

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 Creating a Custom Report section.

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
- student OEN

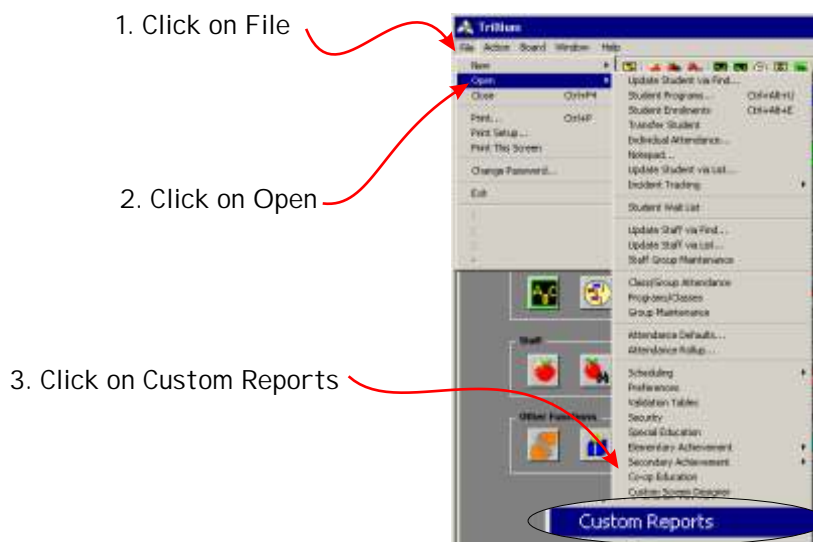
Custom Reports

Custom Reports is a powerful reporting tool in Trillium. It can be used to create customized reports with data from Trillium. Custom Reports makes use of a wizard 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 create custom reports:

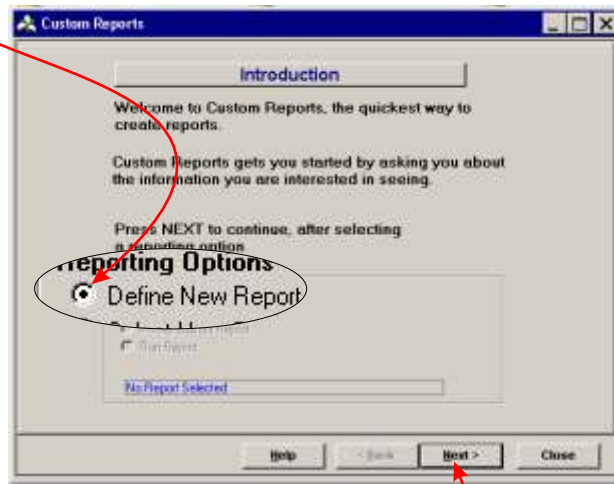
Creating a Custom Report

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



The next screen gives you the choice of creating a new report or modifying an existing one. We will create a new report.

1. Select "Define New Report"

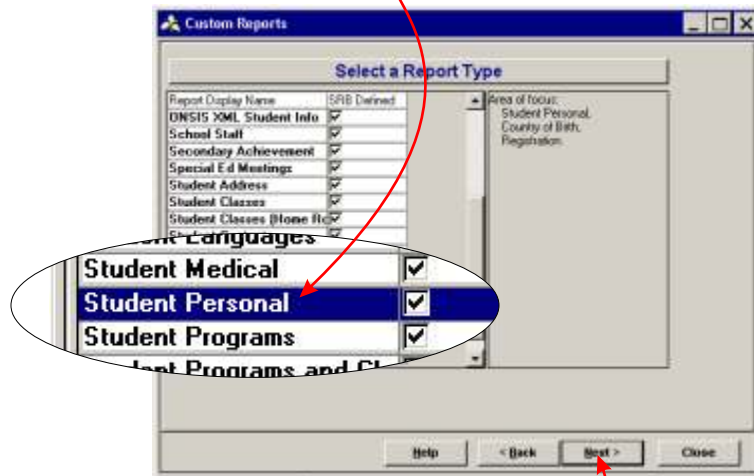


2. Click on Next

In the next window you will see a list of available Report Types. The Area of Focus for each report type is displayed on the right hand side of the screen.

Selecting a Report Type

1. Select "Student Personal"

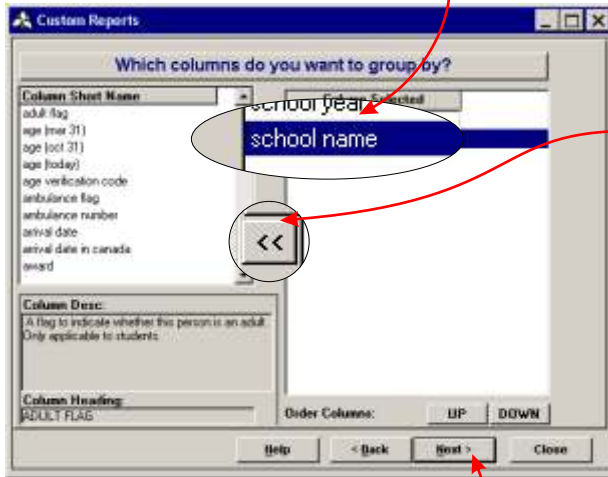


2. Click on Next

Selecting Columns to Group By

In this window you will select the column by which to group your report. You will group your report by school year and then add a criterion so that you only get students from the current school year.

1. Select the "school name" column from the Column Selected box.



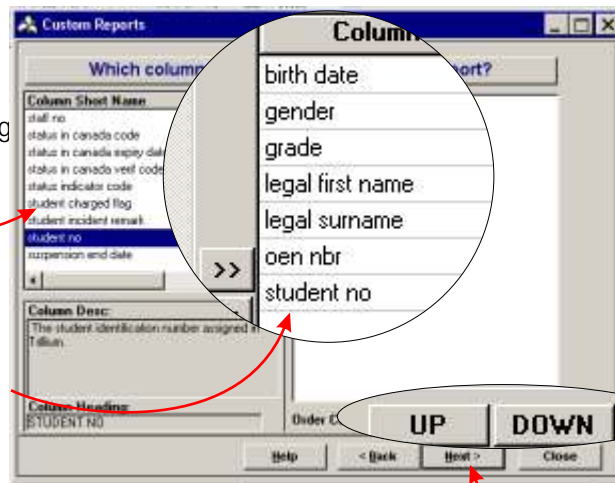
2. Click on the "Transfer" button to remove the "school name" field

3. Click on Next

Selecting Columns to be included in the Report

In this step you will select the fields you want to include in your CSV file. Make sure you select *all 7 fields* so that your report contains all of the fields required for the **Behaviour Profiler**. Selecting too few or too many fields will result in an error when you upload your data to the system.

1. Select the Columns you want to add to your report from the Column Short Name box. Do not forget to click on the "Transfer" button after selecting each column.



3. You can move a column up or down in the list by clicking on it and then pressing the UP or DOWN button

2. Make sure you have the seven columns listed here in the same order.

4. Click on Next

Selecting the Order in Which the Columns will Appear

In this step you will define the order in which the columns will appear in the report. We will keep the default setting.



1. Click on Next

Specifying Criteria

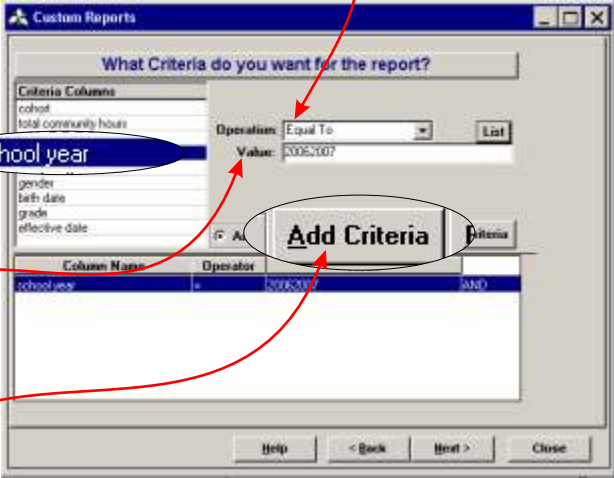
The next window allows you to specify precisely what data you would like to display in your report. A criteria is a rule by which Trillium filters the data. In our report we need to define two criteria. We need to tell Trillium which school year we want. The other criteria we need to define is one that tells Trillium only to list students who are active. Failure to add the second criteria will result in you receiving students who are in Trillium but not currently attending your school.

2. Change the Operation to "Equal To"

1. Select "school year" from Criteria Columns.

3. Select "2006-2007" from the Value List box.

4. Click the Add Criteria button



Setting Up the Team

Saving your Report

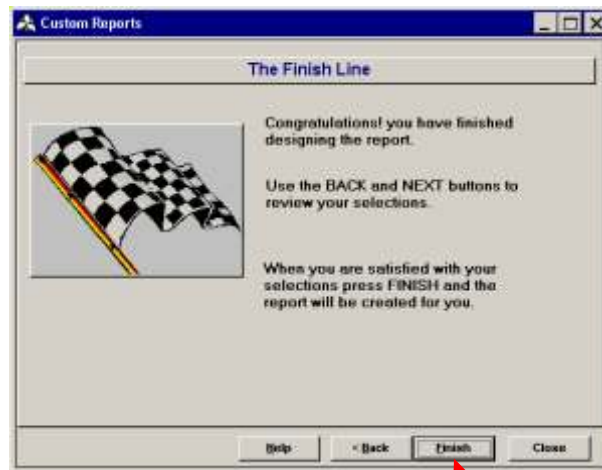
At this point you could save your report, but it is not mandatory. We will not save our report. Note that if you save your report, only you will have access to it.



1. Click on Next

Building the Report

You have now defined your report. You will now build the report. This step might take some time to complete, depending on the size of your student body and the computer's speed.



1. Click on Finish

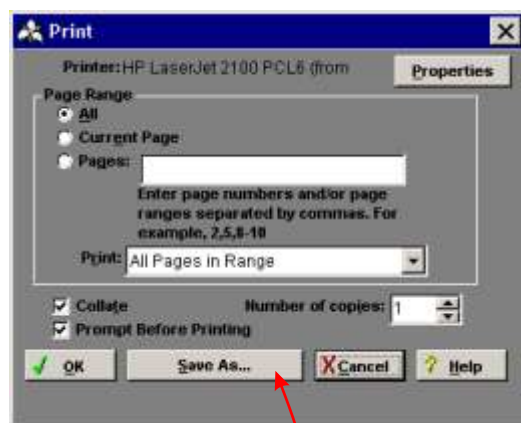
The figure below shows the report that was produced by Trillium for my school. The next step will require you to save this report as a comma separated value file.



2006 AUG 21 08:52 **nn_esnss** Page: 1 of 9

BIRTH DATE	GENDER	GRADE	LEGAL FIRST NAME	LEGAL SURNAME	GEN NUMBER	STUDENT NO
school year: 20052007						
1999-May-10	M	10	Scott	Scott	94891810	99914875
1999-Jan-24	F	10	Aranda	Woods	94891802	99915124
1999-Aug-10	M	10	Corcoran	Wheat	94891803	99915122
1999-Sep-30	F	10	Aras	Fluck	94891807	99915128
1999-Jan-20	F	10	Allen	Phelan	94891807	99915126
1999-May-12	M	10	Ali	George	94891808	99915129
1999-Apr-20	M	10	Thomas	Cook	94891714	99915013
1999-Feb-04	M	10	Russell	Lachapelle-London	94891780	99915070
1999-Jul-21	M	10	Adam	Lacourciere	94891780	99915069
1997-Apr-05	M	10	William	Smith	94891780	99915128
1997-Oct-10	M	10	Eric	Crack	94891780	99915127
1997-Dec-24	F	10	Adrian	Roberts	94891780	99915174
1997-Dec-10	M	10	James	Henderson	94891780	99915168
1997-Jul-12	M	10	Don	Hubert	94891780	99915167
1997-Sep-28	M	10	Eric	Perreault	94891780	99915166
1999-Apr-20	F	10	Halle	Aras	94891712	99915064
1999-Jan-20	F	10	Darin	Lalonde	94891678	99915020
1999-May-10	M	10	Nguy	Leblanc	94891678	99915017
1997-Oct-10	M	10	Alan	London	94891246	99915040
1997-Jan-18	M	10	Arvin	Wright	94891211	99915040
1997-Apr-21	M	10	Paul	Robitaille	94891211	99915042
1999-Jul-10	M	10	Justin	Shaw	94891000	99915038
1999-Aug-20	M	10	Domini	Shaw	94891000	99915044
1999-May-11	F	10	Stephanie	Cook	94891001	99915174
1999-Apr-24	M	10	Corey	De Ang	94891007	99915170

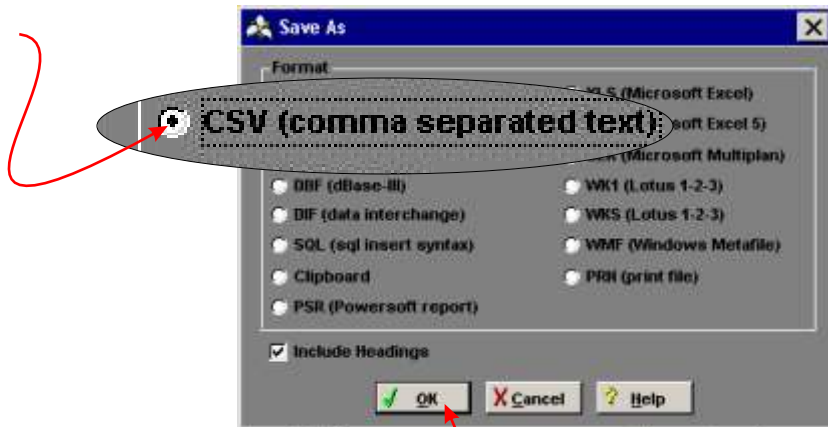
Choose **File > Print** from the menu bar. The next dialog box should appear.



1. Click on the Save As... button

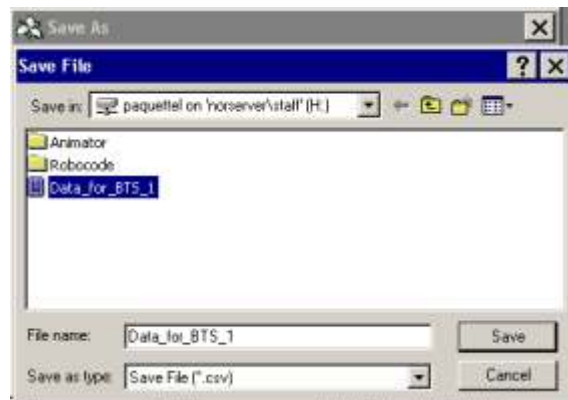
From the Save As dialog box select the CSV option.

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 `.ndsb_esnss.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.

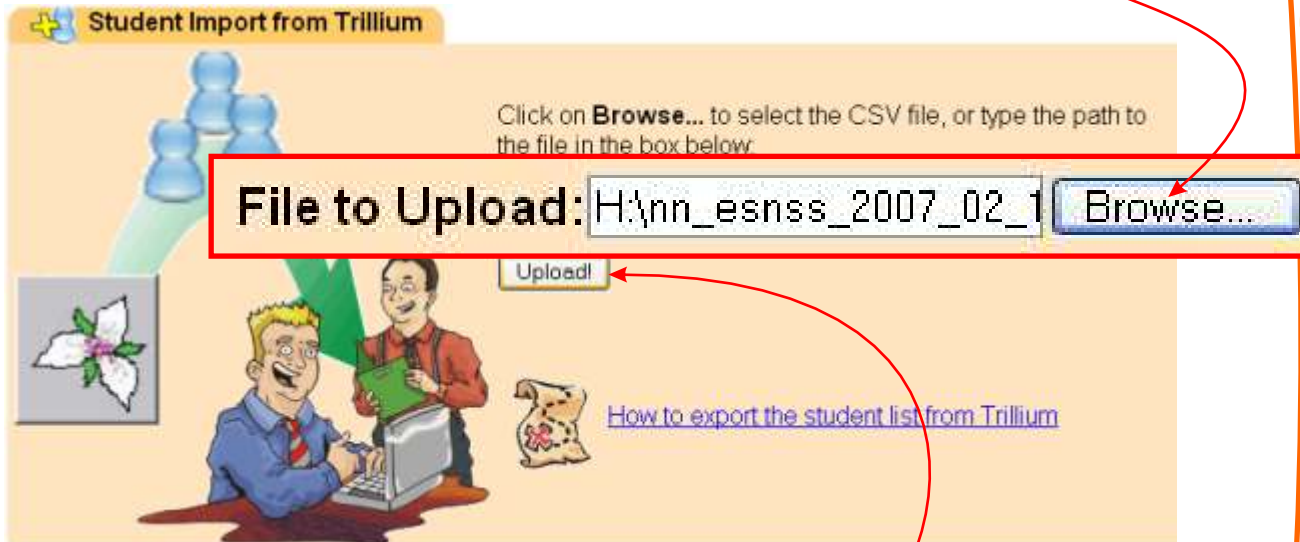
1. Click on Configuration



2. Click on Trillium Import

The Trillium Import form should appear. Next click on Browse, find your CSV file that you just created and select it. Then click on Upload! This is shown the in the next diagram:

1. Click Browse and choose your file.



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

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.