nReports- TJAS Export from nForma and Import to CECV

This process ONLY applies to school who are on ICON and have eAdmin

To produce the TJAS file (Teacher Judgement Against Standards):

1. Login to nForma as the administrator.
2. Click on the nReports module
3. Under the **Reports** drop down menu, select **Whole School Data (TJAS)**
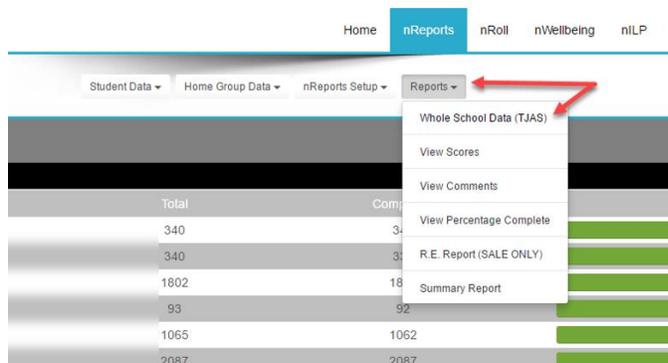
4. Select the year and reporting period, then click **Download**
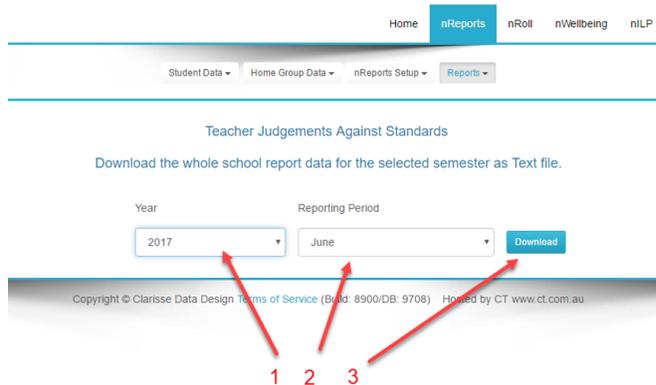
5. Save the file to a location of your choice.

Upload TJAS Data File to CECV Server

To upload the TJAS data file from nForma to the CECV server, please follow the instructions from the document 'TJAS ICON ePlan SFTP Instructions'. This is accessible via the ICON Implementation website under ePlan Resources (http://icon.cecv.catholic.edu.au/ePlan/eplan-resources).

If you experience any issues with the upload process or installation, please contact CEM helpdesk.