Blackboard Data Prep Sheet – Mobile Communications App

Please be prepared to provide the following details during your initial consultation meeting with your Technical Consultant and Data Integration Specialist.

▪ Student Information System (SIS)

- o What is the name of your SIS and is it onsite or hosted?
- o Does your SIS contain all your students and parents? Or are certain schools managed in another database?
- o Do you manage grades and/or assignments in any other database?

▪ Non-SIS Staff Software ("HR" Database)

School districts sometimes keep staff both in their SIS and in a separate staff database such as an HR database. Data from this staff database may need to be included for many reasons, such as if the SIS does not contain all staff.

- o If included, what is the name of the staff software/database and is it onsite or hosted?
- o How are staff split between the SIS and the staff database? (For example, are <u>all</u> staff, teachers, and admins stored in the staff database or just admin personnel?)
- o If you plan to include staff from the SIS <u>and</u> a staff database, will some staff members exist in both databases? If yes, do the Staff IDs in your staff database match the Staff IDs in your SIS?
  - ▪ *Note: This is required to link teachers to classes.*
- o If necessary, does this database have the capability to produce a file export? (.csv or tab-delimited .txt)

▪ Lunch Software

This data can be imported to display the students' lunch balances in the app.

- o What is the name of the lunch software/database and is it onsite or hosted?
- o If necessary, does this database have the capability to produce a file export? (.csv or tab-delimited .txt)
- o *Note: There may be a difference between your lunch payment processor (POS software, e.g., MySchoolBucks) and your lunch balance database (e.g., NutriKids). We normally integrate data from the lunch balance database.*

▪ Transportation Software

This data can be imported to display the students' bus information in the app (stops, times, map locations, etc.)

- o What is the name of the transportation software/database and is it onsite or hosted?
- o If necessary, does this database have the capability to produce a file export? (.csv or tab-delimited .txt)

▪ Library Software

This data can be imported to show the students' checked out library books and/or library balances in the app.

- o What is the name of the library software/database and is it onsite or hosted?
- o If necessary, does this database have the capability to produce a file export? (.csv or tab-delimited .txt)