

## Introduction

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

## Technical Stuff

If you are not interested in learning more about CSV files, skip ahead to the next page

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

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

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

```
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
```

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 the Trillium database:

- school year
- student number
- grade
- legal first name
- legal surname
- gender
- birth date

## Custom Reports

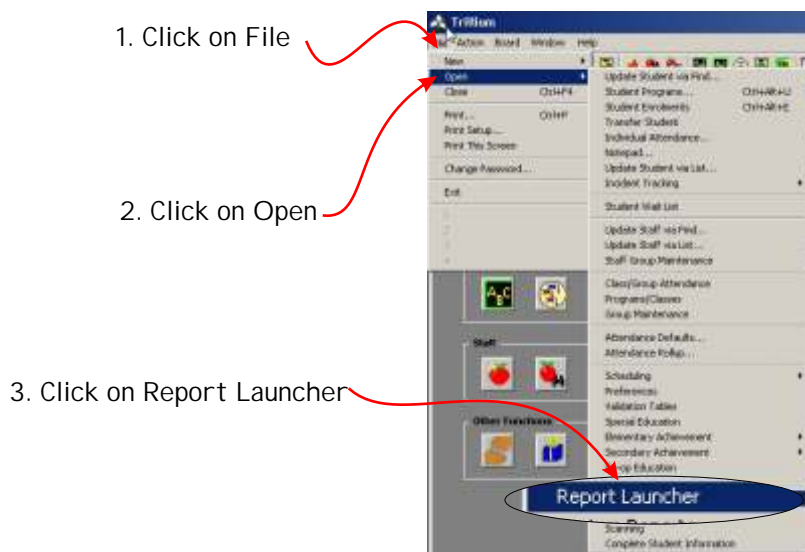
Custom Reports is a powerful reporting tool in Trillium. It can be used to create customized reports with data from Trillium. Report Launcher makes use of pre-made reports to easily guide you through the process of creating a report.

A technician at your Board office may create the Custom Report for you. The following instructions assume that you have permission to view predefined reports.



### 1. Open the Report Launcher

Click on **File > Open > Report Launcher** or click on the **Report Launcher** button on the picture menu.

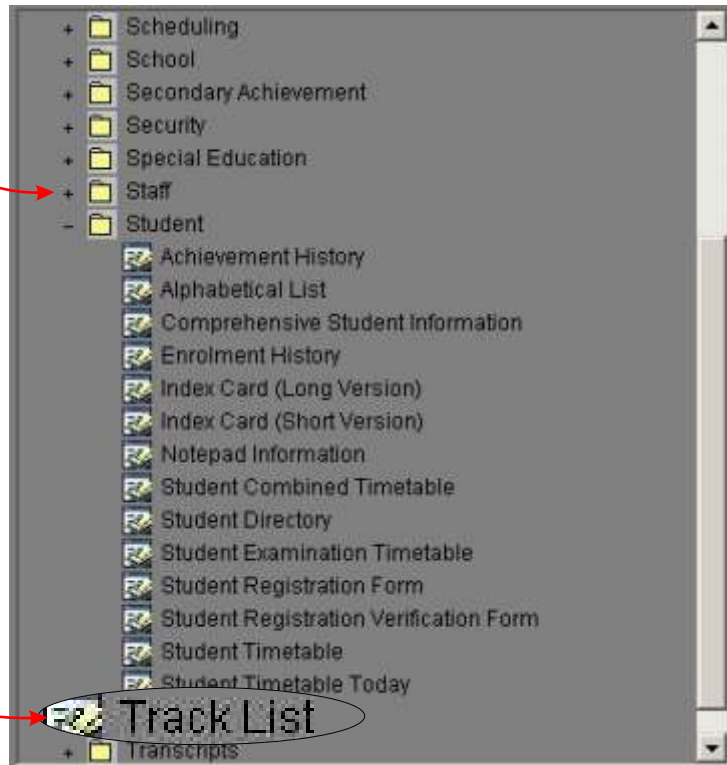


## 2. Select the report **Track List**

The next screen gives you the choice of many predefined reports, under **Student** select the report called **Track List**.

1. Click on Student

2. Click on Track List

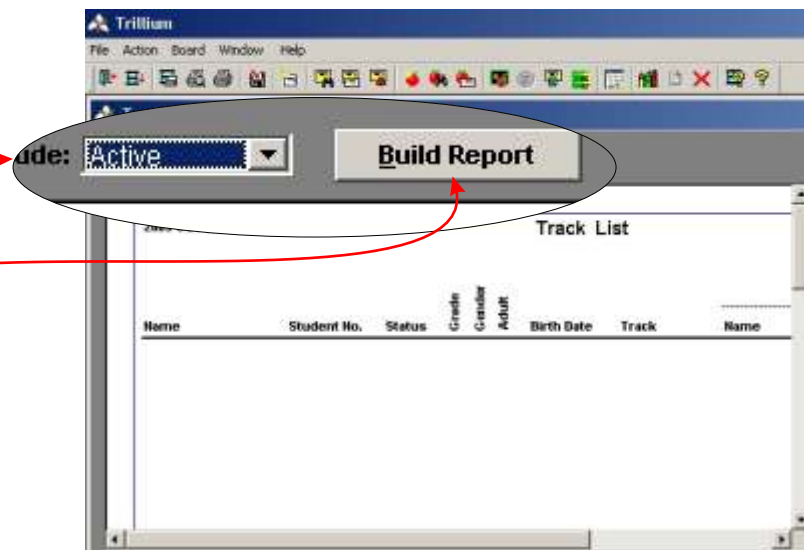


## 3. Sélectionner les élèves **Actif**

Before viewing your report, you need to inform Trillium that you only want to include the active students.

1. Select "Active"

2. Click on "Build Report"



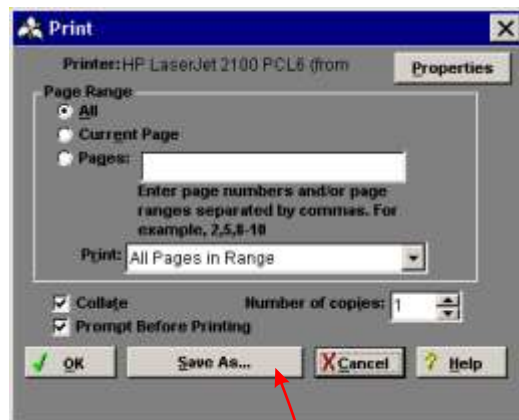
## 4. Your Track List Preview

In this windows, you will preview your student list.

Name	Student No.	Status	Grade	Gender	Adult	Birth Date	Track	Program	Name	Start	End
Allaire, Guy	123-456-789	Active	08	M		1 JAN 2003	Regular	Regular	Regular	2009 SEP 12	
Authier, Caroline	124-456-789	Active	07	F		2 JAN 2002	Regular	Regular	Regular	2009 SEP 12	
Authier, Gyslaine	125-456-789	Active	08	F		3 JAN 2002	Regular	Regular	Regular	2009 SEP 12	
Bélanger, Carole	126-456-789	Active	08	F		4 MAR 2002	Regular	Regular	Regular	2009 SEP 12	
Bélanger, Jean-Guy	127-456-789	Active	08	M		5 JAN 2003	Regular	Regular	Regular	2009 SEP 12	
Deslandes, Richard	128-456-789	Active	07	M		6 JAN 2002	Regular	Regular	Regular	2009 SEP 12	
Deslandes, Claude	129-456-789	Active	07	M		12 DEC 2003	Regular	Regular	Regular	2009 SEP 12	
Gauthier, Rhéal	130-456-789	Active	08	M		5 FEV 2003	Regular	Regular	Regular	2009 SEP 12	

## 5. Create the CSV files

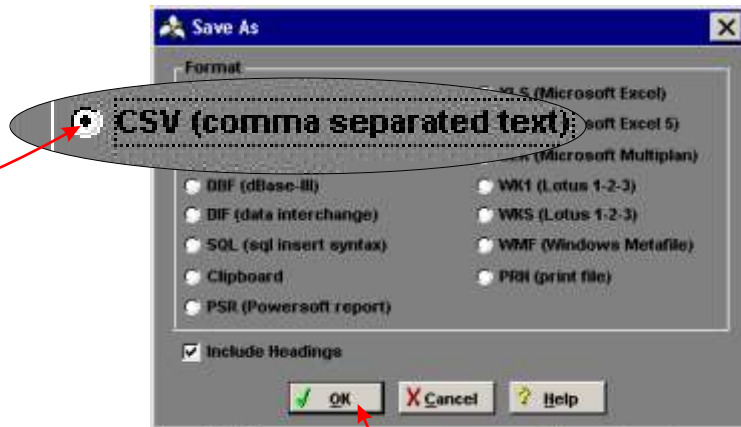
Choose **File > Print** from the menu bar. The next dialog box should appear.



1. Click on the Save As... button

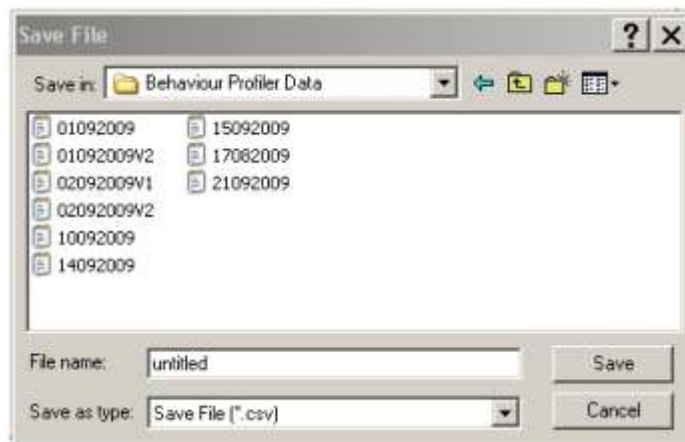
From the Save As dialog box select the CSV option.

1. Click on the CSV option



2. Click on OK

From the Save As dialog box give your file a name and a location. You should use the acronym for the names of your school board and school. For example, I would use **sb\_wid\_20091124.csv** as my filename. Note that this is the file you will upload to *The Behaviour Profiler* to populate your database. Make sure to note your file location.



***Congratulations!*** Your CSV file is now complete and created. We will now go to *The Behaviour Profiler* and upload your information in the database.

In the *Behaviour Profiler* click on Configuration and then on Trillium Import. This is shown in the diagram on the next page.

## 6. Import your CSV file

It is time to upload your CSV and populate your Behaviour Profiler's student database.

1. Click on Configuration

2. Click on Trillium Import

1. Click Browse and choose your file.

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

**The Behaviour Profiler**

Start Configuration Students Reports Supervision Logout

Actions: Team Configuration Trillium Import Configure Detentions Configure Community Work Configuration IEP/At-Risk Meetings Configure Sanctions Configure Behaviours

**Student Import from Trillium**

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

**File to Upload:** H:\sb\_wid\_20091124.csv **Browse...**

Upload!

[How to export the student list from Trillium](#)

## 7. 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 Reports Supervision Logout

Actions: Find a Student The IEP/At-Risk List

**Importation's results**

Information:

- school\_year : Yes
- student\_no : Yes
- grade : Yes
- legal\_first\_name : Yes
- legal\_surname : Yes
- gender : Yes
- birth\_date : Yes
- oen\_number : No

1 updated : [g, a] Guy, Allaire  
 2 updated : [c, a] Caroline, Authier  
 3 updated : [g, a] Gyslaine, Authier  
 4 updated : [c, b] Carole, Bélanger  
 5 updated : [j, b] Jean-Guy, Bélanger  
 6 updated : [r, d] Richard, Deslandes  
 7 updated : [c, d] Claude, Deslandes  
 8 updated : [r, g] Rhéal, Gauthier

Number of students in the database = 8  
 Number of new students in the database = 0

All fields found in your CSV files

Imported Student List

Importation Report