

# QUICK GUIDE EXPORTING DATA FROM CASES21 (Victorian Education Department)

## CASES21 Data Export to Microsoft Excel

### Introduction

CASES21 provides users with the facility to export CASES21 data to EXCEL using Worksheet.

### Where In Cases21?

Worksheet is found in **Utilities/Maze/View and Report Data/Worksheet**

### Worksheet: The process:

Creating your own export to Excel in CASES21 is a six step process:

1. Plan the worksheet
2. Select the required tables
3. Set criteria for the report
4. Select fields from all tables to go into report
5. Apply
6. Export to EXCEL, then save for future re-use

### 1/. Plan the worksheet.

Decide which data you want to export? E.g. All students from Year 09

The data fields you need to select for WorkExpo are:

FirstName	LastName
DateOfBirth	Form
Homegroup	Street
Suburb	PostalCode
Phone	ParentName
ParentPhone	

Notes:

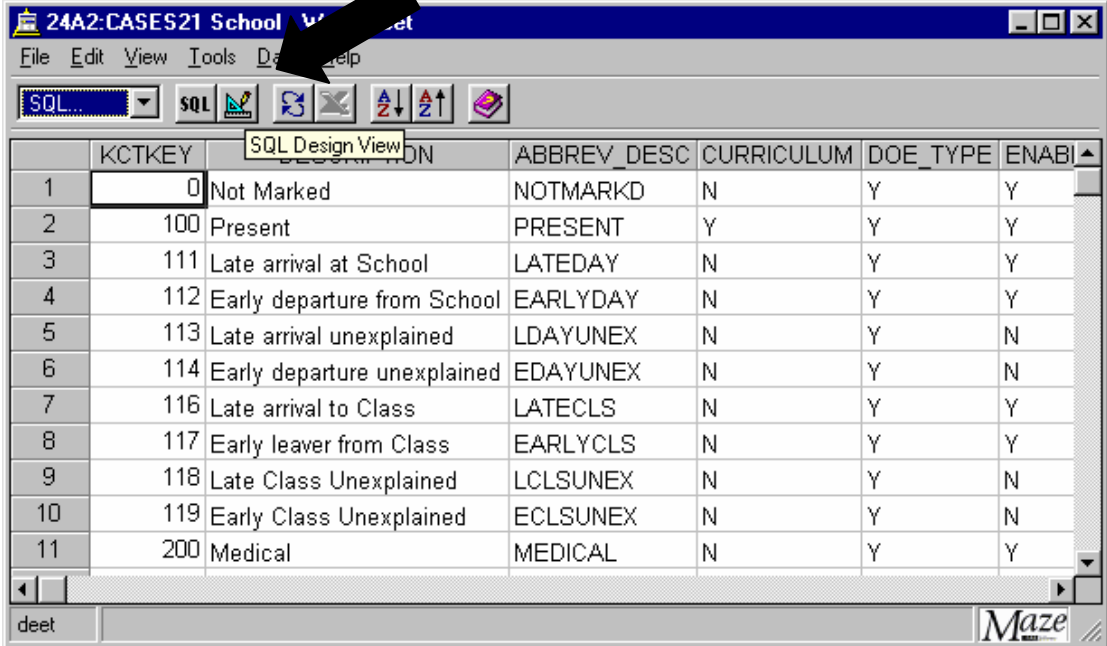
\* Cases21 field 'Status' is not required in WorkExpo.

\* A more complete list of WorkExpo fields can be found here:

[http://www.infoplan.com.au/workexpo/document/WorkExpo\\_STUDENT\\_fields.pdf](http://www.infoplan.com.au/workexpo/document/WorkExpo_STUDENT_fields.pdf)

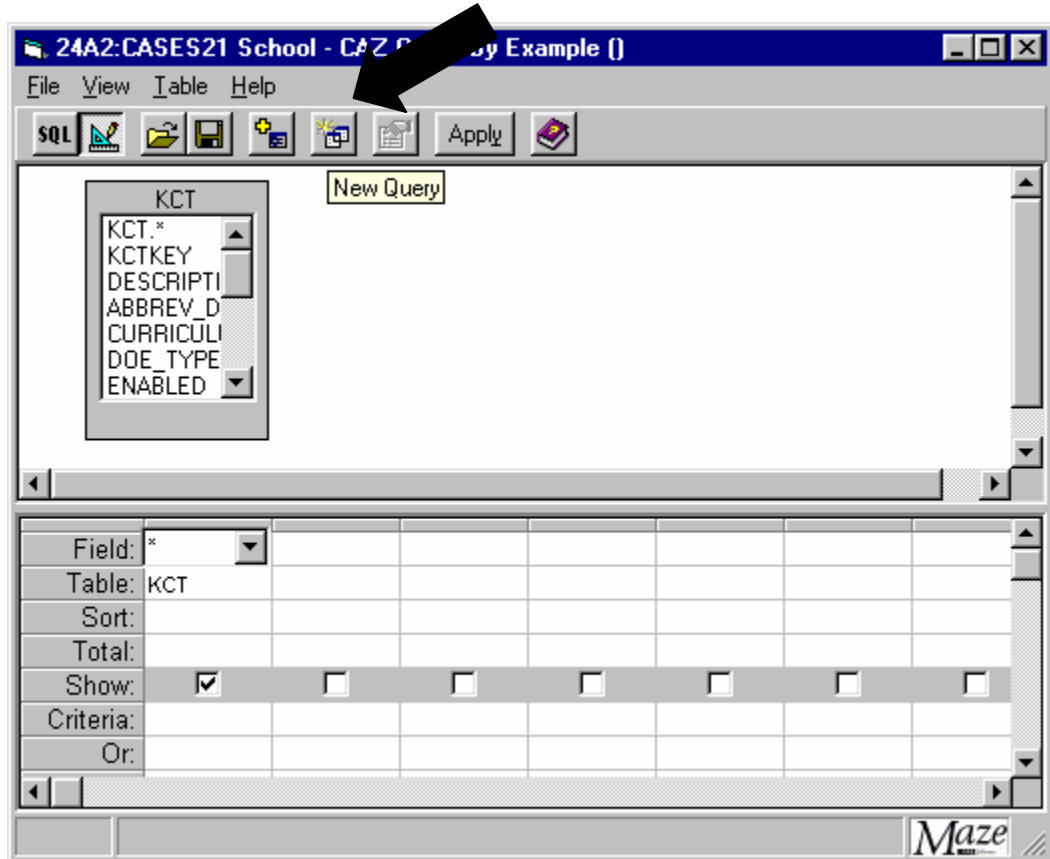
## 2/. Select Tables

21 /. Open Worksheet and CASES21 displays the last Worksheet query, first click on Design view.

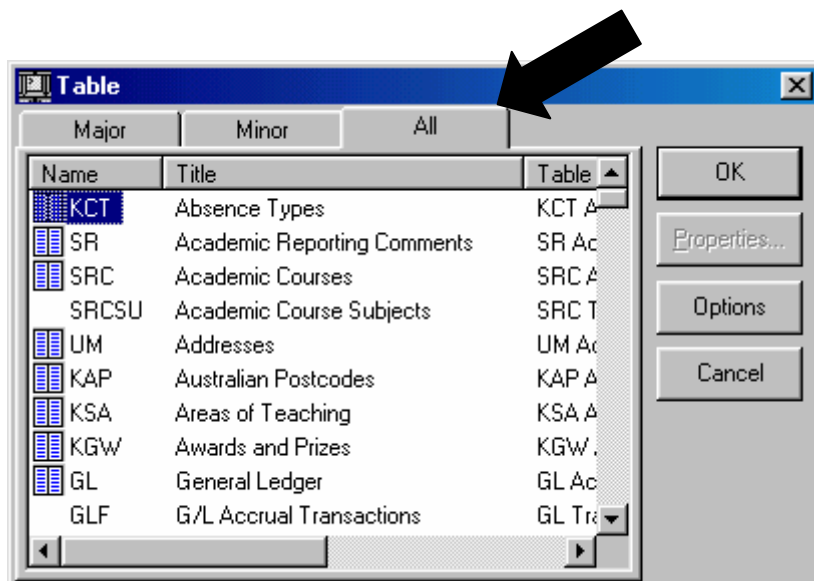


	KCTKEY	DESCRIPTION	ABBREV_DESC	CURRICULUM	DOE_TYPE	ENABL
1	0	Not Marked	NOTMARKD	N	Y	Y
2	100	Present	PRESENT	Y	Y	Y
3	111	Late arrival at School	LATEDAY	N	Y	Y
4	112	Early departure from School	EARLYDAY	N	Y	Y
5	113	Late arrival unexplained	LDAYUNEX	N	Y	N
6	114	Early departure unexplained	EDAYUNEX	N	Y	N
7	116	Late arrival to Class	LATECLS	N	Y	Y
8	117	Early leaver from Class	EARLYCLS	N	Y	Y
9	118	Late Class Unexplained	LCLSUNEX	N	Y	N
10	119	Early Class Unexplained	ECLSUNEX	N	Y	N
11	200	Medical	MEDICAL	N	Y	Y

22 /. When in Design View click on new query



23 /. Add one table at a time by clicking on the 'Add Table' icon **OR** select tables by right clicking in white area in top half of the design view screen. The following list will be displayed. Select the 'All' tab. Then double click to select the desired tables from the list. Be sure that the tables are correctly linked by a line (as seen in section three).



### 3/. Set Worksheet Criteria

**31 /.** To set the criteria for the report double click on those fields in which the criteria will be set (see arrow in section three).

**32 /.** Enter the criteria in the criteria row (see arrow above) in the form e.g.

- **= '09D'** in 'Home\_Group' selects students in Home Group 9D
- **> '09'** in 'School\_Year' selects students in year levels above Year 9
- **<> 'MENZIES'** in 'House' selects students **not** in Menzies house.
- **<= '15/02/2006'** in 'Birthdate' selects students born prior to and including the 15<sup>th</sup> of February 2006.

#### 4/. Select Fields to appear in final Worksheet

4.1 /. Select fields from the tables to appear in the final Worksheet by double clicking on the field name. The names of these fields should appear in the 'Field' row of the table below.

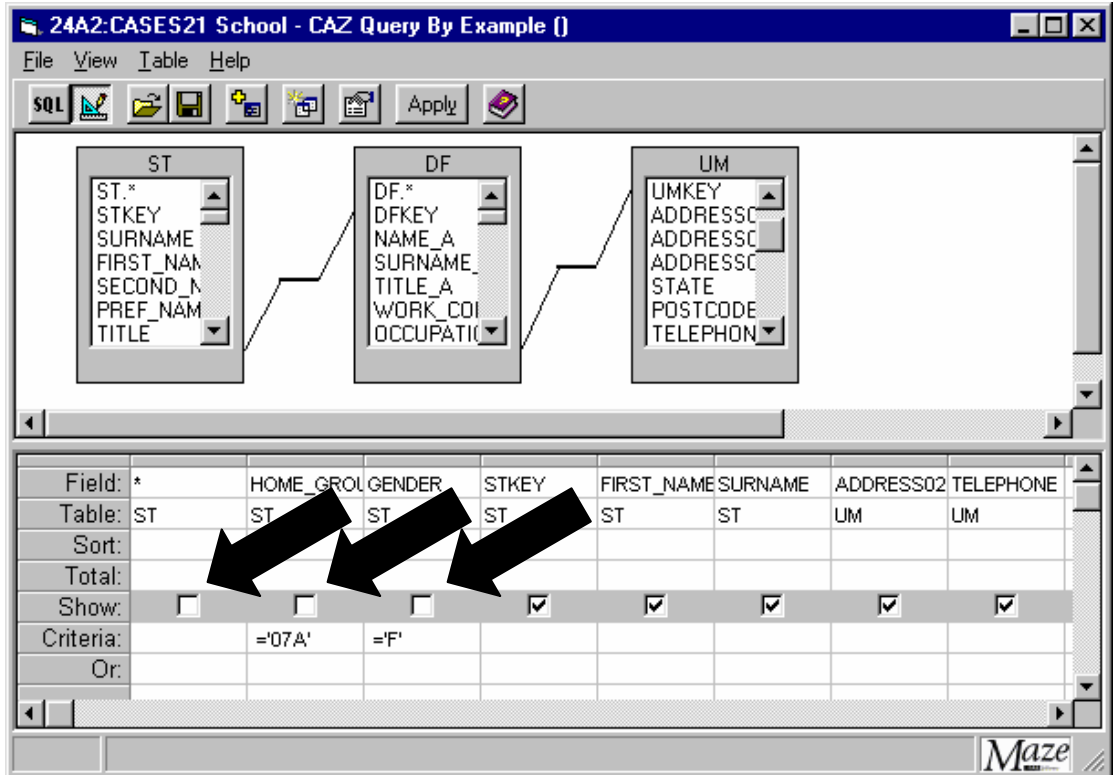
The screenshot shows a database query tool window titled "24A2:CASE521 School - CAZ Query By Example ()". It displays three tables: ST, DF, and UM. The ST table contains fields: ST.\*, STKEY, SURNAME, FIRST\_NAM, SECOND\_N, PREF\_NAM, and TITLE. The DF table contains fields: DF.\*, DFKEY, NAME\_A, SURNAME\_, TITLE\_A, WORK\_COI, and OCCUPATI. The UM table contains fields: UMKEY, ADDRESSC, ADDRESSC, ADDRESSC, STATE, POSTCODE, and TELEPHON. Below the tables is a query grid with the following data:

Field:	*	HOME_GROU	GENDER	STKEY	FIRST_NAME	SURNAME	ADDRESS02	TELEPHONE
Table:	ST	ST	ST	ST	ST	ST	UM	UM
Sort:								
Total:								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		= '07A'	= 'F'					
Or:								

A black arrow points to the 'Show' checkbox for the 'STKEY' field in the query grid.

**42 /.** The first column of the table has the field '\*' (meaning all fields).

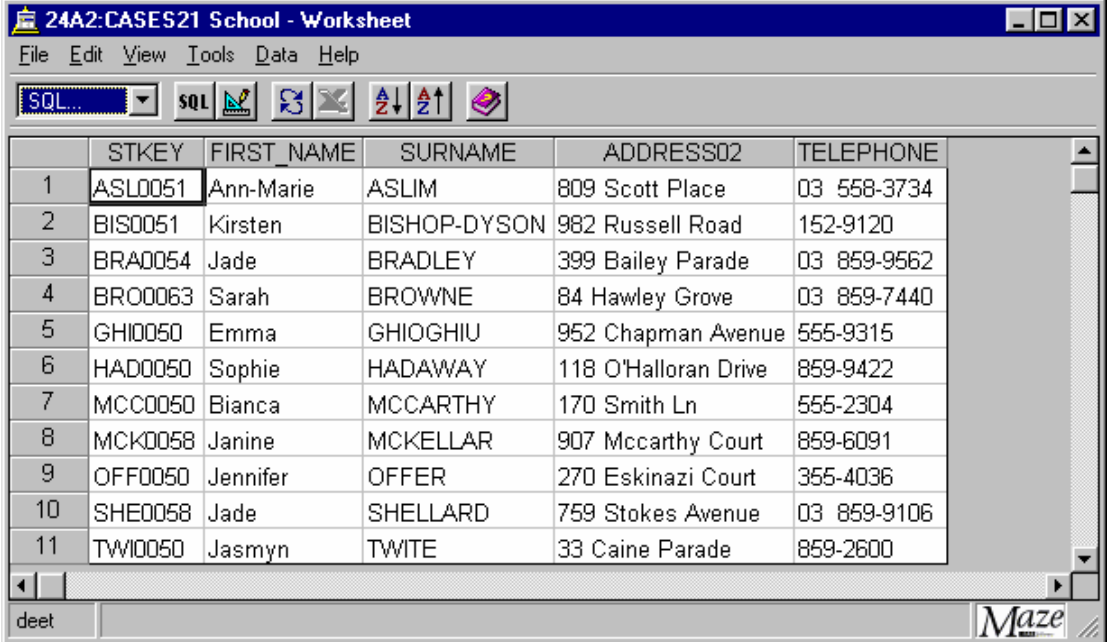
Remove the tick from the 'Show' box for the '\*' column. Also remove the tick from the 'Show' box for the columns for which you have set criteria (see arrows below).



**43 /.** *Advanced:* Data can be displayed in order using the Sort Row in Design View. Simply select the column with the appropriate data field. In the 'Sort' row, select the required method of sorting. For example, ascending means A to Z and descending means Z to A

## 5/. Apply

**51** / Click on 'Apply'. The Worksheet is displayed. Check that the data appears in the table as expected. If not return to Design to make changes.



	STKEY	FIRST_NAME	SURNAME	ADDRESS02	TELEPHONE
1	ASL0051	Ann-Marie	ASLIM	809 Scott Place	03 558-3734
2	BIS0051	Kirsten	BISHOP-DYSON	982 Russell Road	152-9120
3	BRA0054	Jade	BRADLEY	399 Bailey Parade	03 859-9562
4	BRO0063	Sarah	BROWNE	84 Hawley Grove	03 859-7440
5	GHI0050	Emma	GHIOGHU	952 Chapman Avenue	555-9315
6	HAD0050	Sophie	HADAWAY	118 O'Halloran Drive	859-9422
7	MCC0050	Bianca	MCCARTHY	170 Smith Ln	555-2304
8	MCK0058	Janine	MCKELLAR	907 Mccarthy Court	859-6091
9	OFF0050	Jennifer	OFFER	270 Eskinazi Court	355-4036
10	SHE0058	Jade	SHELLARD	759 Stokes Avenue	03 859-9106
11	TWID0050	Jasmyn	TWITE	33 Caine Parade	859-2600

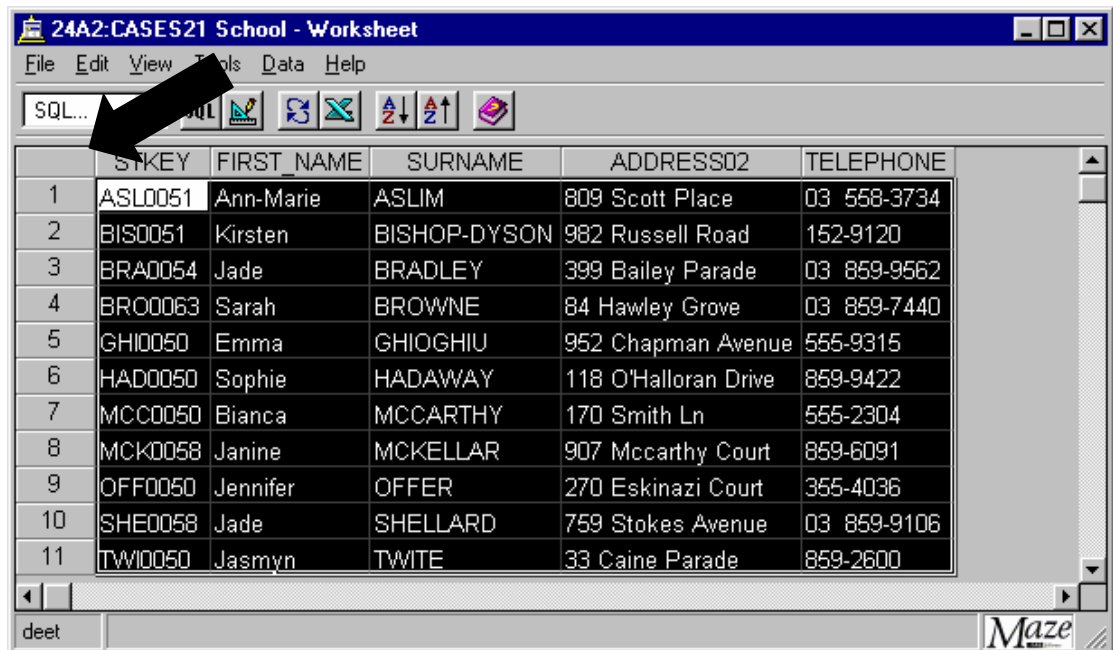
**52** / *Advanced: Worksheet queries can be saved in CASES21. The SQL query can be saved for later use by selecting 'Save' or 'Save As' from the file menu. Type a short abbreviation (up to 8 letters with no extension. e.g. YEAR09 ) in the 'Stored SQL Key' box.*

*Type a more descriptive title in the 'Stored SQL Title' box.*

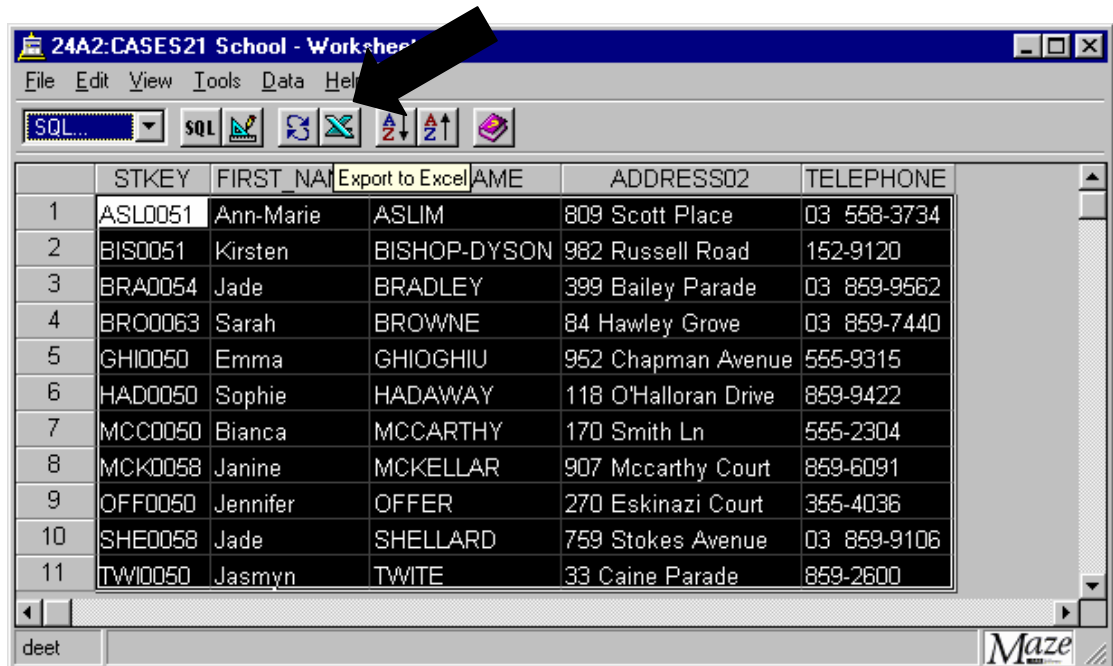
*These titles will be used to retrieve the SQL for later use.*

## 6/. Export to EXCEL

61 / Select all by clicking in top left hand cell or choose 'Select All' from the Edit menu.



62 / Note that the 'EXCEL' icon is now highlighted. Click on it to export data to EXCEL.



63 / CASES21 will export the data to EXCEL and you can now save the new EXCEL spreadsheet by clicking on 'File/Save Copy As...'

64 / In WorkExpo from the File Menu choose **Import Student Records** then follow the prompts.