

SLIMS bulk downloads

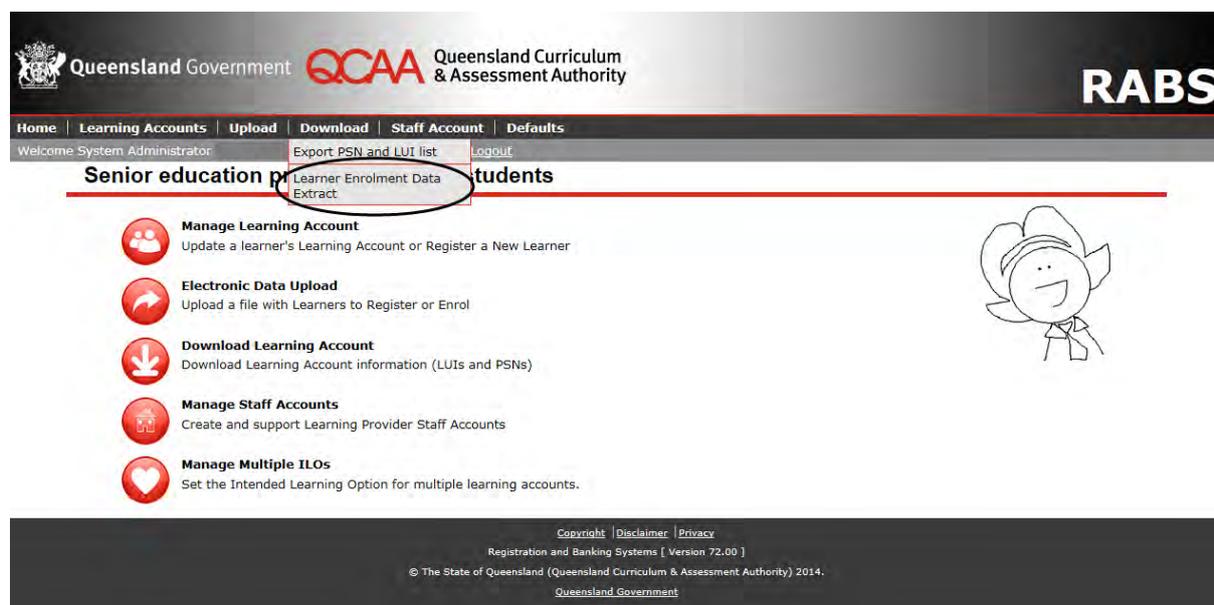
Enrolments and results

Download lists of enrolments and results

A bulk enrolments and results extract feature is available in SLIMS. Learning providers can export full lists of student enrolments and existing results. Lists are downloaded by cohort into a CSV file that can be read in Excel. This allows data to be easily downloaded from multiple learning accounts to give a point-in-time snapshot of student learning. This information will be useful for schools that may have developed their own analysis software to monitor student learning, or those that use QCAA's TraQCEr software application, which allows schools to analyse data and monitor student progress towards a QCE.

Step 1 Extract cohort details in SLIMS

- Log into SLIMS Registration and Banking System (RABS).
- To extract student enrolments and results for each cohort, select **Learner Enrolment Data Extract** from the **Download** menu on the top navigation bar.



Queensland Government | QCAA Queensland Curriculum & Assessment Authority | RABS

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome System Administrator | Export PSN and LUI list | Logout

Senior education providers | **Learner Enrolment Data Extract** | Students

- Manage Learning Account**
Update a learner's Learning Account or Register a New Learner
- Electronic Data Upload**
Upload a file with Learners to Register or Enrol
- Download Learning Account**
Download Learning Account information (LUIs and PSNs)
- Manage Staff Accounts**
Create and support Learning Provider Staff Accounts
- Manage Multiple ILOs**
Set the Intended Learning Option for multiple learning accounts.

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- Select the **Year Level**, enter an **email address** (for notification once the report is available) and click **Submit**.

Note: If an email address exists in SLIMS for the user who is logged in, the **Email** field will be pre-populated. Please confirm the email address is correct before selecting the **Submit** button.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome System Administrator | Account | Logout

Learner Enrolment Data Extract

Year Level: Year10 Year11 Year12

Email:

Submit

Extract Link	Date Created	Cohort Year	Email	Open/Closed	Availability
lede_8017_yr11_2012_3_23	23/03/2012	2012_y11	user1@domain.edu.au	Closed	23/03/2012-06/04/2012
lede_8018_yr11_2012_3_23	23/03/2012	2012_y11	user2@domain.edu.au	Closed	23/03/2012-06/04/2012
lede_570_yr10_2010_2_4	04/02/2010	2010_y10	user1@domain.edu.au	Closed	04/02/2010-18/02/2010
lede_3437_yr11_2011_2_11	11/02/2011	2011_y11	user1@domain.edu.au	Closed	11/02/2011-25/02/2011

Showing records 1 - 4 of 4

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- When the extract has been processed (possibly overnight), an email will be sent to the nominated address.

Step 2 Retrieve data reports from SLIMS

- Once the email is received, log back into SLIMS Registration and Banking System (RABS).
- Select **Learner Enrolment Data Extract** from the **Download** menu on the top navigation bar.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome System Administrator | Export PSN and LUI list | Logout

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- Select the **Extract Link** displayed on the bottom left-hand side of the screen.

Learner Enrolment Data Extract

Year Level: Year10 Year11 Year12

Email:-

Extract Link	Date Created	Cohort Year	Email	-Open/Closed	Availability
lede_17180_vr12_2014_7_11	11/07/2014	2014_y12	user2@domain.edu.au	Open	11/07/2014-25/07/2014
lede_8017_yr11_2012_3_23	23/03/2012	2012_y11	user1@domain.edu.au	Closed	23/03/2012-06/04/2012
lede_8018_yr11_2012_3_23	23/03/2012	2012_y11	user2@domain.edu.au	Closed	23/03/2012-06/04/2012
lede_570_yr10_2010_2_4	04/02/2010	2010_y10	user1@domain.edu.au	Closed	04/02/2010-18/02/2010
lede_3437_yr11_2011_2_11	11/02/2011	2011_y11	user1@domain.edu.au	Closed	11/02/2011-25/02/2011

Showing records 1 - 5 of 5

Note: The extract file will be available for two weeks as displayed in the 'Available' column. After this time, the status will become 'Closed'. If the extract is required after the close date, a new report will need to be extracted.

- The Extract Link will display a pop-up to save or open a zip file, for example:



- The zip file will contain three separate CSV files that can be extracted, saved to your computer, and viewed in Excel.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
lede_17180_vr12_2014_7_11_comp...	Microsoft Excel Comma S...	17 KB	No	208 KB	92%	11/07/2014 11:10 AM
lede_17180_vr12_2014_7_11_enr.csv	Microsoft Excel Comma S...	18 KB	No	559 KB	97%	11/07/2014 11:10 AM
lede_17180_vr12_2014_7_11_inr.csv	Microsoft Excel Comma S...	9 KB	No	36 KB	77%	11/07/2014 11:10 AM

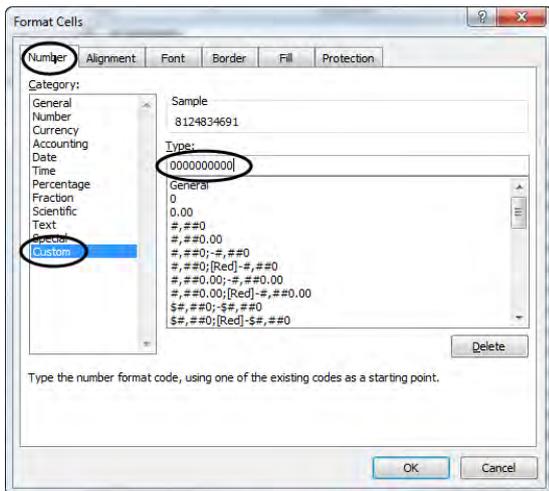
- Personal information for the relevant cohort (file name lede****Inr.csv)
- Course enrolments and results for the relevant cohort (file name lede****enr.csv)
- VET competencies for the relevant cohort (file name lede****comp.csv)

Working with the exported CSV files

When working with exported CSV files, the LUI column will need to be formatted to ten digits, as Excel removes leading zeros. To do this:

- Open the extracted CSV file. Select **Column A**, which contains the LUI numbers.
- Right click and select **Format Cells**.

- Select the **Number** tab and click **Custom**.
- Type ten zeros (0000000000) in the **Type** box, as shown below. Click **OK**.



- Save the CSV file as an Excel spreadsheet.

Further assistance

For assistance, email SLIMS Help Desk slims@qcaa.qld.edu.au or telephone (07) 3864 0269.