

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



Discovery Manual Extracts Bridge for Outcomes Version 1.1.0

Installation and User Guide

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Chapter 1 – Bridge Setup

The Discovery Manual Extracts Bridge for Outcomes uses the Report Wizard Tool Built into Outcomes. The data extracts will contain the information that 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 Principalm Support.

The instructions found in Chapter 1 will only need to be done once. Perform the steps in Chapter 2 each time you wish to update your school information.

Creating the Ad-Hoc Extracts

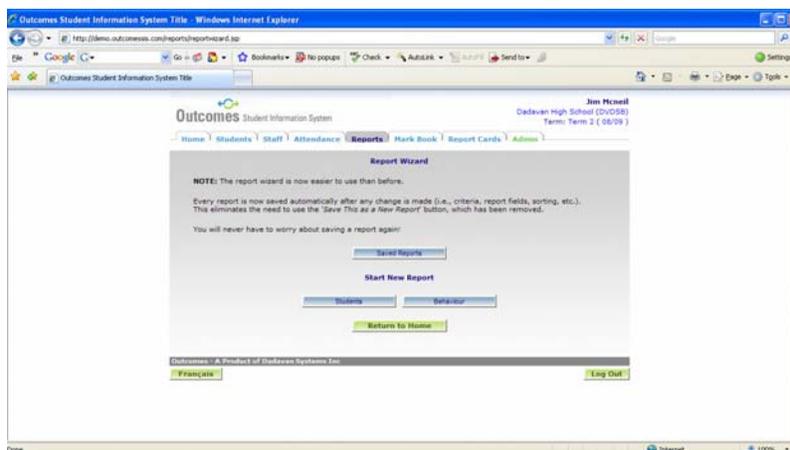
You will need to create three extracts to import your data into Connect. There are also two optional extracts that you can export or omit.

Student Demographic Information

1. Login to Outcomes.
2. Click on the Report Menu



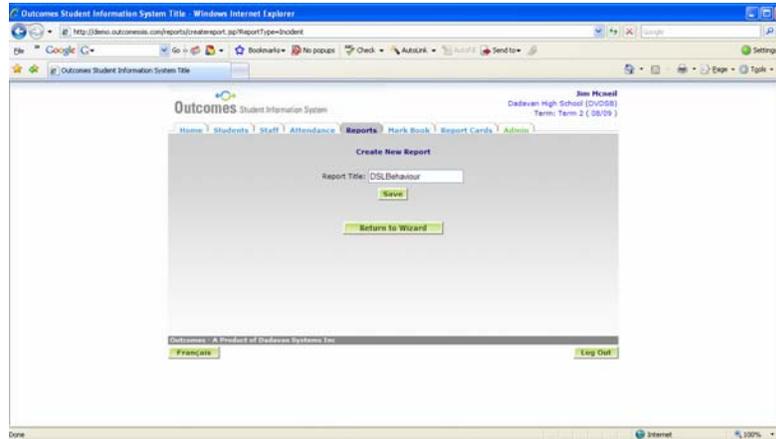
3. Click on the “Report Wizard” button
4. Click on the “Students” button



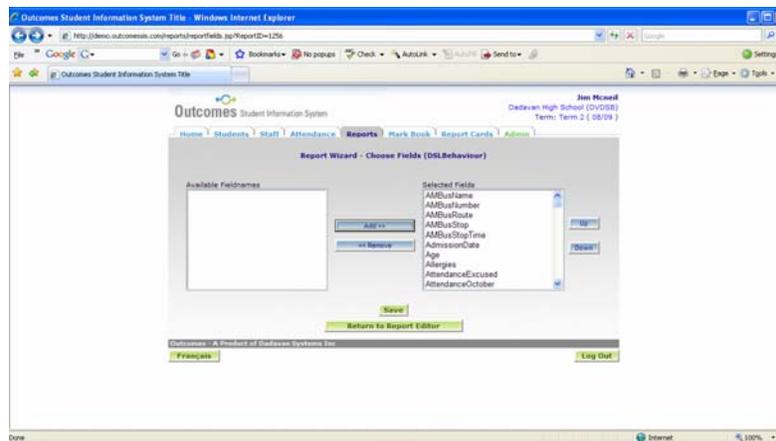
Student Behaviour Information

This extract is optional. If you do not wish to import Student Behavior into Connect, omit this section and proceed to the next one.

1. From the Report Wizard, Select the Behaviour button.
2. In the Report Title edit box enter “DSLBehaviour” and click Save



3. Click on the “Report Fields” button
4. Highlight all fields in the “Available Fields” list by clicking on the first one then holding the shift key down and then pressing the down arrow key
5. After all fields are highlighted, click on the “Add >>” button.
6. All the fields will move over to the “Selected Fields” list.



7. Click on the Save button.
8. A screen will appear that shows a list of all the fields exported. Click on the “Return to Wizard” button.

System Setup

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

1. Create an import folder anywhere on your system. (eg. Principalm_Import on your desktop)
2. Copy the Outcomes.pde file found in the zip file into the import folder created in step 1.

Chapter 2 – Transferring Data from Outcomes to Connect

Transferring data from Outcomes to Connect involves two steps:

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

Extracting Import files for Connect

To extract data from Outcomes for Connect, follow these steps:

1. Run the “DSLStudent” extract created in Chapter 1:
 - a. Select the “Reports” Menu
 - b. Select the “Report Wizard” button
 - c. Click on the “Saved Reports” button
 - d. Click on the “DSLStudent” button to load the Student Extract definition.
 - e. Click on the “Export Report (CSV)” button.
 - f. Click on the Save button
 - g. Browse to the Import Folder that you created in Chapter 1 : System Setup
 - h. Change the filename to DSLStudent.csv and click the Save button.
 - i. Click the Close button once the download is complete.
2. Optional: Run the “DSLBehaviour” extract created in Chapter 1:
 - a. Repeat the steps above for the Conduct information export and use the “DSLBehaviour” query in step d. The file should be saved as DSLBehaviour.csv in step h.
3. Run Connect as normal. For further information regarding the usage of Connect, please consult the Connect User Guide at www.discoverysoftware.com/updates

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 Outcomes fields to link students to their photos:

“Photos are identified by” setting in Connect	Outcomes field name
Student Number	StudentIDNumber
State ID	Not supported
Photo ID	Not supported
SSN	No longer supported

The extractor uses the following Outcomes fields to link staff to their photos:

“Photos are identified by” setting in Connect	Outcomes field name
Staff Number	Not supported
State ID	Not supported
Photo ID	Not supported
SSN	No longer supported

The photos must be in jpg format and the value found in the Outcomes 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 4 – Customizing Outcomes Export

What Can I Customize?

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