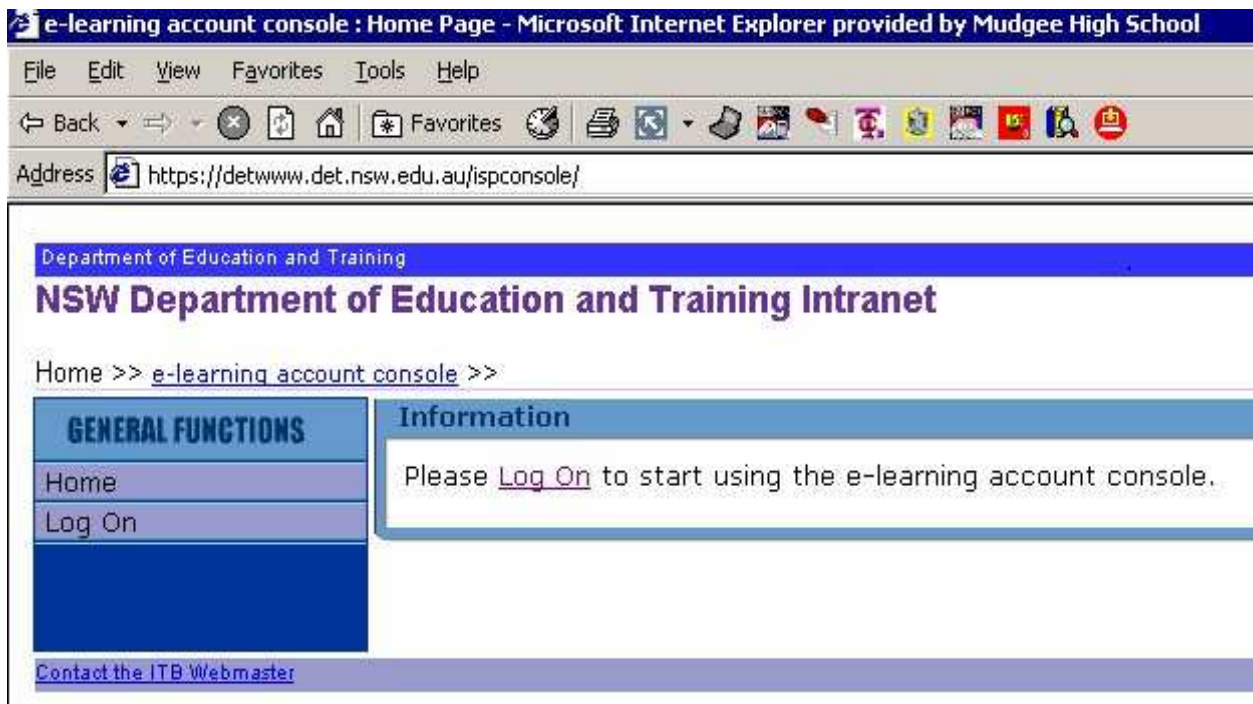


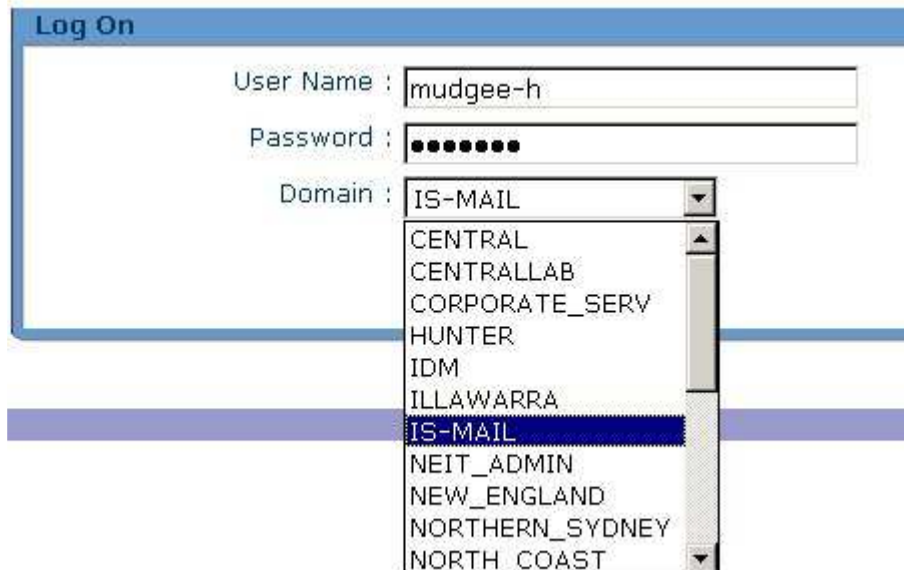
## Export the student data from ISP Console

1. Open Internet Explorer browser (NOT Firefox!) and go to the address:

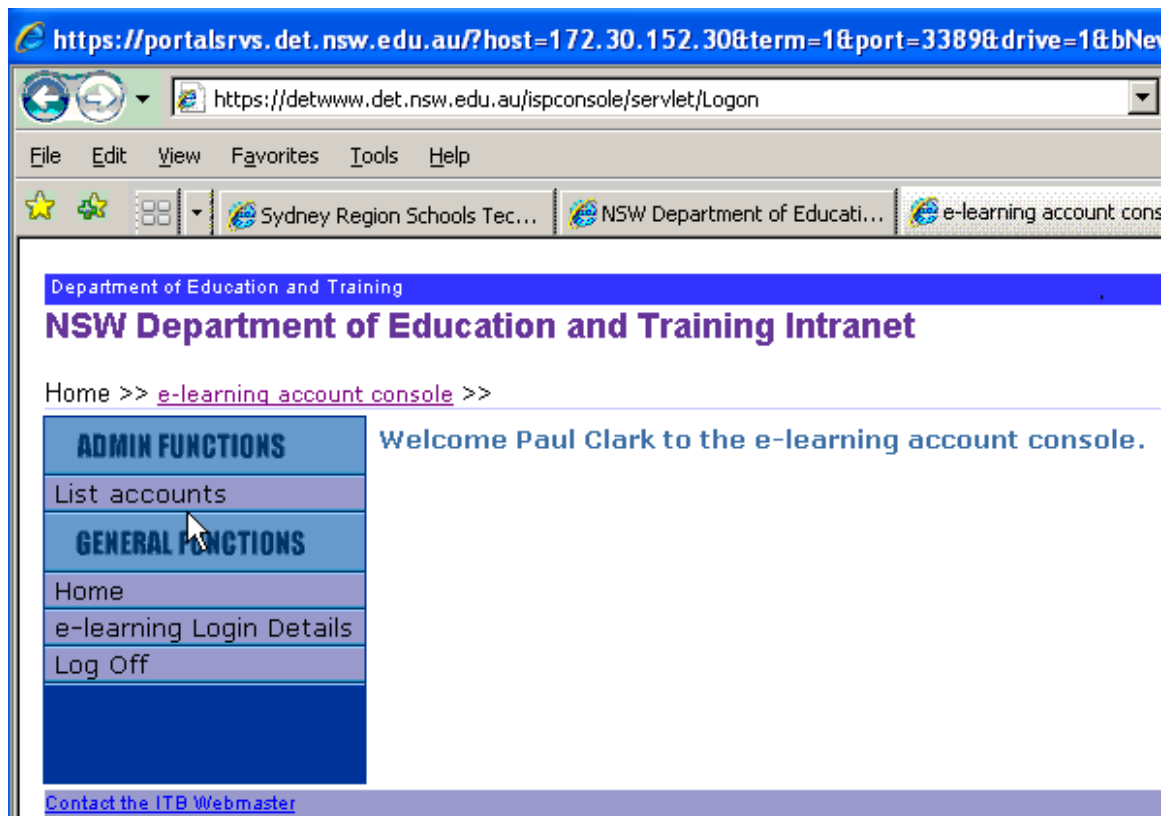
**https://detwww.det.nsw.edu.au/ispconsole**



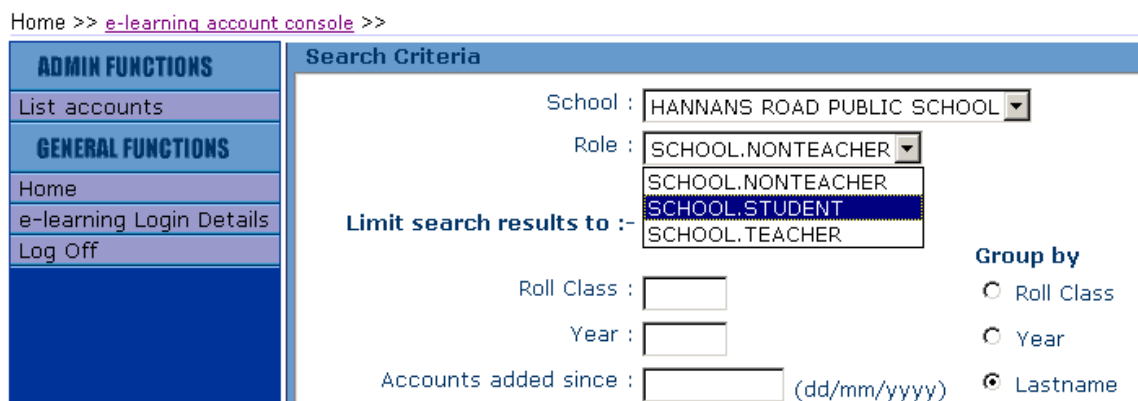
2. Log On to the **IS-MAIL** domain using your schools generic email account credentials.



3. Select **List Accounts** if your school details are not immediately presented:



4. Select the **student** option (from the drop down list) as shown



5. Make sure you select **unformatted (text)** and **un-tick** Display Password

Report type :  formatted (PDF)  unformatted (text)

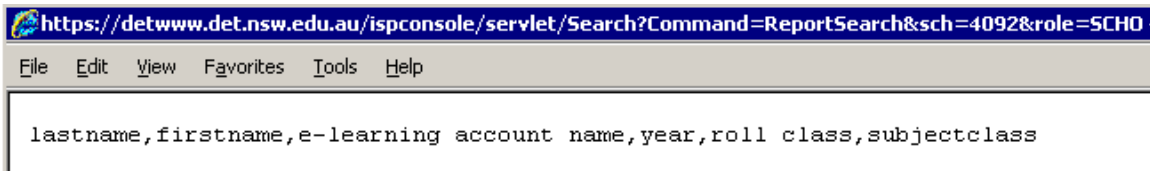
Display Password :

## 6. Then click **Display**

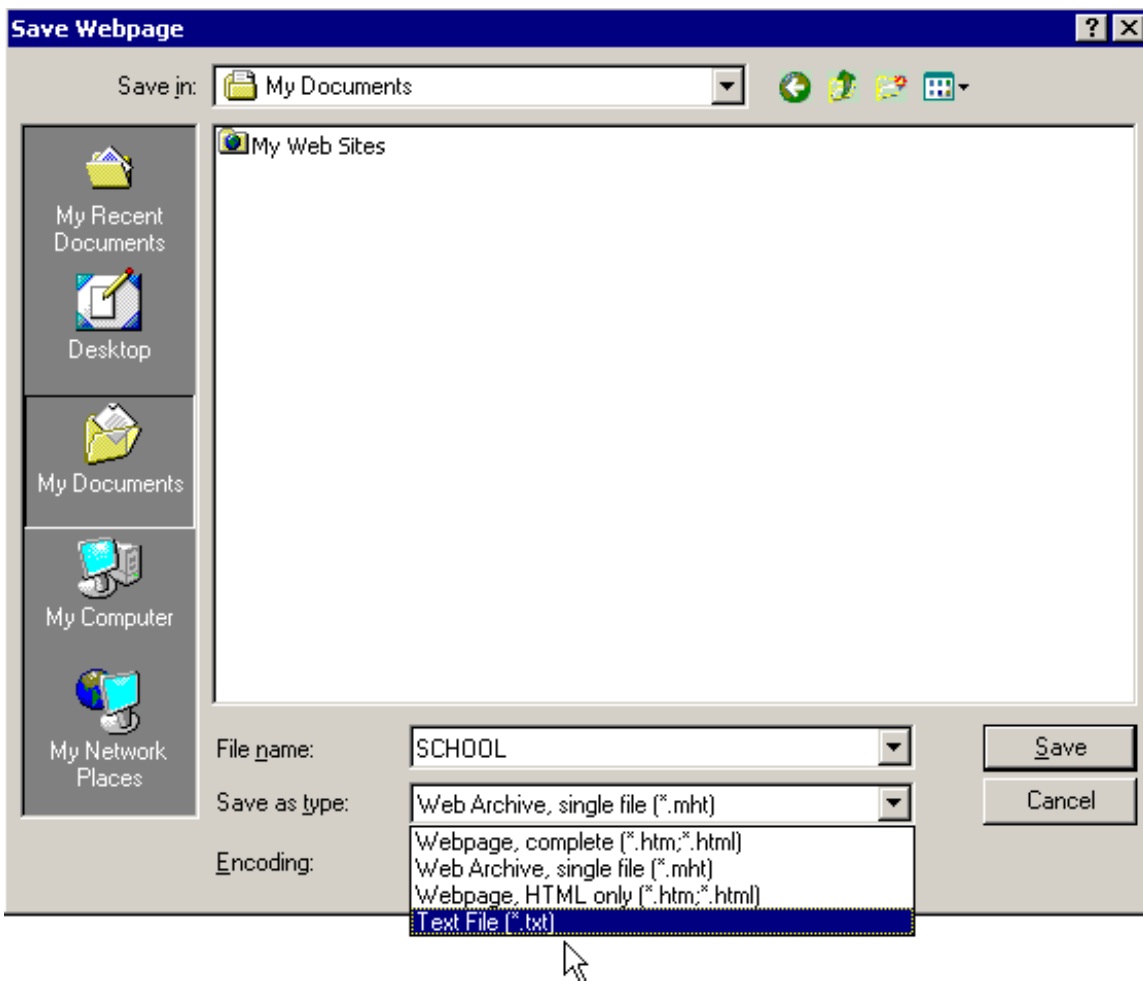
Home >> [e-learning account console](#) >>

ADMIN FUNCTIONS	Search Criteria
List accounts	School : <input type="text" value="HANNANS ROAD PUBLIC SCHOOL"/>
GENERAL FUNCTIONS	Role : <input type="text" value="SCHOOL.STUDENT"/>
Home	<b>Limit search results to :-</b>
e-learning Login Details	Roll Class : <input type="text"/>
Log Off	Year : <input type="text"/>
	Accounts added since : <input type="text"/> (dd/mm/yyyy)
	<b>OR select an individual :-</b>
	Enter User Name : <input type="text"/>
	Report type : <input type="radio"/> formatted (PDF) <input checked="" type="radio"/> unformatted (text)
	Display Password : <input type="checkbox"/>
	<input type="button" value="Display"/>

## 7. When the report is displayed, select **File** then **Save As...**



8. Change **Save as type** to "Text File" and enter the file name: **SCHOOL**



You can save the file to the Desktop or to a USB Flash Disk or to your Home folder on the server. You should now have a file called SCHOOL.TXT which lists student details ready for creation of Student Logon Accounts and EduWeb pages (the account usernames will match the DET Internet and email authentication system).

**Finally, you must copy that SCHOOL.TXT file into the C:\EduWebSetup folder on the PC where you will be creating the initial EduWeb structure.**

**WARNING!! URGENT!! DO NOT IGNORE THIS!! URGENT!! WARNING!!**

The data in ISPConsole can be **unreliable**. You MUST open SCHOOL.TXT with Notepad and thoroughly go through it to check:

- **Students that might be missing**
- **Students in wrong roll classes (IMPORTANT TO FIX THIS)**
- **Students that aren't enrolled at your school**
- **Roll Classes called "TO BE ALLOCATED"**

**Fix any mistakes you see BEFORE creating your EduWeb!**