

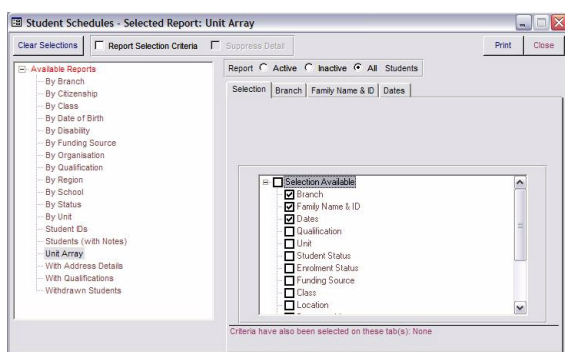
Tip Sheet No.20

Unit Array

The Unit Array report produces a list of students, their ID Numbers, the units they have enrolled in and their outcomes. This is able to be exported to an Excel spreadsheet.

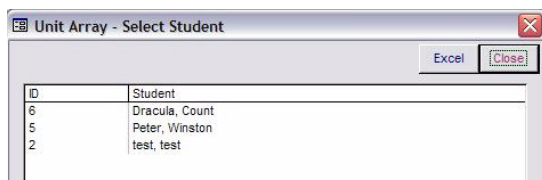
1. Click on the **Exports and Reports** button.
2. Click on the **Reports** button.
3. From **Available Reports** select **Unit Array**.

The filter criteria will be available.



4. Once the filter criteria has been set click on the **Print** button.

A list of students will display.

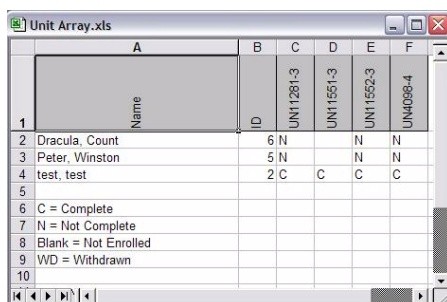


5. Select the required students and click on the **Excel** button.

A dialogue box will display to save the Excel file.

6. **Save** the Excel file.

The report will be created.



	A	B	C	D	E	F
1	Name	ID	UN1281-3	UN11551-3	UN11552-3	UN4098-4
2	Dracula, Count	6	N		N	N
3	Peter, Winston	5	N		N	N
4	test, test	2	C	C	C	C
5						
6	C = Complete					
7	N = Not Complete					
8	Blank = Not Enrolled					
9	WD = Withdrawn					
10						