Guidance on using the Schools Directory Builder

If you want a full copy of the Schools Directory simply make sure no filters have been selected click the Update button.

The seven filters allow you to select the types of schools you want to include in your school directory.

When you choose multiple options from within one filter schools for each option are selected; for example, schools from Christchurch Region or Dunedin Region.

However, when you choose options from different filters only schools that are true for an option from each filter are selected; for example, schools from Christchurch Region and a State Schools.

The ‘Update’ button replaces the schools in the Viewing Pane with the results of the latest filter selections. Where no filters are selected, all schools are shown.

Use the ‘Expand’ button increases the size to be full screen. When it is full screen the button changes to ‘Shrink’ which will revert it to normal size when selected.

This is the Viewing Pane. The institutions that remain after you have made your filter choice are displayed here; along with their associated profile and contact details.

If no filter choices are made and ‘Update’ is selected then all schools are shown here.

If you have already made some filtering choices, click ‘Reset’ to remove those choices; then ‘Update’ to load all schools.

The date when the indicative roll numbers were extracted.

‘Reset’ removes all the filter choices. After you have clicked on ‘Reset’, if you make additional selections, these should be displayed in the Viewing Pane.

If you don’t make any new filtering selections then select ‘Update’, and the Viewing Pane will display all schools.