

Importing Student Records from SIS to PRISM



It is **essential that student information in the PRISM database be accurate, up-to-date, and reflect precisely that which is contained in a Board's SIS**. As student information frequently changes (e.g., moving from one school or one Board to another, changes in physical address and/or contact information, etc.), it is extremely important these changes be reflected in the PRISM database. Otherwise, messaging and reports may be sent to incorrect recipients and it can be very cumbersome and time-consuming for eTeachers, GCs, Office Administrators, eRegistrars, and DeLCs.

There are two options for routinely updating student information in PRISM to mirror that which contained in SIS:

1. **SIS-PRISM Integration** – This option automates the upload process and involves files being extracted (as frequently as nightly) from a Board's SIS and sent to the PRISM server via SFTP to overwrite / update existing records. For more information on this option, please contact coordinator@oelc.ca.
2. **Manual Upload** – This option requires that you regularly (i.e., minimally twice a year, typically just prior to each semester) obtain files containing student records (one file for each secondary school) from your SIS and import them into PRISM.

Manual Upload

To manually upload student records into PRISM (# 2 above), please:

Contact the appropriate Database Administrator (DBA) at your Board and request a CSV for each of the secondary schools in your Board (one file per school) containing the data shown to the right and formatted as follows:

OEN (ie. 123456789), SIS id, First Name, Middle Name, Last Name, Preferred First Name, Preferred Last Name, Phone Number, Cell Phone Number, Email Address, Parent's Email Address, Another Parent's Email Address, Birthdate (ie. day/month/year 2/11/2004), Gender (M,F,N,S), Street Number, Street, Unit Number, PO Box, City, Province, Postal Code, Grade, Date of Entry into Secondary School (ie. day/month/year 23/7/2018), Citizenship, Birth Country, Arrival Date (ie. day/month/year 23/11/2009), Birth Province, Status in Canada, Verification, IEP (y or n), ELL (y or n)

Please note required data to the right (i.e., data that must exist in the database in order to register a student) →

For a sample file, please contact coordinator@oelc.ca.

Required

OEN (ie. 123456789)
First Name
Last Name
Phone Number
Email Address
Birthdate (ie. day/month/year 2/11/2004)
Gender (M, F, N, S)
Street Number
Street
City
Province
Postal Code
Grade
Date of Entry into Secondary School (ie. day/month/year 23/7/2018)
Birth Country (all students)
Arrival Date (students not born in Canada)
Status in Canada (all students)
Verification (students not born in Canada)



YOU MUST REMOVE ALL OUT-OF-BOARD (OOB) STUDENTS (i.e., students from other Boards who are taking courses hosted by your board) FROM YOUR UPLOAD FILES BEFORE PERFORMING UPLOADS. FAILING TO DO SO OVERWRITES THE STUDENT INFORMATION FOR THE OOB STUDENT(S), CHANGING IT TO THAT OF THE SCHOOL HOSTING THE COURSE. THIS IS EXTREMELY CUMBERRSOME TO UNDO.

Go to **Files – Import Students from SIS**, select your **School Board**, then select the appropriate **School**. Click the **Choose File** button, navigate to and select the appropriate file, then click **Open**. Click the **Upload File** button.

A message will appear to indicate whether or not the upload was successful. If not successful, examine the error report, make the necessary corrections to the upload file, then try again. If issues persist, please contact coordinator@oelc.ca for support.

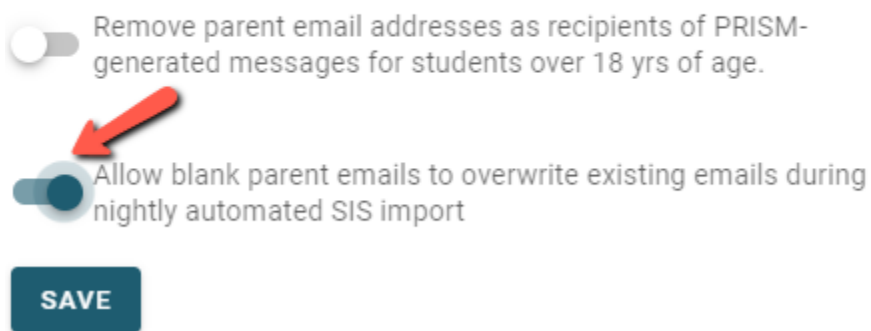
Note: When files are uploaded into PRISM, PRISM looks for OENs (as the unique identifier) in the database that match the OENs in the records being uploaded:

1. If there an OEN in the upload file that MATCHES an OEN that is already present in the database, the matching database record is overwritten with the new student information contained in the upload file (unless information is blank in the upload file... E.g., if there is no Phone Number in the upload file but the matching record in the database contains a Phone Number, the Phone Number field is NOT overwritten to become blank).

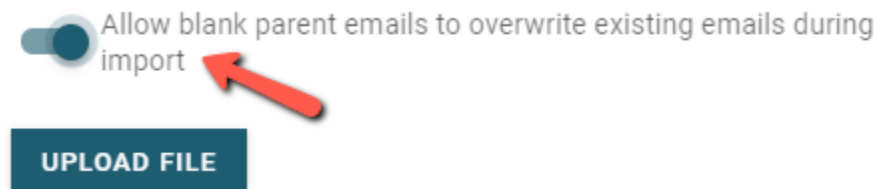
Exception: Your Board has the ability to control whether or not blank cells in the **Parent Email** columns of your upload files overwrite existing Parent Email addresses in the PRISM database (causing them to become blank) using the following toggles:

1. If using SIS-PRISM Integration... Under **Settings**:

SETTINGS PAGE



2. Is using manual upload... Under **Files – Import Students from SIS**:



2. If there is an OEN in the upload file that DOES NOT MATCH an OEN that is already present in the database, then a new student record is created.