# 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

		ueensland Curriculum Assessment Authority	RABS
Home	Learning Accounts   Upload   Download   Staff Acc	count Defaults	
welcom	Senior education profile for Year 12	s tudents	
	Manage Learning Account Update a learner's Learning Account or Reg	ister a New Learner	
	Electronic Data Upload Upload a file with Learners to Register or El	nrol	2.22
	Download Learning Account Download Learning Account information (LL	JIs and PSNs)	TBI
	Manage Staff Accounts Create and support Learning Provider Staff	Accounts	
	Manage Multiple ILOs Set the Intended Learning Option for multip	sie learning accounts,	
	D11+5	Loosviebt (Unclaimer   201452) Régistration and Backing Systems ( Version 72.00 ) Rate of Queensland (Queensland Curriculum & Assessment Authority) 2014. Queensland Geveniment	

• 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

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Only Include My Le. Include previous Include Learners fro	amers ly enrolled learners om Other Providers		Clear All
LUI: Last Name: Given Names: Date of Birth:		Gender: For SSEC Year: Any Ye	nale Male Eithor of Sinitr Becondary Education Completion Year
Register New Learner			Cancel Search

**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 ryplui.csv when extracted and will overwrite previous extracts unless each file name is unique.

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Date of Bir	h:					
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Register Nev	Learner			Ci	snoul School - 3 learners	Export Search

Cohort list > Export > Save CSV file

**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. Format Cells ? × Number Alignment Font Border Fill Select Column A, which contains the LUI. ٠ Sample Right click and select Format Cells. 8124834691 • 0000000 Select the Number tab and click Custom. ٠ Type ten zeros (000000000) in the Type • box, as shown here. Click OK. • i]-\$#,##0 Delete Type the number format code, using one of the existing codes as a starting point OK Cancel To format the initial password to four digits: Select Column AC, which contains the Initial Format Cells ٠ 2 Password. Number ent Font Border Fil Alic • Right click and select Format Cells. Sampl 0811 Select the Number tab and click Custom. . Type four zeros (0000) in the Type box, as . shown here. ##0;-#,##0 ##0;[Red]-#, ##0.00;-#,## Click OK. . #0.00;[Red]-#,##0.00 ,##0 d]-\$#,##0 Delete Type the number format code, using one of the existing codes as a starting point OK Cancel

### 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 or telephone (07) 3864 0269.