


Exporting and Importing RM Integriss data for ReallySchool

This document describes steps to import student data from RM Integriss. Following the steps below you will export two files (CSV) which can then be imported in to ReallySchool. This process will add your student, staff and parent data to the system to save you adding this information manually.

Exporting Data from RM Integriss

Creating Report Templates

1. Login in to the RM Integriss portal
2. Select the **Ad hoc Reporting – Simple** option from the **Reports** menu .
3. Select the **Ad hoc Reports Manager** folder in the left-hand pane.
4. Create a new report by clicking the **+** icon on the right-hand side.
5. You will be presented with the **'Create Ad hoc Report'** form.
6. Enter **student-roll** in the **Name** field.
7. Select **Export** for the **Report Style**.
8. Click **Next**.
9. You will be presented with some folders. Add the following Data Items to the report by opening the relevant folder, selecting the item, then pressing **>** to add it to the report.
10. If you accidentally add an item that doesn't need to be included, select it and press **<** to remove it.


Folder	Item
Personal	<ul style="list-style-type: none">• Surname• Known name (or First name)• Date of Birth• Gender• Postcode• UPN• House• Year• Class• Teacher• Teacher 2
SEN	<ul style="list-style-type: none">• Current SEN stage
Parental Consent	<ul style="list-style-type: none">• Type• Status

11. Once all items are added, click **Next**, then **Next** again, and then **Finish** to save the report.
12. Create a similar report to add parents, start by following steps 2-5 then enter **student-parent** in the **Name** field
13. Add the following data items to the report (select an item then use **>** to add to the report):

Folder	Item
Personal	<ul style="list-style-type: none"> • Surname • Known Name (or First name) • Date of Birth • Gender • Postcode • UPN
Parent Guardian 1	<ul style="list-style-type: none"> • PG1: Title • PG1: Surname • PG1: First Name • PG1: Postcode • PG1: Mobile • PG1: Email • PG1: Relationship • PG1: Parental Responsibility
Parent Guardian 2	<ul style="list-style-type: none"> • PG2: Title • PG2: Surname • PG2: First Name • PG2: Postcode • PG2: Mobile • PG2: Email • PG2: Relationship • PG2: Parental Responsibility

14. Ensure all items are ticked, RM will prompt you that 20 plus items will make the report harder to read but still press **continue** as this will not affect the import.
15. Click **Next**, then **Next** again and then **Finish** to save the report.

Generating Reports

1. Select the **Ad hoc Reporting – Simple** option from the **Reports** menu.
2. Select the **Ad hoc Reports Manager** folder in the left-hand pane.
3. Generate the student report by selecting the **student-roll** report and then clicking the **play** icon on the right-hand side. 
4. In the **Student Selection** choose to select students by **Year Group**.
5. For an individual year group, click the specific year group you want. To select multiple year groups, hold down **CTRL** and click each one you want. To quickly select all year groups, hold **shift** and select the top and bottom options.
6. Click **Generate Report**.
7. Repeat the same process for the **student-parents** report.

Importing in to ReallySchool

- Once your school is registered with ReallySchool, go to the **ReallySchool portal** (<https://portal.reallyschool.com>) and log in.
- Select the **Admin role**, then select **Manage School** from the left side bar.
- Select the **Import** tab.
- Click **Choose file** and locate and select the **student-roll.csv file** (this should be in your downloads folder unless you saved it in a specific location).
- Select **RM Integris** as the **MIS provider**.
- Then click **IMPORT**.
- After a few minutes the student data will be imported in to the ReallySchool system.
- Once it has been imported select **RESET**.
- Then repeat the above steps but with the **student-parents.csv file**. This will also take a few minutes to complete.
- After this process, your student, houses, class list, teachers and parents will have been imported into the system.

NB: If you keep certain information on another system (such as teachers), then you will need to manually add that to ReallySchool.

For further assistance exporting or importing your data, please email support@reallyschool.com