

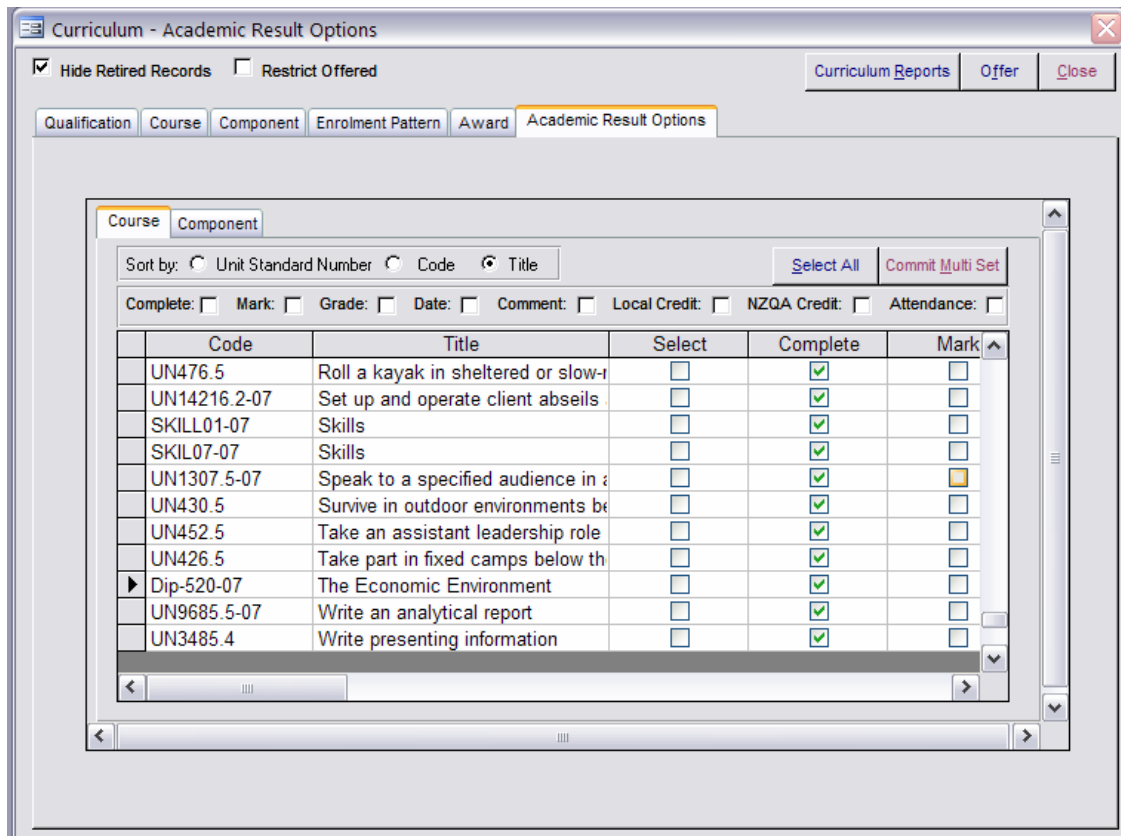
Reporting Dip Bus Outcomes



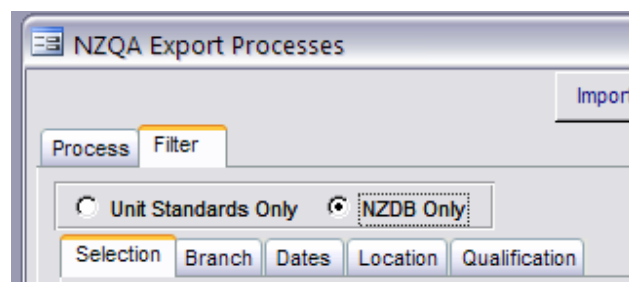
1. Check you are using the latest version of Take2 (see tip sheet 32). This is because file format has changed recently.
2. Check the prescribed course is marked as “NZDB”. If it is not, **tick** it.
3. Also check the prescribed course has a NZDB paper number in the *Unit Standard Number* field. If it hasn't, **type** it in.

A screenshot of the 'Curriculum - Course' software window. The 'Course' tab is active, showing a list of courses on the left and a detailed view of a selected course on the right. The selected course is 'Dip-520: The Economic Environment'. The 'NZDB' checkbox is checked, and the 'Unit Standard No.' field contains '520'. Two arrows point to these fields: one from the left pointing to the 'Unit Standard No.' field, and one from the right pointing to the 'NZDB' checkbox. The window title is 'Curriculum - Course' and it includes various navigation and action buttons like 'Add', 'Cancel', 'Save', 'Copy', 'Edit', 'Delete', 'Print', and 'Offer One'. The bottom of the window has sorting and filtering options.

4. Go to the *Academic Result Options* tab on the *Curriculum* form to check grades can be recorded for papers. Locate the course on the list. It should have *Grade* ticked to the right. If it is not, **tick** it.



- When reporting, **select** the *Unit Standard Completions* option on the process tab.
- Tick** the *NZDB Only* option on the filter tab.



- To confirm if the created file is in the new format, **double click** it. It will open in notepad. If after "H" the next three characters are "DBS" on the first line, it is in the correct format.