Key Information for Students
Technical Information KIS Button

This handout is relevant to publishing option B, the KIS button. It provides an overview of the technical information that you will need to be aware of to publish the KIS to your website.

How to view your KIS data

The Key Information for Students uses data you submit via your Single Data Return and the STEO (Services for Tertiary Education Organisations) website so it's important the data you submit in the Qualifications and Courses sections in STEO is accurate and in the right format.

You can download your KIS data directly from the KIS Data Service. The URL below will provide you with the data for all your qualifications:

URL: https://info4learners.tec.govt.nz/KeyInformation?$filter=ProviderCode eq '1234'

Key: 1234 is your Provider code

In **Chrome**:

1. Paste the URL into the Chrome browser window.
2. Your browser will display the data on your screen.
   Note: There is no style information associated with this data.
3. Once the data appears, right click on the page and click '*save as*' and save the file as an '*XML Document*'.
4. Open Excel, open the saved file '*as an XML table*'.
5. The data for all of your qualifications, submitted into STEO, will display.

In **Firefox**:

1. Paste the URL into the Firefox browser window.
2. Your browser will display the data on your screen.
   Note: There is no style information associated with this data.
3. Once the data appears, right click on the page and click 'S*ave Page As'*.
4. When the '*save as*' dialogue box opens, change the '*Save as type:*' to '*Web Page, XML only'* and save the file.
5. Open Excel, open the saved file '*as an XML table*'.
6. The data for all of your qualifications, submitted into STEO, will display.

In **Internet Explorer**:

1. Paste the URL into the Internet Explorer browser window.
2. From the pop-up dialogue box, select the arrow next to the *'Save'* button and Click *'Save as'*.
3. Save the file as a *'JSON File'*.
4. Open Excel, open the saved JSON file.
5. Open the saved file *'as an XML file'*.
6. If you are notified that the specified XML source does not refer to a schema, click *'ok'*.
   Note: this will depend on your Internet Explorer setup.
7. The data for all of your qualifications, submitted into STEO, will display.

How to create the link for your button

TEOs can publish the KIS Button on their website in three locations to link to the central website:

1. the qualification page, which links to the full KIS for that qualification on the KIS *Details* page
2. the TEO website home page, which links to the KIS *Search* page (optional)
3. programme pages, which link to the KIS *Search* page (optional).

You will create the link for the button for each location. You can either add these as static links or develop code to build them dynamically.

Create the link for:

1. the qualification page, which links to the full KIS for that qualification on the KIS *Details* page
   You will point the button on your qualification page to the specific KIS on the central website. To do that you will use the URL: https://info4learners.education.govt.nz/qualifications/view/MY1234/1234

   a) replace MY1234 with your Qualification code
   b) replace 1234 with your Provider code (EDUMIS number)

2. the TEO website home page, which links to the KIS Search page (optional)
   If you choose you can point the button on your home page to the central website. To do that you will use the URL: https://info4learners.education.govt.nz/courses. You do not need to edit this link.

3. programme pages, which link to the KIS Search page (optional).
   If you choose you can point the button on your programme page to the central website. To do that you will use the URL: https://info4learners.education.govt.nz/courses. You do not need to edit this link.

Note – if you are unsure your qualification codes you can see these by downloading your data from the data service API. The instructions on how to do that are under "How to view your KIS data" within this hand out.

More information

In the meantime for more information about the Key Information for Students, visit our website, email us at informationforlearners@tec.govt.nz or contact the TEC Sector Helpdesk on 0800 601 301.

We ensure New Zealand's future success.