

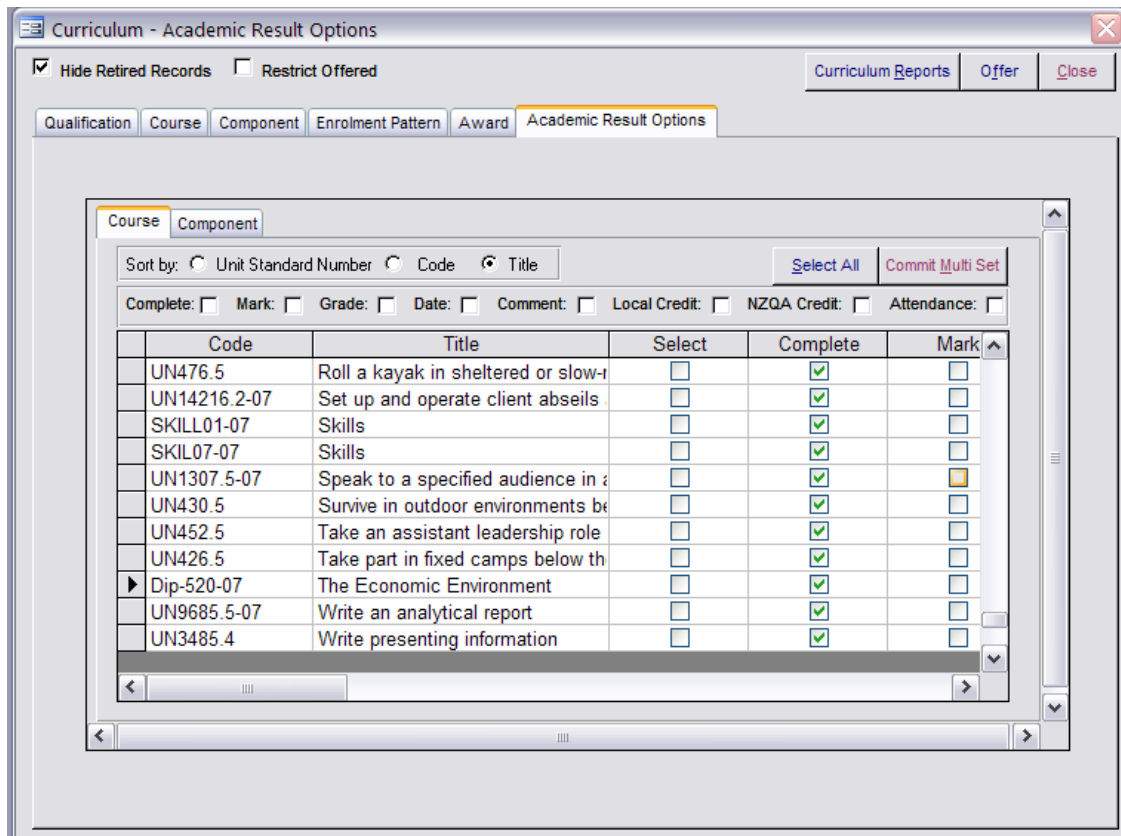
## Reporting Dip Bus Outcomes



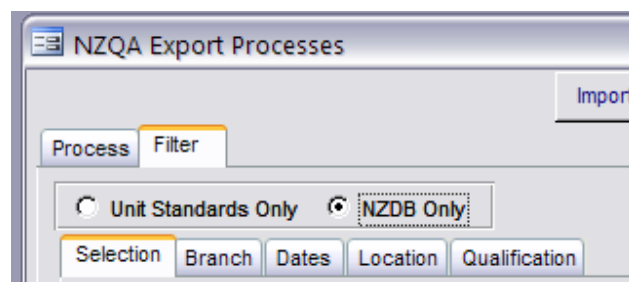
1. Check you are using the latest version of Take2 (see tip sheet 32). This is because file format has changed recently.
2. Check the prescribed course is marked as “NZDB”. If it is not, **tick** it.
3. Also check the prescribed course has a NZDB paper number in the *Unit Standard Number* field. If it hasn't, **type** it in.

A screenshot of the 'Curriculum - Course' software window. The 'Course' tab is active, showing a list of courses on the left and a detailed form on the right. The course 'Dip-520: The Economic Environment' is selected. The form fields include: ID: 5207, Prescribed # 184 of 3578, Record Updated: 29/11/2007, Internal Code: Dip-520, Tutor: (dropdown), Name: The Economic Environment, Status: A, Stage: (checkbox), Course Register: (checkbox), Unit Standard No: 520, Language: (dropdown), NZQA Version: 0, Int Credit Value: 0, No Result: (checkbox), NZQA Cr Value: 0, Mandatory: (checkbox), Register Level: (dropdown), Branch: (dropdown), Unit Standard: (checkbox), and NZDB: (checked checkbox). Arrows point from the text in the instructions to the 'Unit Standard No' field and the 'NZDB' checkbox. At the bottom, there are 'Sort by' and 'Filter by' options.

4. Go to the *Academic Result Options* tab on the *Curriculum* form to check grades can be recorded for papers. Locate the course on the list. It should have *Grade* ticked to the right. If it is not, **tick** it.



- When reporting, **select** the *Unit Standard Completions* option on the process tab.
- Tick** the *NZDB Only* option on the filter tab.



- To confirm if the created file is in the new format, **double click** it. It will open in notepad. If after "H" the next three characters are "DBS" on the first line, it is in the correct format.