How to import you student's data from BCeSIS

Version 1.1

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**"

2. Click "**BCeSIS CSV Import**"

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

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.

THE BEHAVIOUR PROFILER

Start · **Configuration** · **Students** · **PBIS** · **Reports** · **Supervision** · **Facteur** · **Session**

Find a Student   The IEP/At-Risk List

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**