

Please check <http://www.discoverysoftware.com/sis/adminplus.php> for an updated Discovery Manual Extracts Bridge for Administrator's Plus User's Guide before printing. This will save you time, as we will be improving the guide based on feedback.



Discovery Manual Extracts Bridge for Administrator's Plus Version 1.0.0

Installation and User Guide

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Chapter 1 – Introduction

The Discovery Manual Extracts Bridge for Administrator's Plus uses the Excel Wizard Report Writing Tool built into Administrator's Plus. The data extracts will contain the information that you will be importing into Connect.

To use this Bridge you **must** be using Principalm v7.2 or higher. If you are using a previous version, please contact Discovery Support.

System Setup

To setup your system for importing your school information into Connect:

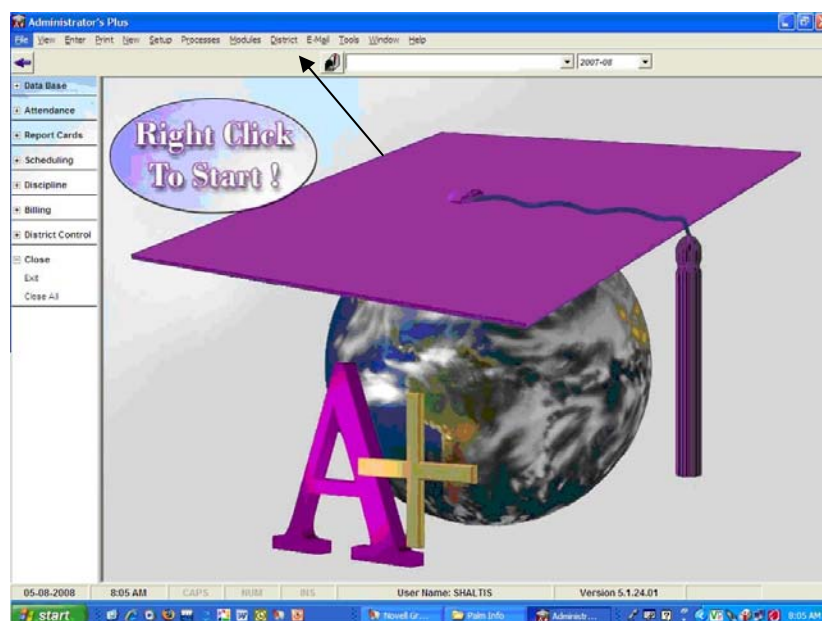
1. Create an import folder anywhere on your system. (eg. Import on your desktop)
2. Copy the AdminPlus.pde file found in the zip file into the import folder created in step 1.
3. Copy the Config.txt file found in the zip file into the import folder created in step 1.

Chapter 1 – Exporting your School Information

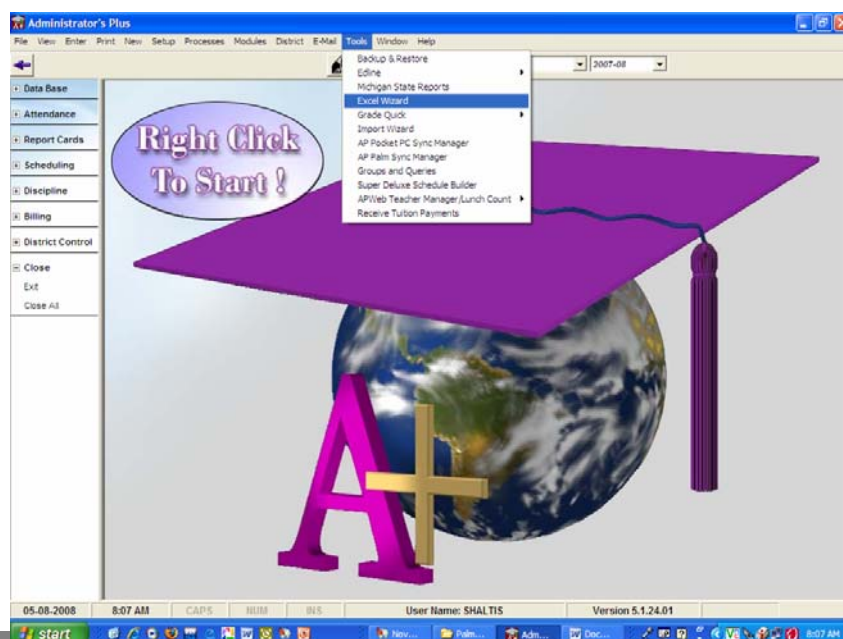
You will need to generate 3 extracts that contain the information that will be imported into Connect: Student Demographics, Staff Demographics, and Student Roster. Please consult the Connect user guide for more information on importing this data into Connect. Please be sure to enter the Building Number into Connect when it prompts you for the School Number.

Student Demographic Information

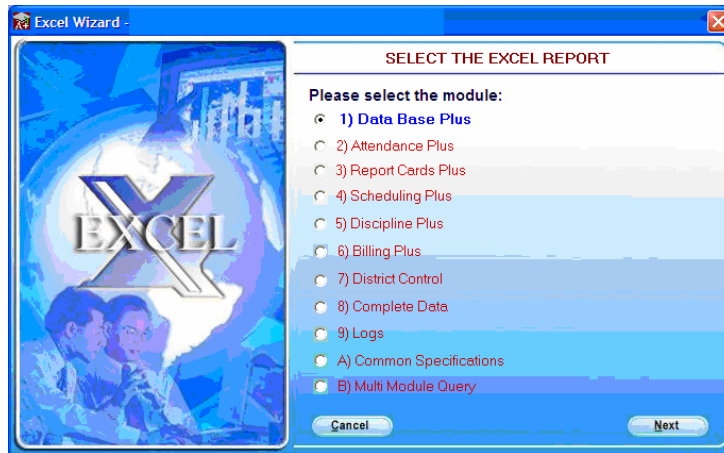
1. Select *Tools* from the Administrator's Plus Menu.



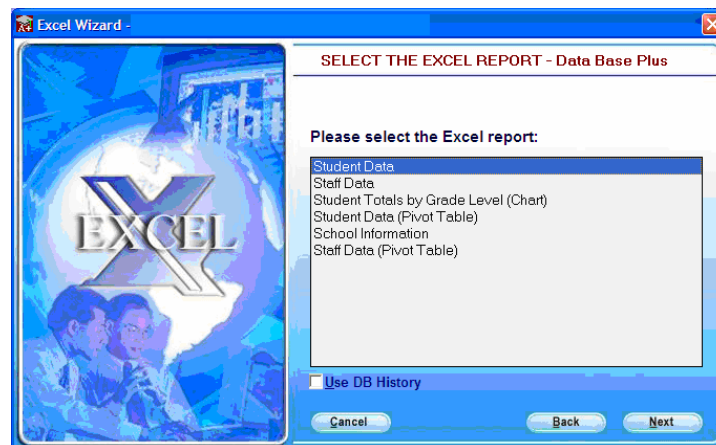
2. Select *Excel Wizard* from the menu



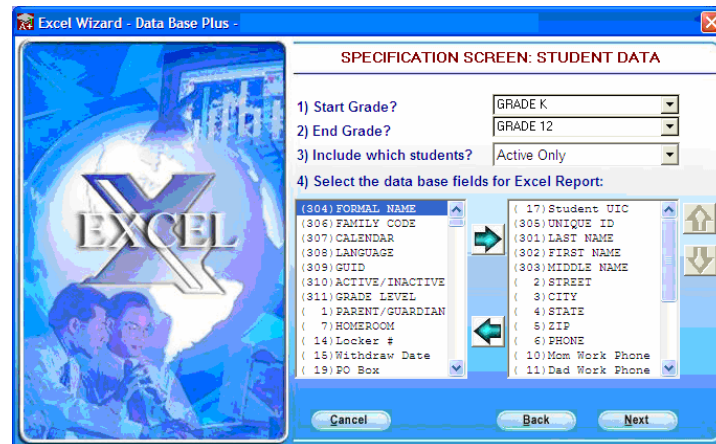
3. Choose **Data Base Plus** and click on Next



4. Choose **Student Data** and click on Next



5. Select the grade levels of the students you wish to export.
6. Select **Active Only** from the *Include which students?* dropdown.



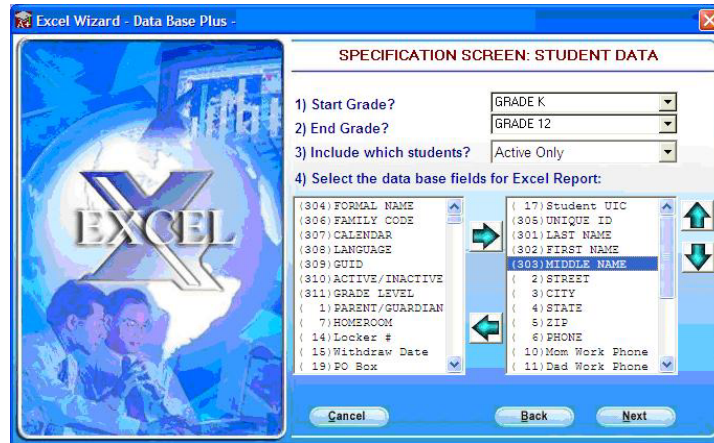
7. Select any of the following fields (in any order) to export using the -> to move the field to the right list.

You MUST export fields with a *:

- UNIQUE ID *
- LAST NAME *
- FIRST NAME *
- MIDDLE NAME
- STREET or Mailing Address
- CITY
- STATE
- ZIP
- PHONE
- Mom Phone
- Mom Cell
- Mom Work Phone
- Dad Phone
- Dad Cell
- Dad Work Phone
- Allergies
- GENDER
- GRADE LEVEL
- Year Grad
- Ethnicity
- BIRTH DATE
- Registration Date
- Entry Date
- Title I
- Special Ed
- NSLP/Lunch
- Special Ed Program
- GPA
- ELPA
- Econ Dis
- PreSchool
- MSRP
- Former Limited English
- Standard Accom
- No Standard Accom

- Suspension Days
- Reading Recovery
- MLPP
- QRI

8. When you are done selecting the fields that you want to export, click Next

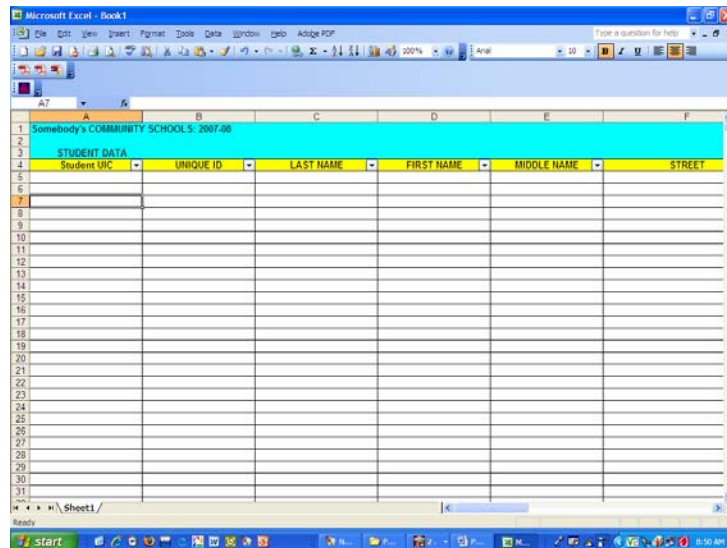


The screenshot shows the 'Excel Wizard - Data Base Plus' window, specifically the 'SPECIFICATION SCREEN: STUDENT DATA'. It contains four sections:

- 1) Start Grade? GRADE K
- 2) End Grade? GRADE 12
- 3) Include which students? Active Only
- 4) Select the data base fields for Excel Report:

Under section 4, there are two columns of fields. The left column lists fields with codes in parentheses: (304) FORMAL NAME, (306) FAMILY CODE, (307) CALENDAR, (308) LANGUAGE, (309) GUID, (310) ACTIVE/INACTIVE, (311) GRADE LEVEL, (1) PARENT/GUARDIAN, (7) HOMEROOM, (14) Locker #, (15) Withdraw Date, and (19) PO Box. The right column lists fields with codes in parentheses: (17) Student UIC, (305) UNIQUE ID, (301) LAST NAME, (302) FIRST NAME, (303) MIDDLE NAME, (2) STREET, (3) CITY, (4) STATE, (5) ZIP, (6) PHONE, (10) Mom Work Phone, and (11) Dad Work Phone. Arrows indicate that fields are being moved from the left column to the right column. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

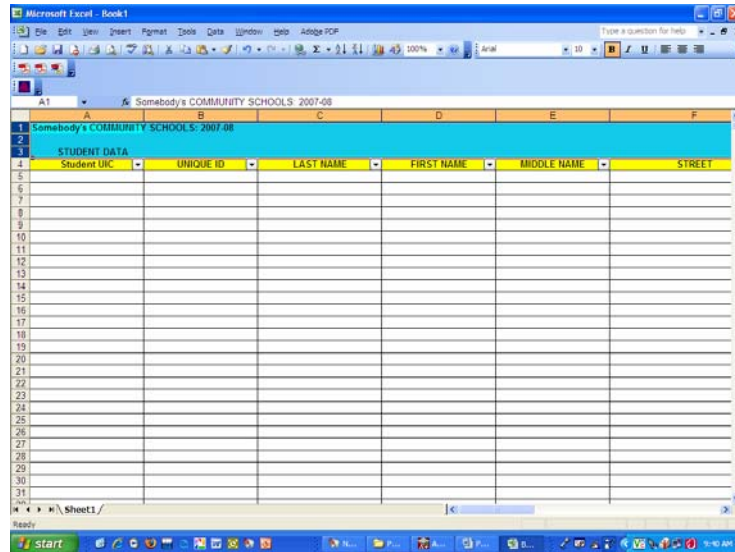
9. Admin Plus will create an Excel spreadsheet with all the data you selected. (the data fields will be filled)



The screenshot shows a Microsoft Excel spreadsheet titled 'Book1'. The spreadsheet has a header row with the following columns: A, B, C, D, E, F. The data is organized as follows:

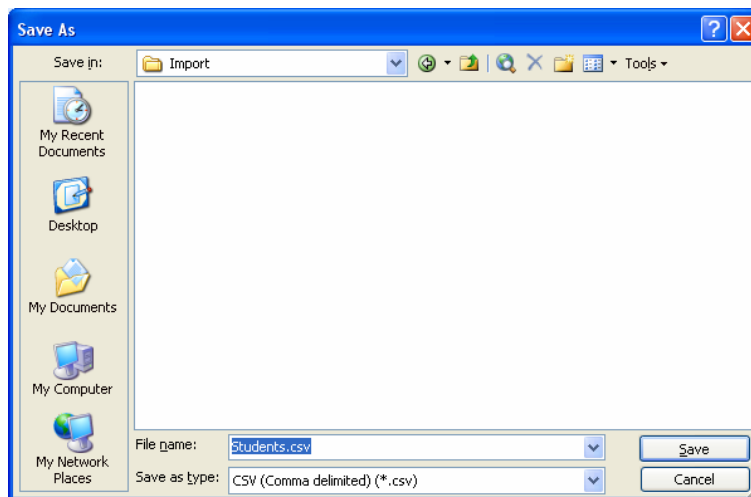
1	Somebody's COMMUNITY SCHOOLS: 2007-08					
2	STUDENT DATA					
3	Student UIC	UNIQUE ID	LAST NAME	FIRST NAME	MIDDLE NAME	STREET
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

10. Select and delete the first 3 rows



11. Select File and Save As.

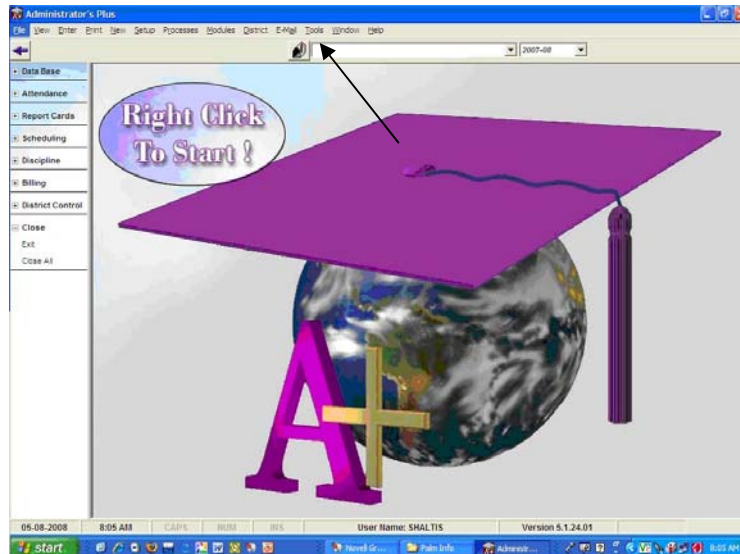
12. Select **CSV (Comma delimited) (*.csv)** from the *Save as type* dropdown



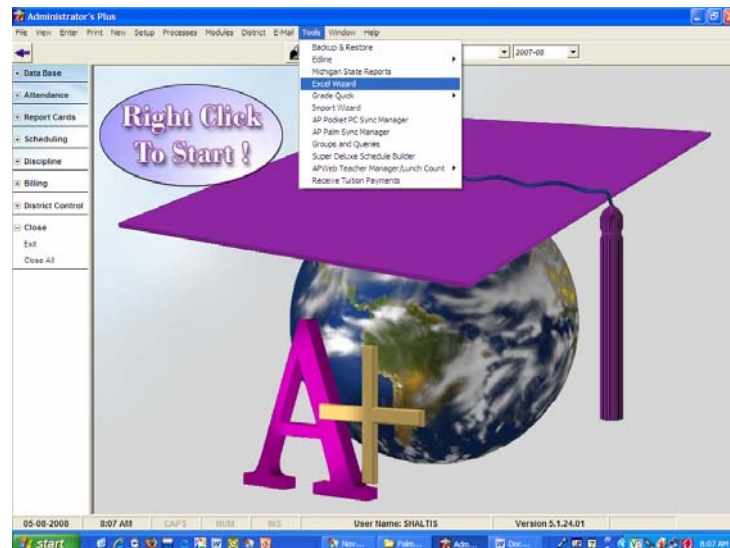
13. Browse to the import folder, type **Students.csv** as the file name then click Save.

Staff Information

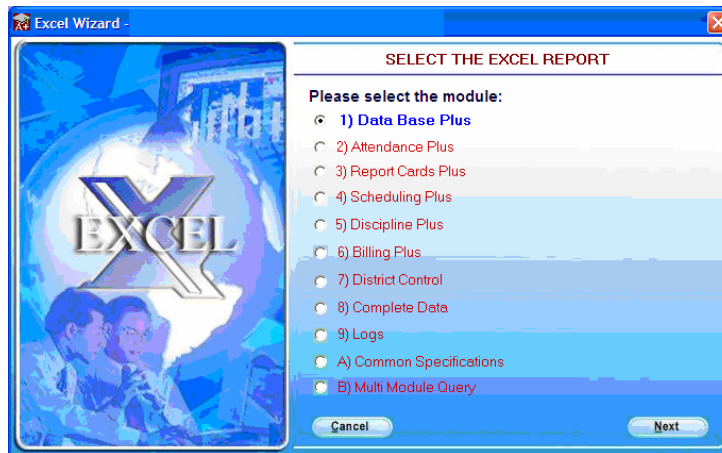
1. Select *Tools* from the Administrator's Plus Menu.



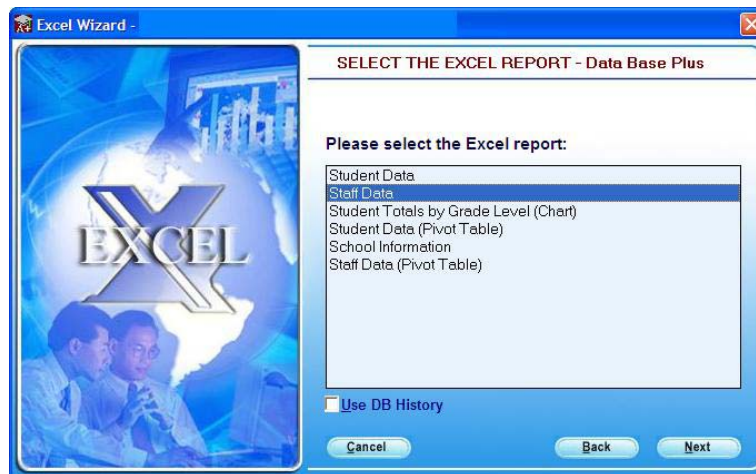
2. Select *Excel Wizard* from the menu



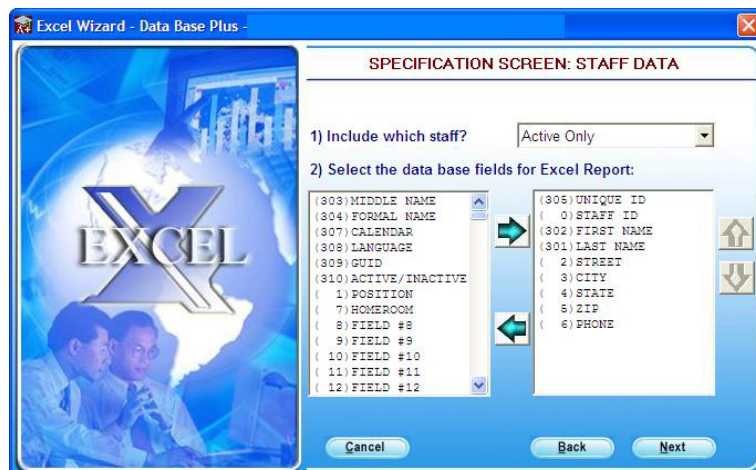
3. Choose **Data Base Plus** and click on Next



4. Choose **Staff Data** and click on Next



5. Assure that **Active only** is selected from the *Include which staff?* dropdown



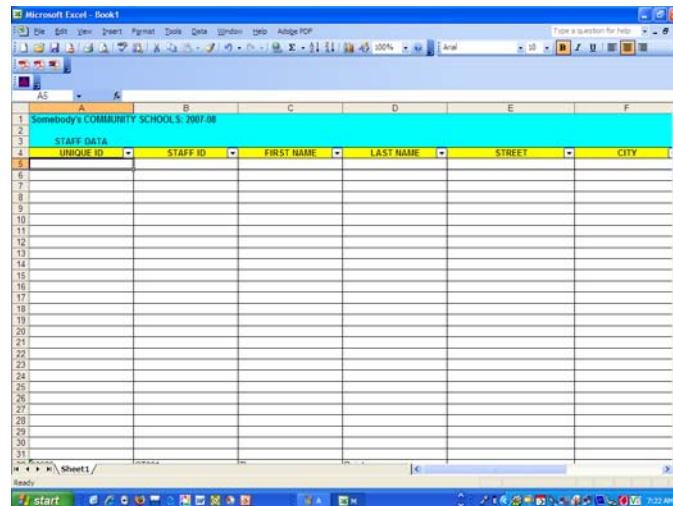
-
6. Select any of the following fields to export (in any order) using the -> to move the field to the right list.

You MUST export fields with a *:

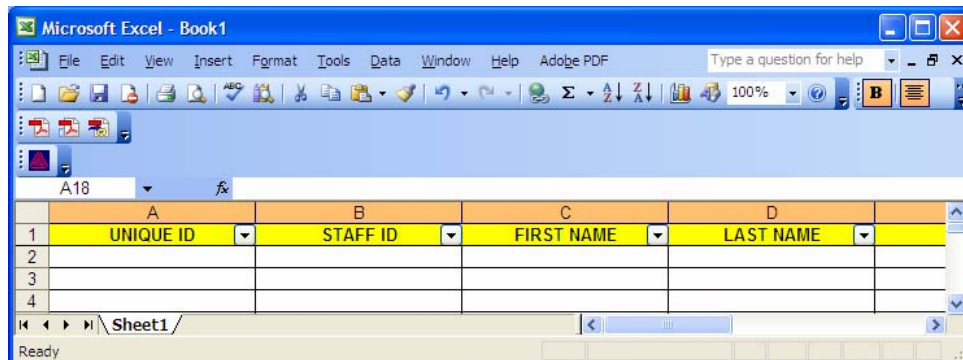
- STAFF ID *
- LAST NAME *
- FIRST NAME *
- UNIQUE ID
- MIDDLE NAME
- STREET
- CITY
- STATE
- ZIP
- PHONE
- Email
- POSITION

7. When you are done selecting the fields that you want to export, click Next

8. You will get an Excel spreadsheet (with the fields filled in)

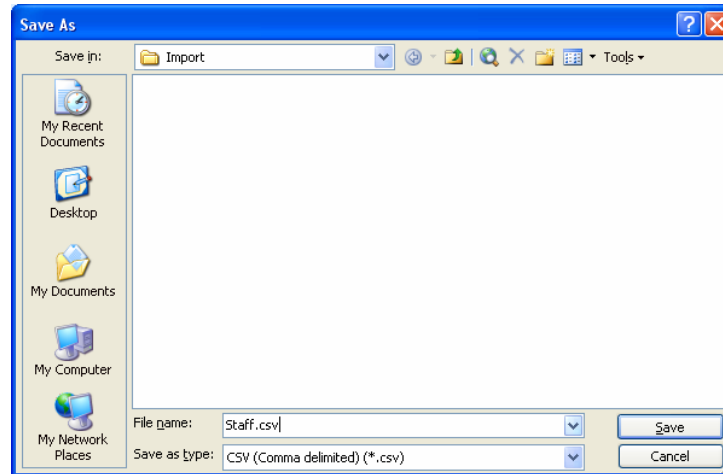


9. Select and delete the top 3 rows



10. Select File and Save As.

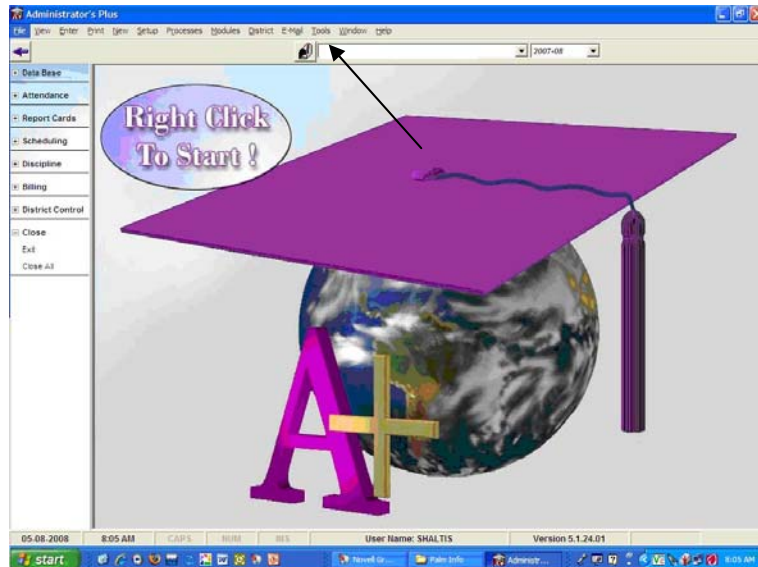
11. Select **CSV (Comma delimited) (*.csv)** from the *Save as type* dropdown



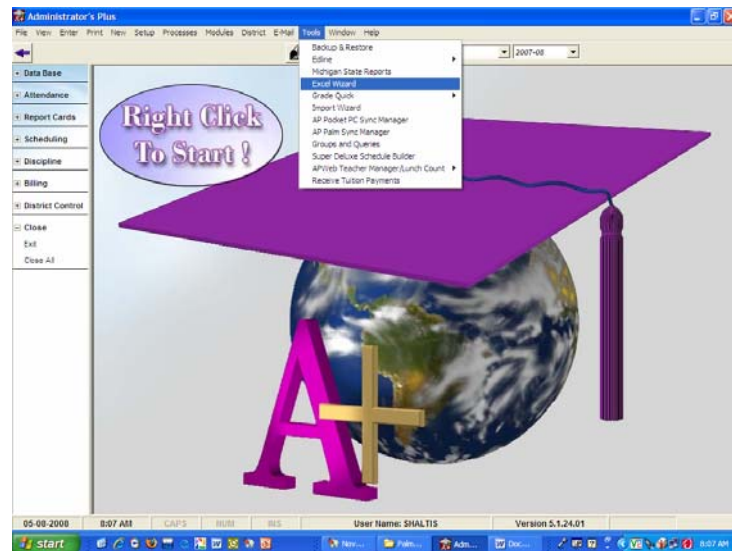
12. Browse to the import folder, type **Staff.csv** as the file name then click Save.

Student Roster Information

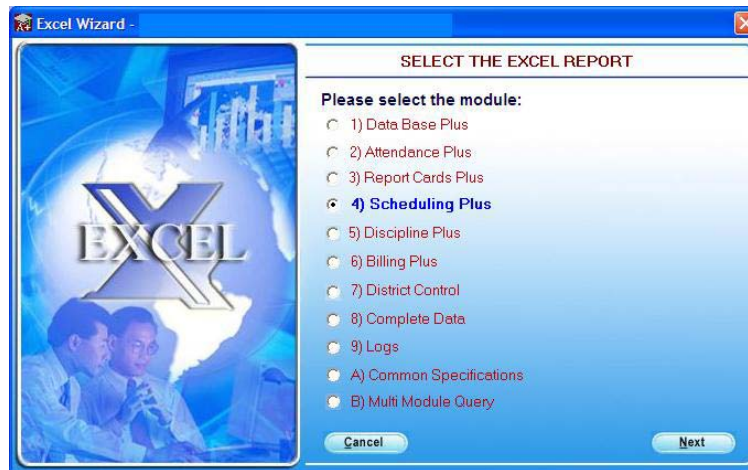
1. Select Tools from the Administrator's Plus Menu.



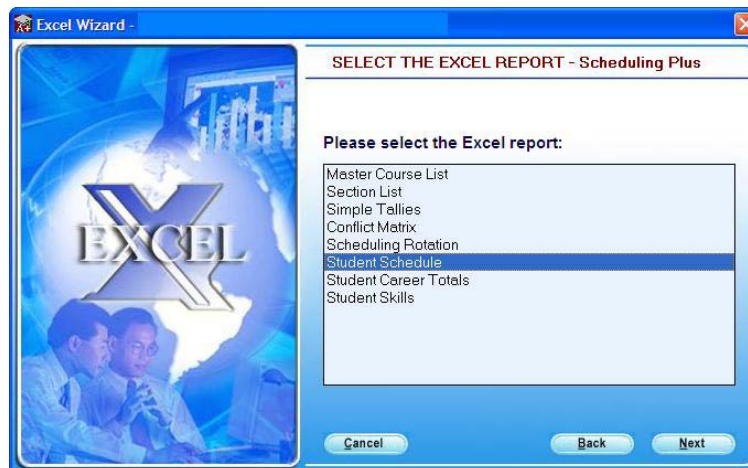
2. Select *Excel Wizard* from the menu



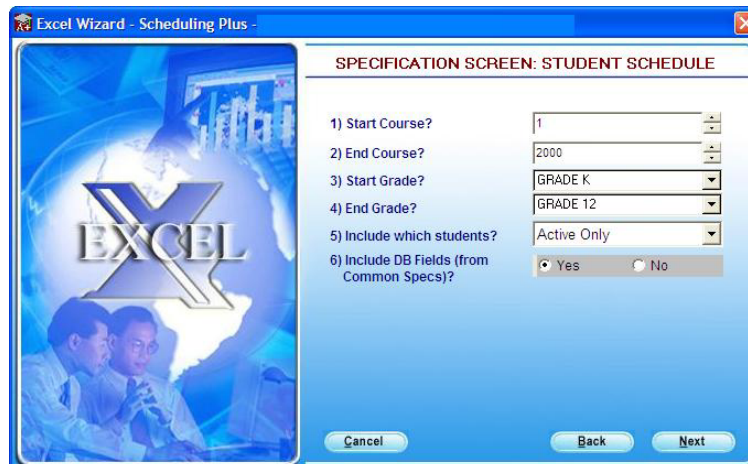
3. Choose **Scheduling Plus** and click on Next



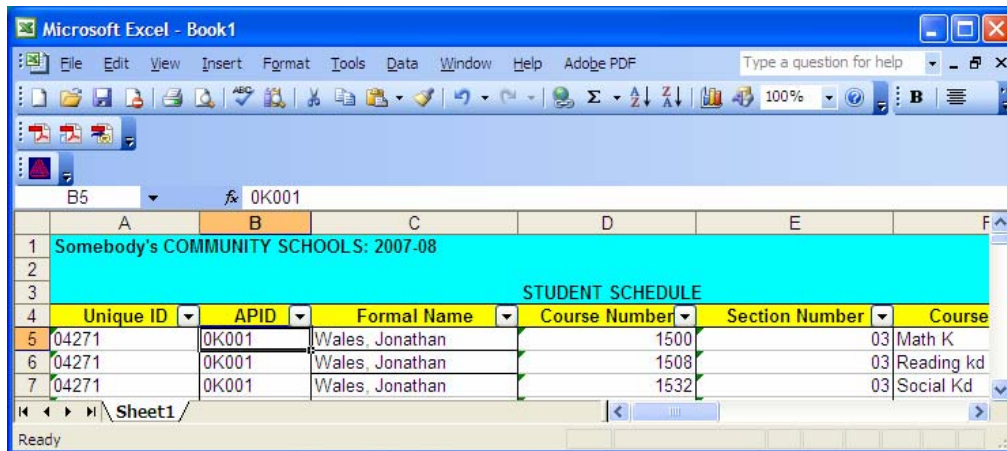
4. Choose **Student Schedule** and click on Next



5. Select the course numbers and grade levels you want to export and click Next



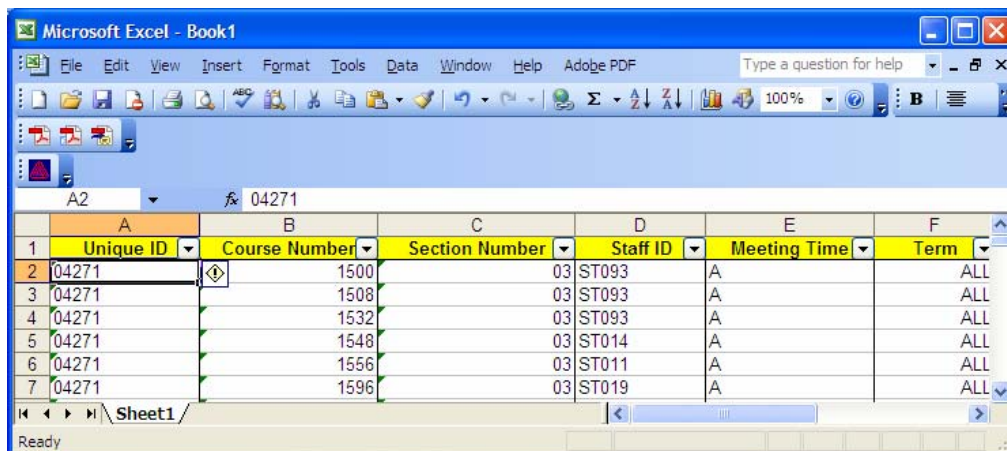
- Admin Plus will generate an Excel spreadsheet



The screenshot shows an Excel spreadsheet titled "Microsoft Excel - Book1". The active cell is B5, containing the formula "0K001". The spreadsheet has a header row (row 4) with the following columns: Unique ID, APID, Formal Name, Course Number, Section Number, and Course. The data rows (rows 5-7) show the following information:

Unique ID	APID	Formal Name	Course Number	Section Number	Course
04271	0K001	Wales, Jonathan	1500		03 Math K
04271	0K001	Wales, Jonathan	1508		03 Reading kd
04271	0K001	Wales, Jonathan	1532		03 Social Kd

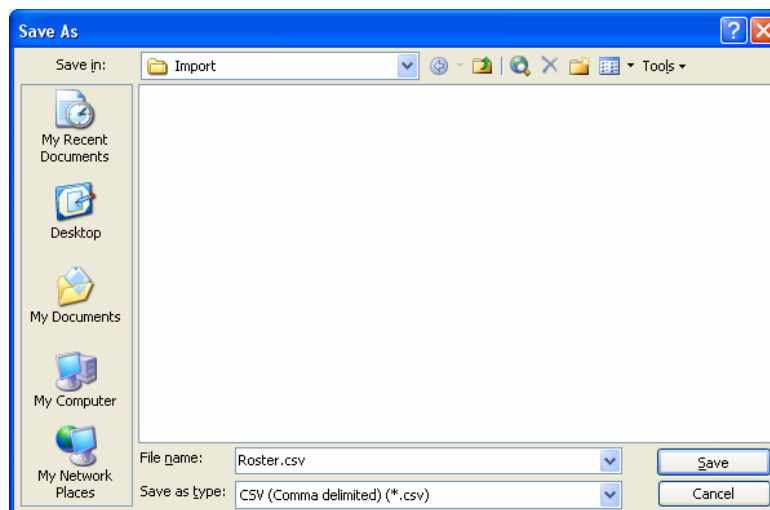
- Select and delete the top 3 rows



The screenshot shows an Excel spreadsheet titled "Microsoft Excel - Book1". The active cell is A2, containing the formula "04271". The spreadsheet has a header row (row 1) with the following columns: Unique ID, Course Number, Section Number, Staff ID, Meeting Time, and Term. The data rows (rows 2-7) show the following information:

Unique ID	Course Number	Section Number	Staff ID	Meeting Time	Term
04271	1500	03	ST093	A	ALL
04271	1508	03	ST093	A	ALL
04271	1532	03	ST093	A	ALL
04271	1548	03	ST014	A	ALL
04271	1556	03	ST011	A	ALL
04271	1596	03	ST019	A	ALL

- Select File and Save As.
- Select **CSV (Comma delimited) (*.csv)** from the *Save as type* dropdown



- Browse to the import folder, type **Roster.csv** as the file name then click Save.

Photo Export

You will need to have access to the photo images provided by your photo vendor to import photos into Connect. Consult the Connect User Guide for more information.

The bridge uses the following Admin Plus fields to link students to their photos:

“Photos are identified by” setting in Connect	Admin Plus field name
Student Number	Student UIC (if exported) otherwise UNIQUE ID
State ID	Local District Student ID (if exported)
Photo ID	Not supported
SSN	No longer supported

The extractor uses the following Infinite Campus fields to link staff to their photos:

“Photos are identified by” setting in Connect	Admin Plus field name
Staff Number	Staff ID
State ID	Not supported
Photo ID	UNIQUE ID
SSN	No longer supported

The photos must be in jpg format and the value found in the Admin Plus field should be the file name (or the value should be referenced using a mapping file). See the Connect User Guide for more information.

Chapter 3 – Customizing Admin Plus Export

What Can I Customize?

If you would like additional fields imported into Connect, please contact Discovery Support at support@discoverysoftware.com.