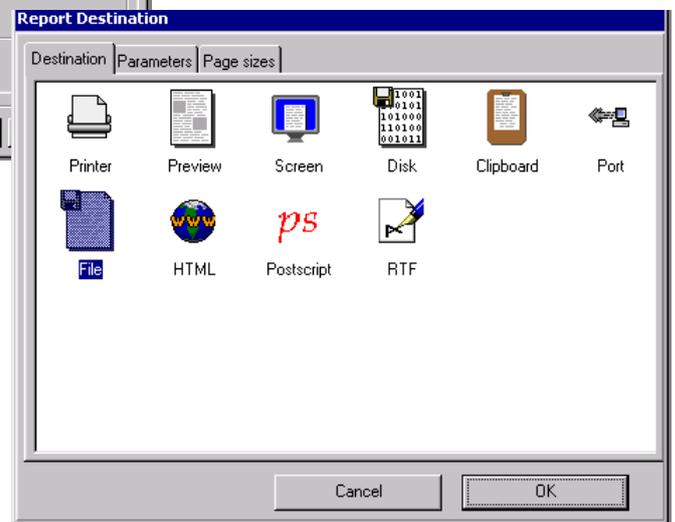
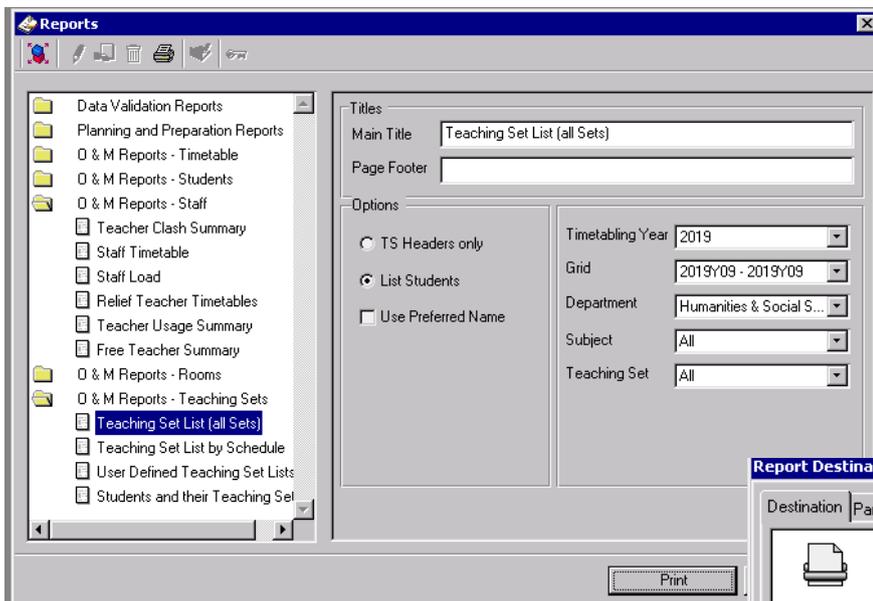


2019 Opening class lists from SIS to add to Excel and Manipulate

In SIS:

Timetabling> Reports> O&M Reports >Teaching sets(all sets)

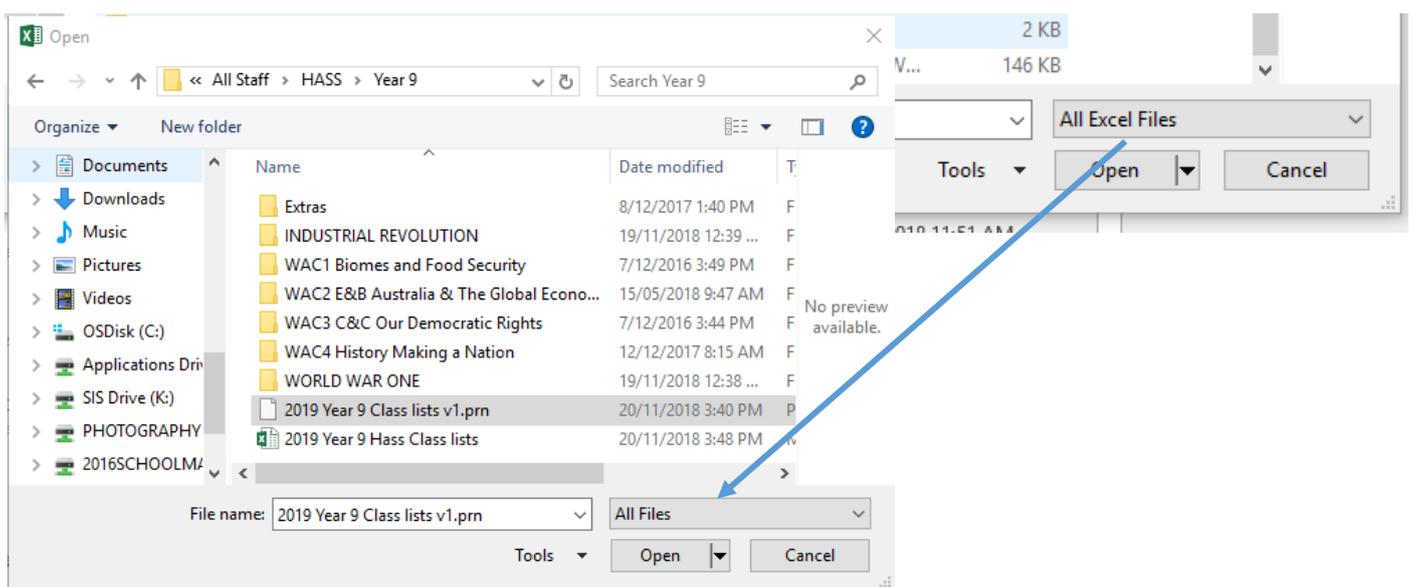
– choose as normal then select **Print** then **Yes** if asked to continue



- Choose **File** then **OK**
Choose a **file location** and **filename** then **OK**.

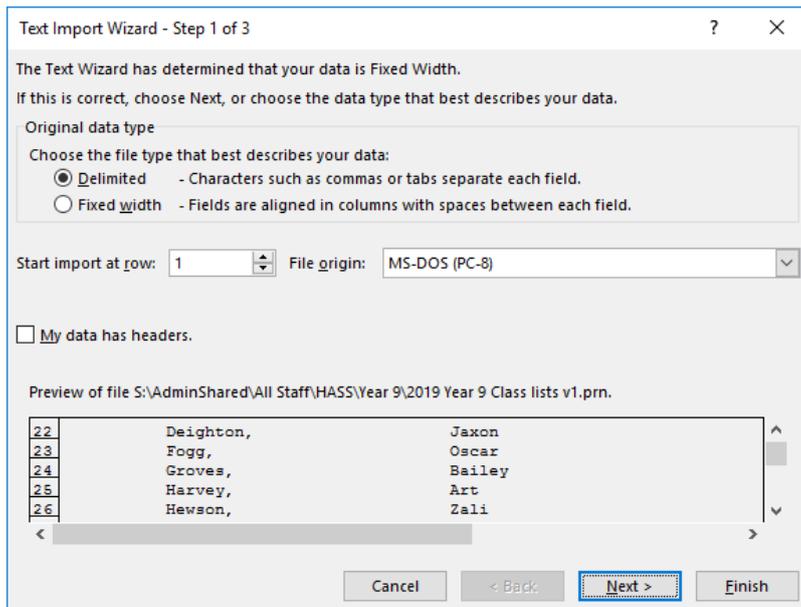
Out of SIS:

- Open **Excel**
- Choose **File> Open> Browse**
to the location it was saved in and
change the **All Excel Files** dropdown to **All Files**



Find your prn file and choose **Open**

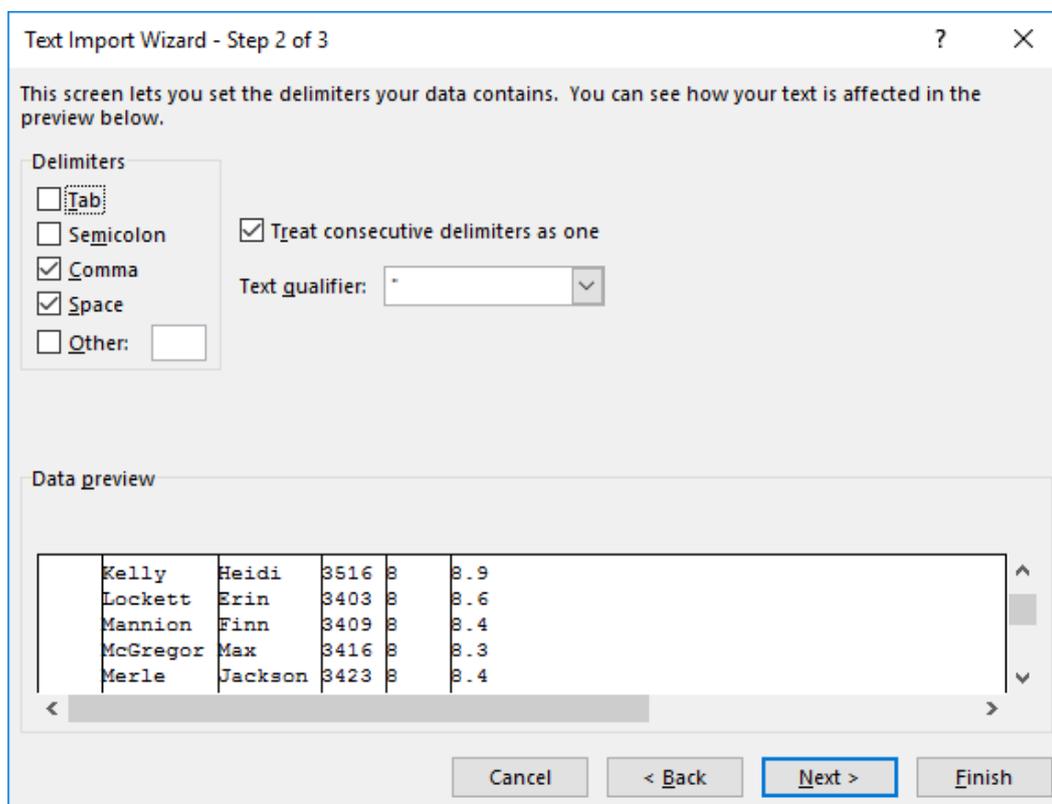
At the **Text Import Wizard – Step 1**
Choose **Delimited** > **Next**



At Step 2

Scroll down in the **Data preview** window a bit to see the student names

- Check the **Delimiters – Comma & Space** boxes
- Uncheck **Tab** box
- Check the **Treat consecutive delimiters as one** box
- Choose **Next**



- Keep it as **General** – then **Finish**

You can now delete any extra rows/columns in Excel and click and move students around.

To delete extra columns:
Right mouse click on grey column headers (A B C etc) & choose **Delete**

	A	B	C	D	E	F	G	H	I
10		Description							
11		Year	9	Humanitie &	Social...	09HASS1_	09HASS1_ Mr		
12									
13		Students: Reference	Year	Form					
14									
15		Abbott	Fleur	3305	8	8.6			
16		Appleton	Joel	3309	8	8.8			
17		Bosich	Nicholas	33335	9	9.2			
18		Breslin	India	3317	8	8.3			
19		Burnett	Lily	3323	8	8.8			
20		Clifton	Ashley	3331	8	8.7			
21		Cox	Lilli	3339	8	8.1			
22		Deighton	Jaxon	3346	8	8.9			
23		Fogg	Oscar	3360	8	8.1			
24		Groves	Bailey	3374	8	8.7			
25		Harvey	Art	3806	8	8.5			
26		Hewson	Zali	3387	8	8.2			
27		Kawiti	Olivia	3396	8	8.8			
28		Manners	William	Sol	3408	8	8.1		
29		McGregor	Cliff	3415	8	8.4			
30		McVie	Isaac	3422	8	8.2			
31		Mitchell	Jack	3429	8	8.8			
32		Morgan	Bianca	3436	8	8.3			
33		Murray	Roan	3443	8	8.6			
34		Oliver	Joshua	3446	8	8.5			
35		Parsons	Jasper	3452	8	8.4			
36		Quadrio	Mischa	3457	8	8.3			
37		Ross	Holden	3464	8	8.9			
38		Scott	Maya	3471	8	8.7			
39		Stevens-C	Thomas	3476	8	8.5			
40		Symonds	Lilliana	3478	8	8.1			
41		Williams	Alistair	3488	8	8.9			
42		Wilson-M	Nava	3495	8	8.7			
43		van	Vliet	Jemima	3501	8	8.1		
44									

To delete extra rows:
Right mouse click on grey row headers (1, 2, 3 etc) & choose **Delete**

Note: Some students with extra long names (or hyphenated/ double names) may need manipulation into correct columns – ie delete and click and drag or CTRL X CTRL V