



## DreamCatcher Tech Tip

### DreamCatcher

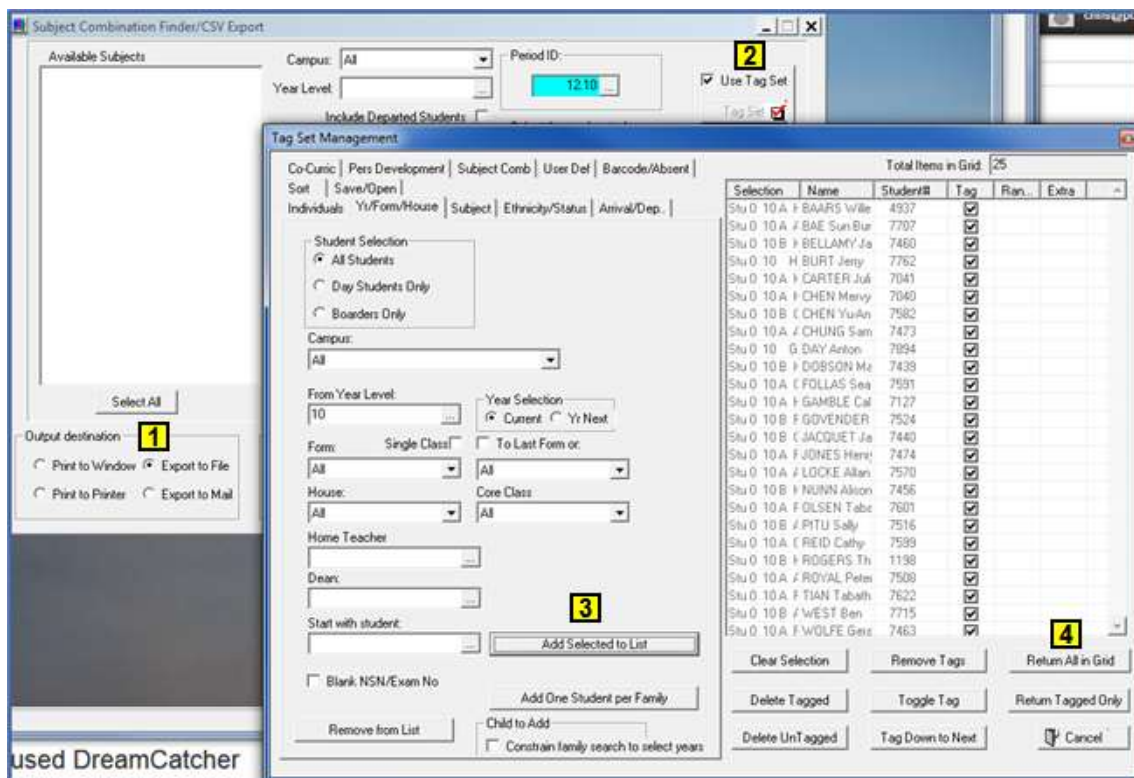
**Path:** Subjects → Subject Combination Finder

This Tech Tip is for New Zealand Schools only.

DreamCatcher assists New Zealand's youth by giving them the tools to help them make informed decisions for their future. It allows students and parents to share in career planning.

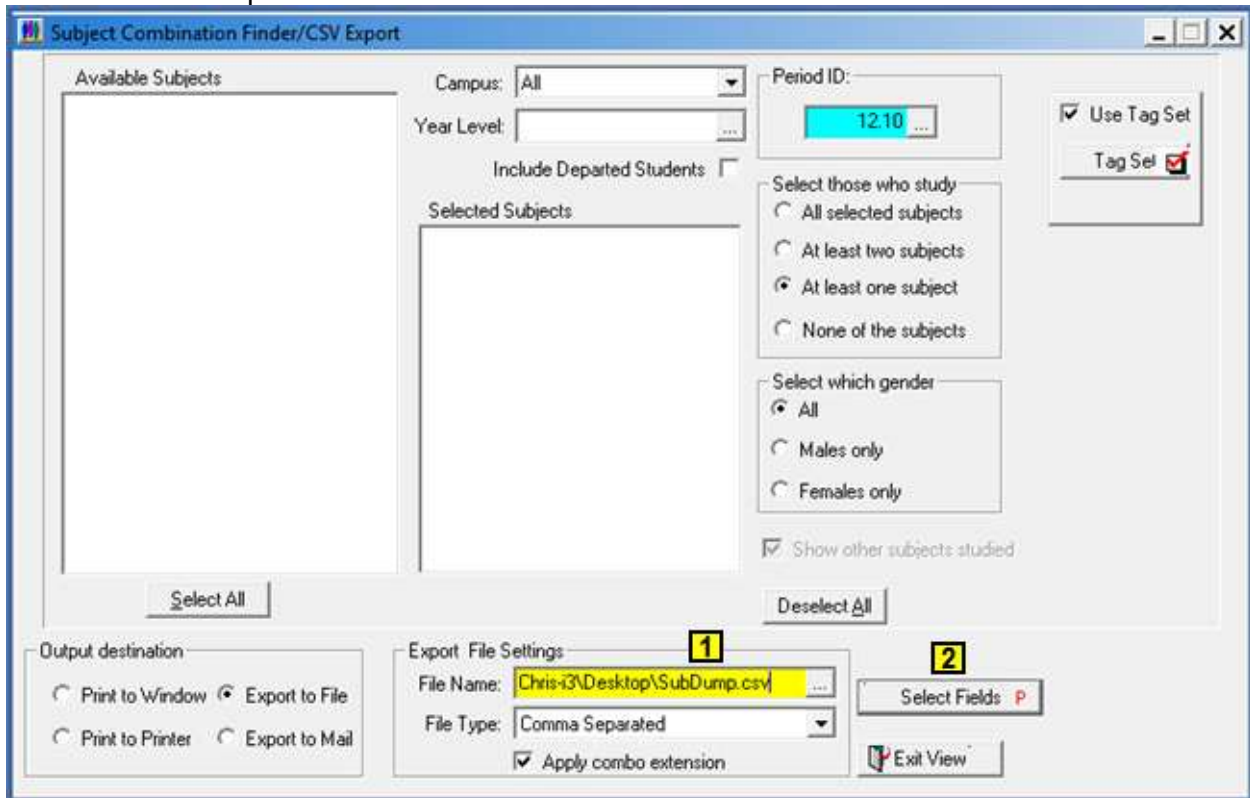
PCSchool can create a file in a CSV format for uploading to DreamCatcher.

It is best to use a Tag Set for selecting the Students, you must select Export to File to activate the Tag Set.



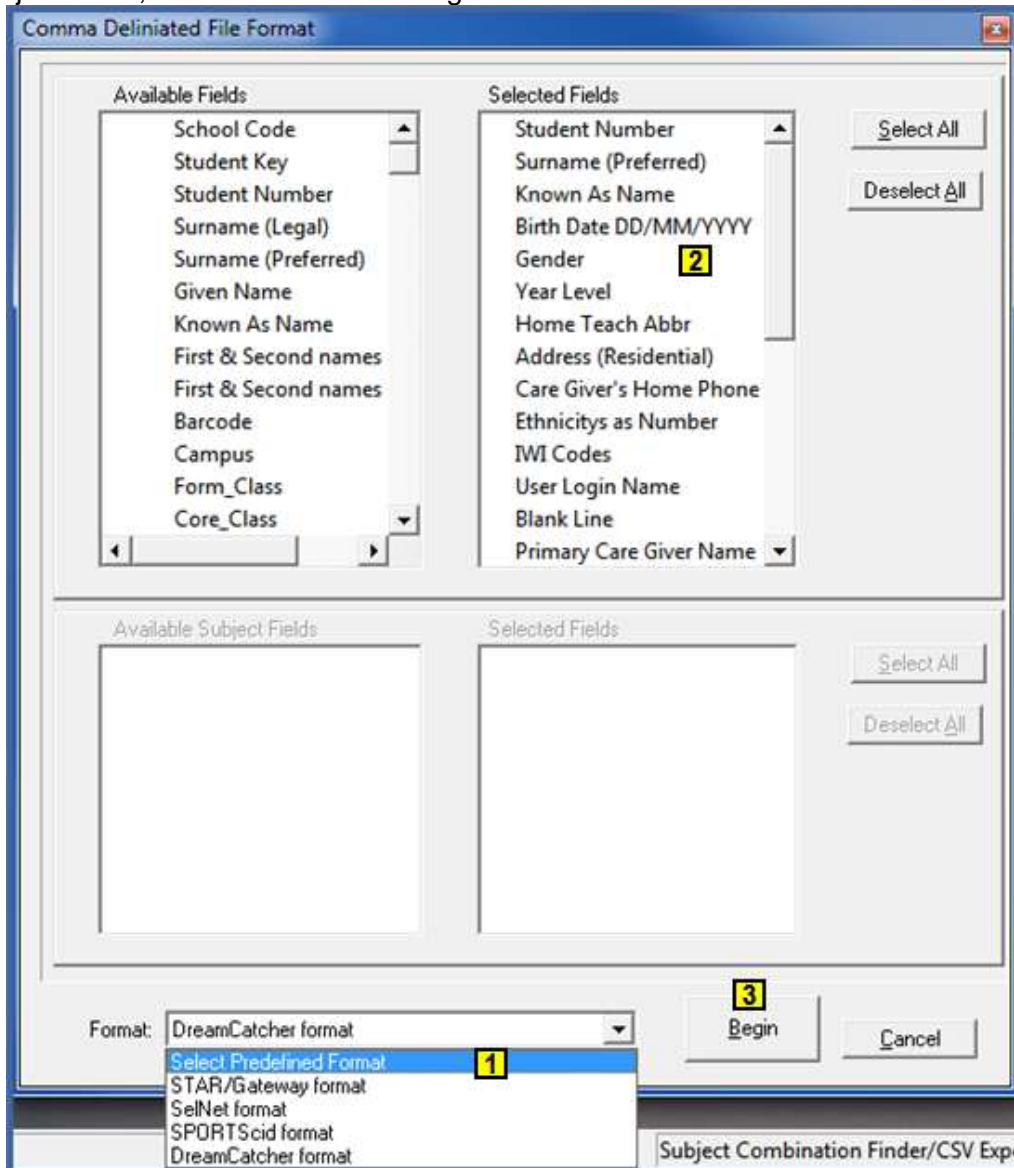
1.	Select Export to File to activate the Tag Set.
2.	Tick to use a Tag Set.
3.	Select the Students; <ul style="list-style-type: none"> <li>• If selecting all student you can go to Yr/Form/House and use the Year Level of *C</li> <li>• Once you have your selection click Add Selected to List</li> </ul>
4.	Click a return option.

Click Select Fields to open the next window.



- |    |                                                  |
|----|--------------------------------------------------|
| 1. | Save the file where you will be able to find it. |
| 2. | Click Select Fields.                             |

Dreamcatcher has predefined fields; all you need do is select the Format. You will receive a message regarding subject fields, click OK on the message.



- |    |                                                                                                                                                             |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Select the Format of DreamCatcher; <ul style="list-style-type: none"> <li>Click OK on the message regarding Subject Fields, these are greyed out</li> </ul> |
| 2. | You can view the Selected Fields.                                                                                                                           |
| 3. | Click Begin to create the file.                                                                                                                             |

You can open the file in Notepad or Excel but you can't save it in Excel as the leading zeros from NSN numbers will be removed and the single digit year levels can become corrupt.

	A	B	C	D	E	F	G	H	I	J	K	
1	Student N	Surname	Known As	Birth Date DD/MM	Gender	Year Level	Home Tea	Address (Residential)				
2	4937	Baars	Willie	07/08/1987	M	10	FM	Mr P & Mr	370	Hawt	RD4	Rotorua
3	7707	Bae	Daniel	01/07/1998	M	10	AS	Mr Tony A	3	Munro P	Riverdale	Yeppoon
4	7460	Bellamy	Jan	09/03/1998	F	10	AS	Mr P & G	E 335	Wheti	Greenlane	Holdsworth
5	7762	Burt	Jerry	02/02/1998	M	10	JC	Mr JH & Mrs	KGL	Burt		Putaruru
6	7041	Carter	Jules	02/04/1997	F	10	FM	Mr & Mrs	13	Drumfee	Callum Br	Yeppoon
7	7040	Chen	Merv	17/12/1998	M	10	FM	Mr and Mr	38	Landsdowne	Cres	Yeppoon