

CSV download user guide

Renaissance

About Wonde

Wonde supports over 28,000 schools, providing an innovative data management solution designed and built to integrate seamlessly with school MIS', ensuring data is securely maintained, managed and accessible. Wonde continuously acquires updates from schools and applications, to ensure data is accurate and timely.

We can use this to produce a CSV document, in the required format, to be imported into your Renaissance account thereby simplifying the process and saving you time and resources.

This user guide provides you with step by step instructions in getting started.

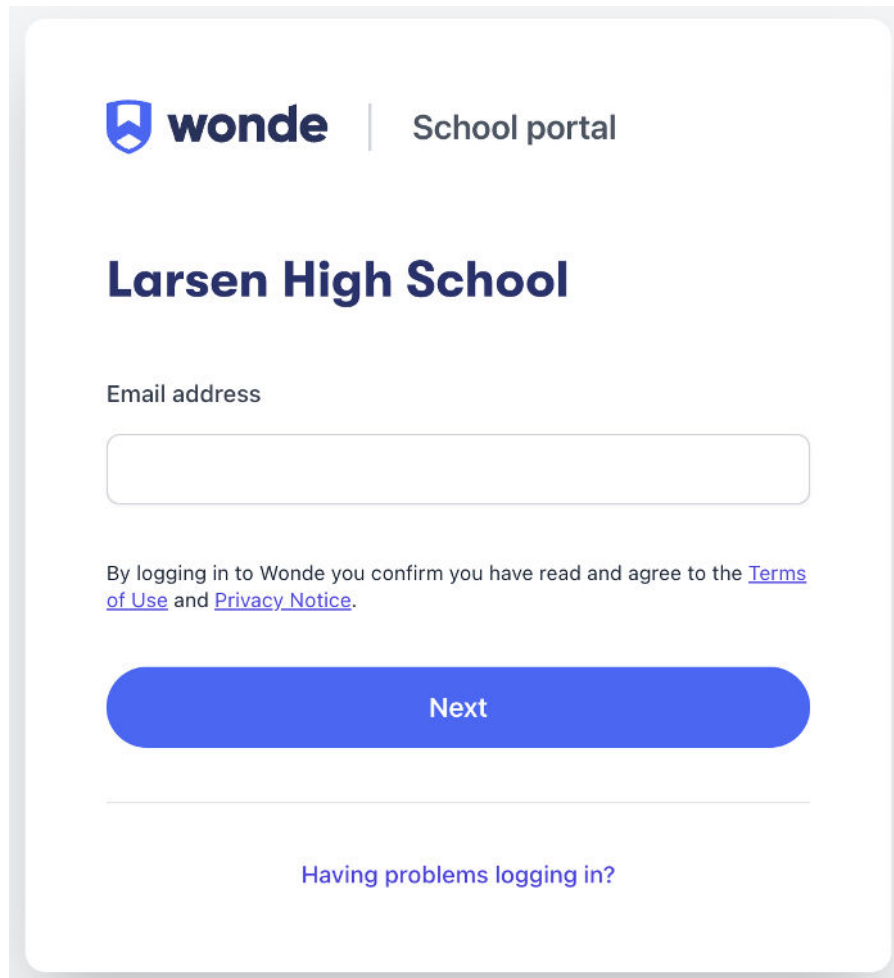
Logging into the Wonde Portal

If you are the Wonde administrator for your school you can log in using this link:

<https://edu.wonde.com/login>

To access your dashboard, search for your school - you can use your school's postcode or school name.

Next, enter your email address and click 'Next'



The screenshot shows a login page for the Wonde School portal. At the top left is the Wonde logo, a blue shield with a white book icon, followed by the text "wonde" in a bold, dark blue font. To the right of the logo is a vertical line and the text "School portal". Below this is the school name "Larsen High School" in a large, bold, dark blue font. Underneath the school name is the label "Email address" in a smaller, dark blue font. Below the label is a white rectangular input field with a thin grey border. Below the input field is a line of text: "By logging in to Wonde you confirm you have read and agree to the [Terms of Use](#) and [Privacy Notice](#)." Below this text is a large, rounded blue button with the word "Next" in white text. At the bottom of the page, there is a thin horizontal line and the text "Having problems logging in?" in a dark blue font.

Please check your inbox and click 'Sign into Wonde' from the email. The email will look like this.



Action required

You have requested access to your Wonde account.

You have requested a link for signing in to your Wonde account safely and securely. To access your account, simply click on the link below.

Sign into Wonde

Please note: this link will only be valid for 30 minutes and can only be used once.

Approving the connection

If the tile shows under 'Pending Approval' on your dashboard, it means the connection has not yet been approved and therefore you are unable to enter the 'Access Control' and 'CSV download' areas. You will need to review Renaissance's permissions and approve them before you can continue.

Within the Wonde Portal, select the Renaissance tile.



Renaissance

To approve the Renaissance application, simply click on 'Permissions'

Permissions

CSV Download

Documents

From the Permissions page you can choose the information you share with Renaissance, ensuring it is only relevant data that is provided to them.

Clicking the + will expand the lists to show you what specific data you will be allowing access to.

| | | | |
|----------------------------|-------------------------|--------------------|---|
| Assessment | 34 optional permissions | 34 new permissions | + |
| Attendance | 16 optional permissions | 16 new permissions | + |
| Contracts | 5 optional permissions | 5 new permissions | + |
| Employee | 8 optional permissions | 17 new permissions | + |
| Event | | 5 new permissions | + |
| Exclusions | 13 optional permissions | 13 new permissions | + |
| Groups, Classes & Subjects | | 13 new permissions | + |
| Student | 23 optional permissions | 32 new permissions | + |
| Timetable | | 15 new permissions | + |

Please note: some of these key data fields are required for Renaissance to operate and are therefore also required within the Wonde Portal too. Some are identified as optional and can be edited by yourself at any time.

When you are happy with the data you will be sharing with Renaissance, please click 'Approve access'.

✓ Approve access

You will be asked to confirm this one last time, along with confirming you are happy with [Wonde's documentation](#). Please click 'Approve Access' again.

Approve Renaissance

By selecting approve application, you confirm and agree:

(i) that Renaissance will have access to school data sets identified as 'required' permissions and 'optional' permissions (which were toggled 'on' [on the previous screen]); and

(ii) that you have read and agree to the terms of the following agreements [Wonde's Data Processing Agreement](#), [Licence Terms](#) and [Privacy Notice](#).

Cancel

Approve application

If Wonde is already connected to your MIS please skip to 'Audit' (the next stage within this guide).

If there isn't an existing Wonde connection at your school, you will be shown options (as detailed below). Depending on the MIS your school uses, you may be asked to book an appointment with a member of Wonde's integration team (these appointments take approximately 15 minutes).

You can arrange an appointment to connect your school to Wonde.

[Book Appointment](#)

[Change date](#)

Times displayed are in Europe/London.

| | | | | |
|----------|----------|----------|----------|----------|
| 8:40 am | 9:00 am | 9:20 am | 9:40 am | 10:00 am |
| 10:20 am | 10:40 am | 11:00 am | 11:20 am | 11:40 am |
| 12:00 pm | 12:20 pm | 12:40 pm | 1:00 pm | 1:20 pm |
| 1:40 pm | 2:00 pm | 2:20 pm | 2:40 pm | 3:00 pm |
| 3:20 pm | 3:40 pm | 4:00 pm | 4:20 pm | 4:40 pm |

Audit

At this point, Wonde will be notified that you have approved access for Renaissance and will conduct an internal audit to ensure the connection is in place and the reports are running correctly.

The audit can take up to a day and therefore you will need to come back to the Wonde portal to download the CSV file after this audit has been completed.

To log back into the Wonde Portal please visit: <https://edu.wonde.com/login>.

Access Control

Once you have approved the connection and Wonde has passed the school through the internal audit process (e.g. the connection is in place and the reports are running correctly), both the 'Access Control' and 'CSV Download' options can now be selected.

The Access Control area allows you to remove users from the CSV file before it is downloaded.

Permissions

Access Control

CSV Download

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You will be presented with three options. Select which option is most appropriate for your needs:

- **Allow access to all users:** This means that all approved users data will be included in the CSV download.
- **Exclude certain users and allow access to all others.**
- **Allow access to certain users and exclude all others.**

Should you choose to exclude certain users, searching by name, class or year group can speed up the process.

Mark as included Mark as excluded

1 record selected. [Select all 11.](#) [Deselect all.](#)

| <input type="checkbox"/> | Name | User type | Registration | Year | Access |
|-------------------------------------|--------------------|-----------|--------------|------|----------|
| <input type="checkbox"/> | Lucie Cedric-Smith | Student | 9F | 9 | Included |
| <input type="checkbox"/> | Abigail Goldsmith | Student | N | 13 | Included |
| <input checked="" type="checkbox"/> | Alex Smith | Student | L | 13 | Included |

Please note: this area automatically saves all changes you make, so please ensure you are happy with the final selection before leaving this area.

CSV Download

The CSV Download area allows you to download a CSV file containing all of the necessary information to later import into Renaissance.

If you would like to remove any users from the export then please do this via the 'Access Control' section before downloading the CSV.

[Permissions](#) [Access Control](#) [CSV Download](#) [Documents](#)

Then select your desired settings from the options provided.

Data *

Students

Identifier *

UPN

The UPN is 13 characters long, starting with a letter and used in state schools in England and Wales

Filters

None Groups Classes

Download

Make sure to select your preferred identifier. Keeping the same identifier each time an update is made will ensure no duplicates are created upon import.

Once you click 'Download', a file will be saved to your device and you will be ready to import the information selected.

Importing your CSV into Renaissance

The next steps will require you to be logged into your Renaissance account.

Click on the link below to view the Renaissance guide on how to import your CSV. By completing this last stage you will have the most up to date information in Renaissance, straight from your MIS and in the right format.

Renaissance Import Guide

Need help?

Wonde

Email: support@wonde.com

Phone: +44 1638 438094

Renaissance

Email: support@renlearn.co.uk

Phone: +44 (0)207 184 4000