

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



Discovery Manual Extracts for NCWise Version 2.2.0.0

Installation and User Guide

Revised: October 8th, 2008

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Table of Contents

Chapter 1 – Bridge Setup..... 3

System Setup3

Creating the Ad-Hoc Extracts4

 Student Demographic Information4

 Student Contacts Information6

 Student Parents Information7

 Student Medical Information8

 Student Schedule Information9

 Student Conduct Information10

 Student Daily Attendance Information11

 Teacher Information12

Chapter 2 – Restoring Extracts From NCWise 13

Restoring the Ad-Hoc Extracts.....13

Chapter 3 – Customizing NCWise Export..... 14

What Can I Customize?14

Chapter 1 – Bridge Setup

The Discovery Manual Extracts for NCWise uses the Ad-Hoc Reporting Writing Tool Built into NCWise. The data extracts will contain the information that will be imported into Connect.

System Setup

To setup your system for creating and importing the information:

1. Create an import folder anywhere on your system. (eg. Discovery_Import on your desktop)
2. Copy the NCWise.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 NCWise configuration is different from the one used to create this bridge. If you load your NCWise 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.

Creating the Ad-Hoc Extracts

You will need to create at least three extracts to import your data into Connect: Student Demographics, Student Contacts and Student Parents. There are also five optional extracts: Student Medical, Student Schedules, Student Conduct, Student Daily Attendance (Daily attendance schools ONLY) and Teachers. Simply omit any of the optional extracts that you do not wish to import or do not apply to your school.

Student Demographic Information

1. In NCWise, 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 NCWise, 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 Studentinfo Information” as the Export Name
 7. Click the Floppy disk icon in the right lower part of the screen.
 8. Click the Back Arrow (⇐) to return to the user export screen.
 9. Click on the “Create File” button.
 10. Select Tab as the Special Delimiter.
 11. Uncheck the Export Field Titles First checkbox
 12. Select “Save As” then browse to the import folder created in System Setup in on your computer.
 13. Enter “studentinfo.txt” as the filename of the output file
 14. Click OK the <- to return to the User Export Screen.

Student Contacts Information

1. In NCWise, 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 NCWise, 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 Contacts Information” as the Export Name
 8. Click the Floppy disk icon in the right lower part of the screen.
 9. Click the Back Arrow (⇐) to return to the user export screen.
 10. Click on the “Create File” button.
 11. Select Tab as the Special Delimiter.
 12. Uncheck the Export Field Titles First checkbox
 13. Select “Save As” then browse to the import folder created in System Setup in on your computer.
 14. Enter “contacts.txt” as the filename of the output file
 15. Click OK the <- to return to the User Export Screen.

Student Parents Information

1. In NCWise, choose Reports
2. Choose Export Ad-Hoc File
3. Select the Other category as “Parent”
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 NCWise, use a field that would contain the same information. You cannot omit fields you do not find.
 - AA Student Number - pupil
 - Parent Type
 - First Name
 - Last Name
 - Address
 - Home Phone
 - Business Phone
 - Cellular Phone
 - E-mail Address
5. Click the Saved Exports button.
6. Click the SAVE CURRENT EXTRACT Button
7. Enter “Discovery Parentinfo Information” as the Export Name
8. Click the Floppy disk icon in the right lower part of the screen.
9. Click the Back Arrow (↶) to return to the user export screen.
10. Click on the “Create File” button.
11. Select Tab as the Special Delimiter.
12. Uncheck the Export Field Titles First checkbox
13. Select “Save As” then browse to the import folder created in System Setup in on your computer.
14. Enter “parentinfo.txt” as the filename of the output file
15. Click OK the <- to return to the User Export Screen.

Student Medical Information

1. This is an optional extract for schools that want to see Medical information on their handheld.
2. In NCWise, choose Reports
3. Choose Export Ad-Hoc File
4. Select the Other category as “Medical”
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 NCWise, use a field that would contain the same information. You cannot omit fields you do not find.
 - AA Student Number - pupil
 - Allergies
 - Are Allergies Life Threatening
6. Click the Saved Exports button.
7. Click the SAVE CURRENT EXTRACT Button
8. Enter “Discovery StudentMedical Information” as the Export Name
9. Click the Floppy disk icon in the right lower part of the screen.
10. Click the Back Arrow (↶) to return to the user export screen.
11. Click on the “Create File” button.
12. Select Tab as the Special Delimiter.
13. Uncheck the Export Field Titles First checkbox
14. Select “Save As” then browse to the import folder created in System Setup in on your computer.
15. Enter “studentmedical.txt” as the filename of the output file
16. Click OK the <- to return to the User Export Screen.

Student Schedule Information

1. This is an optional extract for schools that want to see Class Scheduling on their handheld.
2. In NCWise, 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 NCWise, 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 Schedules Information” as the Export Name
 9. Click the Floppy disk icon in the right lower part of the screen.
 10. Click the Back Arrow (↶) to return to the user export screen.
 11. Click on the “Create File” button.
 12. Select Tab as the Special Delimiter.
 13. Uncheck the Export Field Titles First checkbox
 14. Select “Save As” then browse to the import folder created in System Setup in on your computer.
 15. Enter “schedules.txt” as the filename of the output file
 16. Click OK the <- to return to the User Export Screen.

Student Conduct Information

1. This is an optional extract for schools that want to see Conduct information on their handheld.
2. In NCWise, choose Reports
3. Choose Export Ad-Hoc File
4. Select the Other category as “Incidents”
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 NCWise, use a field that would contain the same information. You cannot omit fields you do not find.

- AA Student Number - pupil
 - Incident Date
 - Incident Reason
 - Action Type
 - Action First Day
 - Action Last Day
 - Action Length
6. Click the Saved Exports button.
 7. Click the SAVE CURRENT EXTRACT Button
 8. Enter “Discovery Conduct Information” as the Export Name
 9. Click the Floppy disk icon in the right lower part of the screen.
 10. Click the Back Arrow (↶) to return to the user export screen.
 11. Click on the “Create File” button.
 12. Select Tab as the Special Delimiter.
 13. Uncheck the Export Field Titles First checkbox
 14. Select “Save As” then browse to the import folder created in System Setup in on your computer.
 15. Enter “conduct.txt” as the filename of the output file
 16. Click OK the <- to return to the User Export Screen.

Student Daily Attendance Information

1. This is an optional extract for schools that want to see Daily Attendance on their handheld.
2. In NCWise, choose Reports
3. Choose Export Ad-Hoc File
4. Select the Other category as “Daily Attendance”
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 NCWise, use a field that would contain the same information. You cannot omit fields you do not find.

- AA Student Number - pupil
 - Absent Date
 - Absence Type AM
 - Absence Type PM
 - Daily - Total Days Absent
 - Daily – Total Lates
6. Click the Saved Exports button.
 7. Click the SAVE CURRENT EXTRACT Button
 8. Enter “Discovery Attendance Information” as the Export Name
 9. Click the Floppy disk icon in the right lower part of the screen.
 10. Click the Back Arrow (↶) to return to the user export screen.
 11. Click on the “Create File” button.
 12. Select Tab as the Special Delimiter.
 13. Uncheck the Export Field Titles First checkbox
 14. Select “Save As” then browse to the import folder created in System Setup in on your computer.
 15. Enter “attendance.txt” as the filename of the output file
 16. Click OK the <- to return to the User Export Screen.

Teacher Information

1. This is an optional extract for schools that want to see Teacher information on their handheld.
2. In NCWise, choose Reports
3. Choose Export/Single
4. Select the category as “Teacher”
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 NCWise, use a field that would contain the same information. You cannot omit fields you do not find.

- Teacher ID
 - First Name
 - Last Name
 - Address
 - Phone
 - Cell Phone No.
 - Email
6. Click the Saved Exports button.
 7. Click the SAVE CURRENT EXTRACT Button
 8. Enter “Discovery Teacherinfo Information” as the Export Name
 9. Click the Floppy disk icon in the right lower part of the screen.
 10. Click the Back Arrow (↶) to return to the user export screen.
 11. Click on the “Create File” button.
 12. Select Tab as the Special Delimiter.
 13. Uncheck the Export Field Titles First checkbox
 14. Select “Save As” then browse to the import folder created in System Setup in on your computer.
 15. Enter “teacherinfo.txt” as the filename of the output file
 16. Click OK the <- to return to the User Export Screen.

Once you have created and generated all of the extracts containing the information you wish to import into Connect, Run Connect as normal. For further information regarding the usage of Connect, please consult the Connect User Guide at www.discoverysoftware.com/updates.

Chapter 2 – Restoring Extracts From NCWise

Each time Connect is updated you will need to restore your saved extracts in order to create the files needed to update.

Restoring the Ad-Hoc Extracts

To restore a saved extract, follow these steps:

1. In NCWise, choose Reports
2. Choose Export Ad Hoc File.
3. Click on the Saved Exports button.
4. Select the appropriate “Discovery xxxxx Information” export. (xxxxx = studentinfo, conduct, etc)
5. Click on the Restore Saved Export button.
6. Click the Back Arrow (←) to return to the user export screen.
7. Click on the “Create File” button.
8. Select Tab as the Special Delimiter.
9. Uncheck the Export Field Titles First checkbox
10. Select “Save As” then browse to the import folder created in System Setup in on your computer.
11. Enter “xxxxx.txt” as the filename of the output file (xxxxx = studentinfo, contacts, etc)
12. Click OK the <- to return to the User Export Screen.
13. Repeat steps 3 through 12 for each export that needs to be restored.

Run Connect as normal. For further information regarding the usage of Connect, please consult the Connect User Guide at www.discoverysoftware.com/updates

Chapter 3 – Customizing NCWise Export

What Can I Customize?

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