

# SLIMS bulk downloads

Names, LUIs and passwords

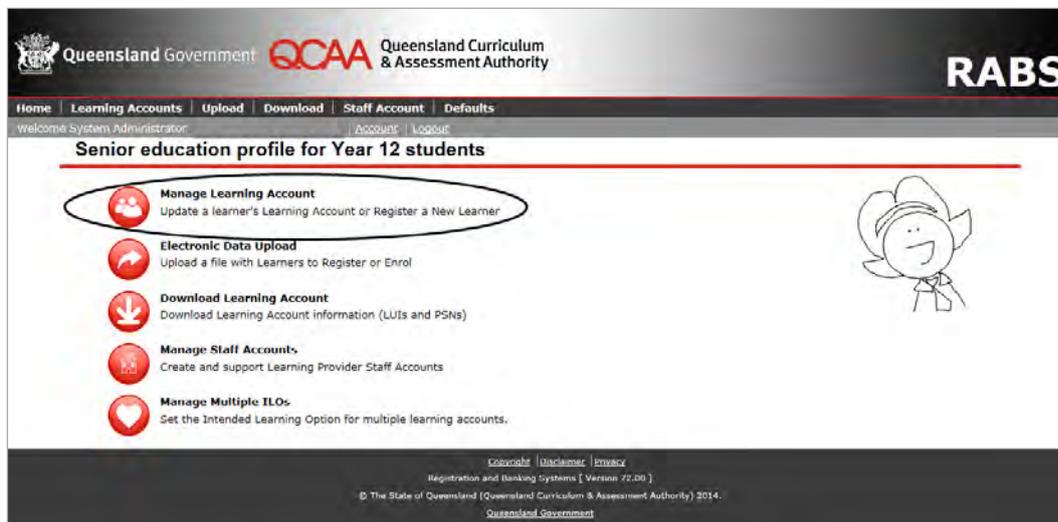
## Download lists of names, LUIs and passwords

A bulk LUI and password extract feature is available in SLIMS. Learning providers can export full lists of student names, LUIs and initial passwords. Lists are downloaded by cohort into a CSV file that can be read in Excel. This allows data to be easily used in mail merges such as letters, labels and ID cards for distribution to students.

### Step 1 Extract cohort details in SLIMS

- Log into SLIMS Registration and Banking System (RABS).
- To extract a list of names, LUIs and initial passwords for each cohort, select **Manage Learning Account**.

SLIMS > Manage Learning Account



- Select the **SSEC Year** from the drop-down menu (e.g. for calendar year 2013, Year 12 = 2013, Year 11 = 2014) and click **Search**. A list containing the nominated cohort will appear in the lower section of the screen.

## Lookup Learning Accounts > SSEC Year > Search

Queensland Government QCAA Queensland Curriculum & Assessment Authority RABS

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

Welcome System Administrator Account Logout

### Lookup Learning Accounts

Only Include My Learners  Include previously enrolled learners  Include Learners from Other Providers Clear All

LUI:

Last Name:

Given Names:

Date of Birth:

Gender:  Female  Male  Either

SSEC Year:  Senior Secondary Education Completion Year

Delete	View/Edit	LUI	Last Name	Given Names	Gender	DOB	Main Learning Provider	ILO
Showing records 0 - 0 of 0								

**Note:** The extracted list will only contain records for those students with an SSEC year populated in SLIMS. The SSEC year is either populated in bulk by SDCS data submissions or by manually entering the SSEC year in each student's Personal Details screen in SLIMS.

## Step 2 Export the cohort list to a CSV file

- To export the extracted cohort list to a CSV file which can be read in Excel, select Export. (This will create a .csv file containing learners' LUI, personal details and initial password).
- Save the file with a unique name. Each extract is labelled rylui.csv when extracted and will overwrite previous extracts unless each file name is unique.

## Cohort list > Export > Save CSV file

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### Lookup Learning Accounts

Only Include My Learners  Include previously enrolled learners  Include Learners from Other Providers Clear All

LUI:

Last Name:

Given Names:

Date of Birth:

Gender:  Female  Male  Either

SSEC Year:  Senior Secondary Education Completion Year

Delete	View/Edit	LUI	Last Name	Given Names	Gender	DOB	Main Learning Provider	ILO
A list of learners satisfying the SSEC criteria will appear here								

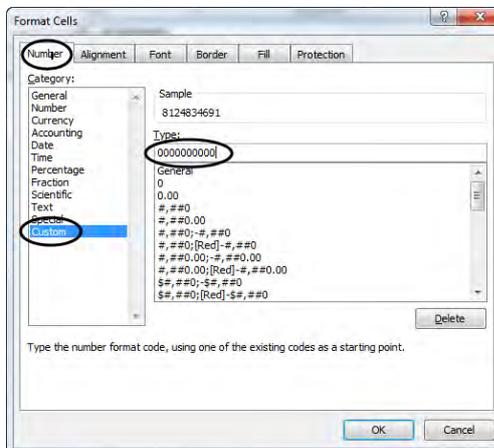
**Note:** The extracted passwords are the initial passwords assigned when the learning account was originally opened. Some students may have already logged into their learning account for the first time and changed their password.

### Step 3 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.

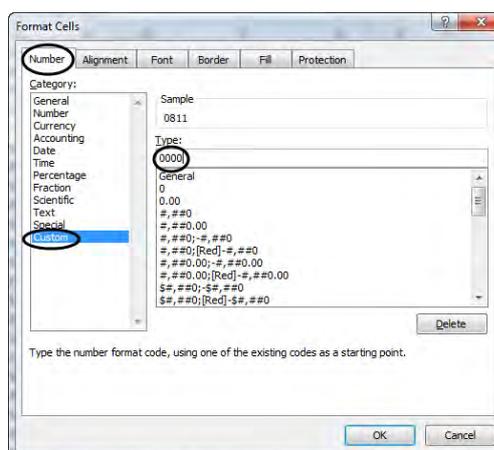
#### To format the LUI to ten digits:

- Open the extracted CSV file.
- Select **Column A**, which contains the LUI.
- Right click and select **Format Cells**.
- Select the **Number** tab and click **Custom**.
- Type ten zeros (0000000000) in the **Type** box, as shown here.
- Click **OK**.



#### To format the initial password to four digits:

- Select **Column AC**, which contains the **Initial Password**.
- Right click and select **Format Cells**.
- Select the **Number** tab and click **Custom**.
- Type four zeros (0000) in the **Type** box, as shown here.
- Click **OK**.



### Step 4 Retain formats

Save the CSV file as an Excel spreadsheet to retain these formats.

## Further assistance

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