

## Extract Student Data from VSWARE for JCSP eBooks Service

This document sets out the steps required to extract the required information from VSWARE to enable your students to be registered on the JCSP Library Project eBooks service

### **IN VSWARE**

1. Go to Settings
2. Select Export
3. Drag fields from the Left Hand Box to the Right Hand Box (The trick is to drag the field name up to the top of the LH box, then across to the RH box)
4. The fields for the JCSP Library Project eBooks system are:

LearnerPersonalID

Family Name

Given Name

Class Name

Course Year

Gender

**(They MUST be in this order)**

5. Then Press Export at the bottom right of the screen
6. Save as a CSV file
7. Email the resulting file to **support@interleaf.ie**

Please include the following details in the email:

School Name

Which class groups are JCSP (if relevant)

Which year group each class belongs to (If not obvious from the class name)