Quick Guide – Student Information Export

When and Why?

The Student Information area of SIS can be used to view information for students attending your institution. This can be used prior to attendance confirmation to gain early sight of incorrect details on a student's application that might need a Change of Circumstance (CoC) to be submitted or action to be taken by the student. These can include missing bank details, missing/invalid National Insurance Number (NINO), incorrect course/fee/credits information or missing bursary consent to share.

The View Student Information area of the Portal can also be used throughout the year to view a student's detailed information which can be exported to Excel. This allows the data to be manipulated using filters to target specific details, and allows easier review of multiple students' information.

Access

To access the Student Information area of SIS you must hold Student Information Advisor access within the HE Portal. If you need this access to be added to your account you can contact the User Administrator within your HEP.

View Student Information Export

1) You can access the **View Student Information** section via the **Student Information Home** link on the menu on the left of the SIS Home page – clicking this menu item will display the **View Student Information** link.

HEI Student Information Advisor will be able to export the results of a **Student Information Filter**. The user can do this directly from the filter without viewing the results first or after viewing the results on screen. All of the file formats have been kept the same as the previous ACR file format in order to cause as little disruption as possible to HEPs.

2) Whilst within the **Student Information Filter** page, the user can opt to select the relevant filters from the **Student search**, **Course Search** or **General Search** tabs, and by selecting the **Filter & Export Results** button. This performs a search over the student details contained in the system and retrieves the ones that match the search criteria given by the user. The user is then given the option to select which file format they wish to export and the opportunity to name the export file.

3) If the user opts to **Filter & Display**, on the results screen there will be an **Export** button to enable the user to export the results after viewing on screen. If the **Filter & Export** option is chosen, the user is presented with a choice of formats to export the details into:

   - **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 within the **Extended Student Information Export** are as follows:

Customer Reference Number – SLC's unique identifier for the student

Bank Details Held – Indicates whether SLC holds 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 has been confirmed by the HEP:

A – In attendance **or** after reassessment that you are in agreement with the change
C – Course mismatch
F – Student in attendance but HEP disagrees with the fee
L – In attendance, liability disputed but HEP will resolve
N – In attendance, liability disputed but HEP will not resolve
S – Suspended
X – Not in attendance

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

Student Bursary Consent to Share – drop down to filter on the student(s) who have / haven't provided 'Consent to Share' for bursary purposes.

Sponsor bursary Consent to Share – drop down to filter on the student(s) whose sponsors have provided 'Consent to Share' for bursary purposes. If there are two sponsors the indicator will only show as 'Yes' if both have agreed 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 – Where a student is in receipt of PTML the credit value the student will be undertaking in the year of the confirmation must be confirmed as part of the registration process. A field to allow submission of the credit value is available on the Registration Import and is mandatory only for students in receipt of PTML. This field has also been 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) HEPs may want to export specific attendance records for their systems; to do this they would select the **Attendance Status** option from the filter, and then select the **Filter & Export** button. For example, the HEP may only want to export blank attendance codes; in this case, they would select the **Awaiting Attendance Confirmation** option from the **Attendance Status** drop down list.

Convert Text file to Excel

As data exports from SIS as text files, these require to be converted to Excel to allow the data to be viewed and manipulated as desired.

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

Full details of the file export formats are contained within the **Attendance and Student Information Import & Export Files Technical Specification** which is available on request to HEP_Services@slc.co.uk.