

Exporting Blog posts in Hwb+ to Excel

Prerequisites

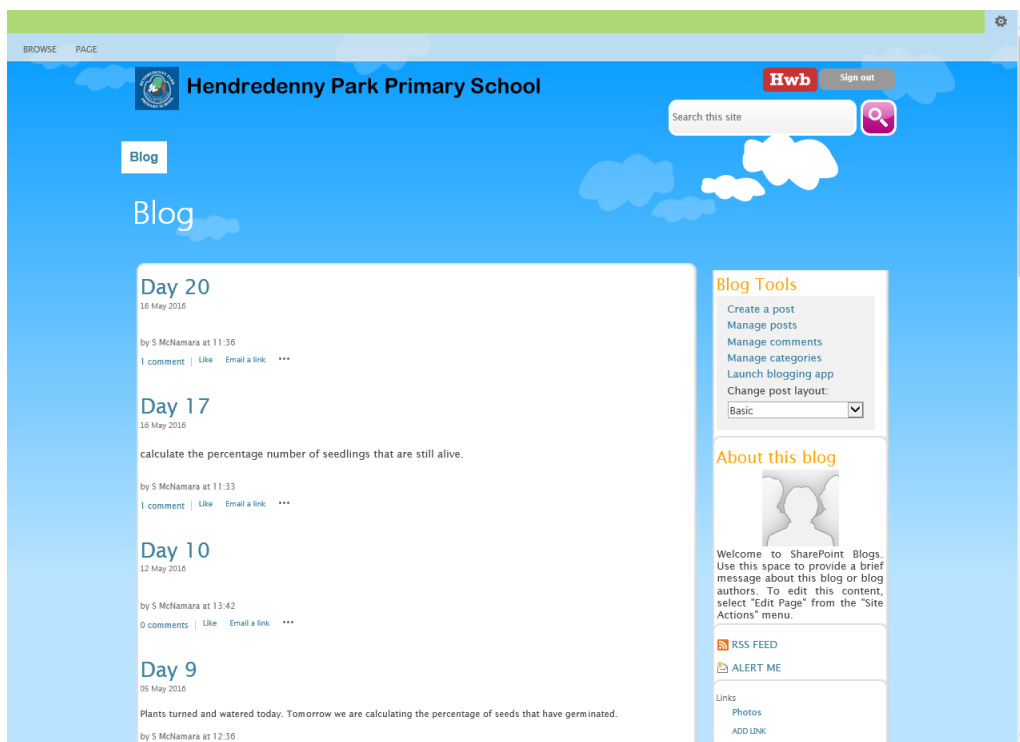
Windows 7 laptop or PC

Internet Explorer 11

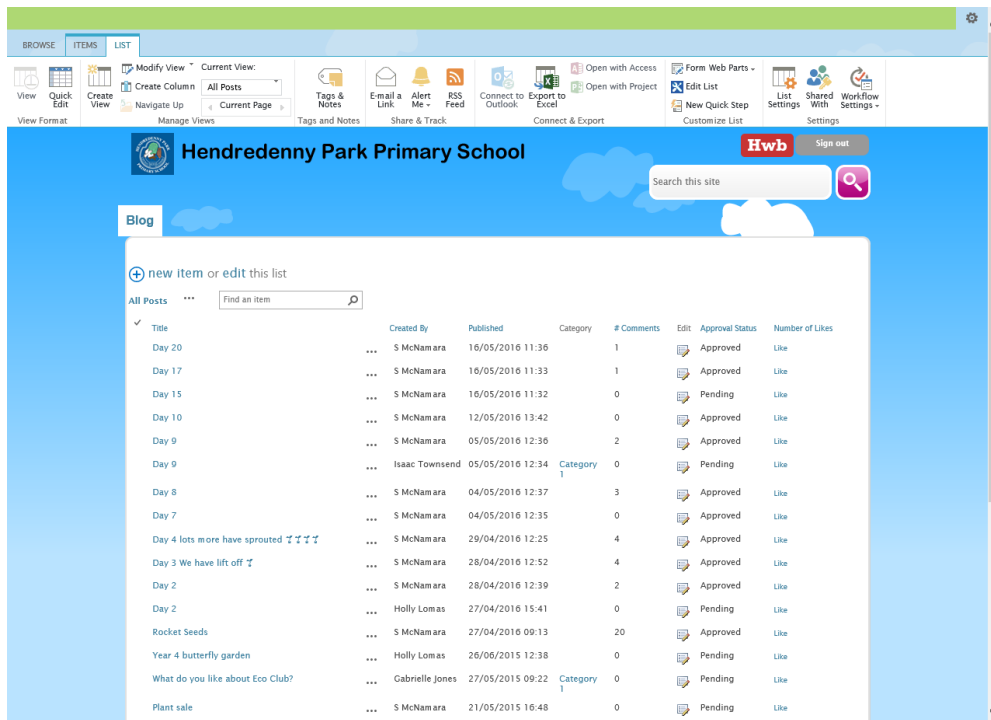
Microsoft Excel client

Ensure <https://hwbplus.wales.gov.uk> is added to trusted sites
(Settings cog in Internet Explorer > Internet Options > Security > Trusted Sites > Click Sites)

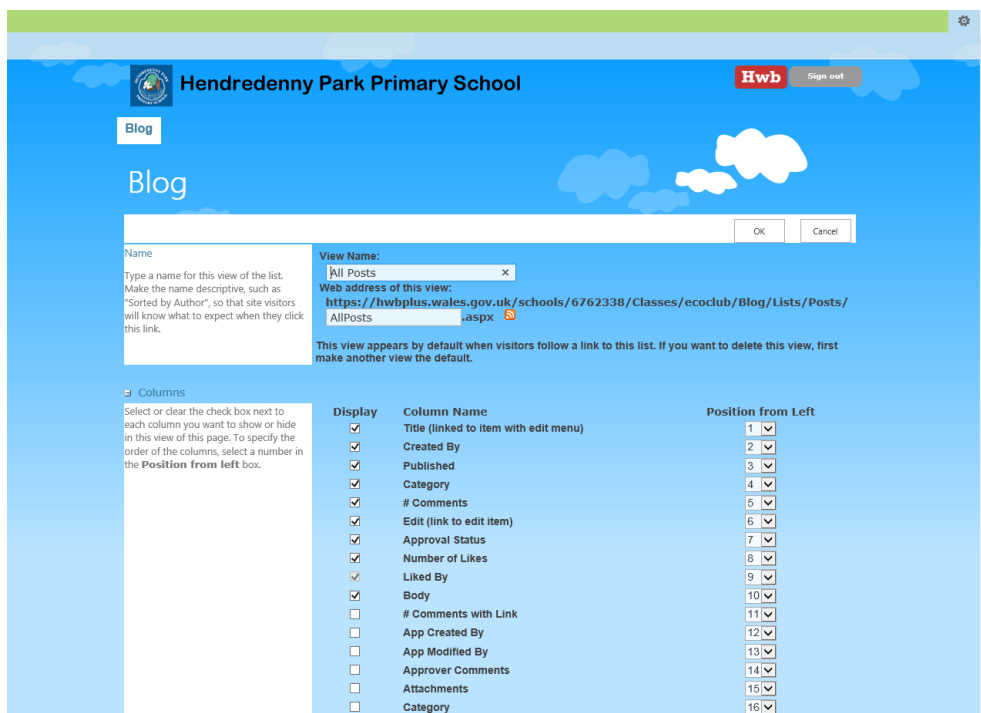
1. Go to the relevant section of your Hwb+ site (e.g. Subjects, Staff, Governors...) and click on 'Blog'.



2. Under 'Blog tools' select 'Manage posts'.



3. Click on 'List' from the options along the top and then select 'Modify view'.



4. Ensure that 'Body' is ticked so that the body text of your blog post is exported. Once ticked, scroll to the bottom of the page and click 'Ok'. This will then take you back to the list view of your blogs.

5. To export the list, click on 'List' from the options along the top of the page and select 'Export to Excel'.