



EIS Collection Export Instructions

Version 1.0.5 — 2024/2025

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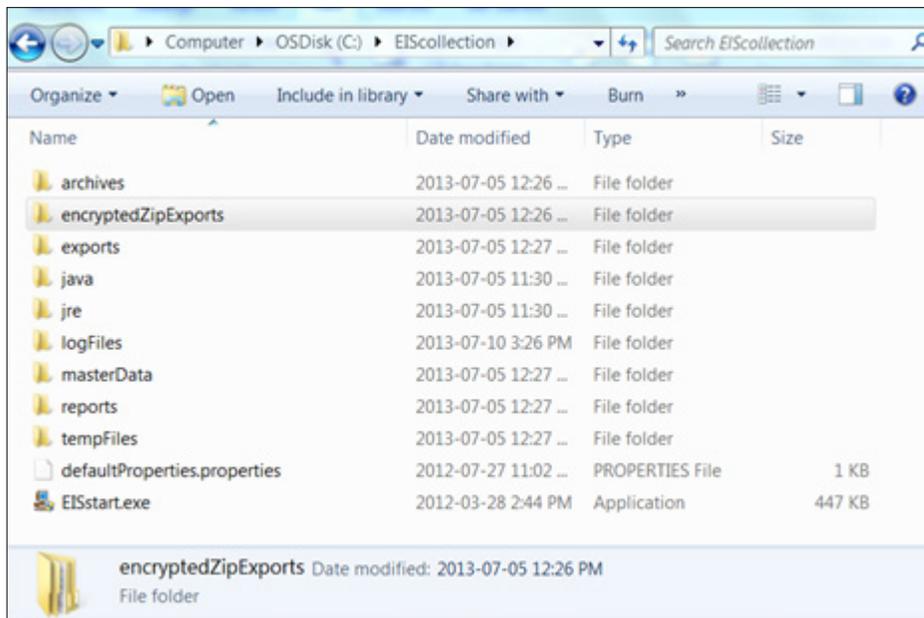
EIS Collection Export Instructions

1. General Instructions

All files submitted to the department by email must be encrypted. EIS Collection will create this encrypted file during the export process. The encrypted file can be re-imported into EIS Collection. A non-encrypted file can be created to transfer data into other applications.

Encrypted files are created by selecting the **Create Encrypted Zip File** box on any of the export screens. If the box is not checked, then the regular text (asc) file is created.

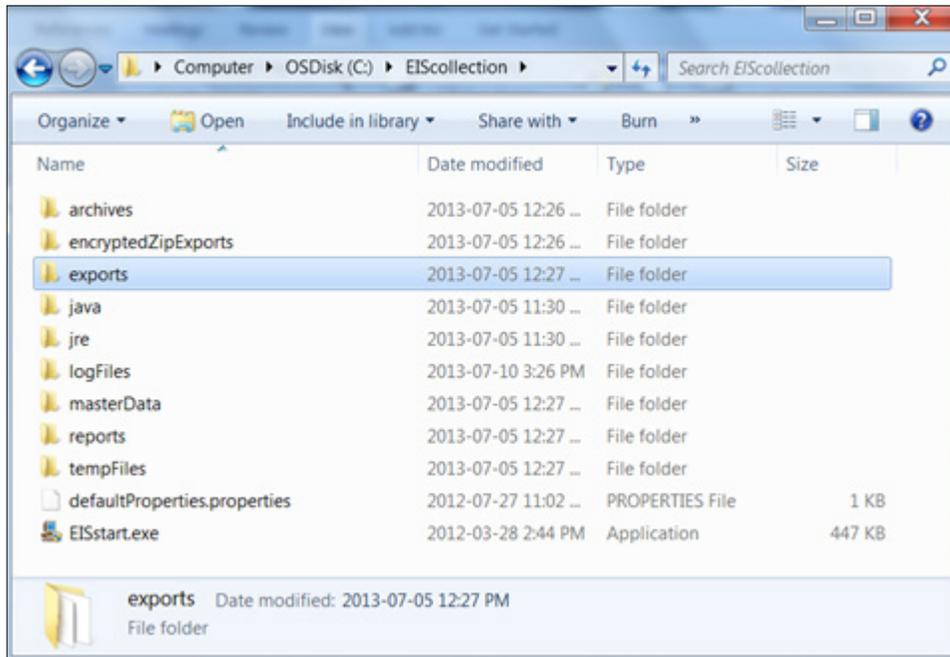
1.1 Location of Encrypted Files



Encrypted files will have a **zip** extension. These files can only be opened by the EIS Collection application.

Name	Date modified	Type	Size
0151act.zip	2013-07-19 7:01 PM	WinZip File	3 KB
0151bcs.zip	2013-07-19 7:01 PM	WinZip File	3 KB
0151enr.zip	2013-07-19 7:01 PM	WinZip File	3 KB
0151mrk.zip	2013-07-19 7:01 PM	WinZip File	3 KB
0151reg.zip	2013-07-19 7:01 PM	WinZip File	3 KB

1.2 Location of Non-encrypted Files



Non-encrypted files will have an **asc** extension. These are the same files that have been created in previous versions of EIS Collection. They can be opened with Notepad, WordPad, Word, or any text editor.

Name	Date modified	Type	Size
 0151act.asc	2013-07-19 7:01 PM	ASC File	3 KB
 0151bcs.asc	2013-07-19 7:01 PM	ASC File	3 KB
 0151enr.asc	2013-07-19 7:01 PM	ASC File	3 KB
 0151mrk.asc	2013-07-19 7:01 PM	ASC File	3 KB
 0151reg.asc	2013-07-19 7:01 PM	ASC File	3 KB

2. Enrolment Export

Only used by public divisions and independent schools

1. Select Enrolment Export from the Student menu.
2. Ensure that the **Perform Validation** and **Create Encrypted Zip File** boxes are checked.



Export (2023)

**Create Enrolment Export File
(2023 Academic Year)**

Export

Close

Perform Validation Create Encrypted Zip File

Destination and Name of Export File:

File name C:\EISCollection\encryptedZipExports\2310enr.zi

3. Click the **Export** button.
4. Follow the submission instructions as documented in the *Public Schools Enrolment and Categorical Grants Reporting* document, or, for Independent Schools, the *Funding of Schools* document for the current academic year.

Instructions for 2024/2025

The enrolment file is to be **submitted by Smartsheet** to the Education Funding Branch using the following link: <https://app.smartsheet.com/b/form/03aa193b91d244e2a0a29948c2c5c6f5>

Questions about this process can be directed to EFB@gov.mb.ca. The file name should only include the division name and school year.

PDF copies of the EIS CERT, FB forms, and other required reports from EIS Collection must be signed, dated, and sent to the Education Funding Branch. Originals are to be kept on file in the division and made available upon request. Locally developed computerized reports that meet the data and certification requirements of the appropriate FB form may also be submitted with prior approval from the Education Funding Branch.

3. Course Registration Export

Only used by public divisions and independent schools

1. Select Course Reg Export from the Student menu.
2. Ensure that the **Perform Validation** and **Create Encrypted Zip File** boxes are checked.



3. Click the **Export** button.
4. Submit the file through Smartsheet, using one of the following links:
 - <https://app.smartsheet.com/b/form/c408b60e0f6746aa8cdd2f2e63fa8d35> (English version)
 - <https://app.smartsheet.com/b/form/fc4550f0da574075b80c0a2a94976352> (French version)

Questions about this process can be directed to Chantale Dornez at Chantale.Dornez@gov.mb.ca.

Original files are to be kept in the division's archives and made available upon request.

4. Marks Export

1. Select Marks Export from the Student menu.
2. Ensure that the **Perform Validation** and **Create Encrypted Zip File** boxes are checked.

Export (2012)

Create Marks Export File
(2012 Academic Year)

Export **Close**

NOTE: ENSURE ALL SUMMER SCHOOL AND/OR OUT OF PROVINCE CREDITS HAVE ALREADY BEEN ENTERED.

Export School To Department

Perform Validation Create Encrypted Zip File

Destination and Name of Export File:

File name C:\EIScollection\encryptedZipExports\0151mrk.zip

3. Click the **Export** button.
4. Submit the file through Smartsheet, using the following link:
<https://app.smartsheet.com/b/form/8f5016d98d84465186279f79c8e7507a>

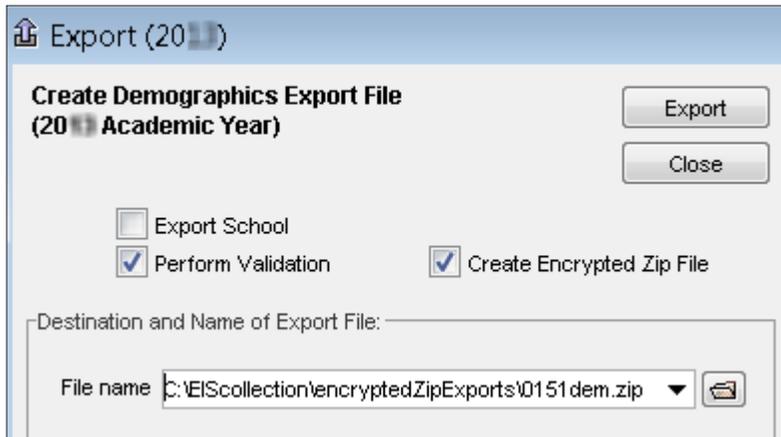
Questions about this process can be directed to sturecords@gov.mb.ca.

5. Demographic Export

Only used for MET number requests, generally by First Nations schools or Adult Learning Centres

This export is used for schools that do not report enrolment (First Nations schools and Adult Learning Centres).

1. Select Demographics Export from the Student menu.
2. Ensure that the **Perform Validation** and **Create Encrypted Zip File** boxes are checked.



3. Click the **Export** button.
4. Submit the file through Smartsheet, using the following link:
<https://app.smartsheet.com/b/form/8f5016d98d84465186279f79c8e7507a>

You may also email the file to sturecords@gov.mb.ca.

6. BEF Classroom (K-8) Export

Only used by public divisions and independent schools

1. Select BEF Classroom Export from the Teacher menu.
2. Ensure that the **Perform Validation** and **Create Encrypted Zip File** boxes are checked.



3. Click the **Export** button.
4. Submit the file through Smartsheet, using one of the following links:
 - <https://app.smartsheet.com/b/form/c408b60e0f6746aa8cdd2f2e63fa8d35> (English version)
 - <https://app.smartsheet.com/b/form/fc4550f0da574075b80c0a2a94976352> (French version)

Questions about this process can be directed to Chantale Dornez at Chantale.Dornez@gov.mb.ca.

Original files are to be kept in the division's archives and made available upon request.