

How to import you student's data from BCeSIS

Version 1.1

DRAFT



Introduction

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

BCeSIS : Required steps to create your CSV files.

Here are the required steps to create your BCeSIS CSV files needed to import your student 's data into the *Behaviour Profiler*.

1. Startscreen > Reports > Specify Extract Criteria > Clear Extract Criteria > Run Extract
2. A pop-up window indicating the number of records (students to be extracted) populates the screen.
3. Click on Go Back and then exit through the door.
4. Click on Export/Ad Hoc File > Start Over
5. Click on "Contains" > type Name into the "Wildcard" field and click "Query". This populates all selection options that contain the word "Name".
6. Highlight **Surname** and click on the "Right Arrow" to move Surname to the "Selected Column".
7. Repeat steps 5 and 6 to move :
 - **Current Year Assignment Code,**
 - **Preferred Name,**
 - **Pupil Number** (BCeSIS ID #),
 - **Hrm S1,**
 - **Grade,**
 - **Birth Date,**
 - **Gender,**
 - **State No**
 - and **Grade** to the Selected Column. The order is not important.
8. Click on "Create File". Be sure the resulting pop-up window has the following settings:
 - Delimiter field = comma (type a comma into the delimiter field)
 - Fixed Length = unchecked
 - Number of Columns To Order On = 1
 - Double Quotes Around Character Fields = No
 - Export Field Titles First = checked
 - Output File Filename = type the name of your school and the date of the extract,
ie: EcoleGabrielleRoy_24juillet2014.csv
9. Click on Create Export > click OK when Export Complete pops up >
Exit through the door > Click Yes to Save Records
10. The file should be saved to your Desktop, or you can click "Save As" to specify the location.

How to import your CSV files

It is time to import your CSV file containing all of your student's needed data required by the Behaviour Profiler.

1. click on "Configuration"

THE BEHAVIOUR PROFILER

Start Configuration Students PBIS Reports Supervision Facteur Session

Dashboard Configure Locations and Activites 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:

- Configure your team**
Your Profiler needs to know who is on your school, he wants to learn your staffs name, email who has permission.
Estimate : 1 minute per member
Guide :
Status : 61 active members
57 members who may create observations
15 non-active members
Team Configuration
- Configure your sanctions and interventions**
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.
Estimate : 1 minute pas sanction/intervention (30 minutes)
Guide :
Status : 1-Reflection 1-IEP/AT-Risk Meeting 2-Deletion 1-Community Work 1-Confiscation 1-Classroom Timeout 2-Suspension 1-Other
Configure Sanctions
- Configure Behaviours**
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.
Estimate : 3 minutes per behaviour (90 minutes)
Guide :
Status : 1 active behaviours 0 non-active behaviours
Configure Behaviours
- Configure your meeting time table**
In a few clicks, you shall configure your detentions, community work, and IEP/AT-Risk_Meeting schedule.
Estimate : 3 minutes pas sections (9 minutes)
Guide :
Status : 2 : Deletion 2 : IEP/AT-Risk Meeting 0 : Community Work
Configure the meeting schedule
- Import your student database**
This step may vary widely. The school's technician might become your best friend.
Estimate : The first time, expect to spend 1 hour .. the second time 5 minutes.
Guide : Steps to export from BCeSIS
Status : 10 active students 2 girls - 8 boys 984 non-active students
CSV BCeSIS Import

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.

2. Click "BCeSIS CSV Import"

THE BEHAVIOUR PROFILER

Start Configuration Students PBIS Reports Supervision Facteur Session

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Student Import from a BCeSIS CSV file

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

File to Upload: Choisissez un fichier Aucun fichier choisi

Upload!

[file ?](#)

[How to export the student list from BCeSIS in a CSV](#)

The Behaviour Profiler is a ProfCO inc. creation - © 2007

3. Select your CSV file and then click "Upload!".

Importation BCeSIS CSV

Result from your CSV importation process

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. The *Behaviour Profiler* will show your student list and the required field found in your CSV file.



Résultat de l'importation de BCeSIS

Information :

- Current Year : Yes
- Pupil Number : Yes
- Grade : Yes
- Legal Name : Yes
- Preferred Name : Yes
- Gender : Yes
- Birth Date : Yes
- State No : Yes
- Hrm : Yes

Les champs retrouvés à l'intérieur du fichier CSV

1 updated : [g, r] Gauthier, Richard
2 updated : [l, s] Leveiller, Shaena
3 updated : [r, m] Richard, Maxime
4 updated : [s, p] Simard, Pierre
5 updated : [l, n] Lacelle, Nicolas
6 updated : [b, d] Boucher, Danic
7 updated : [m, a] Max, Alexandro
8 updated : [b, m] Bidard, Matthieu
9 updated : [p, r] Prive, Ryan
10 updated : [p, g] Perreault, Ginette

La liste d'élèves importée

Number of students in the database = 10
Number of new students in the database = 0

Le rapport de l'importation