

## Exporting student data for the SMART Assessment Tool

To update the SMART Tool with your current student information, complete the following steps:

1. Navigate to **Admin > Import/Export > Standardised Assessment > SMART** tab.

**NOTE:** You will require the 'Assessment Co-ordinator' user responsibility to access this page.

2. Under the 'Export Configuration' heading, select the Year Levels you want to include in the export. Click [Save Change](#) to apply your selection.

3. To include pre-enrolled students in the export (if necessary), tick 'Include Pre-Enrolment' under the 'Validation Summary' heading.

4. Check the student data for any errors. If issues are identified, the affected students will be listed under the 'Students with Errors' heading. To resolve errors:

- Click the '>' next to a student's name to view error details
- Select the student's name to open their record and update the required information
- Alternatively, click '[Print Error Report](#)' to print a listing of all students and error details.

5. Under the 'Export file' heading, you can choose to ignore errors by selecting the 'Yes' checkbox. Any students with unresolved errors will be excluded from the export file.

6. Once all required data is valid, click '[Export](#)' to download the file to your computer.

7. Log in to the SMART website and upload the exported file to update your student data.

### Finding Help?



#### Self Service

The Knowledge Base is available within the Helix platform—look for the [Help](#) button at the bottom of your screen.



#### Chat with us

Send us a message by clicking the [Contact Us](#) button at the bottom of your screen.



#### Email us

[support@helixsms.co.nz](mailto:support@helixsms.co.nz)



#### Call us

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