



LE **PROF**ILEUR DE COMPORTEMENTS

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Importing student's data in CSV format



What is a CSV file !?

The Behaviour Profiler allows you to input student information individually, or upload a comma separated value (CSV) file from your administration system. The advantage in using a comma separated value file is that your database is automatically populated and easily updated.

A comma separated value file (CSV) contains fields which are separated by commas and records which are separated by newlines. The following table shows basic data:

Header Ligne

Name	Surname	Street	City	Province	Postal_Code
Guy	Mousseau	RR#1	Innerkip	Ontario	N0J 1M0
Fern	Philbin	67 Dunes	Gatineau	Québec	J8R 3R1
Yvonne	Chartrand	26 HWY 69	Val Caron	Ontario	P0M 3A0
Chantal	Angers	16 Dubeau	Sudbury	Ontario	P3G 1A8

Data Lines

The information in this table would be represented as follows in a comma separated value file:

Header Ligne

```
Name, Surname, Street, City, Province, Postal_Code  
Guy, Mousseau, RR#1, Innerkip, Ontario, N0J 1M0  
Fern, Philbin, 67 Dunes, Gatineau, Québec, J8R 3R1  
Yvonne, Chartrand, 26 HWY 69, Val Caron, Ontario, P0M 3A0  
Chantal, Angers, 16 Dubeau, Sudbury, Ontario, P3G 1A8
```

Data Lines

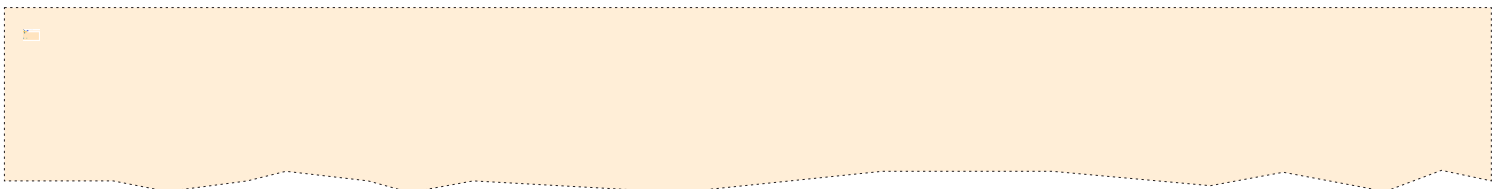
Fortunately, one does not need to understand all of this technical information to populate *The Behaviour Profiler* database; however, it helps to understand how things work.

Required Fields

The *Behaviour Profiler* utilizes the following fields from *your administration system*:

Fields	Possible values with exemples
School_year	8 characters max : 20082009, 20092010, 20102011, 20112012, etc...
Student_number	10 characters max : 1234567890, BKR, 123WER, ABC1234
Grade	2 characters max : 1, 2, 3, 12, JK, M, J, 01
Legal_first_name	20 characters max : Veronica, Eric, John, etc...
Legal_surname	20 characters max : O'Macdonald, Deslandes, Smith, etc.
Gender	1 character : F or M
Birth_date	Many many formats: 1993-12-23 00:00:00 1993-12-23 1994/08/24 1994-Jan-23 1994-févr-23 1994-Fev-21 00:00:00 23-11-1990 24-12-1991 00:00:00 20/12/1990
class_group (optional)	20 characters max : HomeRoom information ex.: "6B", "3C", "06B", "OptiMax12B"
oen_number (optional)	95 characters max : Provincial Student Number ex.: "123456789", "ABC_234", "SHS_WE12321"
parenta_email parentb_email student_email (optional)	95 characters max : parent's email and student's email ex.: wabadabadoo@hotmail, claudio.deslandes@gmail.com When the email is not knowed, enter "-" should be entered.

Example.csv



Custom Reports

Inside all School Administration System an option called "Report", "Custom Reports" or "Data Exportation" exist for you to export data in a common format such as CSV format. If your administration system gives you a format very different then the one above or a header line that is different, send it to tech@profco.ca, and our technician will reprogram the Behaviour Profiler to fit your software.

NOTE: Your CSV file may have more fields is it, as long as the required fields are named correctly and or found in your file, it will work. You many have to rename part of your header line to fit what the Behaviour Profiler is expecting.

Required Steps to Import your CSV file

1. Click on Configuration

2. Click on CSV Student Importation

THE BEHAVIOUR PROFILER

Start Configuration Students PBIS Reports Supervision Session

Dashboard Configure Locations and Activities Merge similar data Clean database

Dashboard

How to configure your Behaviour Profiler !
Before using your Behaviour Profiler for the first time, some configurations will be needed. In all, 5 steps will require some of your time :

<p>Configure your team</p> <p>Your Profiler needs to know who is on your school, he wants to learn your staff's name, email who has permission.</p> <p>Estimate : 1 minute per member</p> <p>Status : 2 active members 2 members who may create observations 0 non-active members</p> <p>Team Configuration</p>	<p>Configure your sanctions and interventions</p> <p>This is the heart of your new system. You must enter the various sanctions and interventions offered by your school in order to change students behaviours according to your code of conduct.</p> <p>Estimate : 1 minute pas sanction/intervention (30 minutes)</p> <p>Status : 8-Reflection 0-Support Meeting 5-Detention 0-Community Work 3-Confiscation 0-Classroom Timeout 12-Suspension 14-Other</p> <p>Configure Consequences</p>	<p>Configure Behaviours</p> <p>You shall enter all behaviour found in your code of conduct. Each behaviour may be associated with up to 15 sanctions/interventions. This step takes time... but it will save you many hours later.</p> <p>Estimate : 3 minutes per behaviour (90 minutes)</p> <p>Status : 48 active behaviours 0 non-active behaviours</p> <p>Configure Behaviours</p>
<p>Configure your meeting time table</p> <p>In a few clicks, you shall configure your detentions, community work and Support Meeting schedule.</p> <p>Estimate : 3 minutes pas sections (9 minutes)</p> <p>Status : 12 : Detention 25 : Support Meeting 15 : Community Work</p> <p>Configure the meeting schedule</p>	<p>Import your student database</p> <p>This step may vary widely. The school's technician might become your best friend.</p> <p>Estimate : The first time, expect to spend 1 hour ...the second time 5 minutes.</p> <p>Steps to export from Trillium</p> <p>Status : 0 active students 0 girls - 0 boys 0 non-active students</p> <p>CSV Trillium Import</p>	<p>Configure the PBIS module (optional)</p> <p>A teacher may enter positive reinforcement's stats about all students from his assigned group. He will also gain vision for all his groups observation.</p> <p>Estimate : 3 minutes</p> <p>Status : 2 active members 0 active members with an assigned group-class</p> <p>Assign Groups to your staff</p>

When completed, please send an email to tech@profco.ca and ask that one of our team members of ProfCo validate your configuration. At anytime, you may also send your questions to tech@profco.ca. --- We do our best to answer with 24 hours.

Preview your Code of Conduct

1. Click Browse and choose your file.

Student Import from a CSV file

Click on **Browse...** to select the CSV file, or type the path to the file in the box below:

File to Upload: H:\students.csv

[How to export the student list from a CSV file ?](#)

2. Click on Upload! to upload the information to the Behaviour Profiler.

Importation results

The *Behaviour Profiler* will then upload all of your students into the database. It is recommended that you go through this procedure on a regular basis since you will have students registering in and dropping out of your school. This procedure becomes easier as you do it more often.

Then click on Upload! This is shown the in the next diagram:

The screenshot shows the 'THE BEHAVIOUR PROFILER' software interface. The main menu includes 'Start', 'Configuration', 'Students', 'PBIS', 'Reports', 'Supervision', and 'Session'. Below the menu are links for 'Find a Student' and 'The IEP/At-Risk List'. The 'Importation's results' section is highlighted and contains three boxes of information:

- Fields found in your CSV files:**
 - school_year 0 : Yes
 - student_no 1 : Yes
 - grade 2 : Yes
 - legal_first_name 3 : Yes
 - legal_surname 4 : Yes
 - gender 5 : Yes
 - birth_date 6 : Yes (Month/Day/Year)
 - optional :
 - class_group 7: Yes
 - oen_number : No
 - parenta_email : Yes
 - parentb_email : Yes
 - student_email : Yes
- Student's list imported or updated:**
 - 1 updated : [m, b, 12]Mike, Boileau
 - 2 updated : [v, b, 11]Véronique, Boileau
 - 3 updated : [s, a, 7]Suzie, Aylwin
 - 4 updated : [j, s, 9]John, Smith
 - 5 updated : [j, b, 9]Jacinthe, Bélanger
- Global report:**
 - Total number of students = 5
 - New students = 0

F.A.Q. (Frequently Asked Questions)

Q. My school administration system gave me a CSV file composed of all requested fields but no header line, what should I do !?

A. Use NotePad.exe, an application found under “Accessories” and manually add the header line yourself, make sure the header line items are in the same order as the data. NOTE: The column order does not matter, as long as the header line explains the order of all following rows items. Here are two acceptable CSV examples with different header lines:

Example1.csv

```
school_year,student_no,grade,legal_first_name,legal_surname,gender,birth_date
20072008,123456789,12,Mike,Boileau,M,4/12/1990
20072008,123444567,11,Véronique,Boileau,F,2/13/1992
20072008,123555678,10,Suzie,Aylwin,F,3/30/1989
```

Example2.csv

```
School_year,legal_first_name,legal_surname,gender,birth_date,student_no,grade
20072008,Mike,Boileau,M,4/12/1990,123456789,12,
20072008,Véronique,Boileau,F,2/13/1992,123444567,11,
20072008,Suzie,Aylwin,F,3/30/1989,123555678,10
```

Q. My CSV uses semicolons to separate all items instead of commas, do I need to do a search and replace on the CSV files ?

A. No, the Behaviour Profiler understand semicolon and comma, take a look at the two acceptable CSV examples.

Example_comma.csv

```
school_year,student_no,grade,legal_first_name,legal_surname,gender,birth_date
20072008,123456789,12,Mike,Boileau,M,4/12/1990
20072008,123444567,11,Véronique,Boileau,F,2/13/1992
20072008,123555678,10,Suzie,Aylwin,F,3/30/1989
```

Example_semicolon.csv

```
school_year;student_no;grade;legal_first_name;legal_surname;gender;birth_date
20072008;123456789;12;Mike;Boileau;M;4/12/1990
20072008;123444567;11;Véronique;Boileau;F;2/13/1992
20072008;123555678;10;Suzie;Aylwin;F;3/30/1989
```

Q. My school administration software gave me a CSV with more items that I need, what should I do !?

A. The Behaviour Profiler needs 7 items in order to import your student list. If you have a CSV file created with 20 items, it can still work as long as 7 items are properly identified in your header line. If you need to create your header line, then for all your not-needed columns, enter a dummy name in your header line such as “temp1”, “temp2”. The Behaviour Profiler importing routine will only use the needed information and discard the rest. Take a look at two working examples of a CSV files created with 9 items instead of 7.

Example_9items.csv

```
School_year,height,student_no,grade,legal_first_name,legal_surname,gender,birth_date,dream_car
20072008,136cm,123456789,12,Mike,Boileau,M,4/12/1990,ford
20072008,154cm,123444567,11,Véronique,Boileau,F,2/13/1992,chrysler
20072008,172cm,123555678,10,Suzie,Aylwin,F,3/30/1989,malibu
```

Example_dummy_header_line.csv

```
School_year,temp1,student_no,grade,legal_first_name,legal_surname,gender,birth_date,temp2
20072008,136cm,123456789,12,Mike,Boileau,M,4/12/1990,ford
20072008,154cm,123444567,11,Véronique,Boileau,F,2/13/1992,chrysler
20072008,172cm,123555678,10,Suzie,Aylwin,F,3/30/1989,malibu
```

Q. The header line found in my CSV files is different from the example displayed in this guide, will the CSV importation still work !?

A. No, you need to rename your items inside your header line in order to work. The Behaviour Profiler will be scanning the first line inside your CSV for those specific words.

Q. I have two different student number in our school administration system, the software student number and the province/country student number. Which one should I use !?

A. It does not matter, as long as you always use the same one.

Q. Our student number are made up of letters, will they still work !?

A. A student number may be only numerical “123456789” or alphenumerical “123abc” or only alpha “AKW”. They will all work.

Q. I still have trouble with my CSV file, where can I get help !?

A. Send your CSV file to tech@profco.ca along with your questions.