

Retrieving Student NSN's

Need student NSN's? Here is how you can retrieve them 😊

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File Edit Shortcuts Insert Goto Window Help

1. click on Reporting

2. Choose student lists

3. Select Student this...

Student Lists

Attendance

Results

Classes

Class Lists

Staff Lists

Subjects

Statistics

Student List Options

Student List - Basic

Student List - General

Student List - Custom Fields

Student List - See Me

Student List - Photos and Barcodes

Then...

4. Find your class...

Name	Current Search	Overall Search Type	AND	OR	NOT	Save
Common	Individual	Class	Options	Group	Personal	Notes

Search Type and or Blank

Subject

5. You probably want this tab...

6. Select your classes

Teacher	GK				
COM101	83	A	1	COM101	83 A 01
COM101	85	A	1	COM101	85 A 01
COM301	83	A	1		
9TECC	85	A	1		
9TECC	85	B	1		
9TECC	85	C	1		

7. Click continue...

Cancel Apply Search Continue

Now we can set up the search...

31 Student Search Filter

Field List **8. Click on Field List**

Editing Current Export

Name Add All Selected Fields Clear All

Current Fields

Last Selected Fields

Saved Fields

All Subjects and Teachers

Comments Only

- First and Last Names (Preferred)
- First Name (Legal)
- First Name (Preferred)**
- Last Names (Legal)
- Last Names (Preferred)
- Last Name (Legal)
- Last Name (Preferred)**
- Last Name, First Initial (Preferred)
- Last Name, First Name (Legal)
- Last Name (Preferred)**
Student's Preferred Last Name

First Name (Preferred)
Last Name (Preferred)

11. The selected fields should look like this...

We are not ready to apply yet!

Cancel Apply

We still need to get the NSN...

Field List Save Changes Print Labels

Editing Current Export

NZQA Add All Selected Fields Clear All

12. Select NZQA

- Markbook Profiles - Estimated Credits - External
- Markbook Profiles - Estimated Credits - Internal
- Markbook Profiles - Estimated Credits - Total
- National Student Number (NSN)**

13. Scroll to National Student Number (the list is alphabetical)

National Student Number (NSN)

First Name (Preferred)
Last Name (Preferred)
National Student Number (NSN)

14. This is what your selected field should look like...

15. Now press Apply :)

Cancel Apply

Here are the final steps...

16. Use the 'Actions' button to generate a spreadsheet / export the data.

You should be able to see you student names and NSN numbers :)

Preferred	Last Name (Preferred)	National Student Number
	Ah Hi	0142742376
	Al Kak	0160173025
	Baldock	0143519065