



Learning Provider Portal Quick Guide

Export Learner Information via CSV

Please refer to section 10 of the User Guide for full and detailed instructions on exporting learner information.

Within the 'Learner Search' and 'Learning Aim Search' screens of the Learner Information section of the Learning Provider Portal users are able to export learner information in CSV format (previously this was only available via XML).

There are two options at the bottom of the 'Learner Search' and 'Learning Aim Search' screens; 'Export XML Results' and 'Export CSV Results'.

Learner Information

▼ Learner Search
HELP

Learner Search

Learning Aim Search

You have learners who currently do not have a ULN

Academic Year
15/16 ▼

Forename
(Use wildcards to find more matches e.g. joh%)

Surname
(Use wildcards to find more matches e.g. Smi%)

Date of Birth

Unique Learner Number

Search for blanks

Customer Reference Number

CoC Applied ?
Please Select ▼

CoC Type Applied
View All ▼

Additional Learning Reference Number
 Search for blanks

NINO Verified?
▼

Last Assessment Date From

Last Assessment Date To

Application States

Available		Selected
Applications in Progress	+	<div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div>
Eligibility Incomplete	+	
Missing Evidence	+	
Approved	-	
Cancelled	-	
Held Pending Budget Approval	-	

Group Name
Please Select ▼

Number of Records to Display per Page
25 ▼

View Results

Export XML Results

Export CSV Results

Export Assessment History

[Clear Search](#)

Export XML Payment Schedule & Attendance

Export CSV Payment Schedule & Attendance

To export the results as CSV, as with XML exports, a filename should be entered and then 'Export CSV Results' selected.

Results Export

Enter your filename

Export CSV Results

Cancel x

To select the destination to export and save the file to, the on screen prompts specific to your system should be followed.

Please note- When opening a CSV file in Excel, Excel performs certain behaviour such as removing zeroes from the start of numbers.

One way in which to prevent this from happening is to import the CSV file as follows:

- 1) Open a blank excel sheet.
- 2) Select all cells (CTRL+a) and format them as text (right click->format cells).
- 3) Open your CSV in notepad (you can do so by dragging the file into an open notepad window).
- 4) Copy all of the content of the CSV and paste it into the first cell in excel. Notice that a "Paste Options" icon appears somewhere at the bottom.
- 5) Click on the small arrow on the right of that icon, and select "use text import wizard". This will open a wizard...
- 6) Make sure "delimited" is selected and click "next"
- 7) Select "comma" and deselect "space" in the delimiters area (you will see the columns arrange correctly in the sample below), then click "next".
- 8) In this step you define how to treat each column. Since we don't want excel to change anything, we'll define them all as "text": Click on the first column in the sample (it will be coloured in black); now scroll sideways all the way to the right and shift+click the last column; in "column data format" above, select "text".
- 9) Click "finish".