

CSV download user guide

Renaissance – Freckle

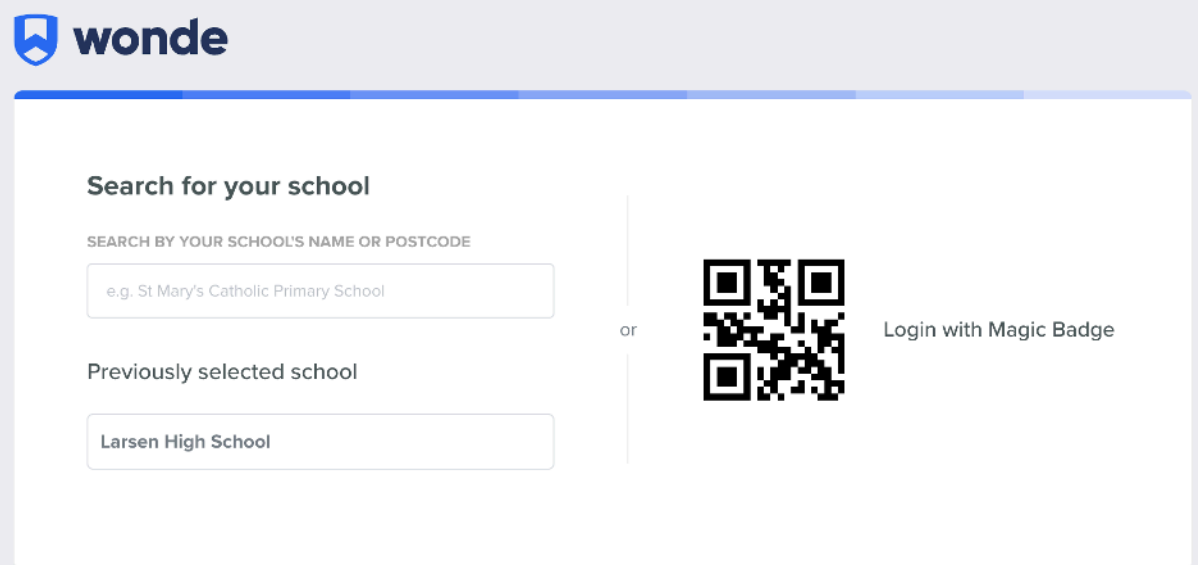
Wonde connects to the key information that is held within a schools MIS (e.g. SIMS, Arbor, Integris etc.) and uses this to produce a CSV document in the required format, to be imported into your Freckle account – making the process much easier for you!

This user guide will give step by step instructions for how to do this.

Logging in to the Wonde Portal


If you are the Wonde administrator for your school you can log in using this link: <https://edu.wonde.com/login>

Please login, firstly by searching for your school (you can use postcode, school name etc.)



The screenshot shows the Wonde login portal. At the top left is the Wonde logo. Below it, the heading "Search for your school" is followed by the instruction "SEARCH BY YOUR SCHOOL'S NAME OR POSTCODE". There are two input fields: the first contains "e.g. St Mary's Catholic Primary School" and the second contains "Larsen High School". To the right of these fields is a QR code and the text "Login with Magic Badge". The word "or" is positioned between the search fields and the QR code.

Next, enter your email address




Larsen High School


Enter your email or username

By logging in to Wonde you confirm you have read and agree to the [Terms of Use](#) and [Privacy Notice](#)

Next



Login with Magic Badge



Login with Emoji Password

Send magic link

Click '*Send magic link*' (Following this please check your inbox and enter the code presented within the email **or** click '*Sign into Wonde*' from the email.)

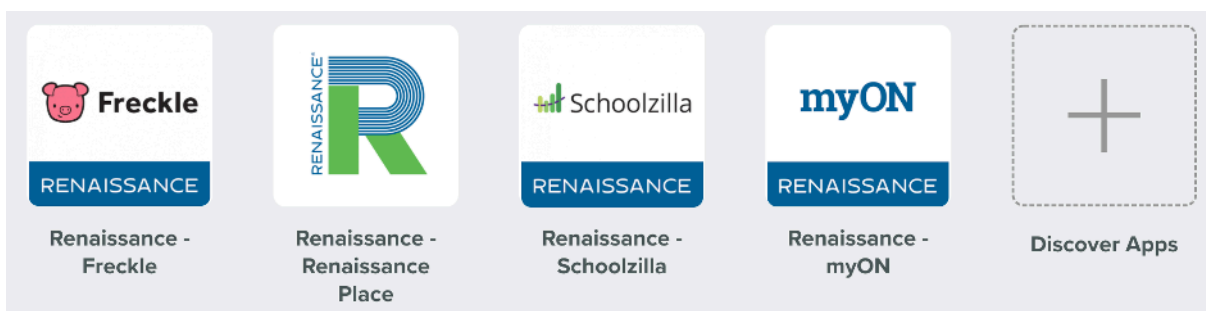


Great news!

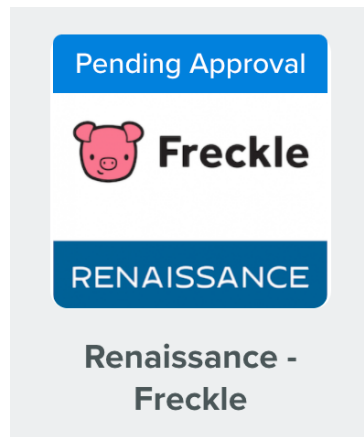
We sent a verification to your email address. Please click on the link or enter the code.

Approving the connection

Within the Wonde Portal, select the Freckle tile.

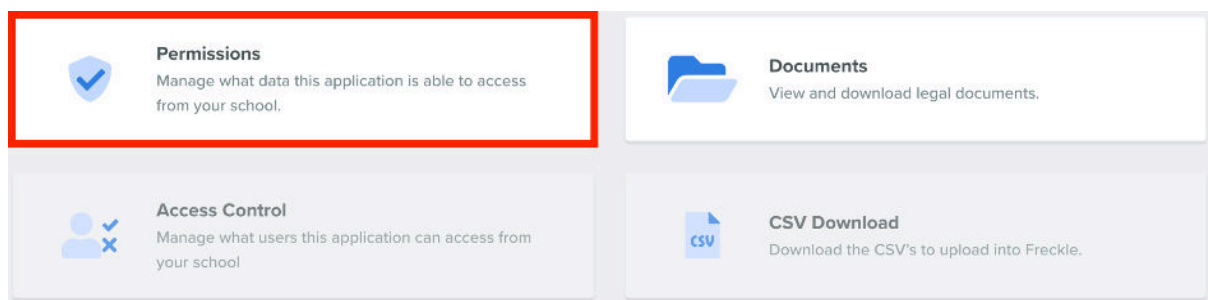


The tile will show with a blue 'Pending Approval' banner as shown below. If this is the case for your school, this will need reviewing and approving before you can continue.



At this stage the connection has not yet been approved so you are unable to enter the 'Access Control' & 'CSV Download' areas as you must first approve the request for access.

To approved, click on 'Permissions'



From the Permissions page you can choose the information you share with Freckle.

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

Permissions	
These are the permissions that the application has to access the school's data.	
Student	23 optional >
Groups, Classes & Subjects	>
Timetable	>
Attendance	16 optional >
Employee	8 optional >
Contracts	5 optional >
Assessment	34 optional >
Event	>
Exclusions	13 optional >

Some of these key data fields are required for Freckle and are therefore also required within the Wonde Portal too. Some are optional and can be edited by yourself at any time.

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

Approve access

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

Confirm Action

By clicking approve access to Renaissance - Freckle you agree to [Wonde's Data Processing Agreement](#), [Licence Terms](#), and [Privacy Notice](#).

Cancel

Approve Access

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 then you will be shown the options 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).

Schedule your Wonde installation

As your school does not have Wonde installed yet, please book a time for one of our engineers to call you to setup your installation.

What MIS/SIS does your school use?

SIMS

Is your school's SIMS hosted by Hampshire County Council?

☐ Yes ☐ No

Country

UK & rest of the world

Appointment date

Select date

Select time

Times provided in Europe/London time zone

Full name

Megan

Taylor

Email address

Phone number

Schedule appointment

Audit:

At this point, Wonde will be notified that you have approved access 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.

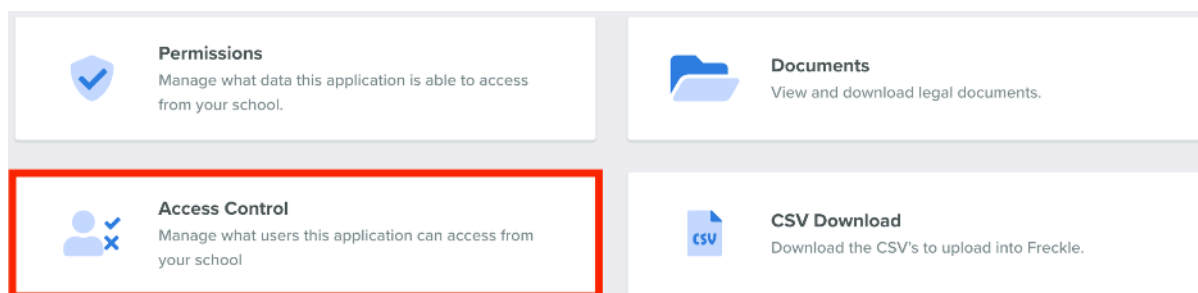
To log back into the Wonde Portal again please visit:

<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.



You will be presented with 3 options, select which option is most appropriate for your needs:

- **Allow access to all users:** This means that all 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.

The screenshot shows the 'Access Control' interface. At the top is a search bar with 'taylor' entered. Below it is an 'Advanced search' section. The main part is a table with columns: Name, User type, Registration, Year, and Access. There are three rows of users, each with a toggle switch on the left. The first two rows are 'Included' and the third is 'Excluded'.

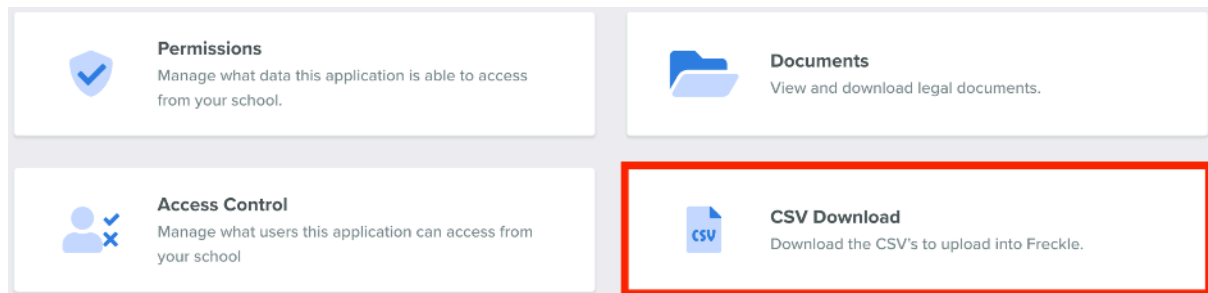
	Name	User type	Registration	Year	Access
<input type="checkbox"/>	Lucy Taylor	Student	11F	11	Included
<input type="checkbox"/>	Rachel Taylor	Student	9A	9	Included
<input checked="" type="checkbox"/>	Tommy Taylor	Student	1C	1	Excluded

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

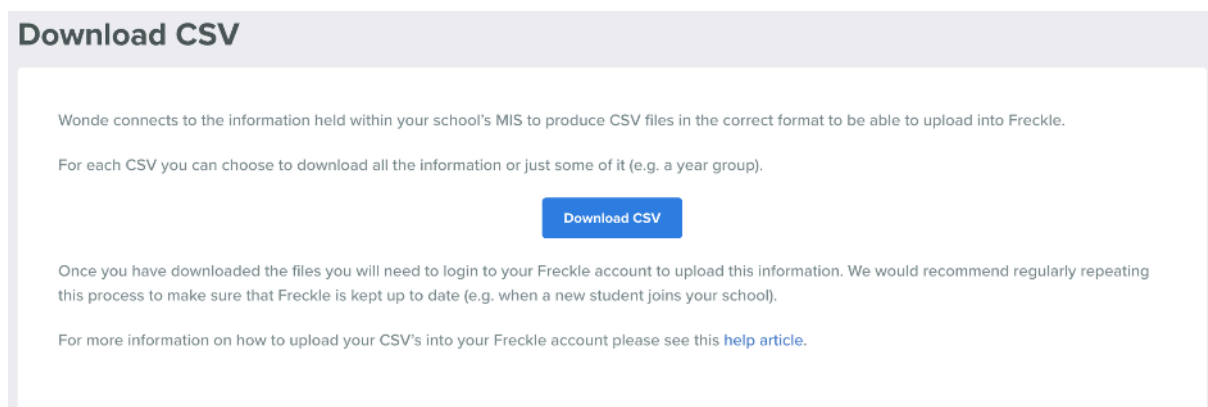
CSV Download

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

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



From within this section, you simply need to click '*Download CSV*'



Then select your desired settings from the options provided:

Download CSV

×

Please populate the School ID field with your Freckle account ID (located in your welcome email) before updating your Freckle account.

If you have already uploaded information into Freckle then you will need to select the identifier you have previously used, or you can select the 'leave blank' option and populate it manually.

WARNING if you upload a CSV with a different student identifier into Freckle then duplicate student records will be created.

Download CSV

Select

▼

Select Identifier

Select identifier

▼

Filter results

☒ Include all

☐ Filter by groups

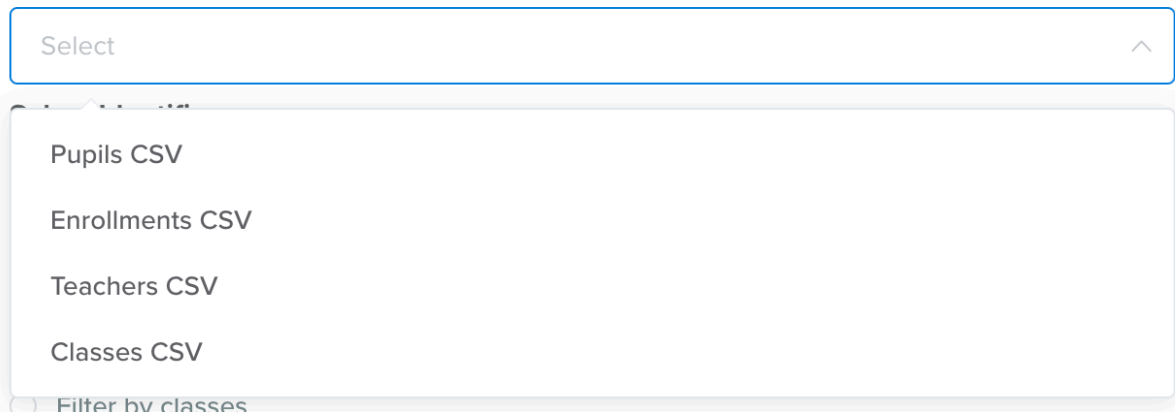
☐ Filter by classes

Download

Cancel

Please note that Freckle has multiple CSV templates that can be downloaded. All four **must** be updated every time you update Freckle.

Download CSV

A screenshot of a web interface showing a dropdown menu for 'Download CSV'. The dropdown is open, displaying four options: 'Pupils CSV', 'Enrollments CSV', 'Teachers CSV', and 'Classes CSV'. Above the dropdown is a search bar with the text 'Select' and an upward arrow. Below the dropdown, a partially visible option 'Filter by classes' is shown.

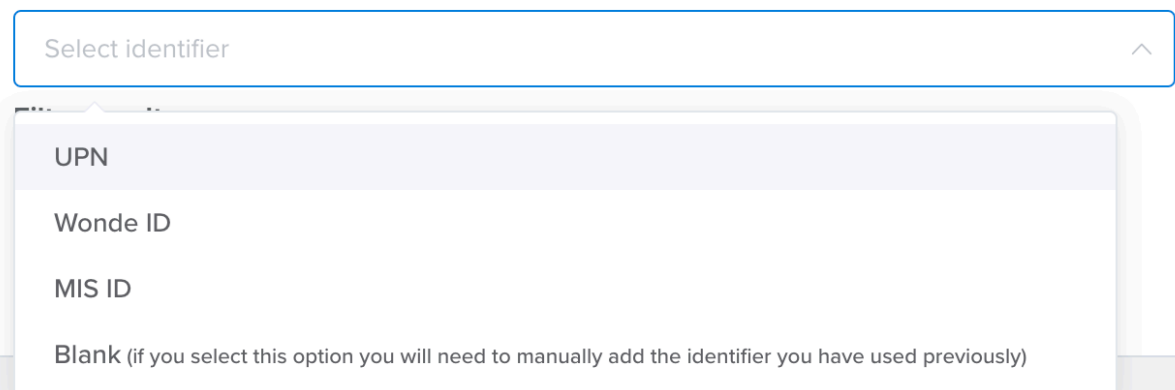
Select

- Pupils CSV
- Enrollments CSV
- Teachers CSV
- Classes CSV

Filter by classes

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

Select Identifier

A screenshot of a web interface showing a dropdown menu for 'Select Identifier'. The dropdown is open, displaying four options: 'UPN', 'Wonde ID', 'MIS ID', and 'Blank (if you select this option you will need to manually add the identifier you have used previously)'. Above the dropdown is a search bar with the text 'Select identifier' and an upward arrow.

Select identifier

- UPN
- Wonde ID
- MIS ID
- Blank (if you select this option you will need to manually add the identifier you have used previously)

Importing your CSV into Freckle

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

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

[Freckle](#) [Import Guide](#)

Please skip to the 'Uploading Your Class List Files' section

Need help?

Wonde Support

Email: support@wonde.com

Phone: +44 1638 438094

Renaissance Support

Email: uksupport@renaissance.com

Phone: +44 (0)207 184 4000