Discovery Software

Discovery Manual Extracts Bridge for Administrator's Plus Version 1.0.0

Installation and User Guide

Revised: June 19th, 2008

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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.
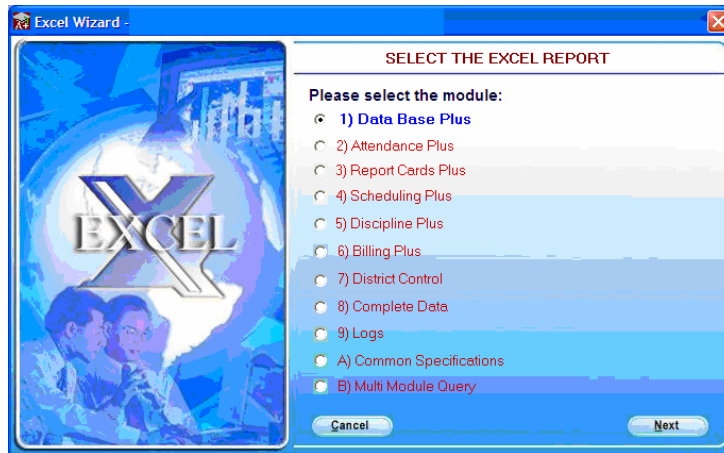
Student Demographic Information

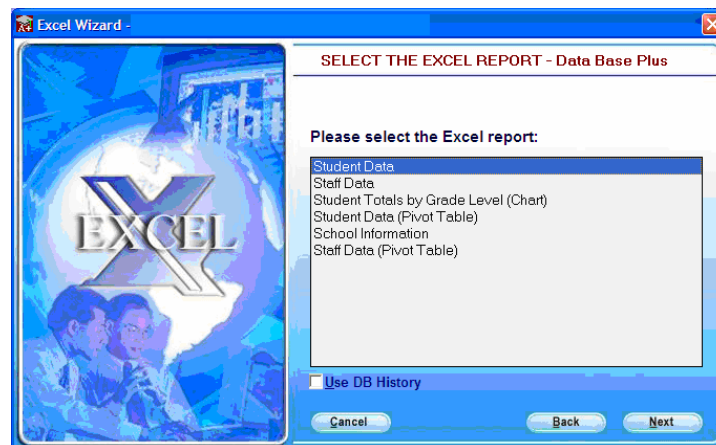1. Select *Tools* from the Administrator's Plus Menu.
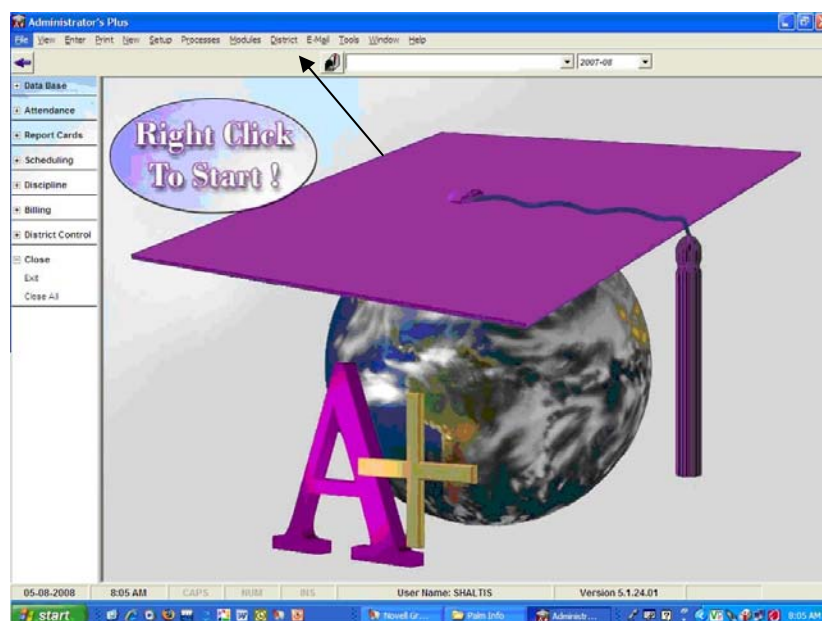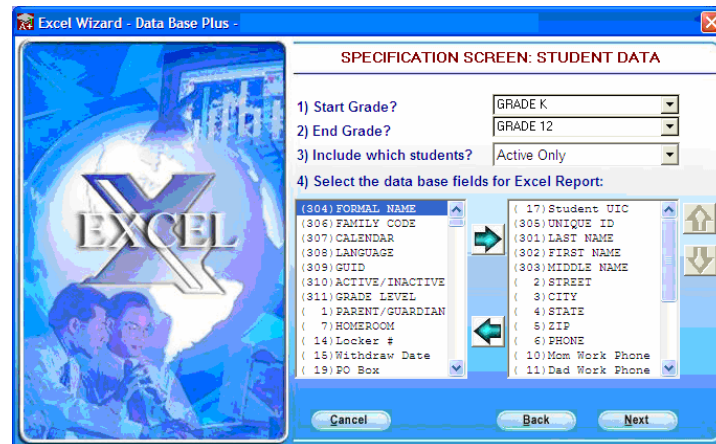

2. Select *Excel Wizard* from the menu
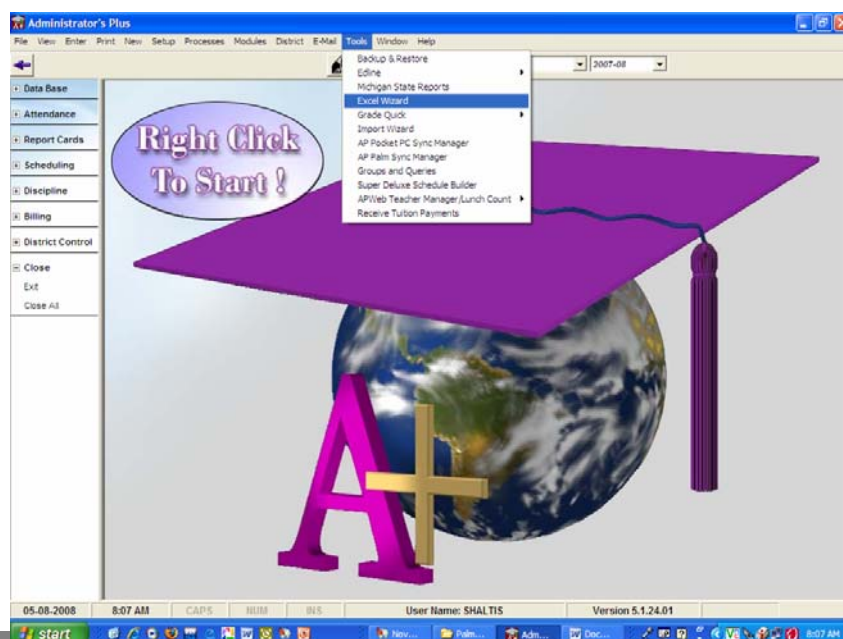
3. Choose **Data Base Plus** and click on *Next*

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

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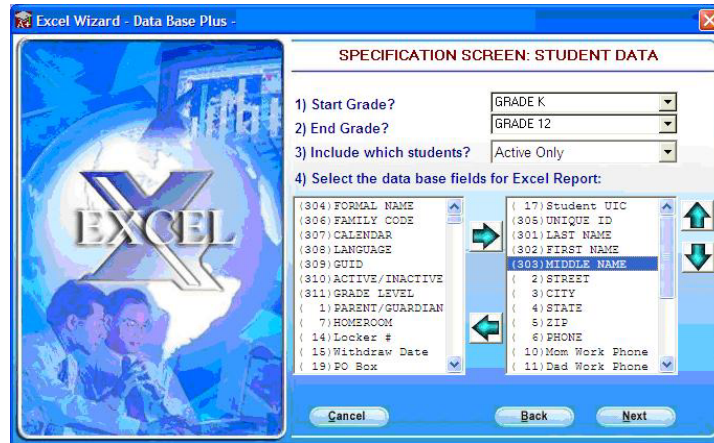6. Select **Active Only** from the *Include which students?* dropdown.

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

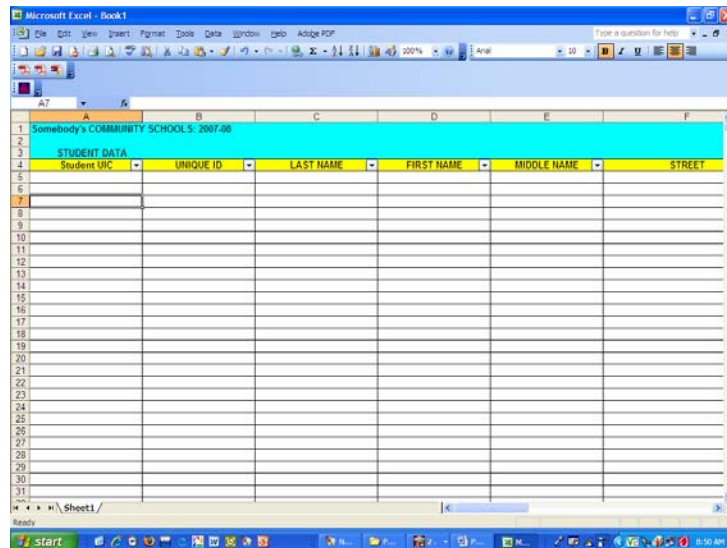8. When you are done selecting the fields that you want to export, click *Next*

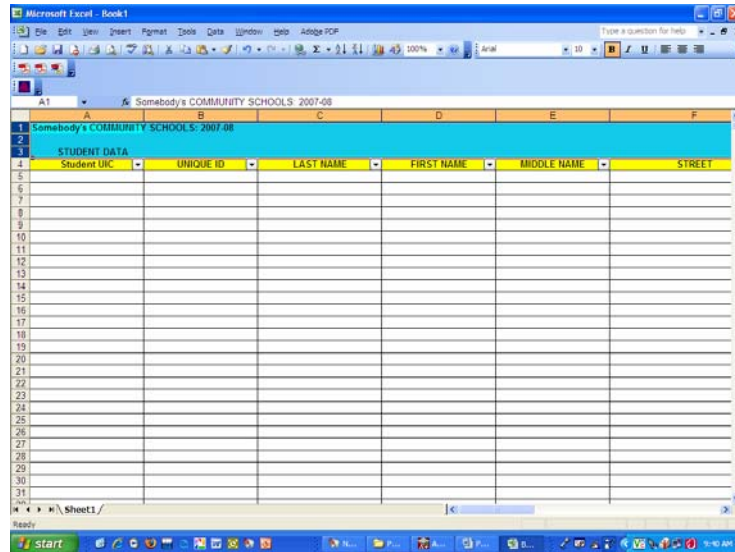

9. Admin Plus will create an Excel spreadsheet with all the data you selected. (the data fields will be filled)

10. Select and delete the first 3 rows

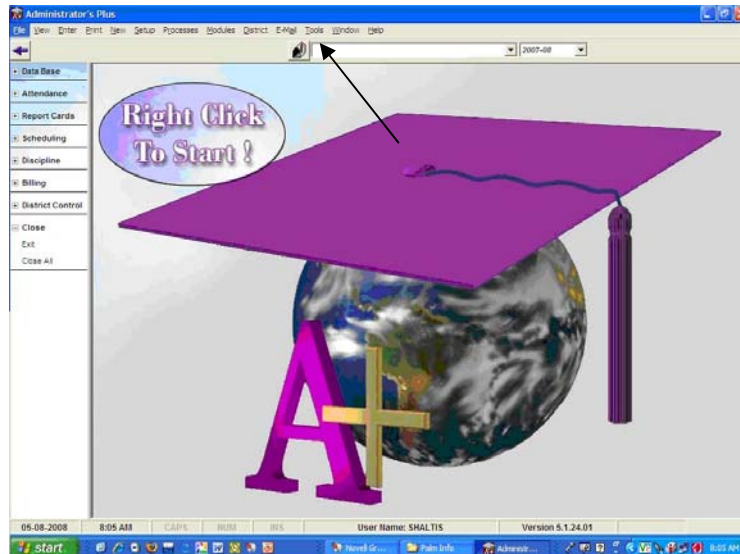11. Select *File* and *Save As*.
12. Select **CSV (Comma delimited) (*.csv)** from the *Save as type* dropdown
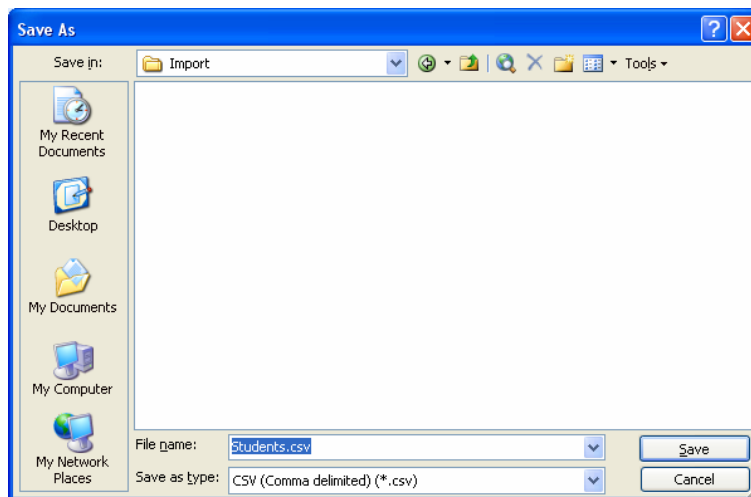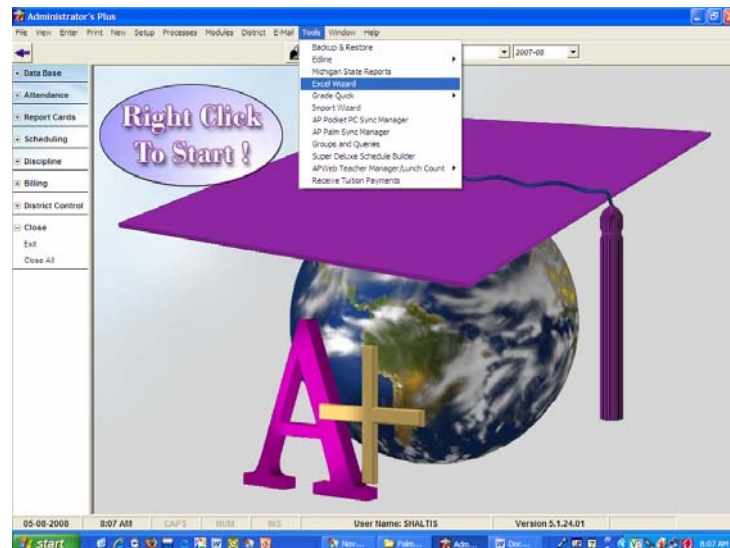

13. Browse to the import folder, type **Students.csv** as the file name then click *Save*.
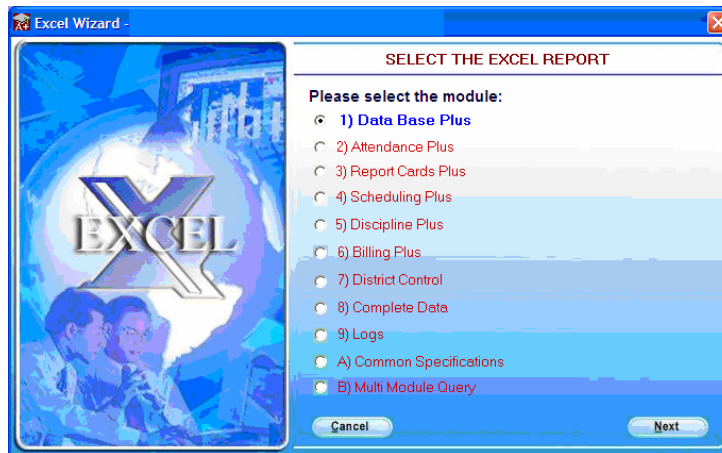
Staff Information

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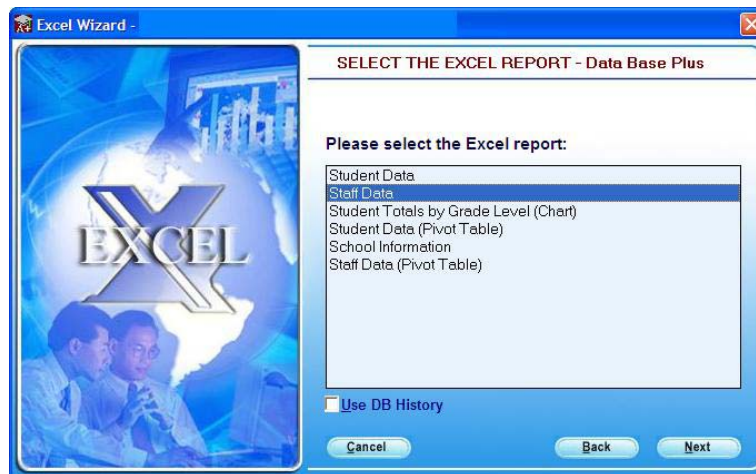

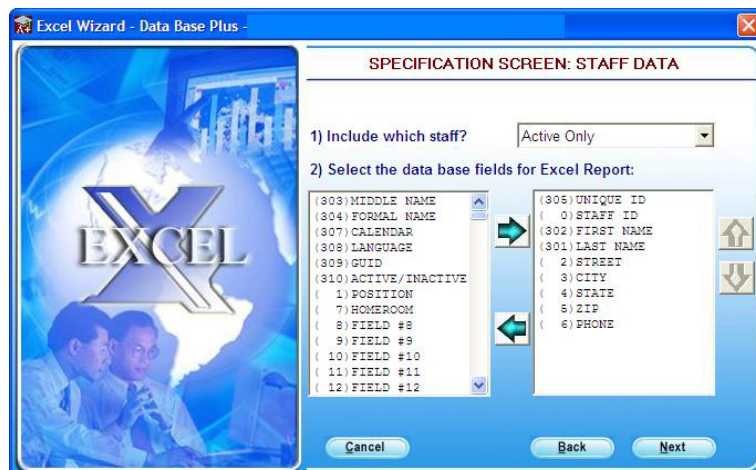2. Select _Excel Wizard_ from the menu

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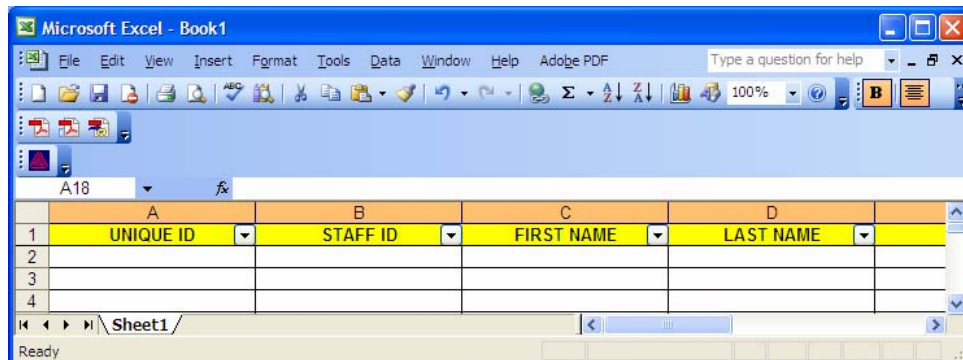
- STAFF ID *
- LAST NAME *
- FIRST NAME *
- UNIQUE ID
- MIDDLE NAME
- STREET
- CITY
- STATE
- ZIP
- PHONE
- Email
- POSITION

7. When you are done selecting the fields that you want to export, click *Next*
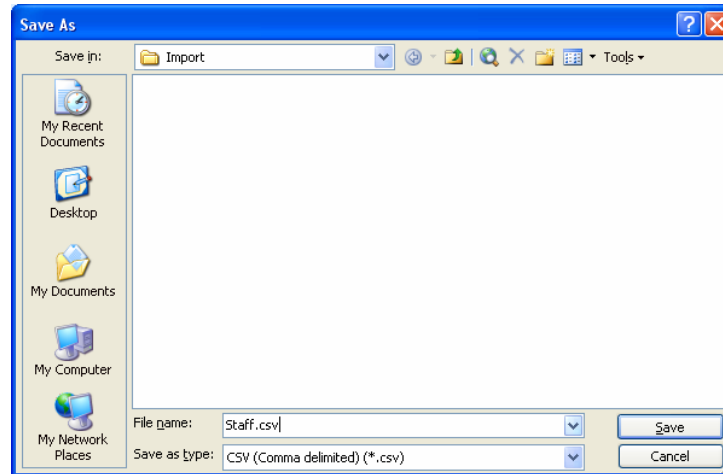8. You will get an Excel spreadsheet (with the fields filled in)
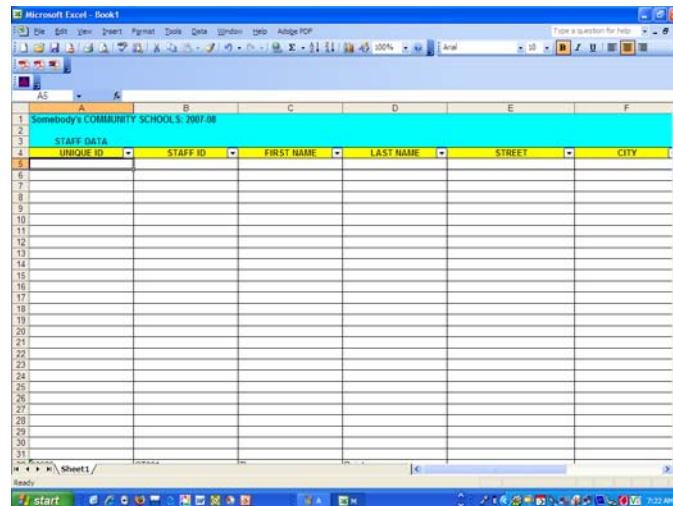
9. Select and delete the top 3 rows
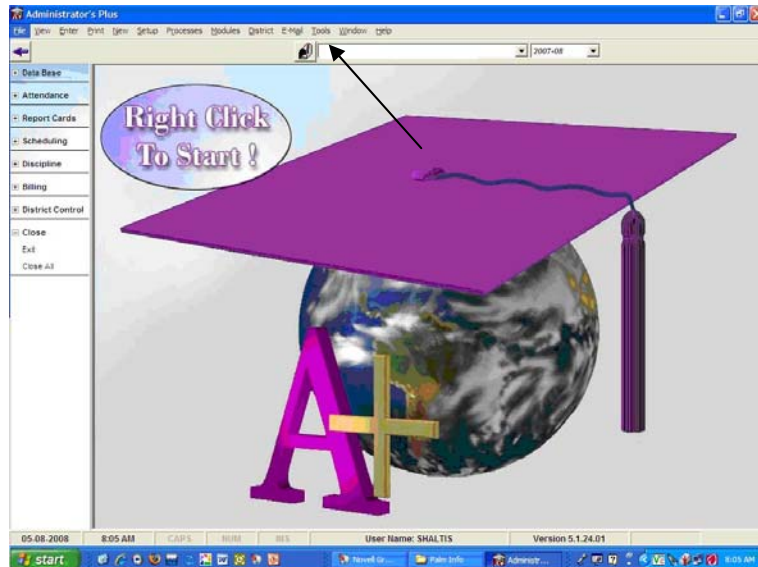
10. Select *File* and *Save As*.

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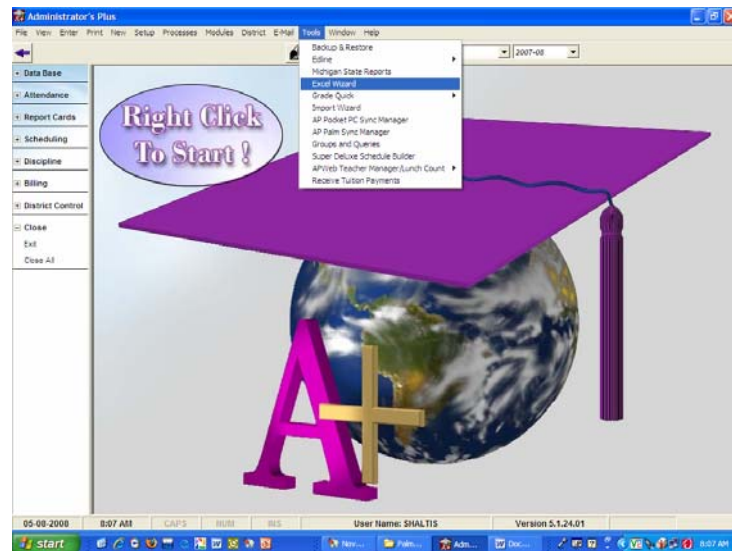

12. Browse to the import folder, type **Staff.csv** as the file name then click *Save*.

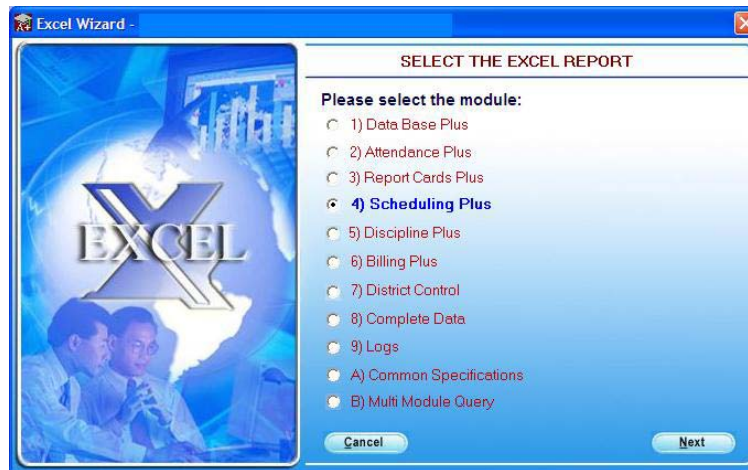## *Student Roster Information*

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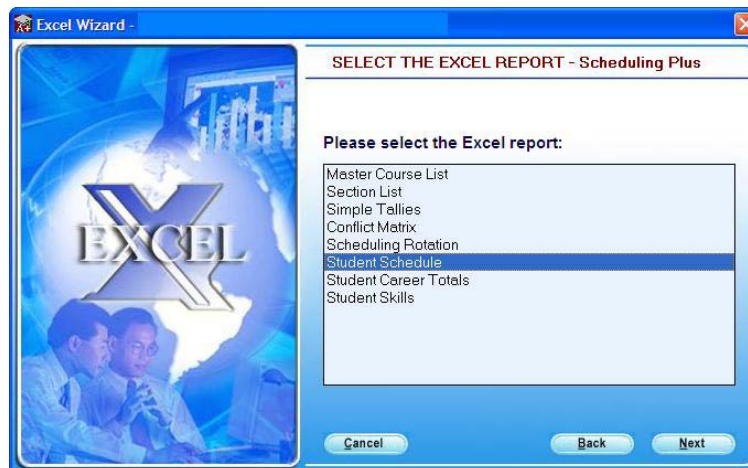

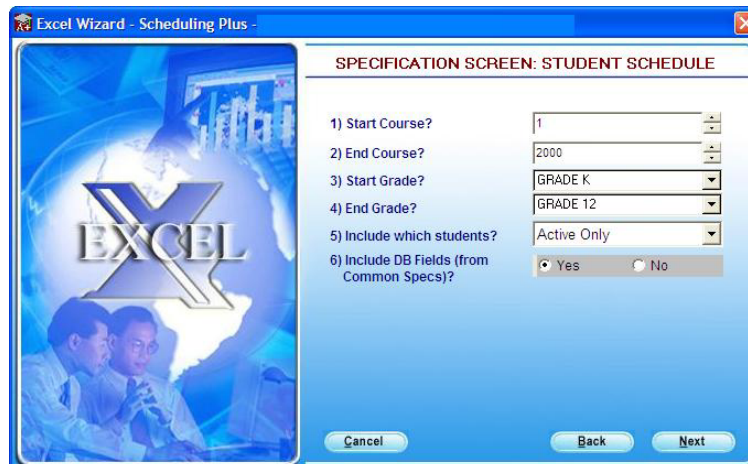2.   Select *Excel Wizard* from the menu

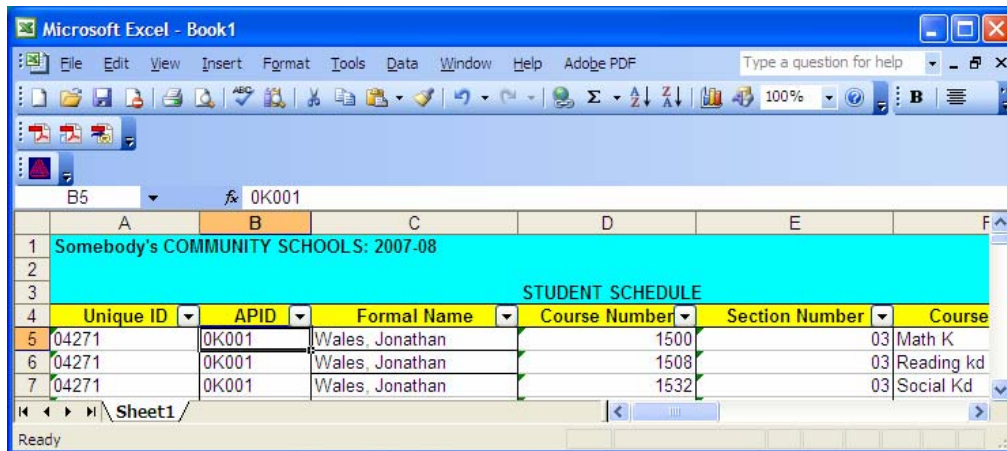3. Choose **Scheduling Plus** and click on *Next*

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

5. Select the course numbers and grade levels you want to export and click *Next*
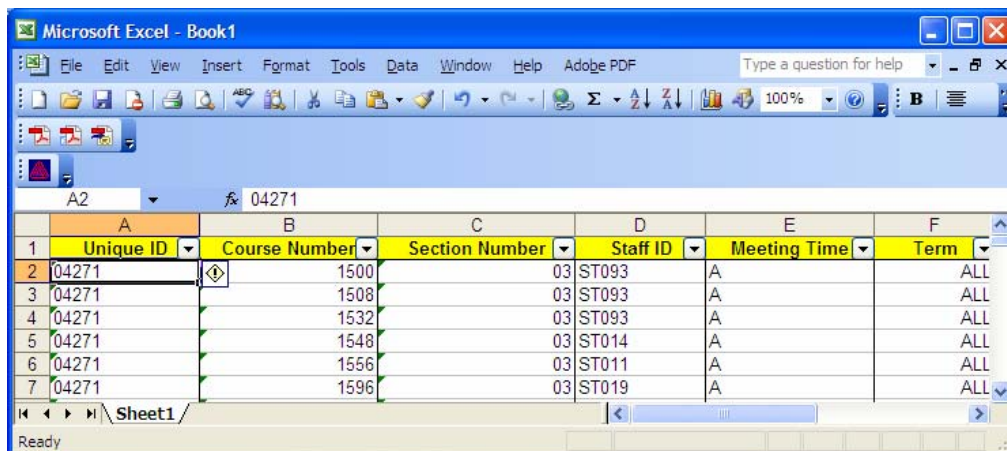
6. Admin Plus will generate an Excel spreadsheet

7. Select and delete the top 3 rows

8. Select *File* and *Save As*.

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

10. 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.