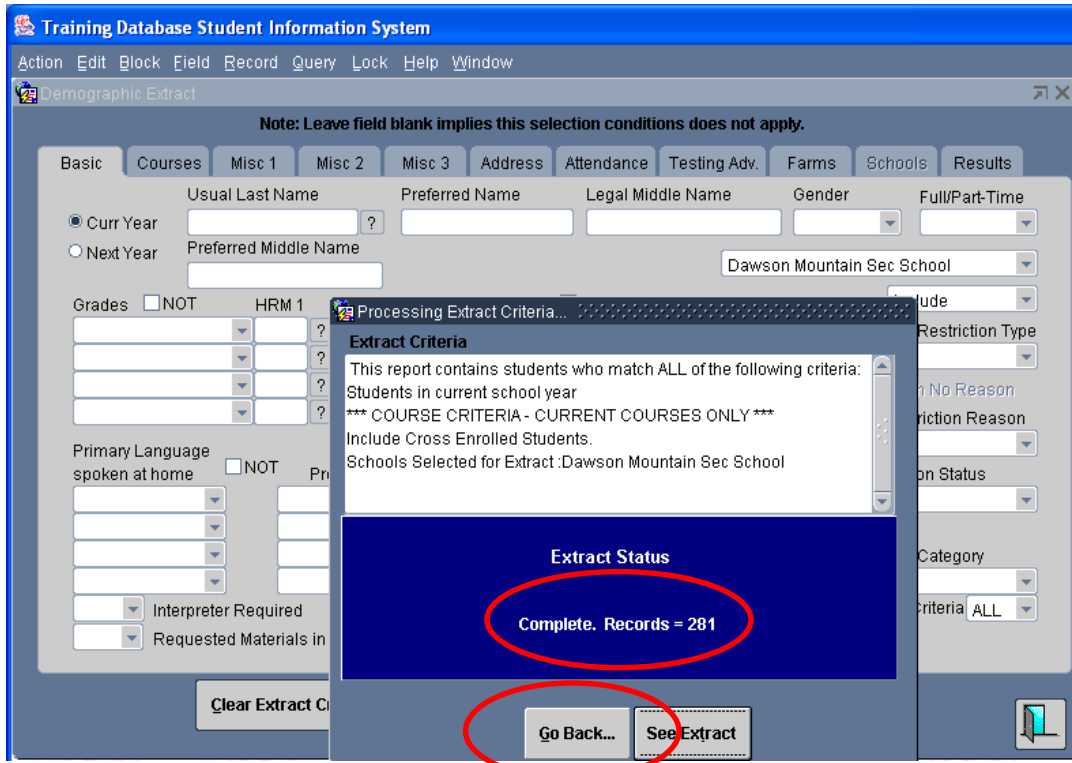
Requested Materials in Another Language State/Min #

Cross Enrolled Students Include
Release of Information - Info. Restriction Type
 Release Of Information With No Reason
Internet Access - Internet Restriction Reason

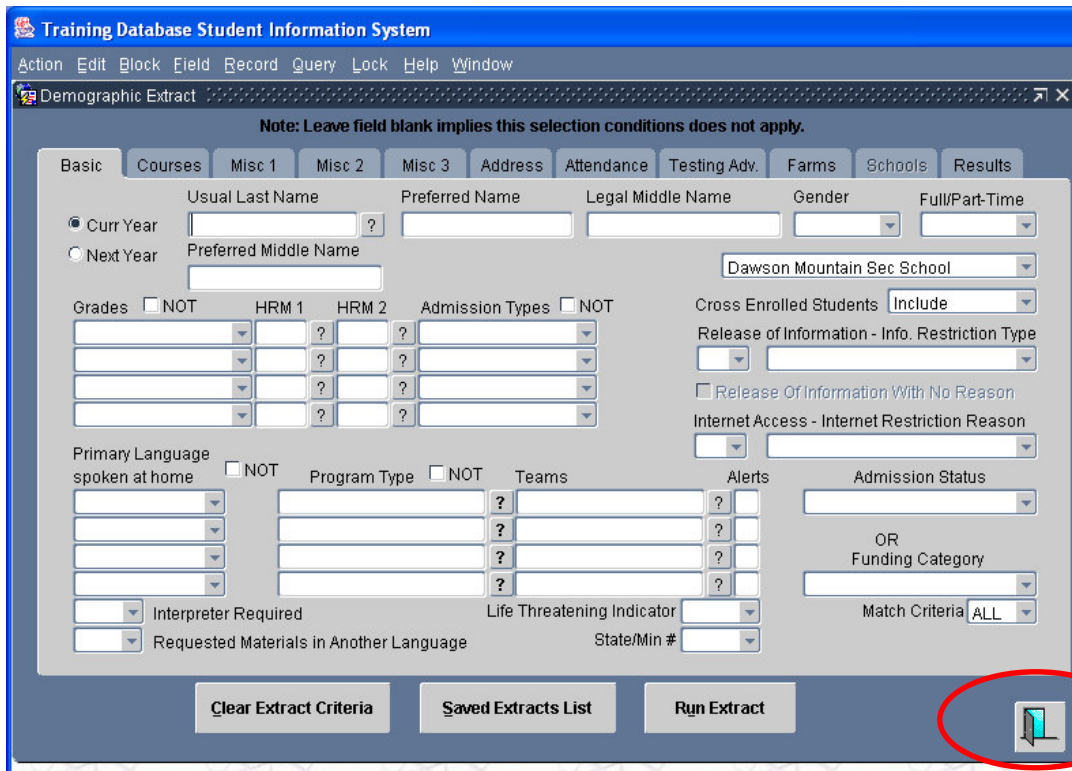
Admission Status
OR
Funding Category
Match Criteria ALL

Clear Extract Criteria Saved Extracts List Run Extract

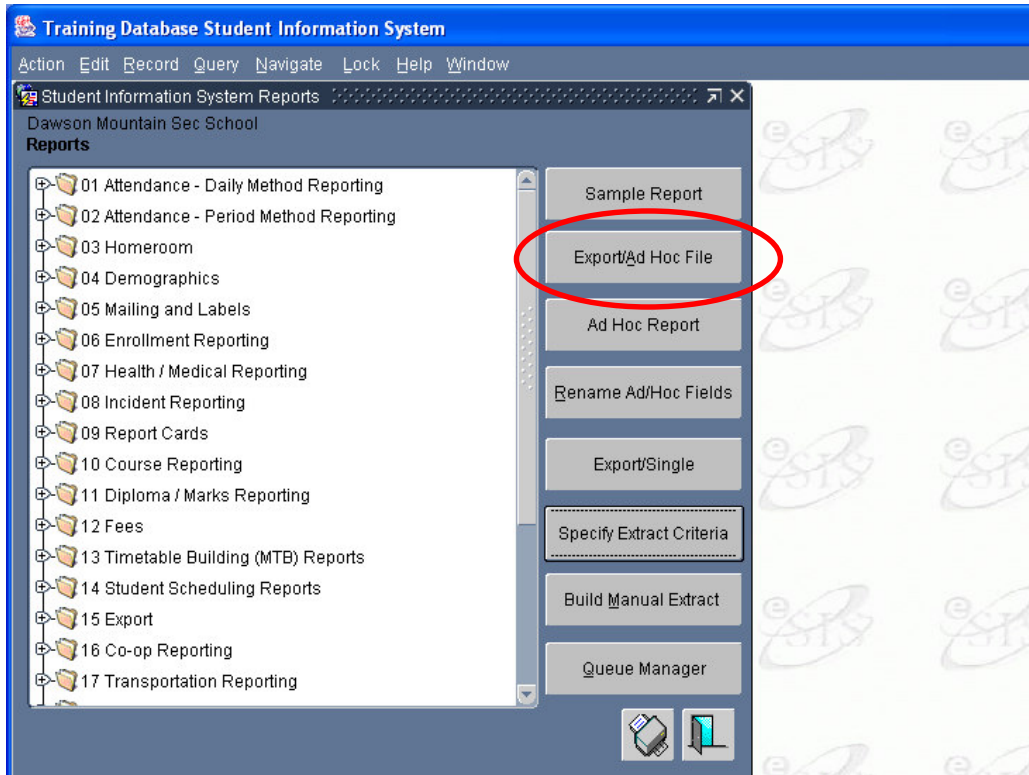
Step 7: You now see the number of students in your school. Click “Go Back...”



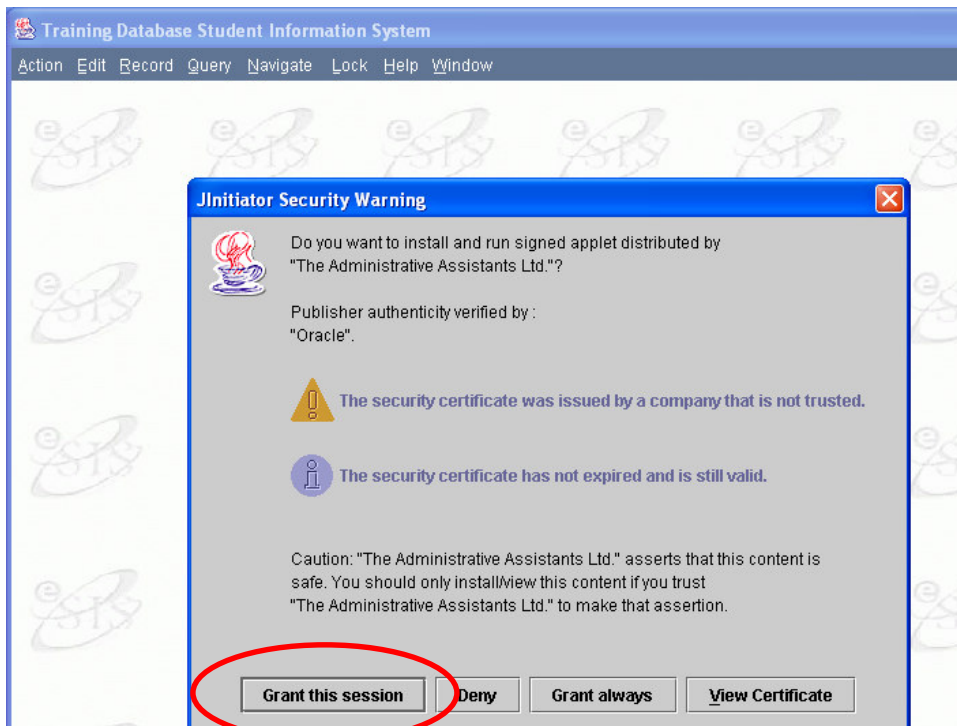
Step 8: Click on the door to exit this screen now




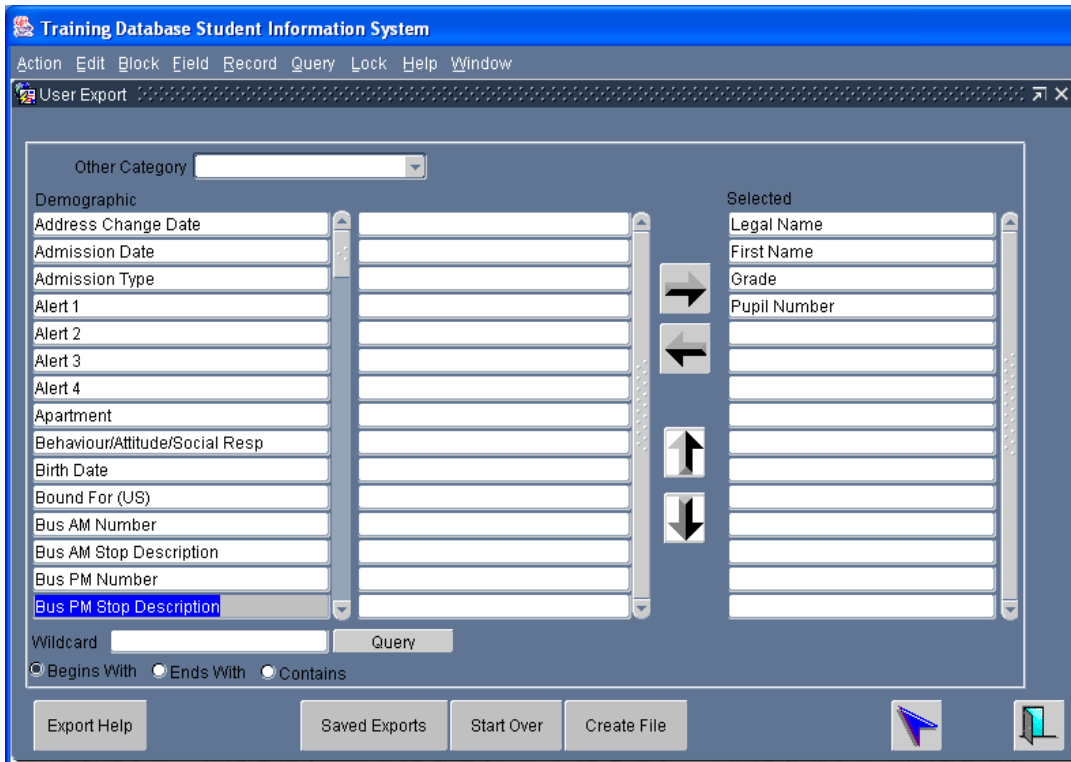
Step 9: Click on “Export/Ad Hoc File”



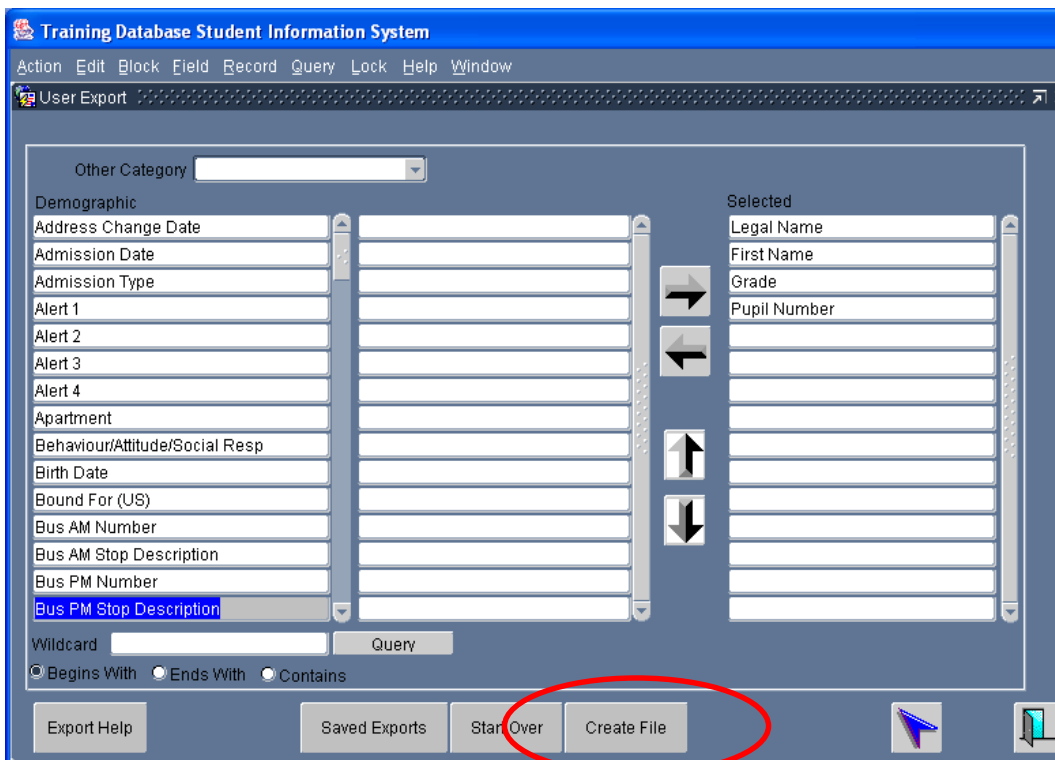
Step 10: You may have to click “Grant this session”



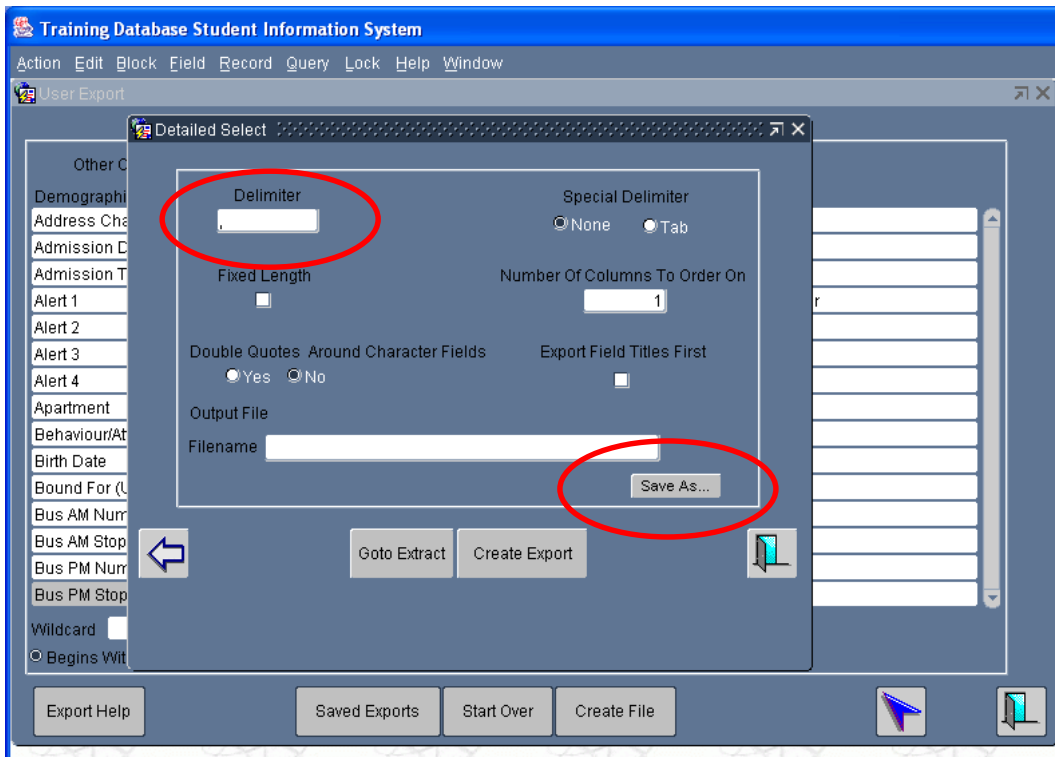
Step 11: Now select items from the left column and move them to the right column using the  button. You will need to move the Legal Name, First Name, Grade, and Pupil Number.



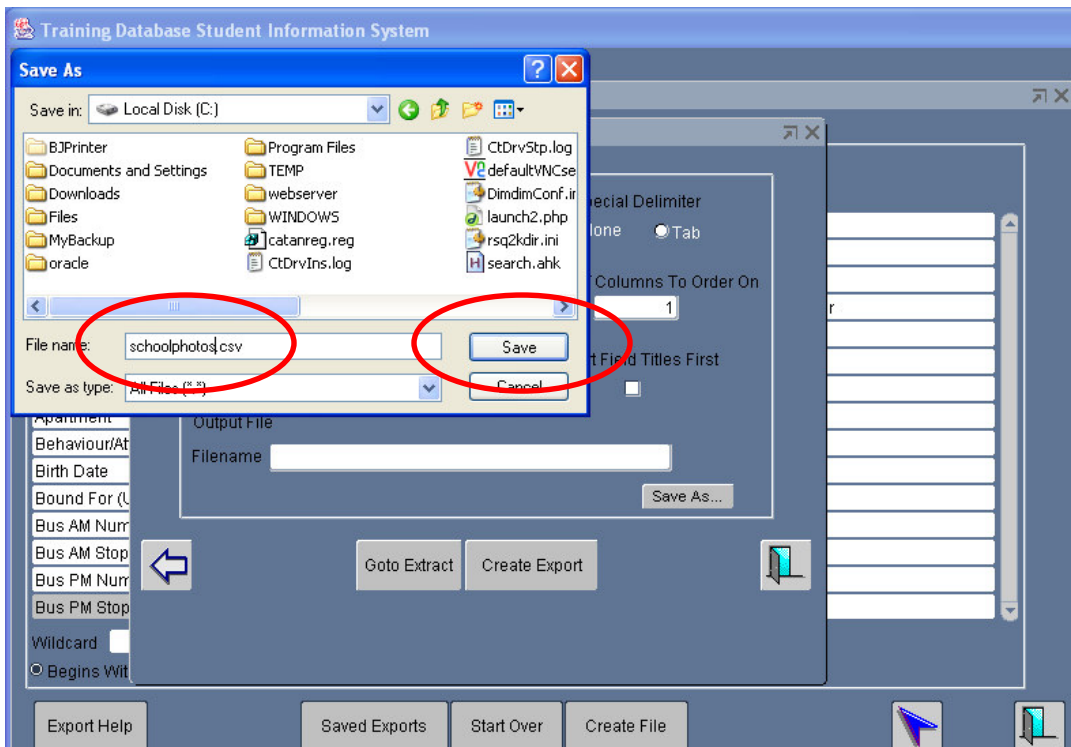
Step 12: Click “Create File”



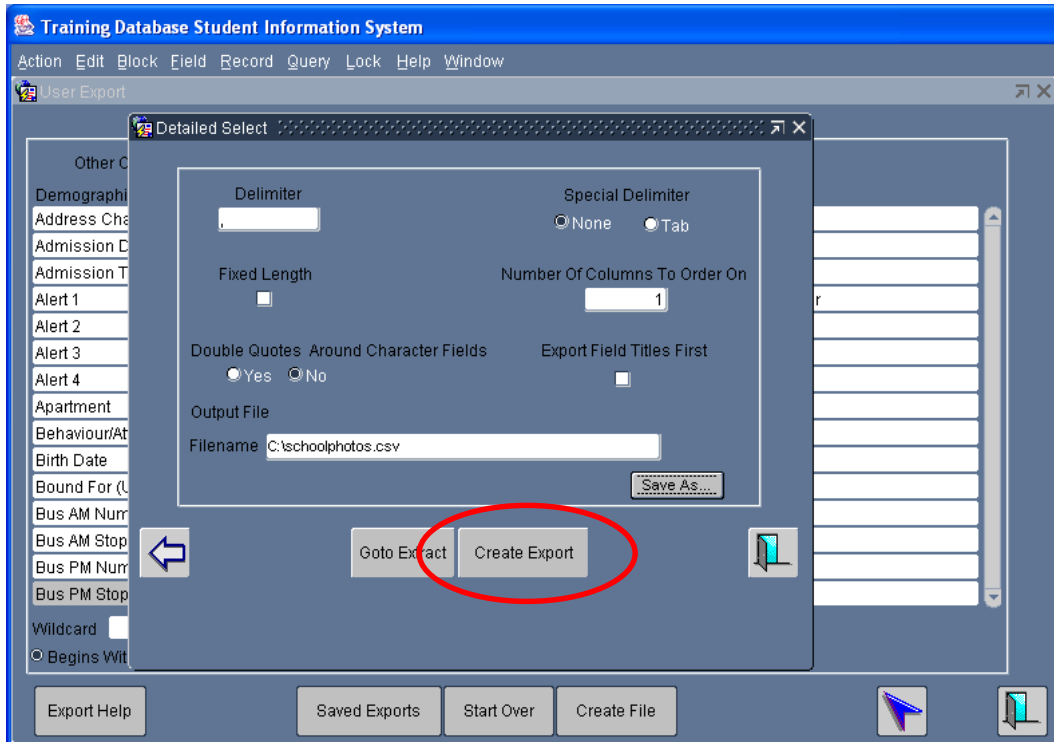
Step 13: Make sure that the delimiter is set to a comma and then click “Save As”



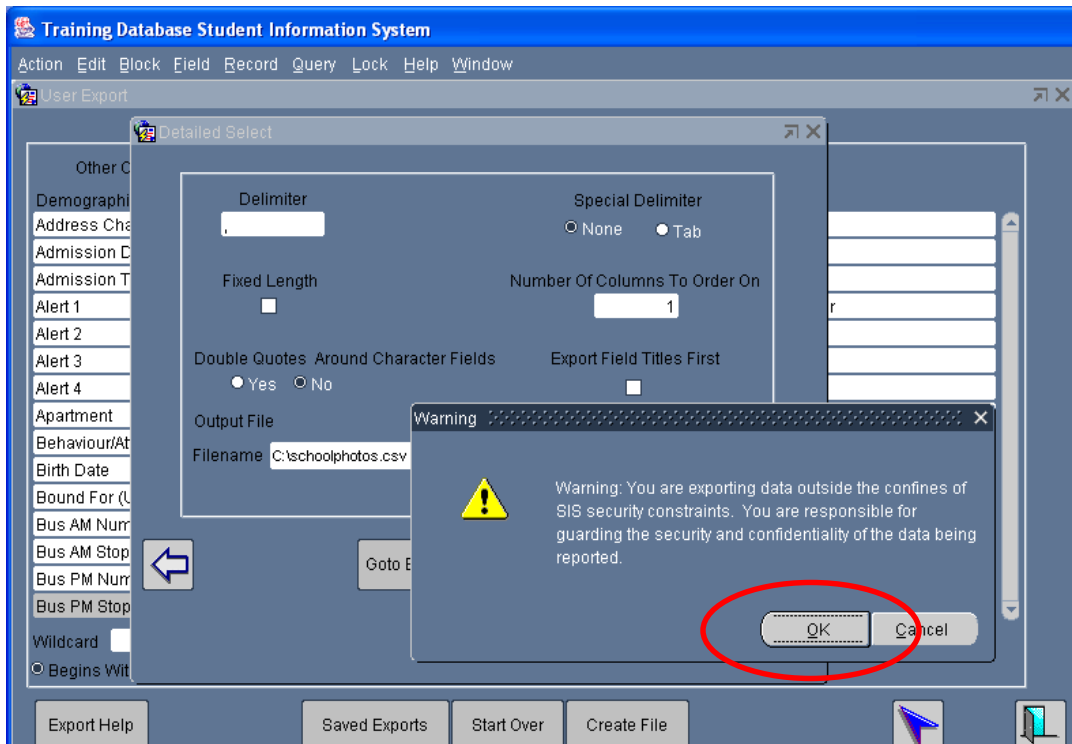
Step 14: Save the file as “something.csv” (must end in .csv) and then click “Save”



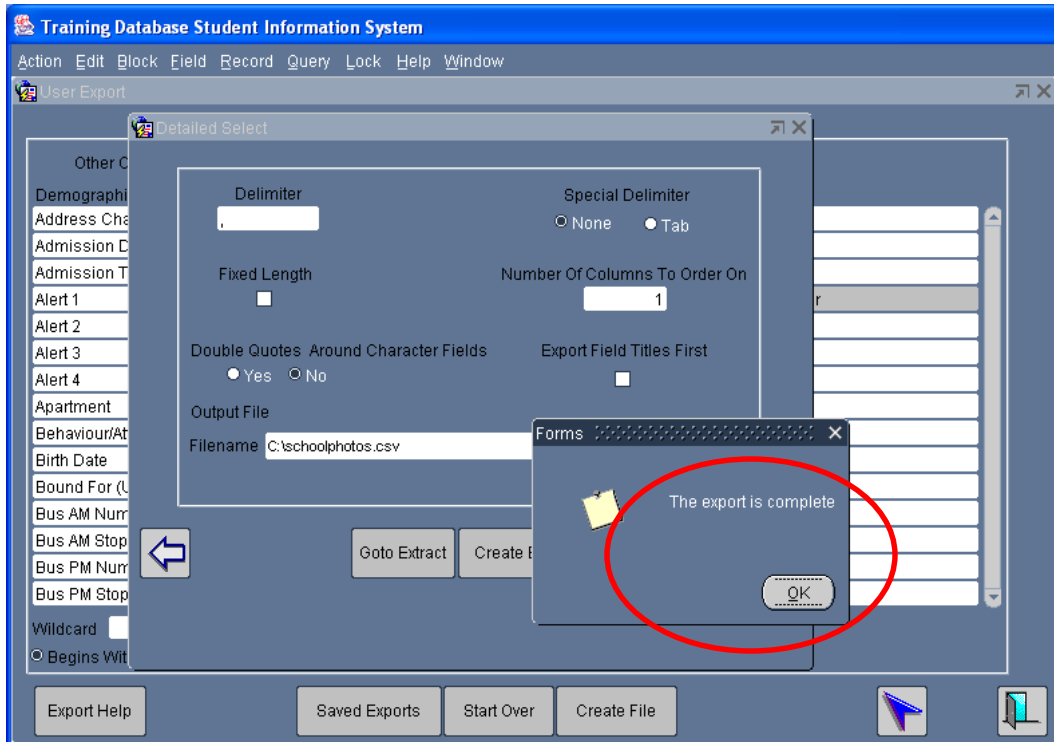
Step 15: Click “Create Export”



Step 16: Click “OK”



Step 17: BCeSIS should say “Export is complete”, Click “OK”



Step 18: Go find the file that you just saved in your computer. It will be able to be opened in MS Excel and you can verify the data in there.