

Quick guide

Student information export

When and why?

SIS has a **Student Information** area where you can see details about your students. You can check this information early in the application cycle, before attendance and registration confirmation, to make sure that the details on a student's application are correct. These include bank details, National Insurance numbers, course, fee and credit information and bursary consent to share. If any of the information is incorrect or missing, you might need to submit a Change of Circumstance (CoC) or the student may need to take action.

You can also use the **View Student Information** area of the HE Gateway throughout the year to view a student's detailed information. If you need to, you can export the information to Excel. This will give you an easier way to review multiple students' information and to manipulate the data using specific filters.

Access

You must hold Student Information Advisor access on the HE Gateway to use the **Student Information** area of SIS. If you need this to be added to your account you should contact the User Administrator at your university or college.

View Student Information Export

- 1) You can access the **View Student Information** section via the **Student Information Home** link on the left-side menu of the **SIS Home** page.

If you have HEI Student Information Advisor access, you will be able to export the results of a **Student Information Filter**. You can either do this directly from the filter without viewing the results first, or after viewing the results on screen. We have kept all the file formats the same as the previous ACR file format to cause as little disruption as possible to your workflow.

- 2) From the **Student Information Filter** page, select the relevant filters on the **Student search**, **Course Search** or **General Search** tabs, and then select the **Filter & Export Results** button. This performs a search of the student details in the system and retrieves those that match your search criteria. You can then select the file format you want to export and name the export file.
- 3) If you select **Filter & Display**, there will be an **Export** button on the results screen so you can export the results after viewing them. If you select the **Filter & Export** option, you will have a choice of export formats:
 - **Summary Student Information** (previous TFPR file format)
 - **Extended Student Information Export** (previous TFPR file format with additional fields)
 - **Summary Student Registration Information Report** (previous SSAC file format)

The additional fields included in the **Extended Student Information Export** are as follows:

Customer Reference Number – our unique identifier for the student

Bank Details Held – Indicates whether we hold bank details for the student (yes/no)

Attendance Status – the current attendance status of the student:

- Awaiting Attendance Confirmation
- Attendance Confirmed
- Attendance Confirmation Not Required
- Attendance Saved
- Awaiting Reassessment

Attendance Code – the attendance code that you have confirmed:

- A – In attendance, or after reassessment that you agree to the change
- C – Course mismatch
- F – Student in attendance but you disagree with the fee
- L – In attendance, liability disputed but you will resolve

N – In attendance, liability disputed but you will not resolve
S – Suspended
X – Not in attendance

Award Authority – the name of the award authority that is processing the student's support application

Student Bursary Consent to Share – dropdown to filter on the students who have or have not provided consent to share for bursary purposes

Sponsor Bursary Consent to Share – dropdown to filter on the students whose sponsors have provided consent to share for bursary purposes (if there are 2 sponsors the indicator will only show **Yes** if both have given consent to share)

Child Care Grant Indicator – Indicates whether the student has applied for a Child Care Grant (yes/no)

NHS Bursary Indicator – Indicates whether the student has applied for an NHS Bursary

Cohort Year – The year in which a student is assessed for a period of continuous study

Applicaion Status – The status of the student's application:

- Approved
- Approved Awaiting Signature

Credits – If a student receives PTML, you must confirm the credits they will study in the year of the confirmation as part of the registration process. The **Registration Import** includes a field for the credit value. This is mandatory only for students who receive PTML. This field is also included in the **Extended Student Information Export**.

The additional fields may not be populated for all students. For example, **Bursary Consent**, **Child Care Grant Indicator**, **NHS Bursary Indicator** and **Cohort Year** will not be populated for SAAS students.

- 4) You may want to export specific attendance records for your systems. To do this, select the **Attendance Status** option from the filter, and then select the **Filter & Export** button. For example, you may only want to export blank attendance codes. In this case, select the **Awaiting Attendance Confirmation** option from the **Attendance Status** dropdown list.

Convert text file to Excel

SIS exports data as text files. To easily view and manipulate the data, you will first need to convert these files to Excel.

- 1) Open Microsoft Excel.
- 2) Select the **Data** tab.
- 3) In the **Get External Data** group, select **From Text**.
- 4) In the **Import Text File** dialogue box, double click the text file that you want to import.
- 5) Select **Import** – the **Text Import Wizard** will launch.
- 6) Select **Delimited** and then **Next**.
- 7) Keep **Tab** checked but also check **Other** and enter a tilde (~) in the box.
- 8) Select **Next** then **Finish**.
- 9) An **Import Data** window will appear – select the cell in the worksheet that you want the data to populate, then select **OK**. The data will then populate on the worksheet.

Full details of the file export formats are included in the Attendance and Student Information Import and Export Files Technical Specification. You can request this by emailing HEP_Services@slc.co.uk.