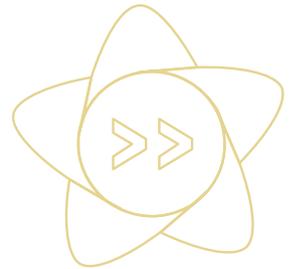


>> frontier

Transition to a Different MIS System





Version Control

Version	Date	Description	Responsible
1.0	03/03/10	Details of MIS transfer	Karl Walker

QA Revision

Version	Date	Description



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1. Introduction

When a school has an existing MIS system and is transferring to a new/different MIS system where the format of the source id is the same, this will cause duplicate groups and corridors under the existing 05 and 06 nodes and add to the existing 02 all staff and student groups.

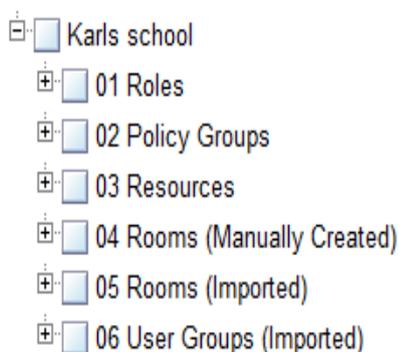
The new groups and corridors will be separate as each MIS system has its own way of labelling organisational units but will be created in the existing areas of the school structure.

Once this process is completed users can login using the same username and password they did previously and their E-portfolio will remain accessible.

2. Preparation

Before you change MIS systems we recommend making some minor updates to your existing structure to make migration simpler.

Prior to the transition your structure should resemble the following:

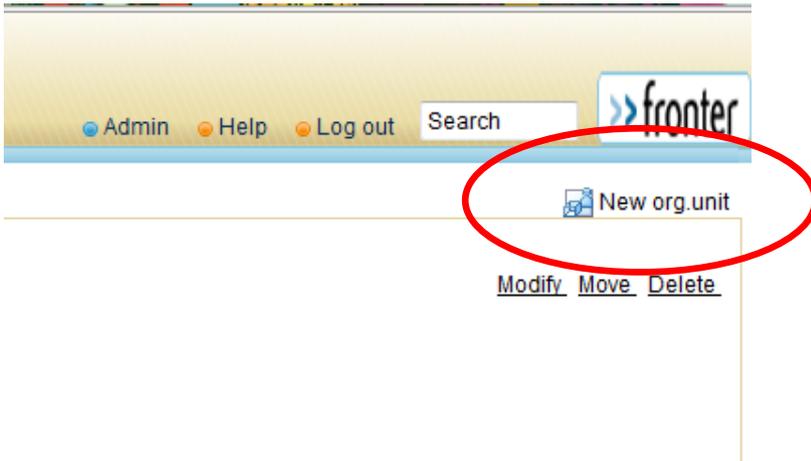


Now deactivate the old integration if this has not already been done.

We would recommend that the school admin should now archive the rooms in their current “05 Rooms (Imported) (old)” which they want to keep. The reason for this is that they will then be able to copy from these rooms when activating the newly created rooms.

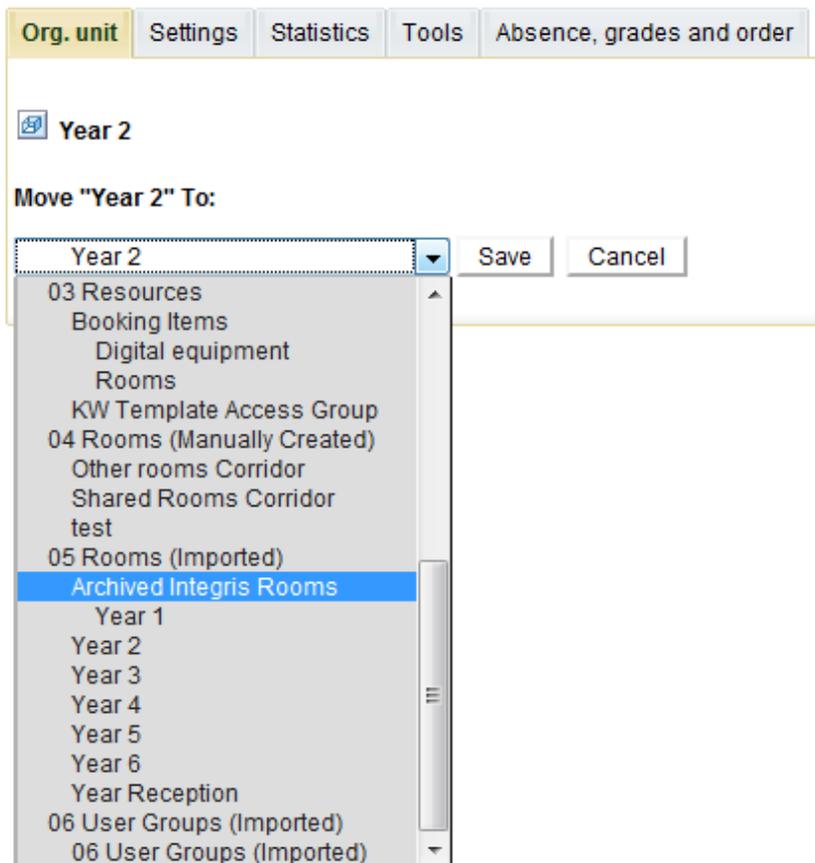
To make the structure easier to traverse for the admin it is advisable to tidy up the structure once the new data has imported. Corridors with archived rooms on can't be removed because they still contain a room even though it is not visible, so these corridors can either be left or to avoid confusion moved to a node labeled archived.

To do this click on the 05 Rooms imported node in Admin mode then “New org.unit” in the top right hand corner



Fill in the title with something like "Archived MIS rooms" and leave both tick boxes unticked this will create a node rather than a group or a corridor.

Then move the remaining corridors to the new archived rooms' node you have just created by clicking on the corridor on the left hand side and then the move button in the top right hand corner.

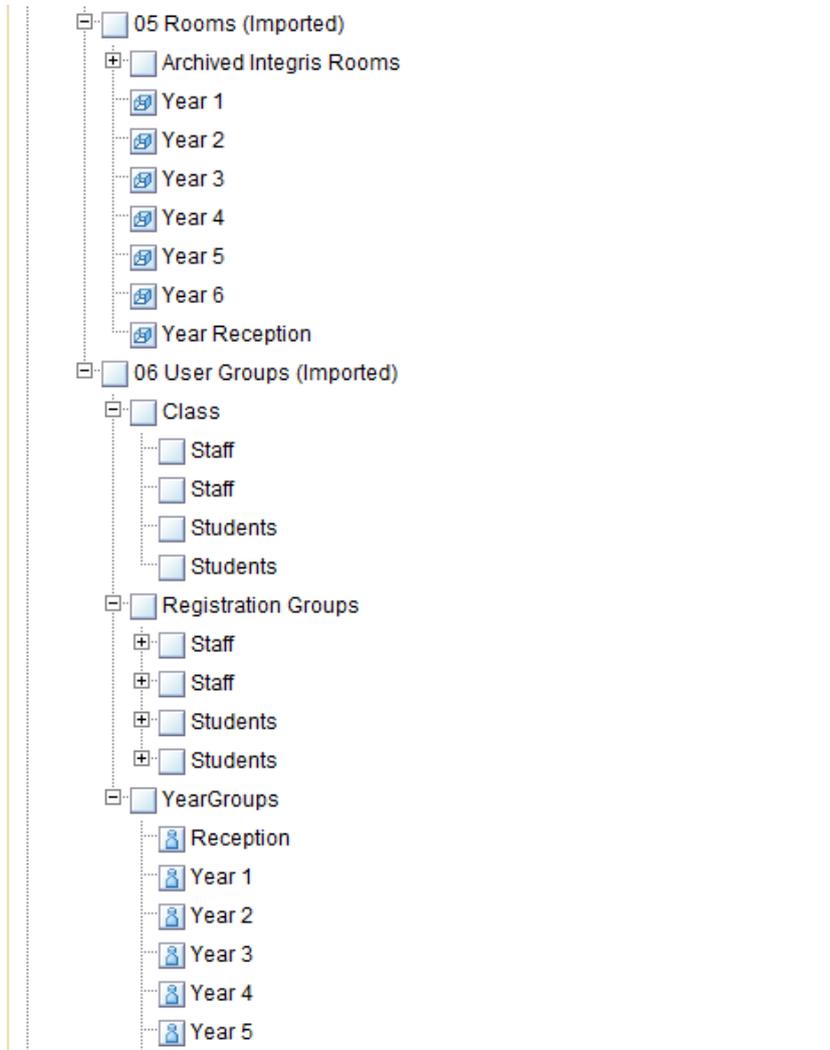


On the drop down box select the archived room node, and then click save. This will move the room to the archive node; repeat this process for the remaining corridors. Alternativley if you are using Internet Explorer you can simply drag and drop the corridors.



3. Activation

You should now setup and activate the new MIS integration. Once the data has been imported it should resemble the following:



Once the integration and migration has been completed successfully we recommend that you delete the “(old)” empty corridors/groups or move them into an area called “X old” so that you can access them at a later date should you wish to.

You will be able to establish which are the old nodes by checking the creation date, you will find this when on the Org.unit tab in admin mode with the node/group/corridor selected on the left hand side.

Org. unit Settings Statistics Tools Absence, grad

Reception

Created by: Ben teacher (2010-07-13 16:06)

Allow to create sub: groups

Description:

If you remove a new org unit by mistake another full export from MIS that night will recreate it overnight.



4. Data Matching

When a MIS is moved from one MIS platform to another MIS platform, the following attributes must be identical in both systems to allow the accounts to be automatically matched:

Student data is matched on UPN then on First Name / Surname / DOB if no match is found on UPN. If a match is found on UPN the student accounts from the new MIS will be automatically merged with the existing accounts. If a match on UPN cannot be found the system will try to match on first name, surname and DOB, if this happens a conflict will be created. If no match is found then a new account will be created.

Teacher data is matched on First Name / Surname / DOB if a match is found on first name surname and DOB a conflict will be created. If no match is found then a new account will be created.

A guide on how to resolve conflicts can be found on the support site <http://support.fronter.com>,

If the data in your MIS matches the data on your new MIS then all students will be automatically merged and the new staff users will be set to conflicts which will need to be resolved. If new accounts are created then these can be merged afterwards by the Fronter Helpdesk so please feel free to contact the fronter help desk for assistance.

5. Rooms

At this point it is advisable to activate the new rooms that have been created; the options presented here are the same as at the Start of Year. Assuming the naming convention of classes is consistent with your old MIS it should be a case of matching rooms like for like, so either use the “copy” option to copy content from original room or the “move users in to room” to merge the rooms together.

A guide on the start of year room options can be found on the support site <http://frontersupport.com>

6. Completion

Once any conflicts have been resolved, the old nodes removed and any content copied to new room the process will be complete and the users will be able to login and continue using Fronter. Any issues or problems please contact Fronter support.