

## STEP 1

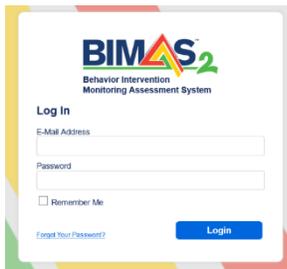
### CREATING & IMPORTING SCHOOLS IN THE BIMAS-2

The first thing a BIMAS-2 user (account administrator) must do after activating their BIMAS-2 account is to set up the School(s). This can be accomplished either manually or through an import data process using a specially formatted spreadsheet file. The two methods are presented next.

Note: If you are using the BIMAS-2 in an alternative setting such as a private office, clinic, etc., use your business name or setting's name in place of "School Name".

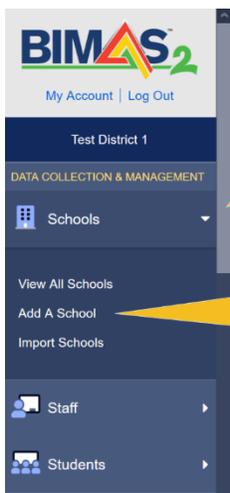
#### (A) MANUAL SET UP OF A SCHOOL.

If the number of schools in your school district is relatively small, the build your schools manually, one at a time.



Login into the BIMAS-2 with the link provided during the registration. Most likely the link is <https://app.edumetrisis.com/>. However it is best to use the link provided to you when you received an invitation to activate your account.

Next,



By default the BIMAS-2 interface will show the schools that you have in your account or none if this is the first time you are using the platform. Select the middle option **[Add A School]** to manually create a school.

The School information data entry window will appear next where you will be able to provide the information for each building or setting.

**Note:** If you are a one building school or one that includes students k-12, you may want to create more than one settings/(schools). It is not necessary but it might help you generate quicker aggregate reports

or track the progress of Universal Assessment across these three settings (elem, middle, high school). If you opt to include all students in the k-12 building, then reports can still be generated but you will have to select individual grade levels. If you are an organization, like a Community Mental Health program, and you offer School Based Mental Health Services you may want to identify your agency as the "school" or create more than one School(s) where your clients/students attend classes. This also applies if you are a BIMAS-2 user in Private Practice.

**SCHOOLS** » ADD A NEW SCHOOL

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School Name:\*

Address:\*

Address Line 2

City:\*

Country:\*

State:\*

Zip:\*

School Admin First Name:\*

School Admin Last Name:\*

School Admin Job Title:\*

School Admin Email Address:\*

School Admin Phone:

**Use Existing Staff Member**

Send this new admin user an account access email

**Save School**

Type in the information needed in the various fields.

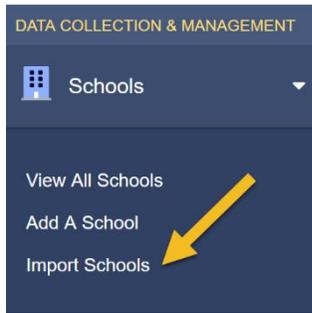
- Make sure that the name of the school is typed in the exact same way as it appears in your school’s student database system. In subsequent files make sure you use this exact name otherwise you will encounter errors in the data import process.
- You can insert a checkmark if you wish to have the building administrator receive an email to activate their account but this is not required. If you do send them the invitation make sure you do not include them later on when you import the Staff import file.

Send this new admin user an account access email

**Save School**

Finally, press **Save School** . You can continue in this manner, adding all schools in your BIMAS-2 account.

## (B) CREATING THE SCHOOL LIST USING THE DATA IMPORT TEMPLATE.



If there are many school buildings in your school district the information used above in the manual process is most likely available in a district's data base.

The next few paragraphs describe this process.

From the menu option select **Import Schools** menu

The next window will appear on the screen

### IMPORT SCHOOLS FROM CSV

Select a file to upload to the database (the file must be in .csv format). Not sure how to import data? Download the [guide for creating and importing schools](#) and a [sample .csv file](#).

Select File  No file selected.

Click, download and open a copy of the [sample.csv file](#). It will look like the file below. Read the notes on lines 8 and 9 and then delete them. This is how you will organize the import file using data form your district's database. Review the sample data in rows 2 through 5 and then delete them. Your export file from the district database should have this information. After you review the file, delete the sample records (**ALL EXCEPT ROW 1**) and enter your own data. Organize your file the same way making sure that the first row and the titles of the columns remain exactly the same.

	A	B	C	D	E	F	G	H	I	J	K
1	school_name*	address_1*	address_2	city*	state*	zip*	country*	admin_first_name*	admin_last_name*	admin_email*	admin_title
2	Cool School	123 Cool St		Coolville	ND	44001	United States	Dave	Coolman	coolman@example.com	Assistant Principal
3	Sunnyside	123 Cool St		Bentville	KY	60910	United States	Benjamin	Decker	deck@example.com	Principal
4	Central High	1234 Fake St	Unit 11	Denver	CO	80221	United States	Sam	Schilling	sam@example.com	Headmaster
5	East High	1234 Fake St	Unit 11	Denver	CO	80221	United States	Mary	Schilling	mary@example.com	Headmaster
6											
7											
8	Make sure the school name that you use in this file is also used exactly as typed here in the second import step with the Staff members.										
9	Check the accuracy of the email and make sure your IT department does not block emails delivered from Edumetrisis.com										
10											

Keep in mind that there is one basic rule for "importing data" files to work properly. The CSV file you create to import your data must be **identical** to the one you download from the BIMAS-2 platform. Also note that the asterisk after each variable denotes a required filed.

When you complete populating the columns and rows with the proper data you must save the file in CSV format.

File name:

Save as type:

Next, we will import the data in the BIMAS-2 platform. In the IMPORT SCHOOLS FROM CSV window (see below) select **Browse...**, find the csv file you just created, select it and when the BIMAS-2 platform returns the message that the file is valid, press [Import File]. A confirmation message will appear with the importing outcome being successful.

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Select File  No file selected.



Go to the **[Schools]** menu item and the list of the schools will appear on the window.

### **SOME GENERAL RULES and RECOMMENDATIONS**

**Common errors of previous users trying to complete this import file process include:**

- Email formatting problems. (the emails of staff members did not transfer the proper way, an extra “@” or wrong domain name or misspellings. Check this information by quickly scanning/scrolling down the list. Related to emails, make sure your IT department does not block emails delivered from Edumetrisis.com Request that the domain name edumetrisis.com is “whitelisted”.
- Make sure the school name that you use in this file is the same one you will use when importing staff members. step with the Staff members.

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DO NOT HESITATE TO REACH OUT TO US IF YOU EXPERIENCE ANY DATA IMPORTING DIFFICULTIES—EMAIL US AT: [HELP@EDUMETRISIS.COM](mailto:HELP@EDUMETRISIS.COM)

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