

# CSV download user guide

Renaissance – Freckle

## About Wonde

Wonde supports over 24,000 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 Freckle account thereby simplifying the process and saving you time and resources.

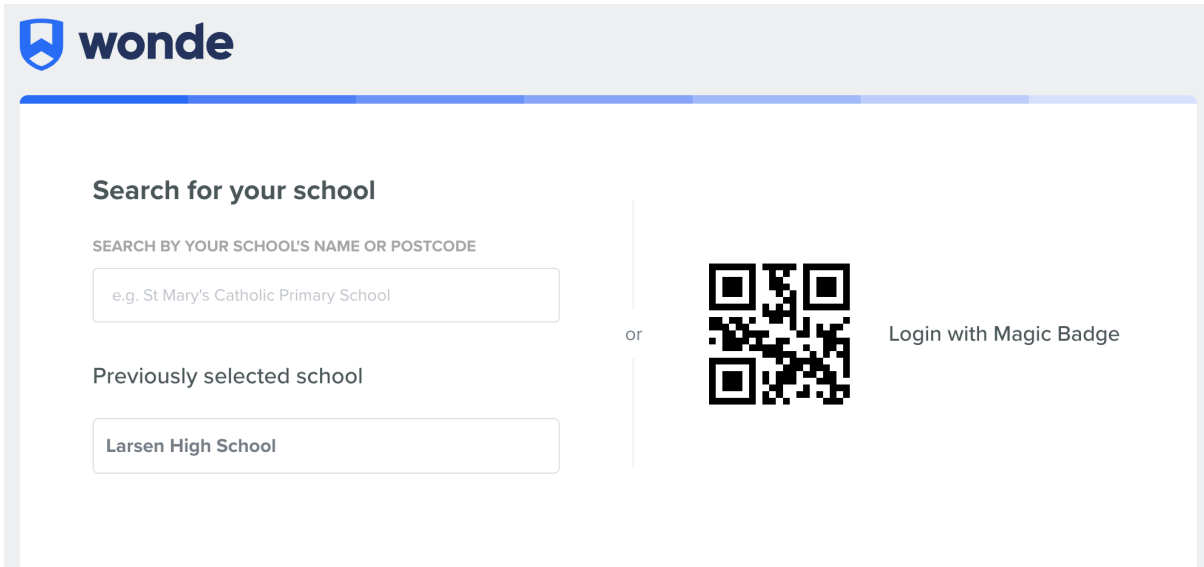
This user guide provides you with step by step instructions in getting started.

## Logging into the Wonde Portal

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

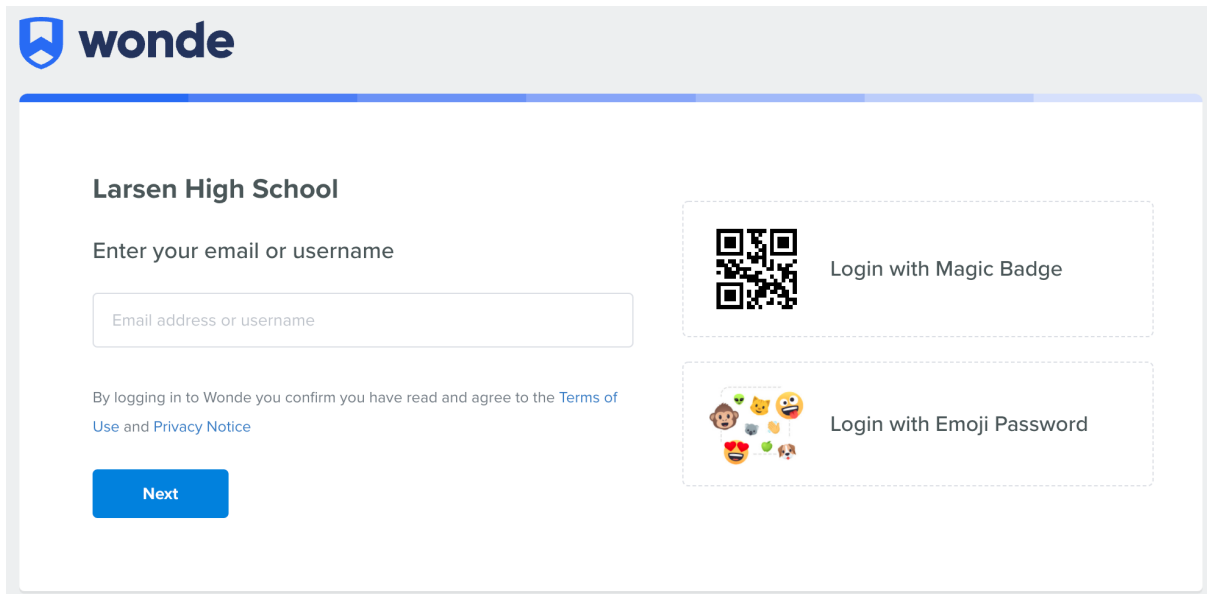
<https://edu.wonde.com/login>

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



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 search input fields: the first contains "e.g. St Mary's Catholic Primary School" and the second is labeled "Previously selected school" and contains "Larsen High School". To the right of these fields is a QR code and the text "Login with Magic Badge".

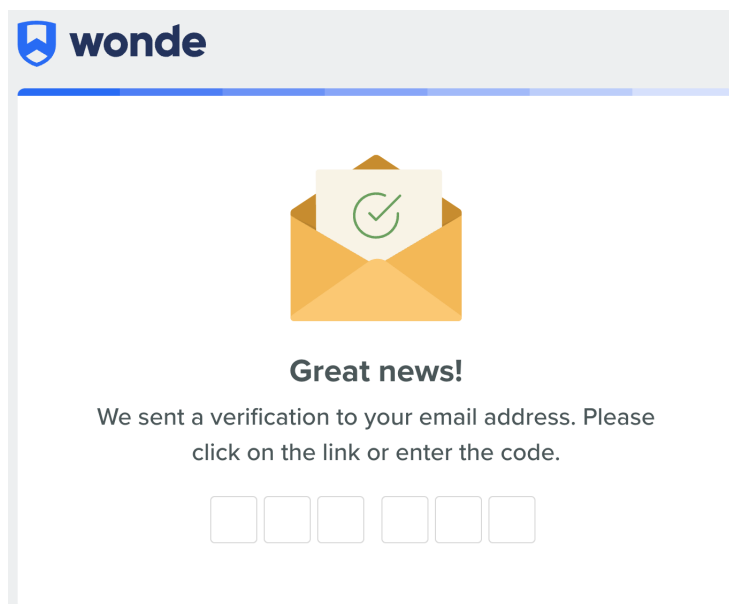
Next, enter your email address.



The image shows the Wonde login page for Larsen High School. At the top left is the Wonde logo. Below it, the school name "Larsen High School" is displayed. The main heading is "Enter your email or username". There is a text input field with the placeholder "Email address or username". Below the input field is a blue button labeled "Next". To the right of the input field are two login options: "Login with Magic Badge" with a QR code, and "Login with Emoji Password" with a collection of emojis. At the bottom left, there is a link for "Terms of Use and Privacy Notice".

Send magic link

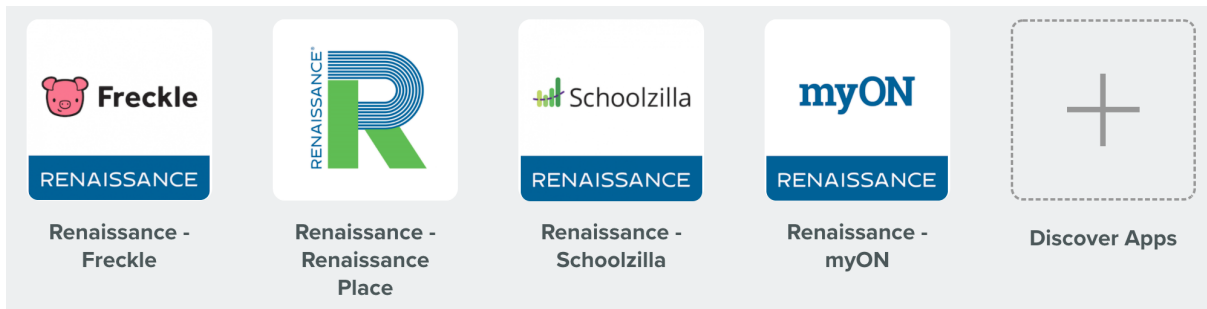
Click 'Send magic link'. Please check your inbox and enter the code included in the email or click 'Sign into Wonde' from the email.



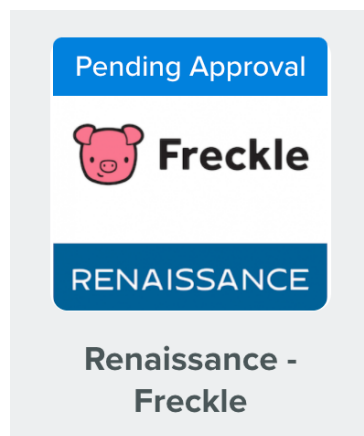
The image shows a verification email from Wonde. At the top left is the Wonde logo. In the center is an icon of an open envelope with a green checkmark on a card inside. Below the icon, the text reads "Great news!" followed by "We sent a verification to your email address. Please click on the link or enter the code." At the bottom, there are six empty square boxes for entering a verification code.

## Approving the connection

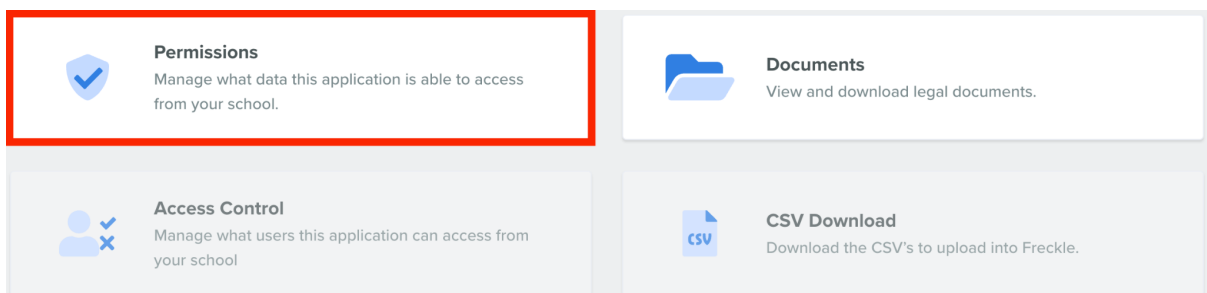
Within the Wonde Portal, select the Freckle tile.



If the tile shows a blue 'Pending Approval' banner (as shown below) 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 Freckle's permissions and approve them before you can continue.



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



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

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 >

Please note: some of these key data fields are required for Freckle 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 Freckle, please click '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.

### 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, 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).

### 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 for Freckle 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.

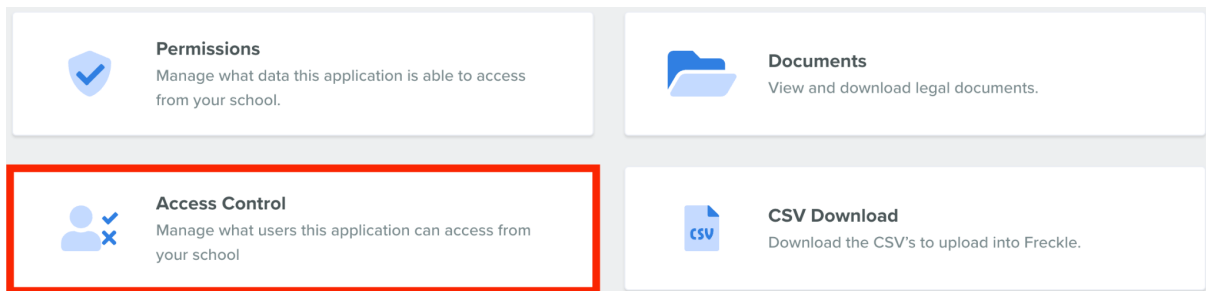
To log back into the Wonde Portal please visit: <https://edu.wonde.com/login>.



## 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.



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 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 'Advanced search' interface with a search bar containing 'taylor'. Below the search bar is a table with columns: Name, User type, Registration, Year, and Access. The table contains three rows of results, each with a toggle switch to the left of the Name column and an 'Included' or 'Excluded' button to the right of the Access column.





<input type="checkbox"/>	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: 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 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.

 <b>Permissions</b> Manage what data this application is able to access from your school.	 <b>Documents</b> View and download legal documents.
 <b>Access Control</b> Manage what users this application can access from your school	 <b>CSV Download</b> Download the CSV's to upload into Freckle.

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

### Download CSV

Wonde connects to the information held within your school's MIS to produce CSV files in the correct format to be able to upload into Freckle.

For each CSV you can choose to download all the information or just some of it (e.g. a year group).

[Download CSV](#)

Once you have downloaded the files you will need to login to your Freckle account to upload this information. We would recommend regularly repeating this process to make sure that Freckle is kept up to date (e.g. when a new student joins your school).

For more information on how to upload your CSV's into your Freckle account please see this [help article](#).

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

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

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 within Renaissance 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 Step 5\***

## Need help?

### Wonde

Email: [support@wonde.com](mailto:support@wonde.com)

Phone: +44 1638 438094

### Renaissance

Email: [support@renlearn.co.uk](mailto:support@renlearn.co.uk)

Phone: +44 (0)207 184 4000