



Student Import Wizard

Creating a CSV from RM Integrus G2



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Introduction

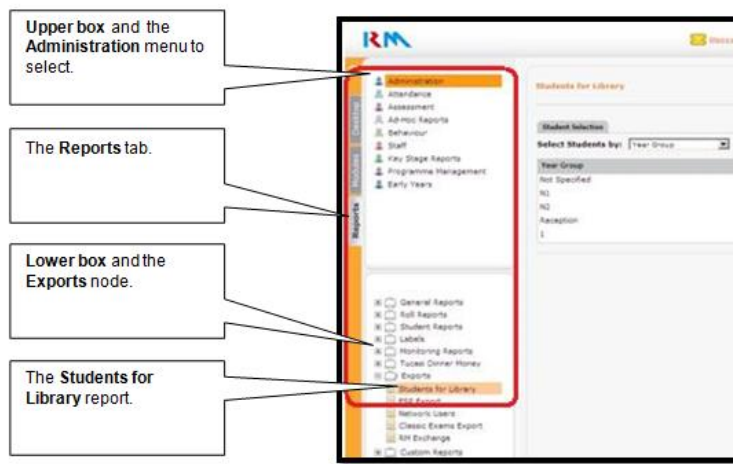
The instructions below explain how to create a CSV file from RM Integriss for importing into the library system.

This document is split into 2 parts, both are outlined below.

- **Part 1** – Exporting the Student CSV File from G2
- **Part 2** – Preparing the CSV for Import


Part 1: Exporting the Student CSV File from G2

1. Log into the G2 student management information system as an administrator.
2. From the left side of the main G2 display:
 - Click on the **Reports** tab
 - Select **Administration** from the list in the upper box
 - Expand the **Exports** node and click on the **Students for Library** report from the lower box



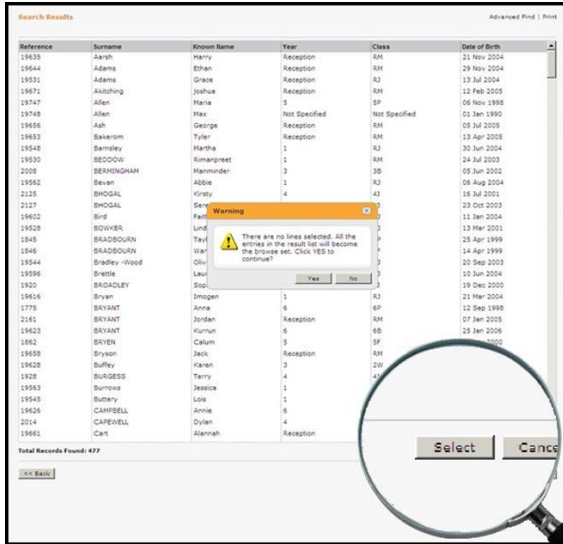
3. From the **Select Students by** combo-box, choose **Student Find**.



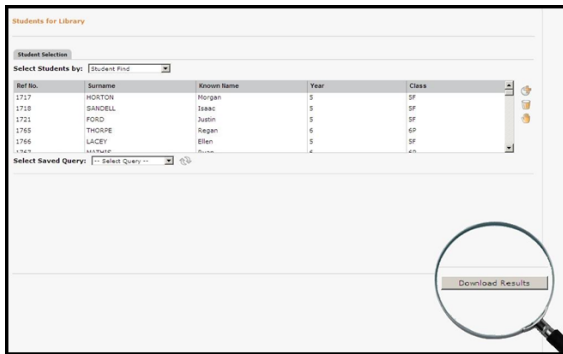
4. Click on the  icon to be taken to the General Search window.
5. Click on the **Find** button at the foot of the window.



6. Click the **Select** button at the foot of the window and answer **Yes** to the warning dialogue box that will appear.



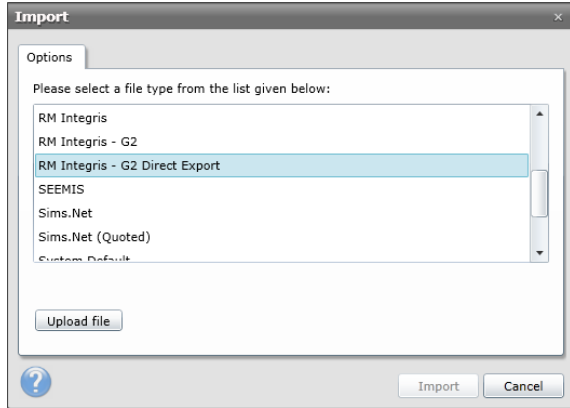
7. Click on the **Download Results** button at the foot of the window.



8. Click the **Save** button in the dialogue box that follows. Change the filename to students.csv and choose where the file is to be saved.



9. When you come to importing the csv file, try importing it using the **RM Integriss - G2 Direct Export** option as shown below.



Should this fail, you may need to alter the column headers as described below.

Part 2: Preparing the CSV for Import

If you have tried importing with the **RM Integris - G2 Direct Export** option and it has failed, you may need to change the column headers in the csv and use a different option when importing. When altering the headers, it is important that you do not use Excel as by default this will strip out any quotation marks. Use **Notepad** instead.

The instructions below explain how to alter the column headers.

1. Open the CSV file with **Notepad**.
2. Rename the column headers as described in the following table.

RM G2 Column Header	Change to
Student Date of Birth	DateOfBirth
Year Group	YearGroup
Student Reference	ManagementSystemID
Class	TutorGroup
Student Sex (M – Male, F – Female)	Gender
Name: Surname	Surname
Name: Forename	Forename
Name: Known Name	Forename
Student Address – Line 1	Address1
Student Address – Line 2	Address2
Student Address – Line 3	Address3
Student Address – Line 4	Address4
Student Address – Town	Address5
Student Address – Post Code	Postcode
Student Email Address	Email

3. After completing these instructions you are now ready to move on to the next stage. Please note that when you come to import the CSV file, you should select the **WBLS** option when prompted.

