



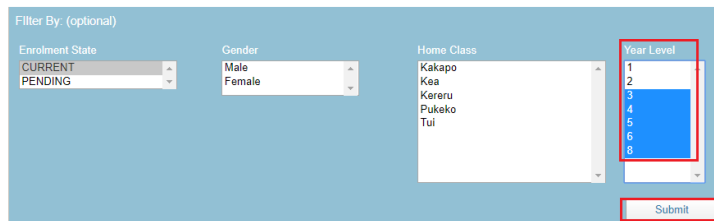
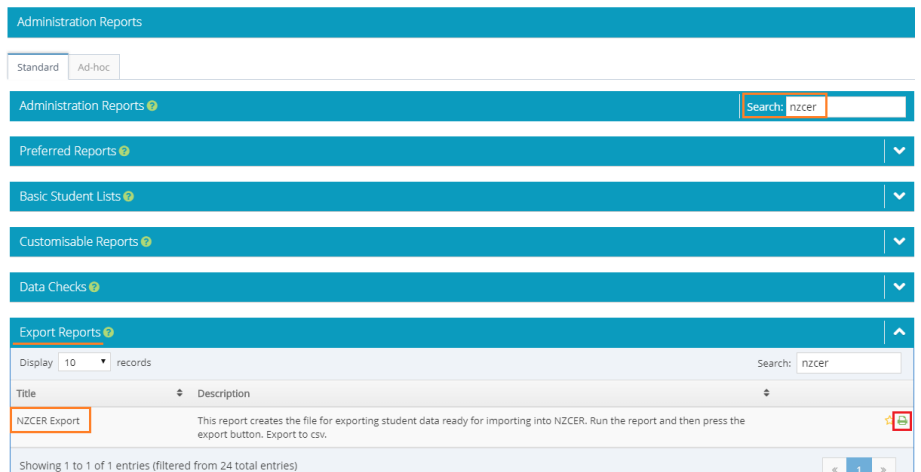
NZCER Importing and Exporting

- All students must have a verified NSN

UPLOAD YOUR STUDENT INFORMATION INTO NZCER

Administration > Reports > Export Reports > locate the NZCER export Or, type 'NZCER' into the Search filter box for faster location of the report

- Click the printer icon
- A new window will open in your browser and a parameter sheet allows you to choose your student grouping
- Select the Year Levels > click [Submit]
- The report will generate
- Click the Export icon and select .csv



Login to NZCER > Select [Site Management] > Select [SMS Upload] > browse your computer for the .csv file saved for uploading.

IMPORT MARKING FROM NZCER

Login to NZCER > Select [Site Management] > Select [Download] > Select Download SMS assessment data

You will need to upload this file into Assembly in a few steps time, please save it to an easily retrievable location on your computer.

NOTE: When scheduling any NZCER assessment that you intend to import results to, you must have ticked the import checkbox **before** publishing.

You will know if this has been done as there will be an import icon available in the row the assessment appears on the Manage Assessment page.

1. Login to Assembly and navigate to the Manage Assessment page
2. Click on the import icon for an NZCER assessment
3. Drag and drop or browse for your .csv file
4. Click [Import]

You can use the one file from NZCER that contains all student results for multiple tests. Assembly will match the assessment type to the scheduled assessment. The import will advise of how many records were uploaded and the progress bar will update accordingly.

Scheduled Calendar Assessments						
<input type="checkbox"/>	26/02/2020	18/03/2020	NZ Curriculum Levels 2020			10.2%
<input type="checkbox"/>	21/01/2020	09/04/2020	T1 2020 OTJ & Curriculum Levels			43.8%
<input type="checkbox"/>	30/01/2020		T1 2020 Running Records Junior and Middle			1.8%
<input type="checkbox"/>	02/03/2020		T1 2020 PAT Maths			0%
<input type="checkbox"/>	20/02/2020	09/04/2020				0%