

Please check <http://www.principalm.com/sis/esis.php> for an updated Discovery Data Extracts for eSIS User's Guide before printing. This will save you time, as we will be improving the guide based on feedback.



Discovery Data Extracts for eSIS Version 2.0.0

Installation and User Guide

Revised: October 6th, 2008

Copyright © 2005-2008 Discovery Software Ltd.

www.discoverysoftware.com

Table of Contents

| | |
|---|----------|
| Chapter 1 – Bridge Setup | 3 |
| Creating the Ad-Hoc Extracts | 3 |
| Student Demographic Information | 3 |
| Student Contact Information..... | 4 |
| Student Schedule Information | 4 |
| Student Conduct Information | 5 |
| Student Daily Attendance Information | 6 |
| System Setup | 6 |
| | |
| Chapter 2 – Transferring Data from eSIS to Connect | 7 |
| Extracting Import files for Connect | 7 |
| | |
| Chapter 4 – Customizing eSIS Export | 8 |
| What Can I Customize? | 8 |

Chapter 1 – Bridge Setup

The Discovery Bridge for eSIS uses the Ad-Hoc Reporting Writing Tool Built into eSIS. The data extracts will contain the information that will be imported by Connect.

Creating the Ad-Hoc Extracts

You will need to create two extracts to import your data into Connect. There are also 3 optional extracts that will add additional data: Scheduling, Conduct and Daily Attendance. If you are in an elementary school and do not use Scheduling, simply omit this extract:

Student Demographic Information

1. In eSIS, choose Reports
2. Choose Export Ad-Hoc File
3. Select and use the -> key to include the following fields. The fields **must** be in the following order:

NOTE: If you cannot find the exact field name in your version of eSIS, use a field that would contain the same information. You cannot omit fields you do not find.

- AA Student Number - pupil
- First Name
- Preferred Name
- Preferred Middle Name
- Legal Name
- Mailing Address
- Grade
- Birth Date
- Gender
- Phone Number
- Email
- Hrm1 or Hrm2 (use Hrm1 for the first semester and Hrm2 in the second semester)
- Counselor
- Locker Number
- Locker Combo 1
- Locker Combo 2
- Locker Combo 3
- Bus AM Number
- Bus AM Stop Description
- Bus PM Number
- Bus PM Stop Description
- License Number
- Language

-
4. Click the Saved Exports button.
 5. Click the SAVE CURRENT EXTRACT Button
 6. Enter “Discovery Student Information” as the Export Name
 7. Click the Floppy disk icon in the right lower part of the screen.

Student Contact Information

1. In eSIS, choose Reports
2. Choose Export Ad-Hoc File
3. Select the Other category as “Emergency Contact”
4. Select and use the -> key to include the following fields. The fields **must** be in the following order:

NOTE: If you cannot find the exact field name in your version of eSIS, use a field that would contain the same information. You cannot omit fields you do not find.

- AA Student Number - pupil
- Contact Relationship
- Contact First Name
- Contact Last Name
- Contact Home Phone
- Contact Work Phone
- Contact Cellular Phone
- Contact e-mail address
- Contact Language

5. Click the Saved Exports button.
6. Click the SAVE CURRENT EXTRACT Button
7. Enter “Discovery Contact Information” as the Export Name
8. Click the Floppy disk icon in the right lower part of the screen.

Student Schedule Information

1. This is an optional extract for schools that want to see Class Scheduling.
2. In eSIS, choose Reports
3. Choose Export Ad Hoc File
4. Select the Other category as “Courses”
5. Select and use the -> key to include the following fields. The fields **must** be in the following order:

NOTE: If you cannot find the exact field name in your version of eSIS, use a field that would contain the same information. You cannot omit fields you do not find.

-
- AA Student Number - pupil
 - Course Code
 - Section
 - Course Name
 - Teacher Name
 - Room Name
 - Semester
 - Term
 - Day
 - Period
 - Credit Value
6. Click the Saved Exports button.
 7. Click the SAVE CURRENT EXTRACT Button
 8. Enter “Discovery Schedule Information” as the Export Name
 9. Click the Floppy disk icon in the right lower part of the screen.

Student Conduct Information

1. In eSIS, choose Reports
2. Choose Export Ad-Hoc File
3. Select and use the -> key to include the following fields. The fields **must** be in the following order:
NOTE: If you cannot find the exact field name in your version of eSIS, use a field that would contain the same information. You cannot omit fields you do not find.
 - AA Student Number - pupil
 - Action Type Desc
 - Incident Date
 - Incident Reason
4. Click the Saved Exports button.
5. Click the SAVE CURRENT EXTRACT Button
6. Enter “Discovery Conduct Information” as the Export Name
7. Click the Floppy disk icon in the right lower part of the screen.

Student Daily Attendance Information

1. In eSIS, choose Reports
2. Choose Export Ad-Hoc File
3. Select and use the -> key to include the following fields. The fields **must** be in the following order:
NOTE: If you cannot find the exact field name in your version of eSIS, use a field that would contain the same information. You cannot omit fields you do not find.
 - AA Student Number - pupil
 - Absent Date
 - Reason (Daily Attendance)
4. Click the Saved Exports button.
5. Click the SAVE CURRENT EXTRACT Button
6. Enter "Discovery Daily Attendance" as the Export Name
7. Click the Floppy disk icon in the right lower part of the screen.

System Setup

Now that you have configured your queries in eSIS, you are ready to setup your system for importing the information.

1. Create an import folder anywhere on your system. (eg. Discovery_Import on your desktop)
2. Copy the eSIS.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. Modifying the Config.txt might be required if your eSIS configuration is different from the one used to create this bridge. If you load your eSIS data into Connect and some information does not look correct, please contact Discovery support at support@discoverysoftware.com and we will help you modify the Config.txt file to match your configuration.

Chapter 2 – Transferring Data from eSIS to Connect

Transferring data from eSIS to Connect involves two steps:

- Extracting import data from eSIS.
- Importing the extracted data into Connect.

Extracting Import files for Connect

To extract data from eSIS, follow these steps:

1. Run the “Discovery Student Information” extract created in Chapter 1:
 - a. In eSIS, choose Reports
 - b. Choose Export Ad Hoc File.
 - c. Click on the Saved Exports button.
 - d. Select the “Discovery Student Information” export.
 - e. Click on the Restore Saved Export button.
 - f. Click the <- button to return to the export screen.
 - g. Click on the “Create File” button.
 - h. Select Tab as the Special Delimiter.
 - i. Uncheck the Export Field Titles First checkbox.
 - j. Select “Save As” then browse to the import folder created in System Setup in Chapter 1 on your computer.
 - k. Enter “studentinfo.txt” as the filename of the output file.
 - l. Click on the “Create Export” button.
 - m. Click OK the <- to return to the User Export Screen.
2. Run the “Discovery Contact Information” extract created in Chapter 1:
 - a. Repeat the steps above for the Contact information export and save the file as “contacts.txt” in step j.
3. Run the “Discovery Schedule Information” extract created in Chapter 1 (Optional) :
 - a. Repeat the steps above for the Schedule information export and save the file as “schedules.txt” in step j.
4. Run the “Discovery Conduct Information” extract created in Chapter 1 (Optional) :
 - a. Repeat the steps above for the Conduct information export and save the file as “conduct.txt” in step j.
5. Run the “Discovery Daily Attendance” extract created in Chapter 1 (Optional) :
 - a. Repeat the steps above for the Daily Attendance export and save the file as “dailyattendance.txt” in step j.
6. Run Connect as normal. For further information regarding the usage of Connect, please consult the Connect User Guide at www.discoverysoftware.com/updates.

Chapter 4 – Customizing eSIS Export

What Can I Customize?

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