CSV download user guide

Renaissance - myON

wonde

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 myON account thereby simplifying the process and saving you time and resources.
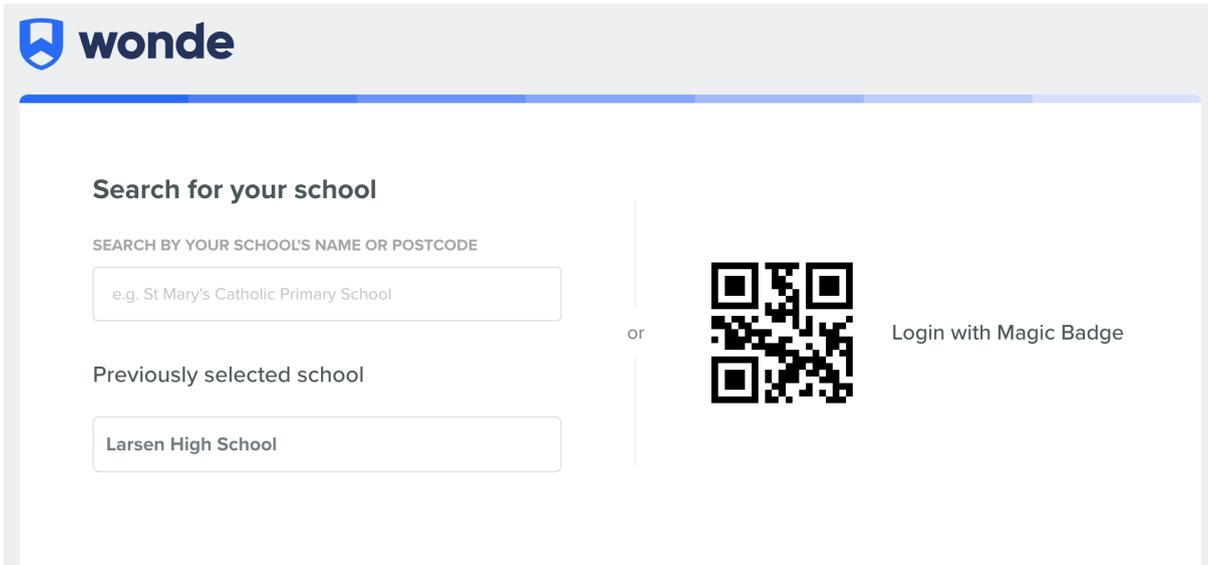
This user guide provides you with step by step instructions in getting started.

Logging into the Wonde Portal

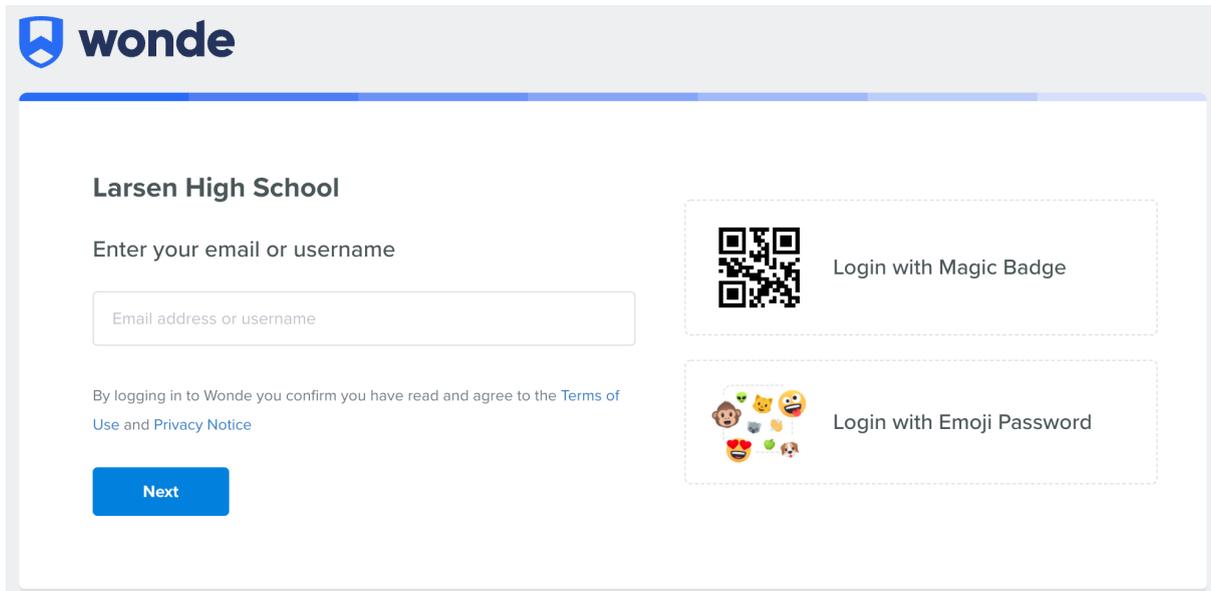If you are the Wonde administrator for your school you can log in using this link: https://edu.wonde.com/login

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

Next, enter your email address.

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

Approving the connection

Within the Wonde Portal, select the myON tile.
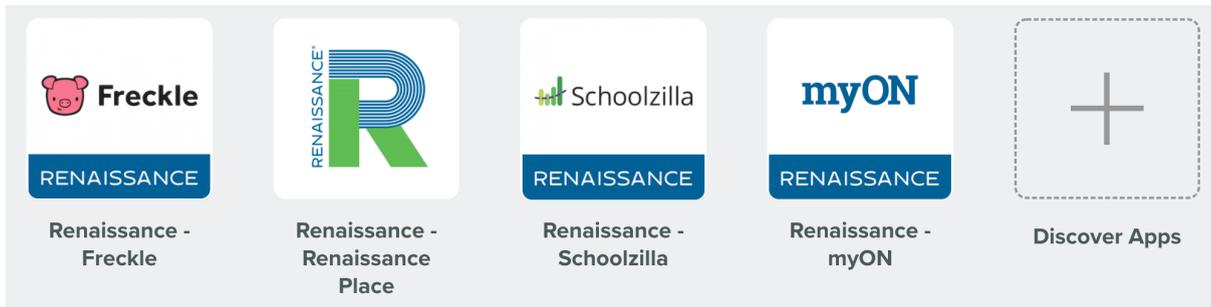
If the tile shows a blue 'Pending Approval' banner (as shown below) it means the connection has not yet been approved and therefore you are unable to enter the 'Access Control' and 'CSV download' areas. You will need to review Freckle's permissions and approve them before you can continue.
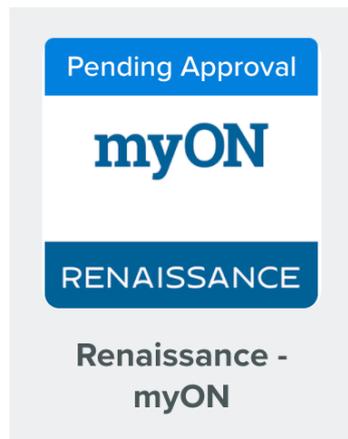
To approve the myON application, simply click on 'Permissions'

From the Permissions page you can choose the information you share with myON, 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

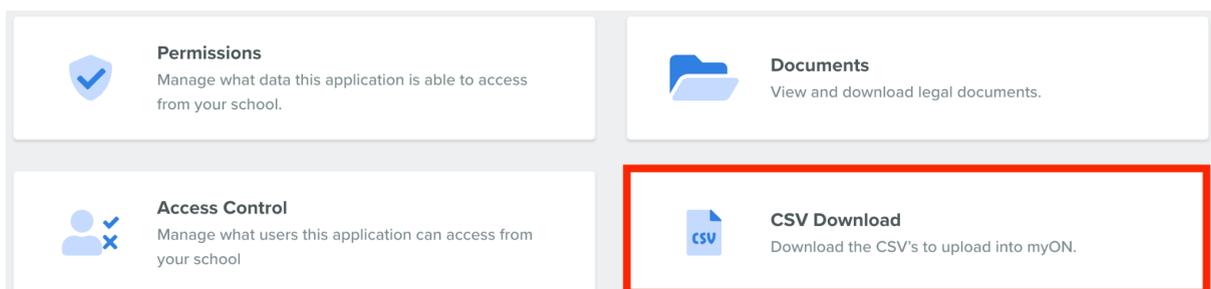These are the permissions that the application has to access the school's data.

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 myON 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 myON, please click 'Approve Access'.
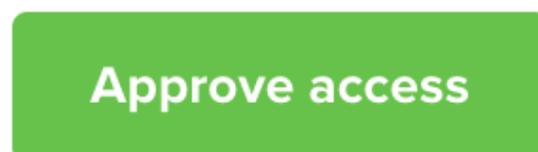
Approve access

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.

Confirm Action

By clicking approve access to Renaissance - myON 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 myON 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.
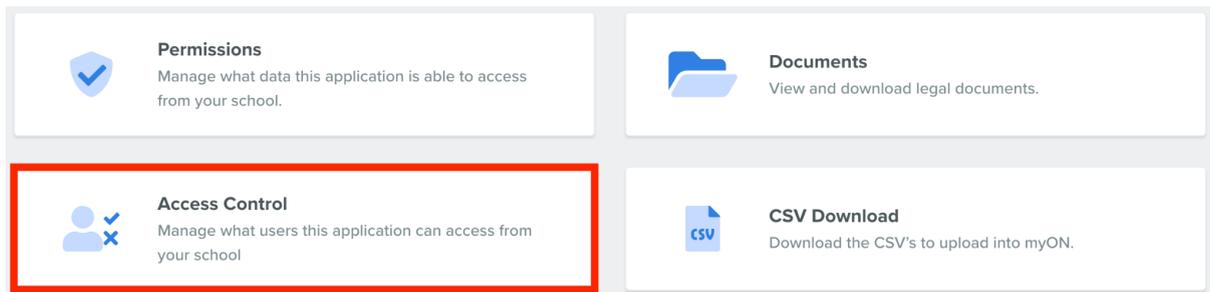
You will be presented with three options. Select which option is most appropriate for your needs:

- **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.

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 myON 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 note that some fields (Username, Password and School ID) will need to be manually inputted before you update your myON account. **Populate the School ID field with your myON account ID (located in your welcome email).**

Usernames and passwords must be a minimum of 3 characters and can contain characters and/or numbers and are case-sensitive. You will need to populate these fields for each import otherwise existing usernames and passwords will be reset.

If you have already uploaded information into myON 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 myON then duplicate student records will be created.

Download CSV

Select ⌄

Select Identifier

Select identifier ⌄

Filter results

🔘 Include all
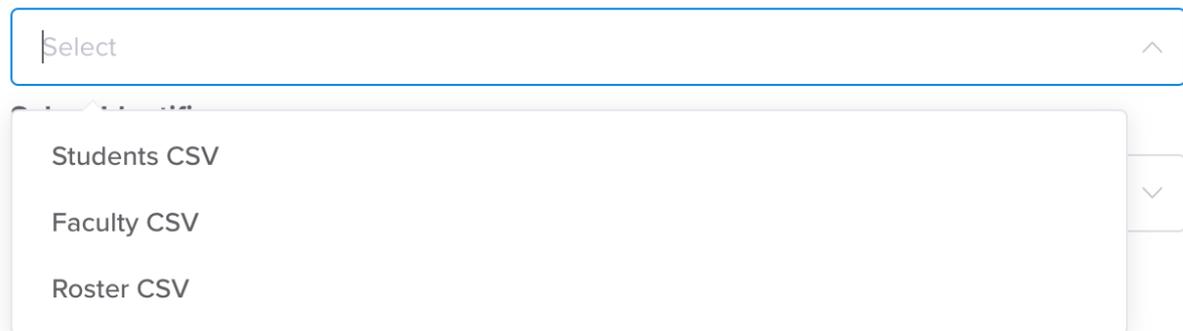
⚪ Filter by groups

⚪ Filter by classes

Download Cancel

Please note: myON has multiple CSV templates that can be downloaded:

- Students and teachers can be imported to myON individually.
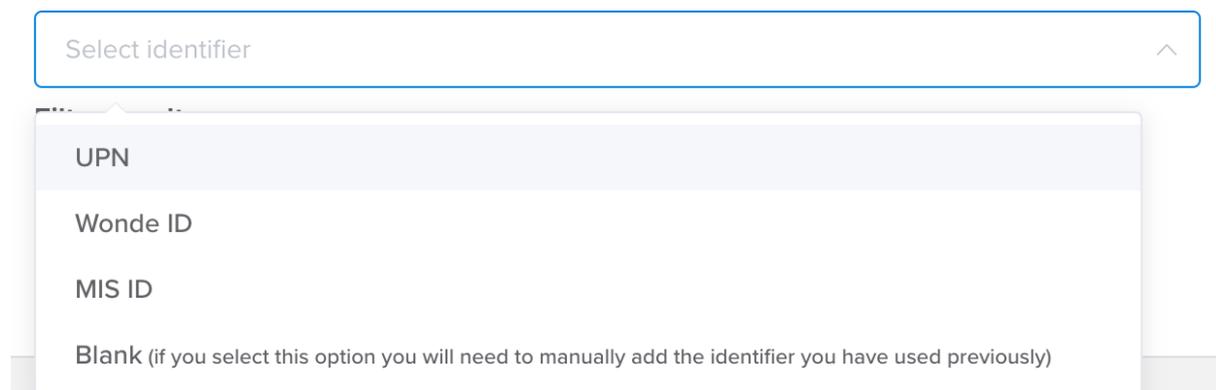- For updates to roster information, all three files must be imported to myON at the same time.

Download CSV

Select	^

Students CSV

Faculty CSV

Roster CSV

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.

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 myON

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

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

myON
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