

SIS Student Data Extract Guide

A current school using Consent2Go has kindly shared their process for setting up the system and extracting student data from SIS.

Student Email Addresses

(High Schools students only)

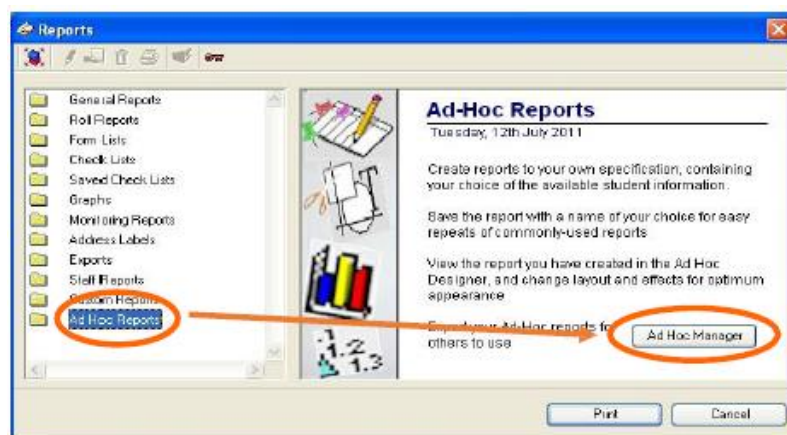
If the school would like to send email notifications from Consent2Go to students regarding their excursion invitations, include this step.

1. Copy Student Education Department email addresses from DAM into the student email field in SIS.
2. Commence the data extract.

Setting up the Ad-Hoc Report in SIS/Integris

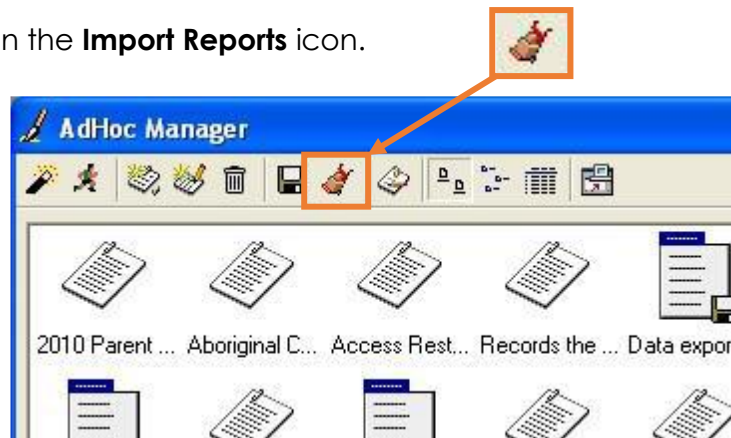
Import the **Ad Hoc Report** into SIS. This report is provided by Consent2Go and is a file labelled **SIS Export for C2G.ahr**. This file can only be opened by SIS, using the following process:

1. Save the SIS Export for C2G.ahr into **K:\KEYS\INTEGRIS\INBOX**
2. In SIS/Integris, go to **Admin > Reports > Ad-Hoc Reports**
3. Click once on the words "Ad-Hoc Reports" to display the Ad Hoc Manager button
**clicking on the yellow folder will not display the Ad Hoc Manager button.*

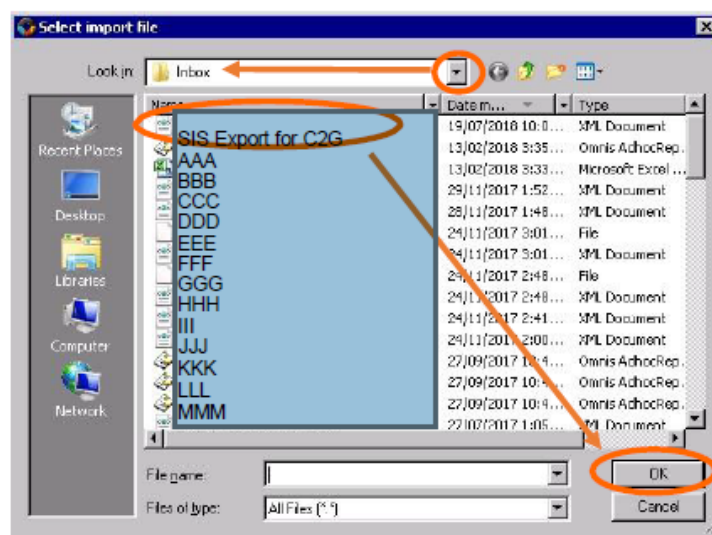


4. Click on the **Ad-Hoc Manager** button on the right of screen (Icons may vary for your school).

5. Click on the **Import Reports** icon.



6. The **Select Import File** window will display.



7. Navigate to K:\KEYS\INTEGRIS\INBOX folder and select the report **SIS Export for C2G.ahr** and **OK**.

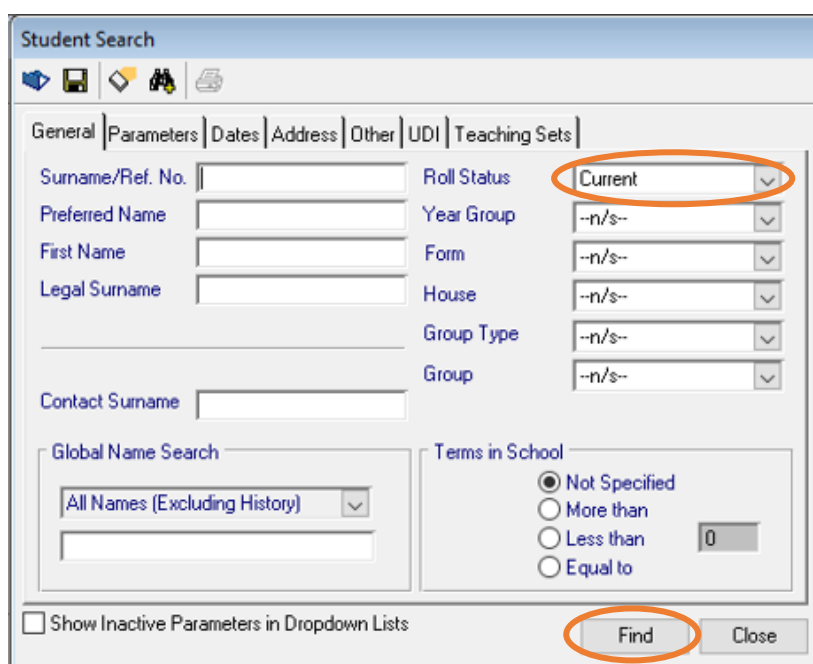
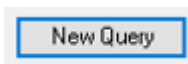
The report will be imported into SIS and you will now have an icon for it in the Ad Hoc Reports folder by clicking the Ad Hoc Reports folder to expand the view.



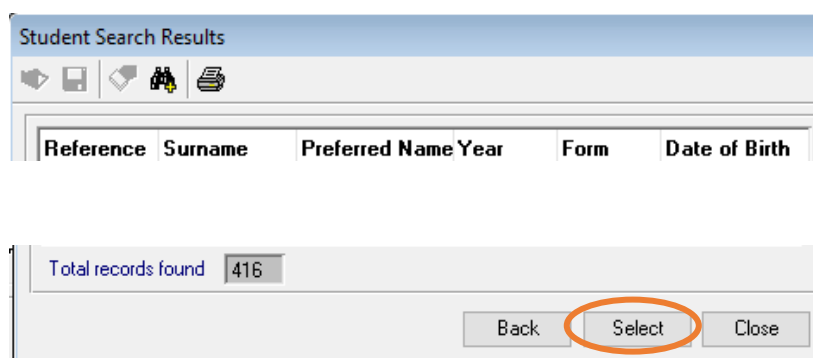
Extracting Student Data from SIS

Now that the Ad-Hoc Report is available in SIS, the school is ready to use this to extract Student Data.

1. Select the **Consent to go Export** file from the Ad-Hoc Reports folder.
2. Click on **New Query**
3. Select all **Current** students and **Find**.

A screenshot of the "Student Search" window. It has a tabbed interface with "General" selected. Fields include Surname/Ref. No., Preferred Name, First Name, Legal Surname, Contact Surname, Roll Status (set to "Current"), Year Group, Form, House, Group Type, and Group. There is a "Global Name Search" section with a dropdown set to "All Names (Excluding History)" and a "Terms in School" section with radio buttons for "Not Specified", "More than", "Less than", and "Equal to". A checkbox "Show Inactive Parameters in Dropdown Lists" is at the bottom left. "Find" and "Close" buttons are at the bottom right. The "Current" dropdown and "Find" button are circled in orange.

4. In the **Student Search Results** window, click **Select** and **Yes** to confirm all students in the search are to be included in the report.

A screenshot of the "Student Search Results" window. It shows a table with columns: Reference, Surname, Preferred Name, Year, Form, and Date of Birth. Below the table, it says "Total records found 416". At the bottom are "Back", "Select", and "Close" buttons. The "Select" button is circled in orange.

5. Click **Print** and save file to K:\KEYS\INTEGRIS\OUTBOX and **Name** the file (i.e. **Consent2Go Student Extract 2023.csv**).

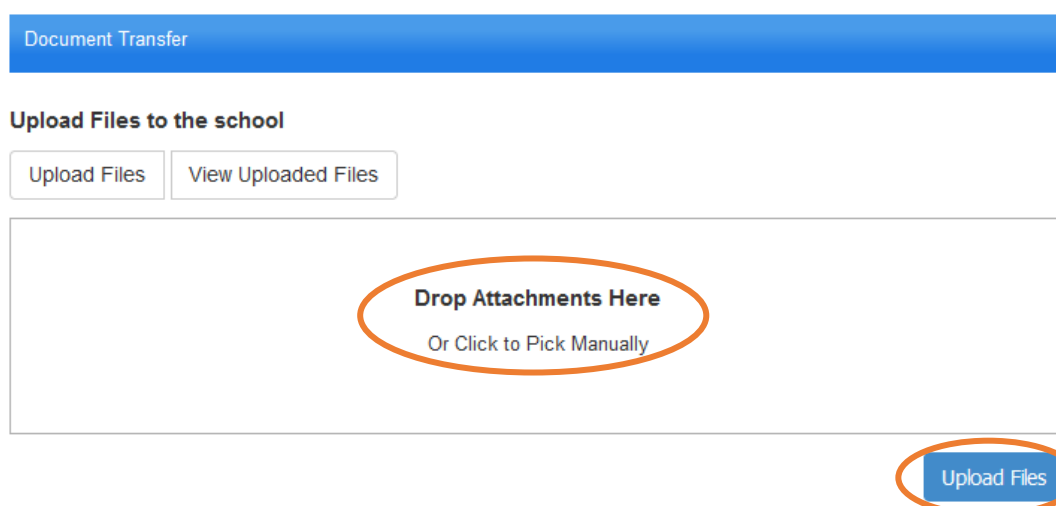
** SEQTA SIP Integration:

For SIS schools who also have SEQTA SIP Integration, please run a second, separate extract from SIS with **Student First** and **Last Name, Date of Birth and Unique ID fields**. Please upload using the following process. This will ensure that the SEQTA SIP Integration will be maintained.

Secure Data Transfer to Consent2Go

Student Data can be **securely** transferred to Consent2Go, using the following process.

1. Login to **Consent2Go**
2. Navigate to **Cog Wheel** at top right of screen.
3. Select **Document Transfer** from the menu.



4. **Drag and Drop** or **Click to choose** the newly created extract from SIS (Saved in K:\KEYS\INTEGRIS\OUTBOX).
5. Click **Upload Files** button to save into Consent2Go.
6. Repeat the upload process for the Staff Data Template, if applicable.

The Consent2Go Support Team will be automatically notified of the data upload and will commence the import process.

We will notify the school as soon as student data is visible in your Consent2Go system, ready to commence the **Data Validation/Checking** process.

Support

If you need any assistance with this process, please contact your Implementation Consultant or the Support Team (support@consent2go.com) or on 08 6555 2888.