Discovery Bridge for Skyward WA Reports

Version 1.0.1
User Guide
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Chapter 1 - Contacting WSIPC

In Washington State, WSIPC helps schools and school districts manage their student information. WSIPC has written a set of extracts that exports the data required by Principalm. Before Principalm can be used in your school, these extracts must be authorized and enabled for your school district.

The procedure is:

1. Have your district's superintendent authorize the enabling of the Principalm

extracts by WSIPC. The contact at WSIPC is

Henrik Magnusson:

- email: hmagnusson@wsipc.org
- phone: (425) 349-6476

2. Please notify your local ESD so that they also know about Principalm and that you have contacted WSIPC.

3. Once the report has been enabled, follow the steps in Chapter 2 and onward. Please contact Discovery Software if you need help getting Principalm up and running. You can contact us:

- phone: 1-888-569-7711 ext 2308
- email: support@principalm.com

Chapter 2 – Transferring Data from WSIPC to Principalm

Transferring data from WSIPC to Principalm involves two steps:

- Getting the Principalm Extracts from WSIPC
- Importing the extracted data into Principalm Connect

Getting the Principalm Extracts from WSIPC

Please contact WSIPC for detailed instructions on how your school can get the extracted information from their servers to your school.

You should get six data files:

- Student.txt – Contains student demographic information
- StudentContact.txt – Contacts Student Contact information
- Course.txt – Contains Course information
- Section.txt – Contains Class information
- stdsec.txt – Used to determine which classes a student is taking
- Staff.txt – Contains staff information

Import files into Principalm

1. Create an import folder that will be used by Principalm Connect to transfer your data into Principalm.
2. Place the six data files received from WSIPC into your import folder.
3. Extract the skyward_WA.pde from the PPSkyward_WA_[version].zip file.
4. Place this file into the import folder
5. Consult the Principalm Connect User Guide or the online help: http://www.discoverysoftware.com/support/principalm/help/principalm/ for detailed information on how to setup Principalm Connect to import your school information.

Chapter 3 – Customizing Export

What Can I Customize?

Currently, there are no customizable fields available for Skyward WA (WSIPC).

We are continuously working to expand Principalm's capabilities, so if you don't see what you want here, please contact us.

Contact Discovery Software

Telephone and email support is provided as part of your school license. Our support department will be happy to help you with any installation and usability question you may have. We also welcome your feedback regarding improving our products.

Telephone

Support	1.888.569.7711 x 2308
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