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Discovery Manual Extracts Bridge for CIMS Canada 2.0.0

Installation and User Guide

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## Chapter 1 – Installation

By now you should have unzipped the zip file containing this guide to a temporary folder on your local machine.

### **Overview**

The CIMS Canada Manual Extract Bridge was created to support the version of CIMS distributed in Canada by Take Two, Inc. It consists of:

- A standard extracts that are already run by CIMS at the district level each night
- An export translation file (CIMS.PDE) that is provided with this guide

This chapter explains how to combine these items in order for Connect to import them.

### **Choosing an Import Folder**

You will need to select a folder on your computer where the downloaded files from CIMS will reside. This is the same folder that Connect will access in order to import the downloaded data. Once you have created this Import Folder you are ready to proceed to the next section.

**IMPORTANT:** The downloaded data from CIMS is in text format and can be easily read by anybody who can see it. Try to choose a folder that is protected on your network from normal users, or one on your local machine, to reduce this risk.

### **Configuring FTP Download from CIMS**

The CIMS district-level extract generates five files that will need to be downloaded from the server via FTP. The files are:

- studa.csv
- studb.csv
- studm.csv
- tchd.csv

These files must be placed in the Import Folder chosen above. You should probably script this operation, since you will probably be performing it often.

Because of the sensitive nature of FTP instructions, Take Two does not wish to reveal them in this publicly available document. If you do not already know how to access these files, please contact Take Two.

### **Installing the CIMS.PDE File**

Place the CIMS.PDE file that was part of this download inside the Import Folder. If there is already a CIMS.PDE file there, replace it.

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## Chapter 2 – Transferring Data From CIMS to Connect

### ***Downloading the District Extraction***

Follow the steps established in Chapter 1, Configuring FTP download from CIMS, to update the Import Folder on your machine.

### ***Importing the CIMS Extract Files into Connect***

Follow the instructions in the Connect User Guide.

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## Chapter 3 – Customizing CIMS Export

### *What Can I Customize?*

The default configuration of the pde uses the first three grade buckets. The export actually contains all 24 buckets available in CIMS. You can change the label that is imported into Connect as well as the buckets that are displayed by modifying the pde file.

Use a standard text editor to modify your pde file.

Near the top you will find grade field definitions that look like this:

```
#customgradefield "GR01" "GR01"
```

If you want to change the label that appears to be “Let” (Letter Grade), you would change the second parameter. See example below:

```
#customgradefield "GR01" "Let"
```

If you wanted to enable other grade buckets then remove the // at the beginning of the line of the bucket you wish to enable. To disable a bucket place a // at the beginning of that line.

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## ***Chapter 4 – Uninstalling***

Manually delete the contents of the Import Folder from your machine.