What is a CSV file !?

The Behaviour Profiler allows you to input student information individually, or upload a **c**omma **s**eparated **v**alue (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.

CSV Importation

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"

Example.csv

```
school_year,student_no,grade,legal_first_name,legal_surname,gender,birth_date,class_group
20072008,123456789,12,Mike,Boileau,M,4/12/1990,12B
20072008,123444567,11,Véronique,Boileau,F,2/13/1992,11A
20072008,123555678,1,Suzie,Aylwin,F,3/30/1989,11A
20072008,123777857,9,John,Smith,M,2/21/1991,9A
20072008,123456123,9,Jacinthe,Bélanger,F,1/14/1990,9B
```

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 was the Behaviour Profiler is expecting.
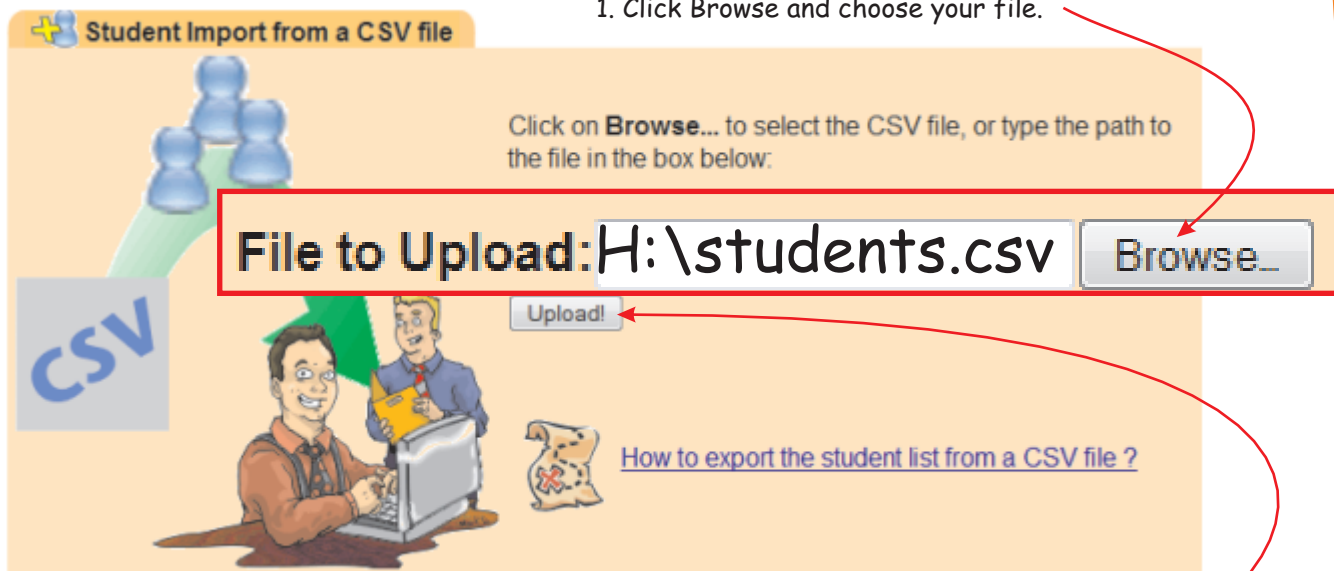
Required Steps to Import your CSV file

1. Click on Configuration

The Behaviour Profiler

Start | Configuration | Students | Reports | Supervision | Logout

Actions : Team Configuration | CSV Student Importation | Configure Detentions | Configure Community Work
Configuration IEP/At-Risk Meetings | Configure Sanctions | Configure Behaviours | Clean database

2. Click on CSV Student Importation

The CSV 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:

Student Import from a CSV file

1. Click Browse and choose your 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 | Browse_

Upload!

CSV

How to export the student list from a CSV 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.

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 colum 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 exampledisplayed 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.

CSV Importation