Guidance on using the Schools Directory Builder

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.

The ‘Export as CSV’ button exports your final selection as a csv file. The output will include a list of your selected filter variables.

‘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.

The date when the indicative roll numbers were extracted.

This is the Viewing Pane. All schools, along with their associated profile and contact details, load here as soon as you come to this page. This will take a few seconds.

The institutions that remain after you have made your filter choice are displayed here.

If you have already made some filtering choices, click ‘Reset’ to remove those choices; and all schools to be presented again.

Use this button to export your final selection as a csv file. The output will include a list of your selected filter variables.