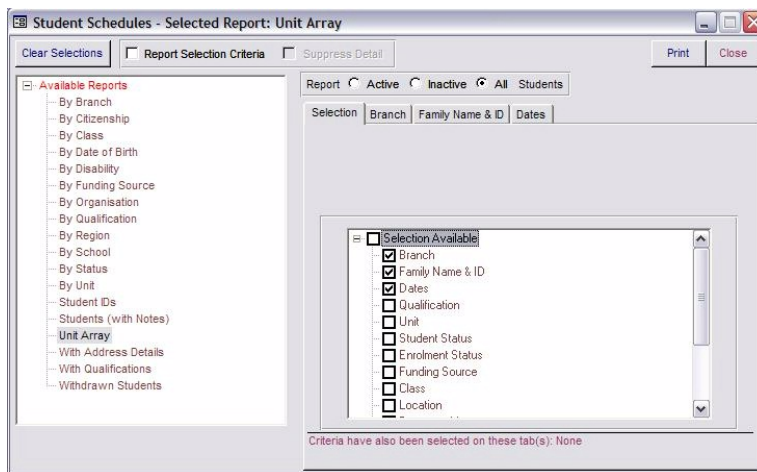


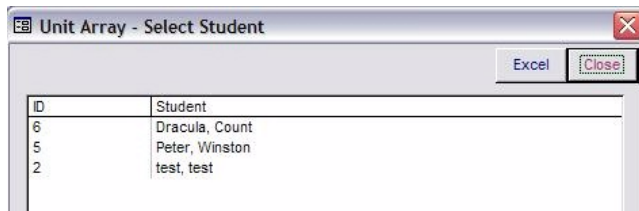
The Unit Array report produces a list of students, their ID Numbers and the units they have enrolled in and their outcomes. This is exported to an Excel spreadsheet.

To produce a Unit Array Report

1. Click on the **Exports and Reports** button.
2. Click on the **Reports** button.
3. From **Available Reports** select **Unit Array**.
The filter criteria should be come available.



4. Once the filter criteria has been set click on the **Print** button.
A list of students will appear



5. Select the required students and click on the **Excel** button.
6. A dialogue box will appear to save the Excel file.
7. Save the Excel file.
8. The report will be created.

