Importing MyEdBC Data to Principalm
(Written for MyEdBC_1.0.0.4 Bridge)
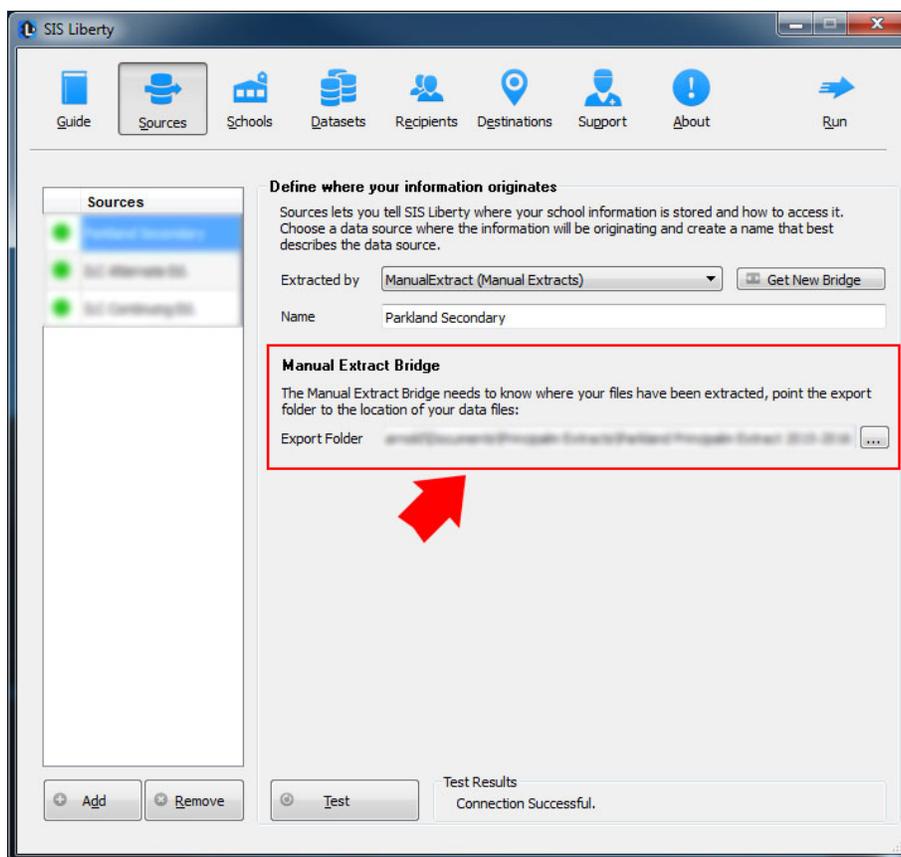
Prerequisites

This guide assumes that you're using the MyEdBC 1.0.0.4 bridge from the Discovery Software website, and that you're using LibreOffice on a Windows or Ubuntu Linux based system.

Windows is required to run the SIS Liberty software, and this guide doesn't cover specifics of configuring SIS Liberty, only preparing the exported .csv files from MyEdBC for use in Principalm.

Step 1 :: Download the bridge

A bridge file (.PDE file), is needed for SIS Liberty to interpret the data in the exported .csv files from MyEdBC. Place the bridge file, as well as the exported .csv files from MyEdBC inside the same folder that SIS Liberty sees as your export folder in SIS Liberty's *Sources* tab, in the *Manual Extract Bridge* field (Figure 1).

Figure 1

The bridge file can be downloaded from here:
http://apps.discoverysoftware.com/support/bridges/myedbc/

Step 2 :: Run the MyEdBC exports

In the bridge .zip file downloaded above from the Discovery Software website, you'll find a PDF file with instructions on how to export data from MyEdBC. Follow these instructions in MyEdBC to export the necessary .csv files for importing into Principalm. Depending on your MyEdBC permissions, you may need to get assistance from someone with higher permissions than you have in order to run all of the necessary exports.
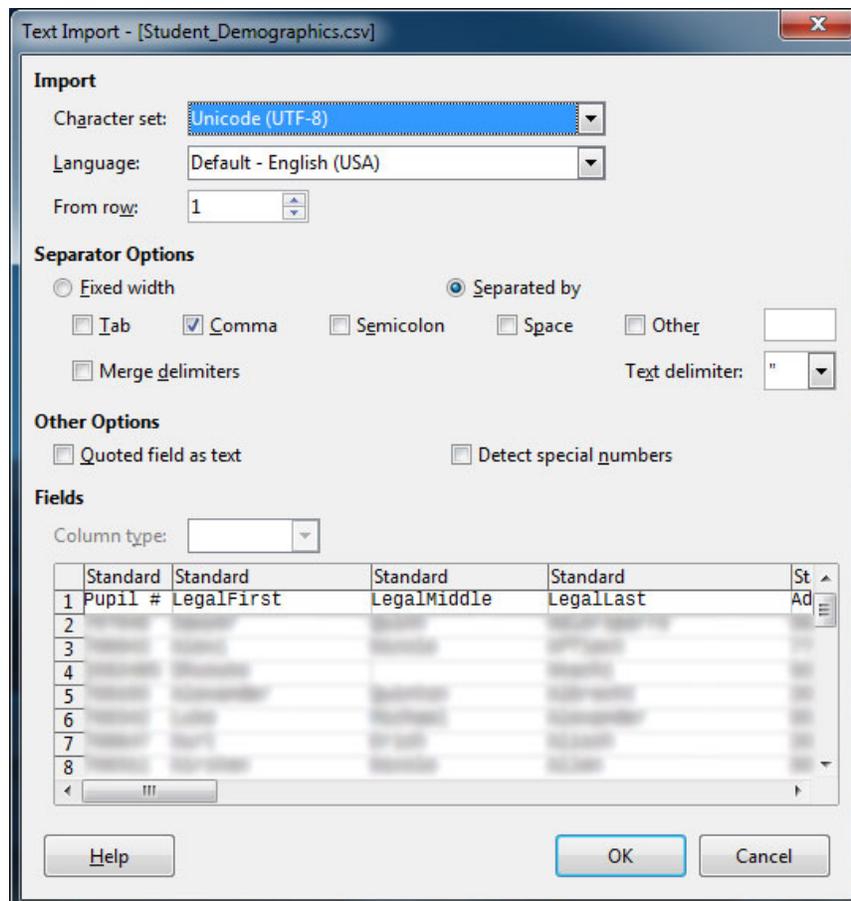
You should end up with 4 files exported from MyEdBC:
•Student_Demographics.csv
•Student_Schedules.csv
•Student_Contact1.csv
•Student_Contact2.csv

Once the exports are downloaded in .csv format, place them in the same directory as shown in Figure 1, along with the .PDE bridge file.
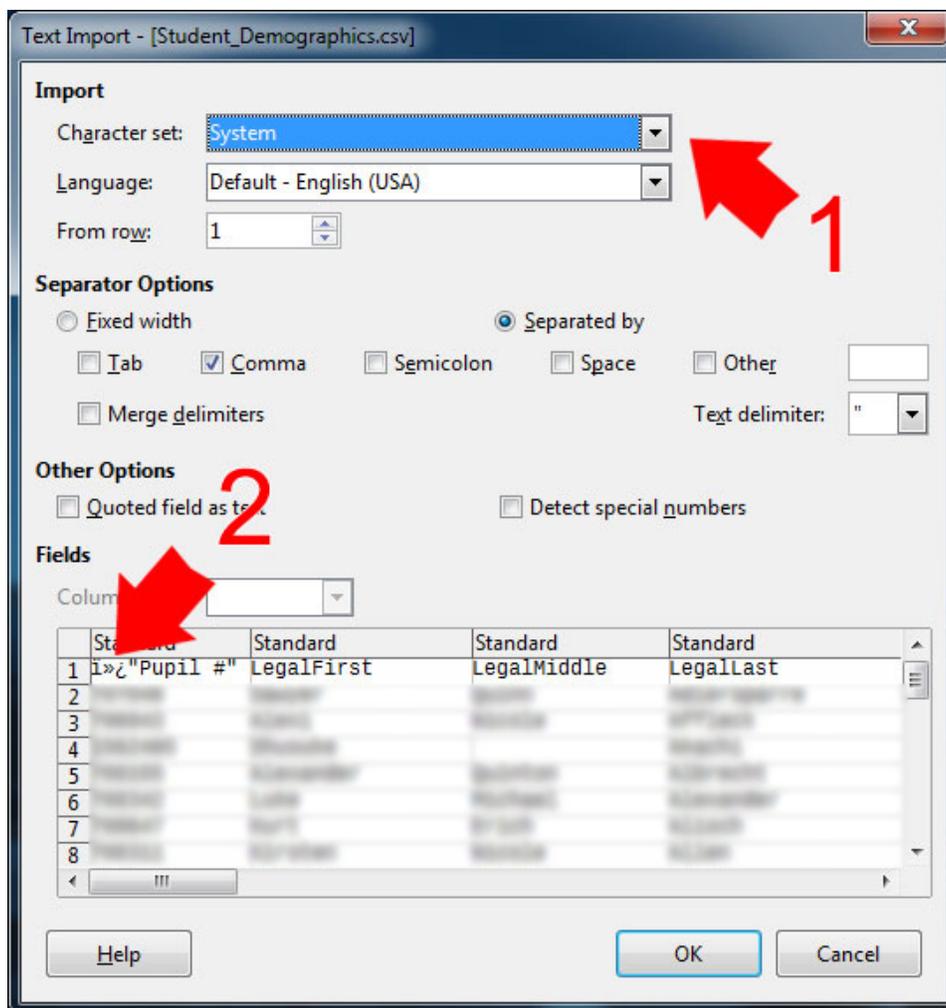
Step 3 :: Sanitize the exported .CSV files

The .csv files exported from MyEdBC need to be fixed to remove unnecessary formatting before importing into Principalm. Open any one of the exported .csv files in LibreOffice. LibreOffice should show you a window similar to the following:

Before clicking OK, we need to change the character set to *System* (Figure 3, Item 1). Once we change the character set, you'll notice some symbols appear in the first column (Figure 3, Item 2). These symbols throw off the formatting of the exported .csv, and will need to be removed.

Figure 3

After changing the character set, click OK and open the document.

Step 4 :: Remove the symbol characters
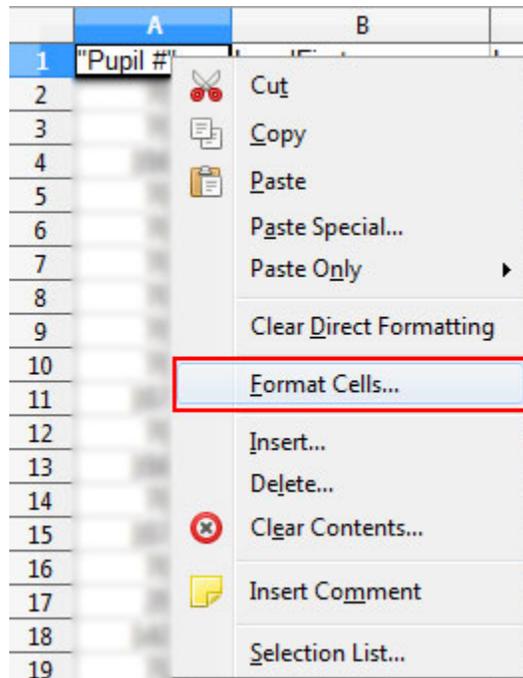
In the A1 cell, remove the symbols before the quotation marks, but leave the quotation marks in place. Your A1 cell should look like the following:

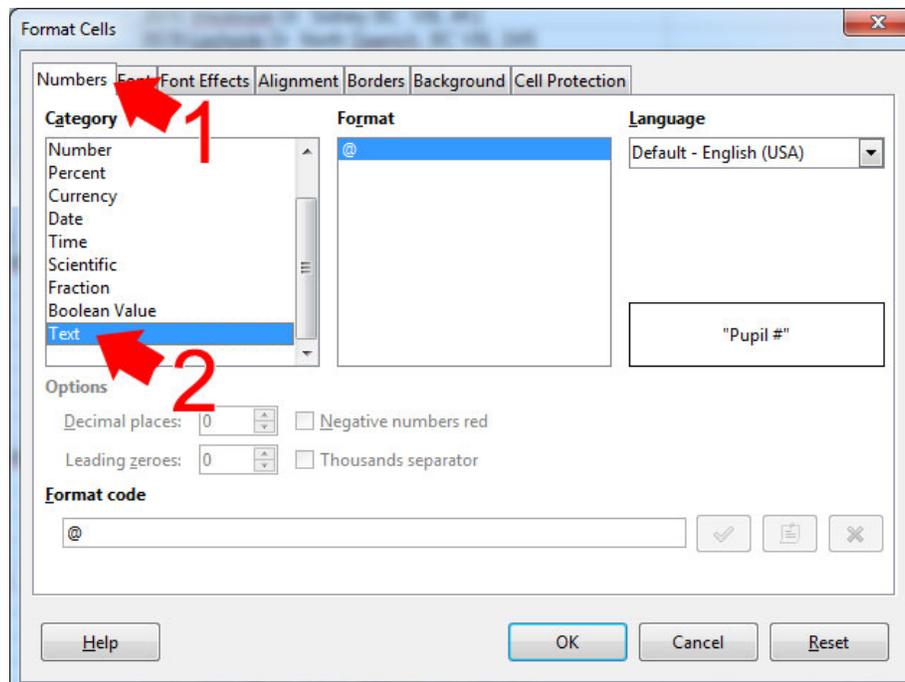**Step 5 :: Change the A1 cell to Text format**

Right click on the A1 cell and select *Format Cells* (Figure 5)

Figure 5

In the Format Cells window, select the first *Numbers* tab (Figure 6, Item 1), and then select *Text* under the *Category* list (Figure 6, Item 2). Click OK.

Figure 6

Step 6 :: Save the document

Click *File* > *Save* from within LibreOffice to save over top of your existing file. You'll notice the file size will drop by a fairly large percentage after only removing a few characters.

Step 7 :: Sanitize remaining files

Repeat the process for the remaining 3 .csv files:
•open the file in LibreOffice
•change the character set to *System* (if it isn't set to *System* already)
•remove unnecessary characters from the A1 cell
•change the format of the A1 cell to *Text*
•save the document

Running SIS Liberty should now correctly parse the exported .csv files from MyEdBC.