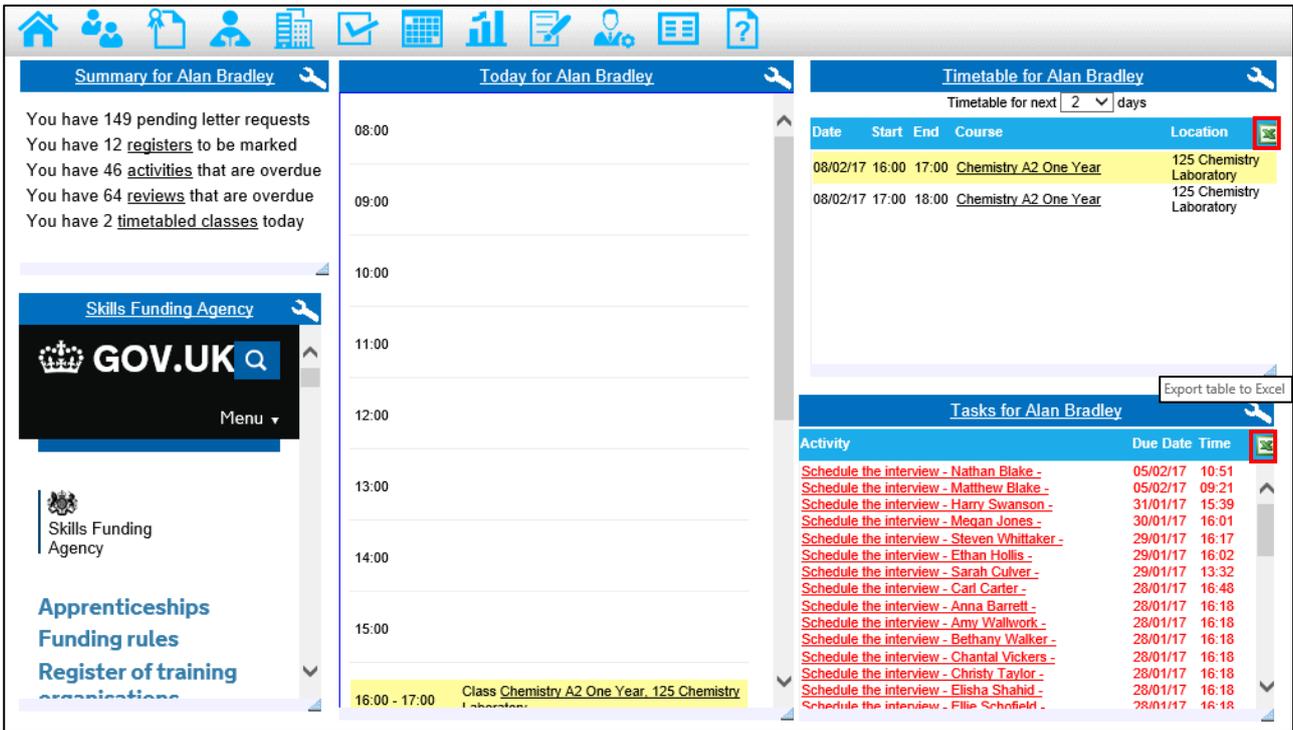


Export to Excel Options in Portal

Throughout the Portal there is a facility to export lists, results lists, tables etc. to Excel. If this feature is available it is indicated by a green cross  in the top right part of the screen(s). This document provides examples of where this appears in the Portal.

Portal Homepage



The screenshot shows the Portal Homepage for Alan Bradley. It includes a navigation bar with icons for Home, Profile, Documents, People, Buildings, Checkmarks, Calendar, Reports, Tasks, and Help. The main content area is divided into four sections:

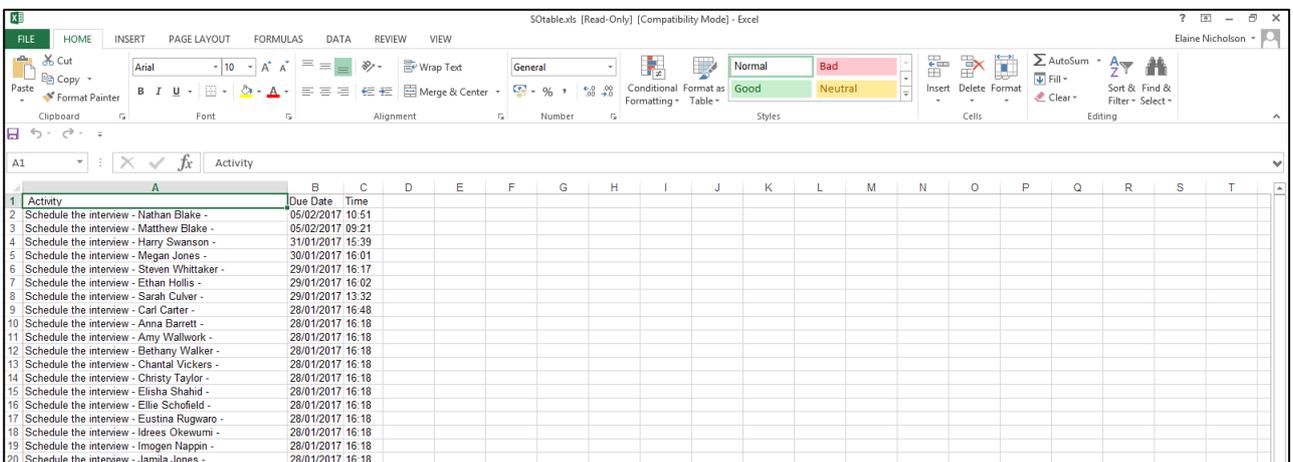
- Summary for Alan Bradley:** Lists pending letter requests, registers to be marked, overdue activities, overdue reviews, and timetabled classes.
- Today for Alan Bradley:** A calendar view showing a class from 16:00 to 17:00.
- Timetable for Alan Bradley:** A table showing the timetable for the next 2 days. A green cross icon is in the top right corner.
- Tasks for Alan Bradley:** A table listing activities with due dates and times. A green cross icon is in the top right corner.

The green cross appears in the top right of the Timetable and Tasks parts of the screen. Hover over this to see the tooltip as highlighted. Click the  to initiate the export.



Do you want to open or save S0table.xls from It9459? Open Save Cancel

The system will export the contents of the table to Excel as displayed below.



The screenshot shows an Excel spreadsheet with the following data:

Activity	Due Date	Time
Schedule the interview - Nathan Blake -	05/02/2017	10:51
Schedule the interview - Matthew Blake -	05/02/2017	09:21
Schedule the interview - Harry Swanson -	31/01/2017	15:39
Schedule the interview - Megan Jones -	30/01/2017	16:01
Schedule the interview - Steven Whittaker -	29/01/2017	16:17
Schedule the interview - Ethan Hollis -	29/01/2017	16:02
Schedule the interview - Sarah Culver -	29/01/2017	13:32
Schedule the interview - Carl Carter -	28/01/2017	16:48
Schedule the interview - Anna Barrett -	28/01/2017	16:18
Schedule the interview - Amy Wallwork -	28/01/2017	16:18
Schedule the interview - Bethany Walker -	28/01/2017	16:18
Schedule the interview - Chantal Vickers -	28/01/2017	16:18
Schedule the interview - Christy Taylor -	28/01/2017	16:18
Schedule the interview - Elisha Shahid -	28/01/2017	16:18
Schedule the interview - Ellie Schofield -	28/01/2017	16:18
Schedule the interview - Eustina Rugwaro -	28/01/2017	16:18
Schedule the interview - Idrees Okewumi -	28/01/2017	16:18
Schedule the interview - Imogen Nappin -	28/01/2017	16:18
Schedule the interview - Jamila Jones -	28/01/2017	16:18

Other Examples - Learner Lookups

Enter details in search criteria to produce a results list.

Learner Lookup

Search Criteria

Year:

Learner ID or ULN:

Family Name:

Given Name:

Date of Birth:

Postcode:

Tutor Group:

Last Learners Selected

Learner ID	Family Name	Given Name	Year
1563605	Porter	Graham	2016
1563507	Shaw	John	2016
1563342	Abbott	Andrew	2016
1563542	Sheridan	Ian	2016
1563297	Barber	Adrian	2016
1563359	Austen	Emily	2016
1563386	Appleton	Rose	2016
1563550	Andrews	Sarah	2016
1563245	Addington	Michael	2016
1563341	Addy	Mark	2016

Learner ID	Family	Given	Gender	DoB	Postcode	Tutor Group	Status	Year
1563342	Abbott	Andrew (Andy)	Male	14/09/1998	B14 6BB		Enrolled	2016
1563345	Addington	Michael	Male	15/09/1998	B13 9LR		Enrolled	2016
1563341	Addy	Mark	Male	14/10/1998	B13 9LR		Enrolled	2016
1563490	Agnew	Nicholas John (Nikki)	Male	15/11/1970	B14 4AL		Enrolled	2016
1563518	Alderley	Neville	Male	08/10/1963	B14 7DA		Enrolled	2016
1563529	Allinson	Sophia	Female	13/10/1999	B14 7DA		Enrolled	2016
1563550	Andrews	Sarah	Female	17/10/1999	B14 7LR		Enrolled	2016
1264622	Andrews	Tony	Male	29/06/1981	B14 7DA		Enrolled	2016
1563386	Appleton	Rose	Female	16/11/1998	B14 7EG		Enrolled	2016
1563514	Arden	Rebecca	Female	19/09/1999	B14 7SA		Enrolled	2016
1563481	Armitage	William (Will)	Male	14/09/1999	B14 7DA		Enrolled	2016
1463213	Atkinson	Francesca	Female	15/09/1997	B13 8JS		Enrolled	2016
1563359	Austen	Emily	Female	15/09/1998	B14 7EG		Enrolled	2016
1563501	Baker	Michael (Kayleigh)	Male	14/10/1999	B14 7EG		Enrolled	2016
1563337	Baldwin	Mark	Male	14/11/1998	B14 7EG		Enrolled	2016
1563297	Barber	Adrian	Male	15/09/1998	B14 6BB		Enrolled	2016
1563498	Barkeley	Joanne	Female	16/12/1999	B30 2PD		Enrolled	2016
1563475	Barlow	Emily	Female	23/11/1974	B14 7DA		Enrolled	2016
1563553	Beck	Danielle	Female	17/11/1998	B14 4AL		Enrolled	2016
1563500	Bedford	Lauren	Female	15/09/1999	B14 7DA		Enrolled	2016
1563546	Benson	Isabella	Female	28/12/1999	B13 8QB		Enrolled	2016
1563420	Benson	Julia	Female	18/10/1998	B14 7DA		Enrolled	2016

Green crosses available where highlighted. Depending on software versions in use, the file download message will appear:

Do you want to open or save **LStable.xls** from **lt9459**?

The system will export the contents of the table to Excel as displayed below.

This feature is available in all other Portal Lookups and Results screens:

- Enrolments
- Applications
- Enquiries
- Payments
- Courses

- Prospectus Courses
- Groups
- Companies
- Activity Management Activities

This feature is also available throughout the various modules within Portal – some examples below.

Learner Enrolments

(2012/2013) Learner Details for Jolal Abdul - 1162553														
Biographical	Enrolments	Attendance	Timetable	QoE	Exams	Applications	Health	Groups	Reviews	Custom				
Code	Inst	Type	Description	End Year	Start	Planned End	Actual End	Status	Outcome	Grade	GLH			
1A2BIO03-A01	121301	Q	Biology A2 One Year	2012	03/09/12	27/05/13		Continuing			186			
1A2CHE03-A01	121301	Q	Chemistry A2 One Year	2012	03/09/12	01/06/13		Continuing			159			
1A2CMP03-A06	121301	Q	Computing A2 One Year	2012	03/09/12	27/05/13		Continuing			186			
1A2MPS03-A01	121301	Q	Mathematics A2 One Year	2012	03/09/12	27/05/13		Continuing			186			
A2TG2012	121201	T	A2 Tutorial 2012	2012	05/09/12	06/06/13		Continuing			78			

Learner Attendance

(2012/2013) Learner Details for Jolal Abdul - 1162553														
Biographical	Enrolments	Attendance	Timetable	QoE	Exams	Applications	Health	Groups	Reviews	Custom				
Attendance for week beginning 15/10/12 (11) Current														
Date	Day	Period	From	To	Class/Reg	Description	Lecturer	Room	Mark	Notes				
15/10/2012	Mon	01	09:00	10:00	1A2CMP-A-201	Computing A2 One Year	BEACH	227C	/					
15/10/2012	Mon	02	10:00	11:00	1A2CMP-A-202	Computing A2 One Year	BEACH	227C	/					
15/10/2012	Mon	03	11:00	12:00	A2ANSE03	A2 Tutorial 2012 - ANSEN	ANSEN	101	/					
15/10/2012	Mon	04	12:00	13:00	1A2MPS-D-204	Mathematics A2 One Year	SHIJE	CB132	/					
15/10/2012	Mon	09	17:00	18:00	1A2BIO-E-209	Biology A2 One Year	WEBBS	105B	/					
16/10/2012	Tue	05	13:00	14:00	1A2CHE-F-305	Chemistry A2 One Year	ABRARE	125	/					
16/10/2012	Tue	06	14:00	15:00	1A2CHE-F-306	Chemistry A2 One Year	ABRARE	125	/					
16/10/2012	Tue	08	16:00	17:00	1A2BIO-E-308	Biology A2 One Year	WEBBS	105B	/					
16/10/2012	Tue	09	17:00	18:00	1A2CMP-A-309	Computing A2 One Year	BEACH	227C	/					
17/10/2012	Wed	01	09:00	10:00	1A2MPS-D-401	Mathematics A2 One Year	SHIJE	126	/					
17/10/2012	Wed	02	10:00	11:00	1A2MPS-D-402	Mathematics A2 One Year	SHIJE	126	/					
17/10/2012	Wed	04	12:00	13:00	1A2CMP-A-404	Computing A2 One Year	BEACH	MB217	/					
17/10/2012	Wed	08	16:00	17:00	1A2CHE-F-408	Chemistry A2 One Year	ABRARE	125	/					
17/10/2012	Wed	09	17:00	18:00	1A2CHE-F-409	Chemistry A2 One Year	ABRARE	125	/					
18/10/2012	Thu	01	09:00	10:00	1A2BIO-E-501	Biology A2 One Year	WEBBS	105B	/					

Learner QoEs

(2016/2017) Learner Details for Andrew Abbott - 1563342 - Talented Student														
Biographical	Enrolments	Attendance	Timetable	QoE	Exams	Applications	Health	Groups	Reviews	Employment	Custom			
Type	Description	NVQ	Offer	Grade	Award Body	Month/Year	Points	Excl VA	Auth					
GCSE	Art GCSE	2		D	AQA	06/2015	4							
GCSE	Biology GCSE	2		A	AQA	06/2015	7							
GCSE	Chemistry GCSE	2		A	AQA	06/2015	7							
GCSE	Computing GCSE	2		A	AQA	06/2015	7							
GCSE	English GCSE	2		C	AQA	06/2015	5							
GCSE	Mathematics GCSE	2		B	AQA	06/2015	6							
GCSE	Drama GCSE	2		E	AQA	06/2015	3							

Register Management Screen

Register Management										
Alan Bradley's Registers										
Your Registers <input type="text" value="Last 30 Days"/> In total you have 12 registers to be marked										
Q	Class Register	Register Title	Date	Day	Period	Time	Duration	Room	Lecturer	
	1A2CHE-F-504	Chemistry A2 One Year	27/01/17	Fri	04	12:00	60	125	ABRARE	
	A2TUT16-205	A2 Tutorial 2016	31/01/17	Tue	01	09:00	60	412	ABRARE	
	1A2CHE-F-305	Chemistry A2 One Year	31/01/17	Tue	05	13:00	60	125	ABRARE	
	1A2CHE-F-306	Chemistry A2 One Year	31/01/17	Tue	06	14:00	60	125	ABRARE	
	1A2CHE-F-408	Chemistry A2 One Year	01/02/17	Wed	08	16:00	60	125	ABRARE	
	1A2CHE-F-409	Chemistry A2 One Year	01/02/17	Wed	09	17:00	60	125	ABRARE	
	1A2CHE-F-504	Chemistry A2 One Year	03/02/17	Fri	04	12:00	60	125	ABRARE	
	A2TUT16-205	A2 Tutorial 2016	07/02/17	Tue	01	09:00	60	412	ABRARE	
	1A2CHE-F-305	Chemistry A2 One Year	07/02/17	Tue	05	13:00	60	125	ABRARE	
	1A2CHE-F-306	Chemistry A2 One Year	07/02/17	Tue	06	14:00	60	125	ABRARE	
	1A2CHE-F-408	Chemistry A2 One Year	08/02/17	Wed	08	16:00	60	125	ABRARE	
	1A2CHE-F-409	Chemistry A2 One Year	08/02/17	Wed	09	17:00	60	125	ABRARE	
M	1ASBIO-B-301	Biology AS One Year	10/01/17	Tue	01	09:00	60	CB101	ARMUJ	
M	A2TUT16-205	A2 Tutorial 2016	10/01/17	Tue	01	09:00	60	412	ABRARE	
M	1A2CHE-F-305	Chemistry A2 One Year	10/01/17	Tue	05	13:00	60	125	ABRARE	
M	1ASBUS-F-305	Business Studies AS One Year	10/01/17	Tue	05	13:00	60	115	HABVC	

Register Marking Screen

Register Marking													
Alan Bradley													
Register 1A2CHE-F-604 Chemistry A2 One Year													
Add a learner to register No Learners 24 Room 125 Session 26 27/01/2017 Fri 12:00													
Register (Header) Notes													
Learner ID	Nt	HW	Family Name	Given Name	16 Dec	6 Jan	13 Jan	20 Jan	Last Period	Mark	Auth Reason	Notes	Mins Late
1563342			Abbott	Andrew (Andy)	/	/	/	/		/ Presen	None		
1563345			Addington	Michael	/	/	/	/		/ Presen	None		
1563341			Addy	Mark	/	/	/	/		/ Presen	None		
1563337			Baldwin	Mark	/	/	/	/		/ Presen	None		
1563297			Barber	Adrian	/	/	/	/		/ Presen	None		
1663553			Beck	Danielle	#	#	#	/		/ Presen	None		
1563351			Bowen	Ian	/	/	/	/		/ Presen	None		
1563340			Brennan	Michael	/	/	/	/		/ Presen	None		
1663536			Burns	Phillip	/	/	/	/		/ Presen	None		
1563357			Clifton	Adam	/	/	/	/		/ Presen	None		
1563300			Coles	Emma	/	/	/	/		/ Presen	None		
1563334			Collins	Harvey	/	/	/	/		/ Presen	None		
1563375			Cross	Christine	/	/	/	/		/ Presen	None		
1563347			Cullen	Ian	/	/	/	/		/ Presen	None		
1563352			Devon	Peter	/	/	/	/		/ Presen	None		
1563313			Evans	Michael	/	/	/	/		/ Presen	None		
1663535			Gardener	Sarah	/	/	/	/		/ Presen	None		
1563367			Grey	Jennifer	/	/	/	/		/ Presen	None		
1563245			Harris	Michael	/	/	/	/		/ Presen	None		

Legend: Infill Withdrawn Transferred Non Enrolled Complete Present 24

Buttons: Destination Mail All Email All SMS All Submit Back

Course / Registers Screen

Course Details for 1A2AAD03-A11/161701 Art & Design A2 One Year													
Details Sessions Timetable Groups Registers Reviews Fee Matrix Diversity													
Class/Reg	BL	Description	Start	End	Day	Period	From	To	Room	Lecturer			
1A2AAD-A-201	A	Art & Design A2 One Year	12/09/16	22/05/17	Mon	01	09:00	10:00	MB215	Stuart Ravey			
1A2AAD-A-202	A	Art & Design A2 One Year	12/09/16	22/05/17	Mon	02	10:00	11:00	MB215	Stuart Ravey			
1A2AAD-B-205	B	Art & Design A2 One Year	12/09/16	22/05/17	Mon	05	13:00	14:00	MB220	Marc Bell			
1A2AAD-B-206	B	Art & Design A2 One Year	12/09/16	22/05/17	Mon	06	14:00	15:00	MB220	Marc Bell			
1A2AAD-C-208	C	Art & Design A2 One Year	12/09/16	22/05/17	Mon	08	16:00	17:00	MB215	Jenny Barnard			
1A2AAD-B-301	B	Art & Design A2 One Year	06/09/16	09/05/17	Tue	01	09:00	10:00	MB220	Marc Bell			
1A2AAD-B-302	B	Art & Design A2 One Year	06/09/16	09/05/17	Tue	02	10:00	11:00	MB220	Marc Bell			
1A2AAD-C-304	C	Art & Design A2 One Year	06/09/16	09/05/17	Tue	04	12:00	13:00	MB215	Jenny Barnard			
1A2AAD-A-309	A	Art & Design A2 One Year	06/09/16	09/05/17	Tue	09	17:00	18:00	MB215	Stuart Ravey			
1A2AAD-A-404	A	Art & Design A2 One Year	07/09/16	10/05/17	Wed	04	12:00	13:00	MB215	Stuart Ravey			
1A2AAD-C-405	C	Art & Design A2 One Year	07/09/16	10/05/17	Wed	05	13:00	14:00	MB215	Jenny Barnard			
1A2AAD-C-406	C	Art & Design A2 One Year	07/09/16	10/05/17	Wed	06	14:00	15:00	MB215	Jenny Barnard			
1A2AAD-B-504	B	Art & Design A2 One Year	08/09/16	18/05/17	Thu	04	12:00	13:00	MB220	Marc Bell			
1A2AAD-A-508	A	Art & Design A2 One Year	08/09/16	18/05/17	Thu	08	16:00	17:00	MB215	Stuart Ravey			
1A2AAD-A-509	A	Art & Design A2 One Year	08/09/16	18/05/17	Thu	09	17:00	18:00	MB215	Stuart Ravey			
1A2AAD-C-511	C	Art & Design A2 One Year	09/09/16	19/05/17	Fri	01	09:00	10:00	MB215	Jenny Barnard			
1A2AAD-C-602	C	Art & Design A2 One Year	09/09/16	19/05/17	Fri	02	10:00	11:00	MB215	Jenny Barnard			
1A2AAD-B-608	B	Art & Design A2 One Year	09/09/16	19/05/17	Fri	08	16:00	17:00	MB220	Marc Bell			

Staff / Learners Screen

Staff Details for Alan Bradley (ABRARE)									
Learners Courses Groups Timetable Biographical									
Cohort Learners I teach Edit Cohort Add Cohort									
Learner ID	Photo	Family Name	Given/Other	Notes	Gen	Age	Mobile	Email	
1563342		Abbott	Andrew		M	18	07869 887615	elaine.nicholson@civica.co.uk	
1563345		Addington	Michael		M	18	07866 651187	elaine.nicholson@civica.co.uk	
1563341		Addy	Mark		M	18	07866 547765	elaine.nicholson@civica.co.uk	
1563386		Appleton	Rose		F	18		elaine.nicholson@civica.co.uk	
1563337		Baldwin	Mark		M	18	07896 884938	elaine.nicholson@civica.co.uk	
1563297		Barber	Adrian		M	18	07896 818809	elaine.nicholson@civica.co.uk	
1663553		Beck	Danielle		F	18	07866 878877	elaine.nicholson@civica.co.uk	
1563351		Bowen	Ian		M	18		elaine.nicholson@civica.co.uk	
1563340		Brennan	Michael		M	18	07866 176111	elaine.nicholson@civica.co.uk	
1663536		Burns	Phillip		M	17	07655 543322	elaine.nicholson@civica.co.uk	
1563357		Clifton	Adam		M	18		elaine.nicholson@civica.co.uk	
1563300		Coles	Emma		F	18		elaine.nicholson@civica.co.uk	
1563334		Collins	Harvey		M	19		elaine.nicholson@civica.co.uk	
1563375		Cross	Christine		F	19		elaine.nicholson@civica.co.uk	
1563347		Cullen	Ian		M	18		elaine.nicholson@civica.co.uk	
1563352		Devon	Peter		M	18		elaine.nicholson@civica.co.uk	
1563313		Evans	Michael		M	18		elaine.nicholson@civica.co.uk	
1663535		Gardener	Sarah		F	18	07109 188818	elaine.nicholson@civica.co.uk	
1563367		Grey	Jennifer		F	18		elaine.nicholson@civica.co.uk	
1563245		Harris	Michael		M	18		elaine.nicholson@civica.co.uk	
1563368		Hodge	Sophie		F	18		elaine.nicholson@civica.co.uk	
1563348		Kindy	Paul		M	18		elaine.nicholson@civica.co.uk	

Buttons: Pigeonhole Reviews Mail All Email All SMS All Find Select Back