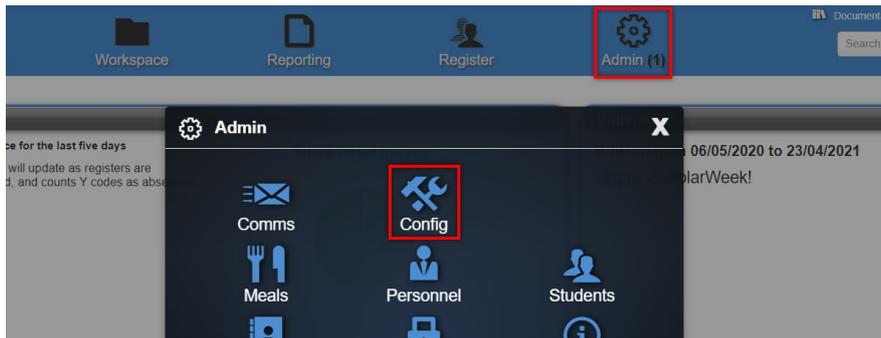


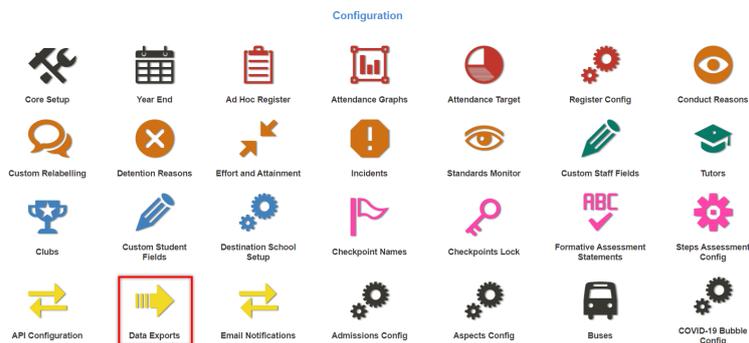
Importing from ScholarPack into ReallySchool

This document describes how to export your student, parent and staff data from ScholarPack and import this into ReallySchool.

1. Log into the ScholarPack portal and select **Admin**, followed by **Config**.

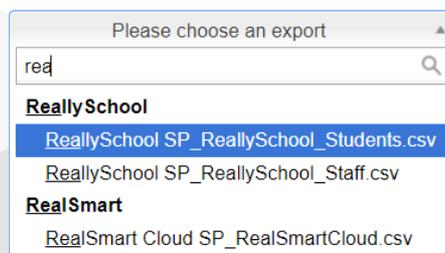


2. Then select **Data Exports**.



3. Type **ReallySchool** into the list or scroll through the drop down-list to find it, then select **ReallySchool SP_ReallySchool_Students.CSV**

Configuration - Data Exports



- ScholarPack will list the information that will be exported. Beneath this list, find and select the **Generate CSV** button.

Data Export	
Company Name	Product Name
ReallySchool	ReallySchool
Export Name	Exported Information
SP_ReallySchool_Students.csv	<ul style="list-style-type: none"> Last Name First Name DOB Gender Postcode UPN Year Group Parental Consent First Language Ethnicity Code EAL SEN Status Code SEN Need Type SEN Need Start Date SEN Need End Date FSM FSM Start Date FSM End Date FSM Ever 6 Pupil Premium Type Pupil Premium Start Date Pupil Premium End Date Class House Parent - Full Name Parent - Last Name Parent - First name Parent - Title Parent - Postcode Parent - Email Parent - Relationship Parent - Communication
Export Options	Download
<small>This export will only give you currently enrolled students or active staff.</small>	Generate CSV

- Your **CSV file** will be downloaded. You may want to save this in another folder.
- Now select **ReallySchool SP_ReallySchool_Staff.CSV** from the drop-down list. Next, select **Generate CSV**.

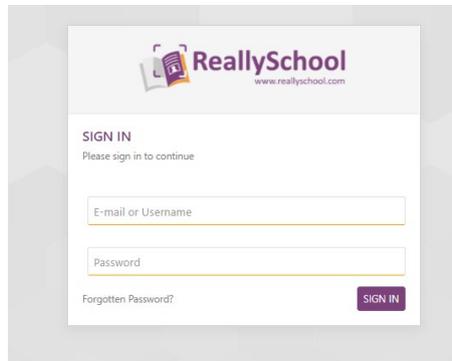
Configuration - Data Exports

Please choose an export

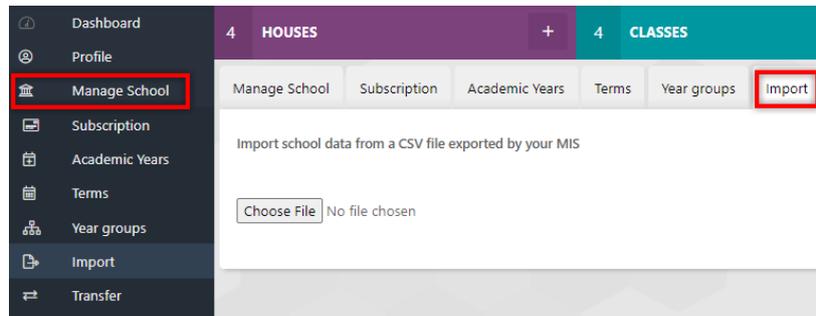
- ReallySchool**
- ReallySchool SP_ReallySchool_Students.csv
- ReallySchool SP_ReallySchool_Staff.csv**
- RealSmart**
- RealSmart Cloud SP_RealSmartCloud.csv

Data Export	
Company Name	Product Name
ReallySchool	ReallySchool
Export Name	Exported Information
SP_ReallySchool_Staff.csv	<ul style="list-style-type: none"> Full Name Last Name First Name Title Role Role Code Email DOB Tutor Group
Export Options	Download
<small>This export will only give you currently enrolled students or active staff.</small>	Generate CSV

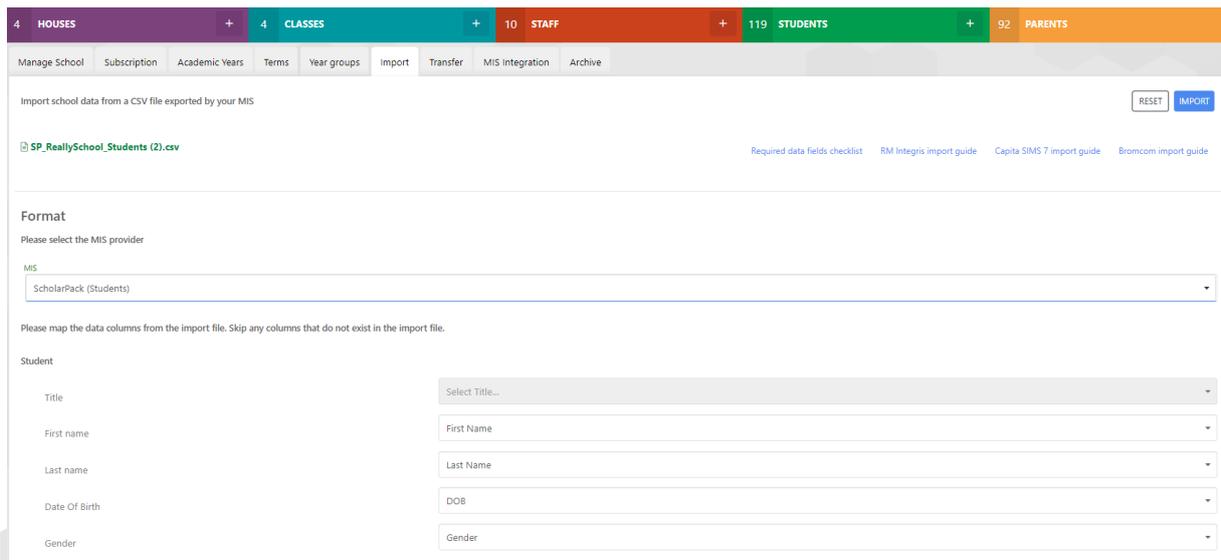
- Once you have both CSV files downloaded, log into the **ReallySchool portal** and select the **Admin** role.



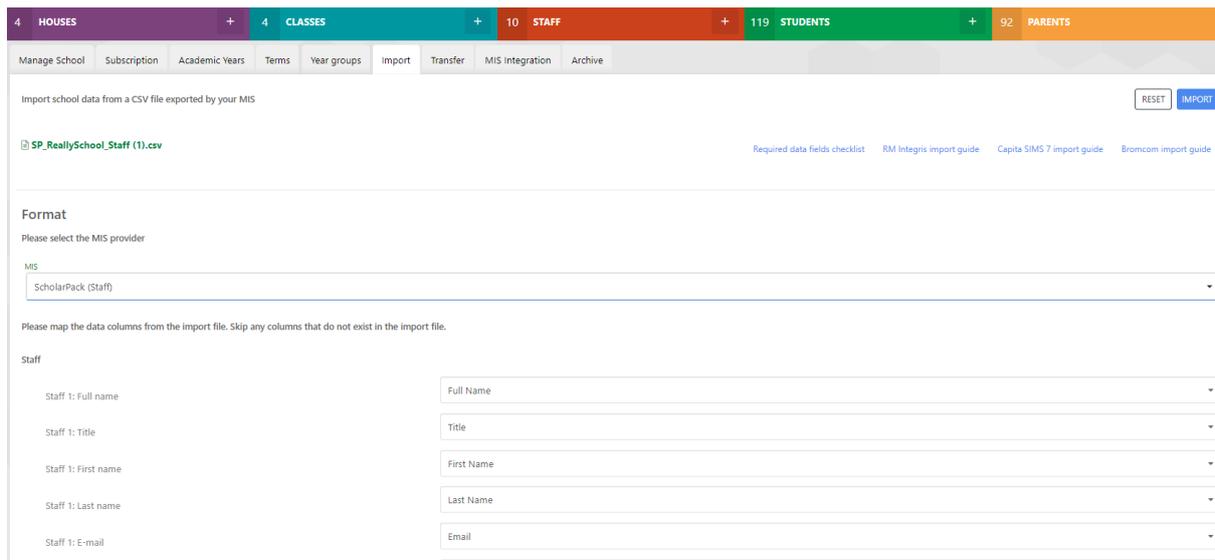
- Next, select **Manage School** and then **Import**.



- Select your ScholarPack **Student CSV file**, then select **ScholarPack (Students)** from the import options list.



10. Now select **Import** (confirm the import when prompted). Please note it may take a few minutes for your data to be imported.
11. Select **Reset**.
12. Finally, select your Scholarpack **Staff CSV file**, choose **ScholarPack (Staff)** from the drop-down list and press **Import**. Please note that, again, the import process may take a few minutes.



The screenshot shows the 'STAFF' import page in the ReallySchool system. The top navigation bar includes '4 HOUSES', '4 CLASSES', '10 STAFF', '119 STUDENTS', and '92 PARENTS'. The 'Import' tab is active, with sub-tabs for 'Manage School', 'Subscription', 'Academic Years', 'Terms', 'Year groups', 'Import', 'Transfer', 'MIS Integration', and 'Archive'. The main content area is titled 'Import school data from a CSV file exported by your MIS' and features a 'RESET' button and an 'IMPORT' button. A file named 'SP_ReallySchool_Staff (1).csv' is selected. Below this, there are links for 'Required data fields checklist', 'RM Integris import guide', 'Capita SIMS 7 import guide', and 'Bromcom import guide'. The 'Format' section prompts the user to 'Please select the MIS provider' and shows a dropdown menu with 'ScholarPack (Staff)' selected. A mapping section titled 'Staff' allows the user to map columns from the import file to system fields: 'Staff 1: Full name' maps to 'Full Name', 'Staff 1: Title' maps to 'Title', 'Staff 1: First name' maps to 'First Name', 'Staff 1: Last name' maps to 'Last Name', and 'Staff 1: E-mail' maps to 'Email'.