Discovery Software

DSL's Manual Extract Bridge for BCeSIS

Installation and User Guide

December 9, 2014

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Chapter 1 – Bridge Setup

DSL's Manual Extract Bridge for BCeSIS uses the General Data Extracts built into BCeSIS.

System Setup

To setup your system to import information from BCeSIS:

1. Create an import folder anywhere on your system. (eg. Discovery_Import on your desktop)

2. Copy the **BCeSIS.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

4. Copy the **citycodes.csv** file found in the zip file into the import folder created in step 1

Chapter 2 – Transferring Data From BCeSIS to Connect

Transferring data from BCeSIS to the import folder involves two steps:

- Extracting General Data Extracts from BCeSIS.
- (Optionally) Extracting Course Codes from BCeSIS
- (Optionally) Extracting Teacher Names from BCeSIS
- Importing the Extracted Data

Extracting General Data Extracts for Connect

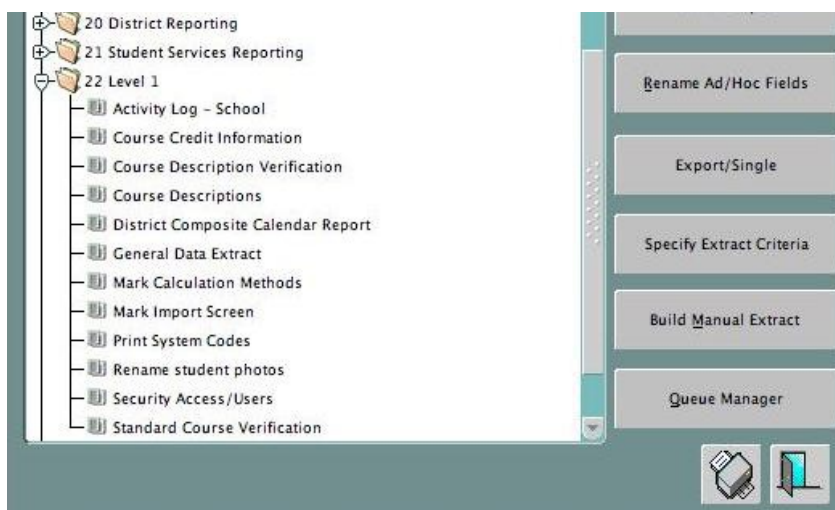To extract data from BCeSIS, follow these steps:

1. On the basic screen, click on the reports module.

2. Select the + symbol next to the "22 Level 1" OR "15 Export" entry.

3. Click on General Data Extract and click on the print screen button.

4. Check "Include Column Headings?" and "Include BCeSIS IDs?"

5. **Directory** text field: Enter the directory of the import folder where the extracts will be saved into. This is the full path to the directory you created in System Setup step 1.

6. **File Prefix** text field: Enter your school number here.

7. Highlight the following extracts and use the > button to move them to the Selected Extracts column:

    a. Class Information

    b. Parent Information

    c. Student Course Selections

    d. Student Demographics

e. Course Marks

f. (Optional) Incident Information (Conduct/Discipline information)

g. (Optional) Student Daily Absences (Date Range Required). Enter the start and end dates for your school year. Omit this extract if you do not use Daily Attendance.
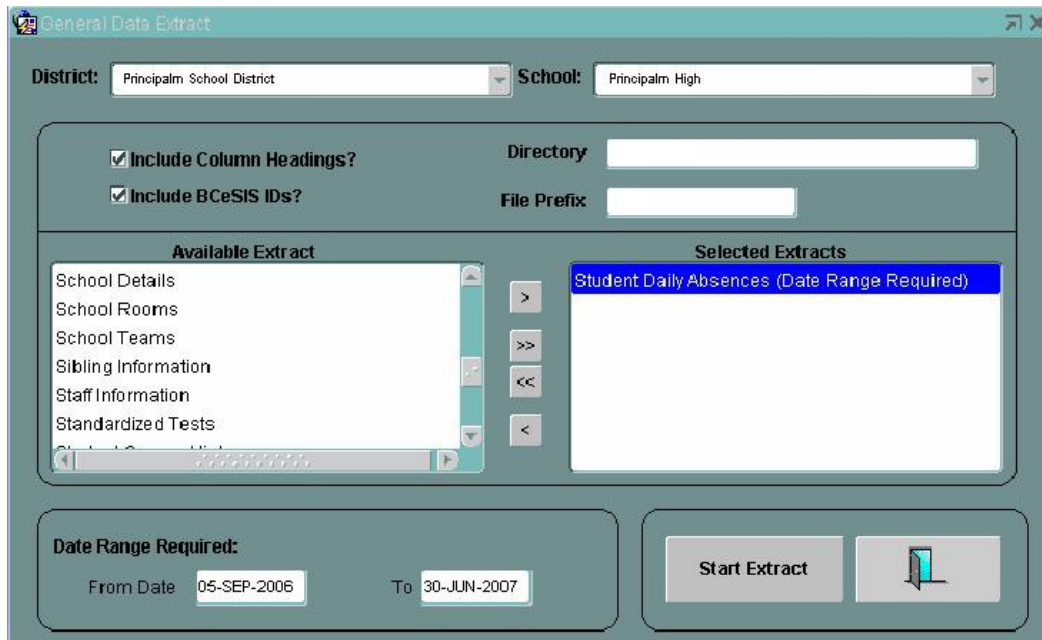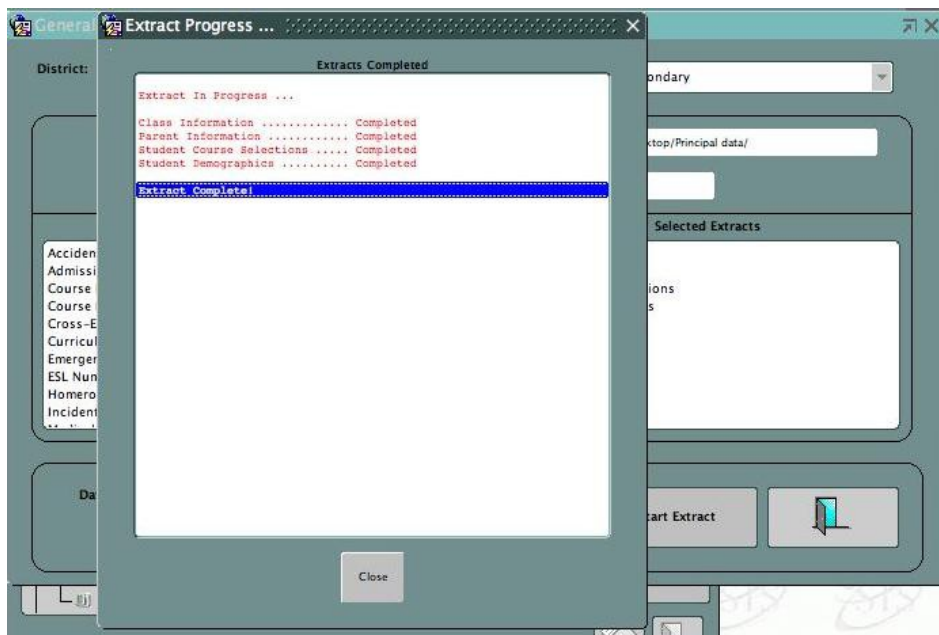

8. Click on the Start Extract button

9. Your General Extracts will now be in your Import folder.

(Optional) Course Codes Extract
This extract will import the Class names instead of the course codes. Unless your course codes have changed you do not need to generate this extract each time you wish to update. Most likely you will only need to export this at the start of the new school year.
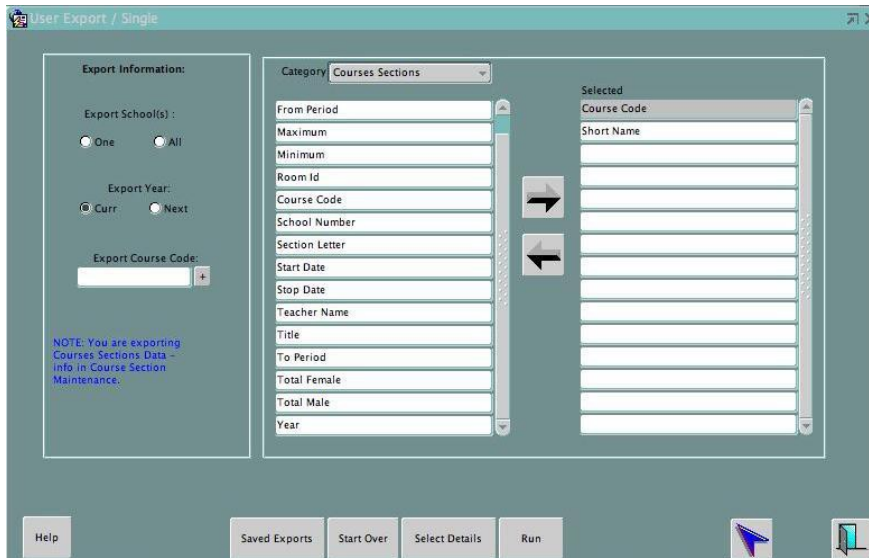
1. In the Basic Screen, select the Reports module.

2. Click on Export/Single from the side menu

3. Select "Course Sections" from the category drop down.

4. Use the > button to select the following:
    a. Course Code
    b. Short Name
5. Click on "Run"
6. Type the full path to the Import folder into the filename field followed by "CourseCodes.csv". For example, "/Users/Documents/Principalm/CourseCodes.csv"
7. Assure that the "Export Field Titles First" checkbox is checked.

8. Enter a comma (,) into the Delimiter field.
9. Assure that the None radio button is selected.
10. Select the Yes radio button for "Double Quotes Around Character Fields"
11. Click on "Create Export". BCeSIS will now save your CourseCodes.csv into the Import folder.

(Optional) Teacher Name Extract
This extract will import the Teacher names instead of the teacher ids. Unless your staff change you do not need to generate this extract each time you wish to update. Most likely you will only need to export this at the start of the new school year.

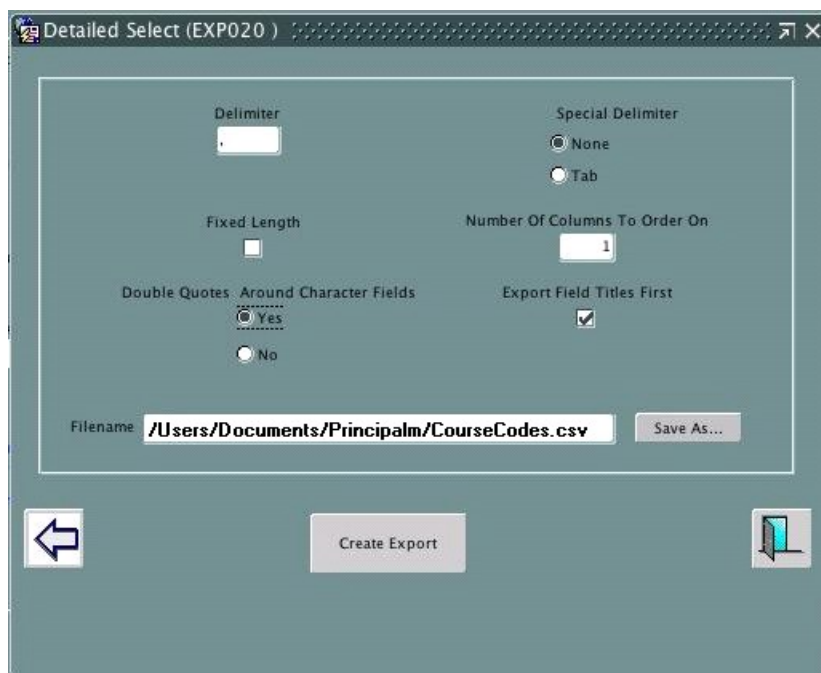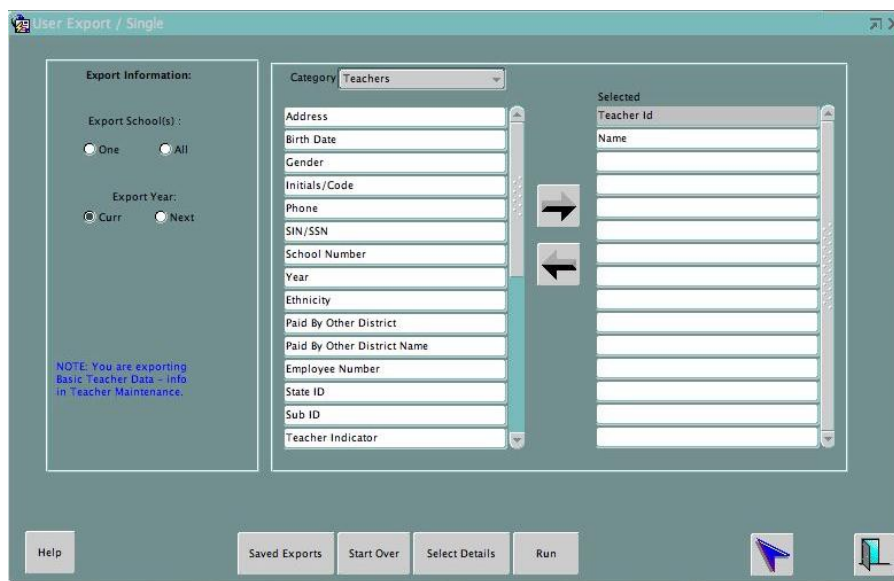1. In the Basic Screen, select the Reports module.

2. Click on Export/Single from the side menu

3. Select "Teachers" from the category drop down.

4. Use the > button to select the following:
   a. Teacher Id
   b. Name

5. Click on "Run"

6. Type the full path to the Import folder into the filename field followed by "Teachers.csv"

7. Assure that the "Export Field Titles First" checkbox is checked.

Detailed Select (EXP020)

Delimiter

Special Delimiter
- ⦿ None
- ◯ Tab

Fixed Length ☐

Number Of Columns To Order On: 1

Double Quotes Around Character Fields
- ⦿ Yes
- ◯ No

Export Field Titles First ☑

Filename: /Users   Save As...

Create Export

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8. Enter a comma (,) into the Delimiter field.

9. Assure that then None radio button is selected.

10. Select the Yes radio button for "Double Quotes Around Character Fields"

11. Click on "Create Export". BCeSIS will now save your Teachers.csv into the Import folder.

(Optional) Medical Conditions

This extract will import Medical Conditions supported by BCeSIS

1. Click on General Data Extract and click on the print screen button.

2. Check "Include Column Headings?" and "Include BCeSIS Ids?"

3. **Directory** text field: Enter the directory of the import folder where the extracts will be saved into. This is the full path to the directory you created in System Setup step 1.

4. **File Prefix** text field: Enter your school number here.

5. Highlight the following extracts and use the > button to move them to the Selected Extracts column:
    o   Emergency Contact Information
    o   Medical Information

Click on the Start Extract button your Medical Conditions will now be in your Import folder.

SIS Liberty

SIS Liberty is the graphical user interface that allows you to configure your Manually Extracted Data to be used with a Discovery Provider ie Principalm, Teacherpalm.

For SIS Liberty to copy the contents of your BCeSIS import folder you must download DSL's Manual Extract Bridge here:
http://apps.discoverysoftware.com/support/bridges/manualextract.html

If you are unsure of what components are needed to run SIS Liberty, please make use of our How to Get Started page here: http://apps.discoverysoftware.com/getting-started/

More information on configuring SIS Liberty can be found in the applications User Guide.

Chapter 3 – Customizing BCeSIS Export

What Can I Customize?

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