



SMART Quick Guide:

Exporting SMART Results to your SMS

Introduction

SMART is an assessment and aromatawai tool for Years 3 – 10 that provides reliable progress and achievement information for schools and teachers, and supports reporting to parents and whānau.

Exporting SMART data enables assessment results to be stored within a school's SMS and used as part of reporting to parents, whānau and caregivers. Schools should follow their SMS provider's guidance when uploading exported data.

The process consists of two parts:

1. Creating an export file in SMART.
2. Uploading the file into your SMS.

Part 1: Create the SMS Export File

Step 1: log in to SMART

Sign in to SMART using your Education Sector Login.

Step 2: Open Detailed Reporting

From the SMART homepage:

1. Select Detailed Reporting.

Step 3: Open the Export Function

Select Export from the top right corner of the School home page.

Step 4: Choose the Students to Include

In the Download Reports window:

1. Select the year levels you wish to include.
2. Select the groups you wish to include.
3. Review your selections.

The export can be created for specific year levels and groups.

Step 5: Create the Export

Select Export.

SMART will generate a CSV file containing assessment information.

Step 6: Locate the Downloaded File

The export file will automatically download to your device's Downloads folder.

What's Included in the Export?

The SMS export includes:

- Student information
- Assessment scores
- Progress descriptors for each subject

The file is specifically structured for use by Student Management Systems.

Important: Do not modify the export file before importing it into your SMS unless your SMS provider specifically instructs you to do so.

Part 2: Upload the File into your SMS

SMART creates the export file, but each SMS uses its own import process.

For this reason, detailed instructions for importing data into individual SMS products are not included in SMART guidance.

SMS providers develop and maintain their own import processes and schools and kura should refer to their SMS provider's support documentation for detailed import instructions in the first instance.

Support – Education Service Desk

If you have queries about the SMART export process, please contact:

Education Service Desk | 0800 422 599 | service.desk@education.govt.nz