EIS Collection
Data Collection Tool

Installation Guide
September 2024

Manitoba

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Installing EIS Collection

1.   General Information

EIS Collection 2024 is a Java application that uses MySQL.

The version of EIS Collection is updated each year and is always the year in which the school year starts. This manual uses screenshots from the 2024 academic year.

If you experience issues during the installation process, please email us at AppSupportEISCOLL@gov.mb.ca *and provide us with details of the problem.*

Remember that EIS Collection will contain official student and teacher information, which may be of a **confidential nature***. Under* **no circumstances** *should EIS Collection be on a computer that is available to* **students***!*

2.   Important Notes for New Installations

Please read to ensure EIS Collection is installed correctly.

It is highly recommended that EIS Collection and MySQL be installed to the default locations. If you do choose to change installation locations, the Help Desk may not be able to assist you if EIS Collection does not work.

Changing any of the default destination folders during this installation should only be done by IT support personnel or under the direction of the EIS Collection Help Desk.

3.   Important Notes for Upgrading

Upgrading to EIS Collection 2024 does **NOT** require the 2023 version of the application to be uninstalled. You can simply run the EIS Collection 2024 installer and the data contained in the 2023 version will be maintained in the 2024 version.

4.   Download the Most Recent Version of EIS Collection

1.   The EIS Collection application is located at www.edu.gov.mb.ca/k12/eis.

2.   Select the **eiscollection_2024.exe** file from the **Technical Guides and Application** section.

3.   Save the file to a location that you can easily find.

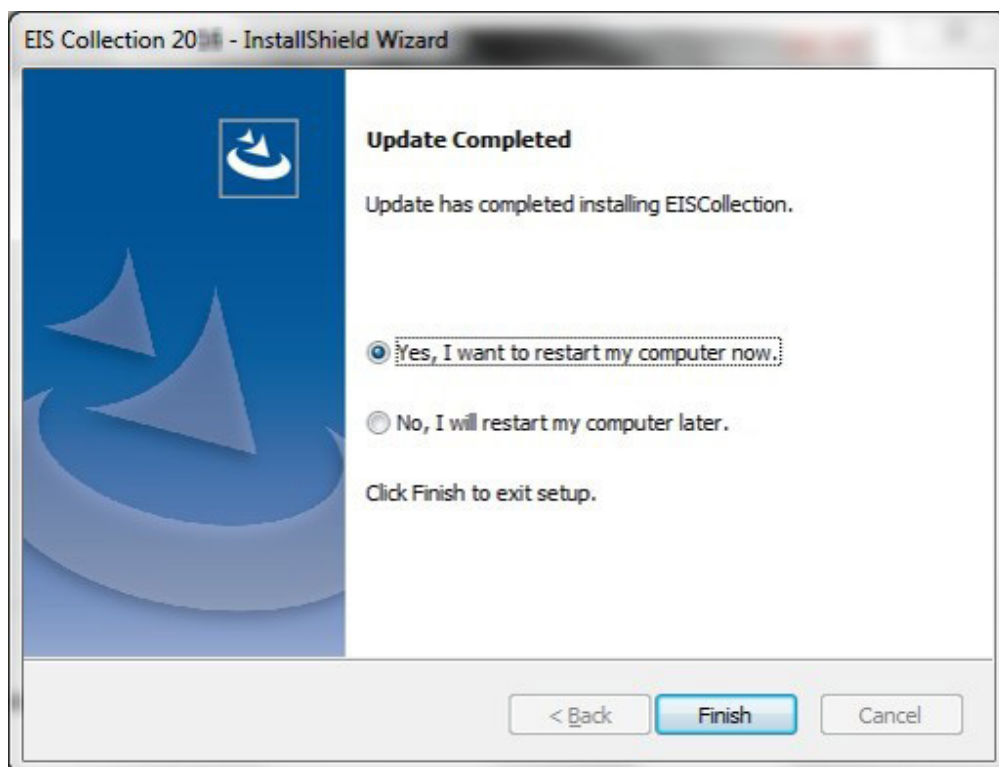## 5.   Upgrade from Last Year's Version of EIS Collection

1.   Close all applications (e.g., Microsoft Office) that you currently have open on your computer.

2.   To begin the installation process, select the **eiscollection_2024.exe** file from where you saved it in Section 4.
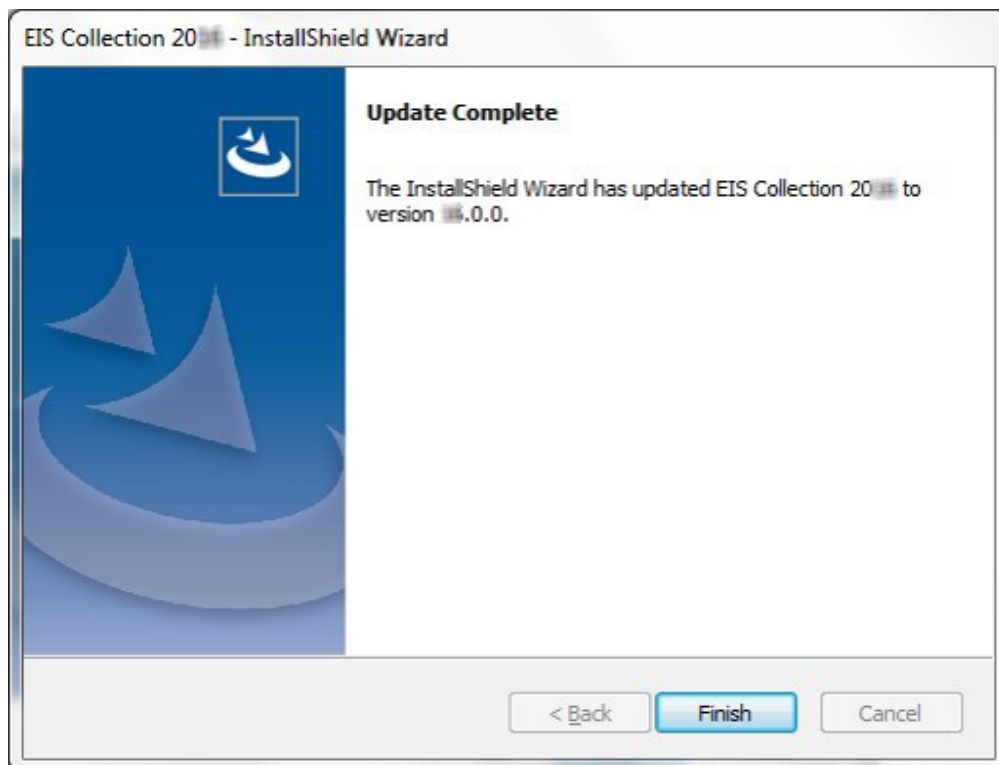
3.   Select *Next* to start the update process.
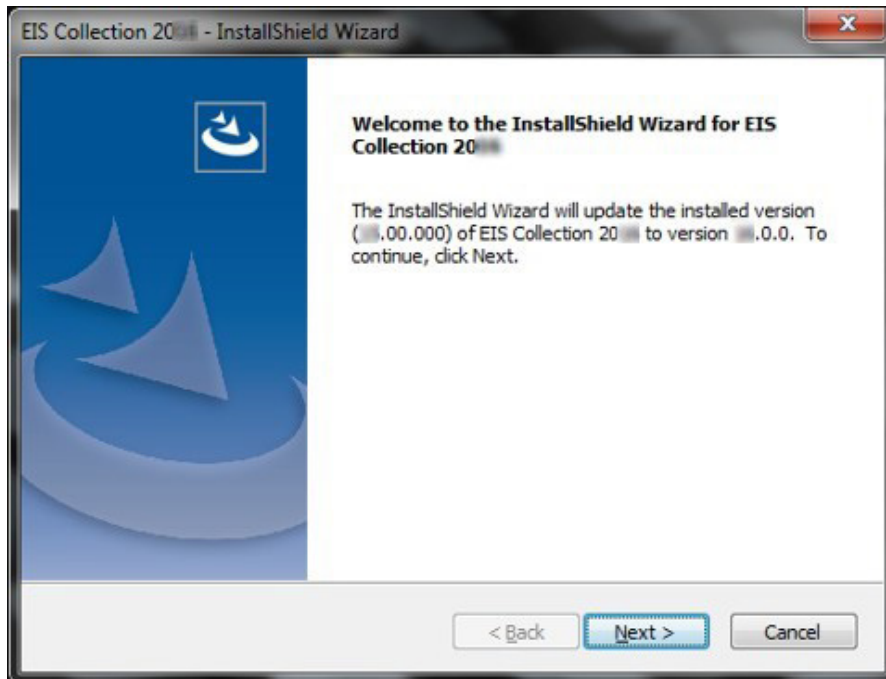
4.   The update will run.
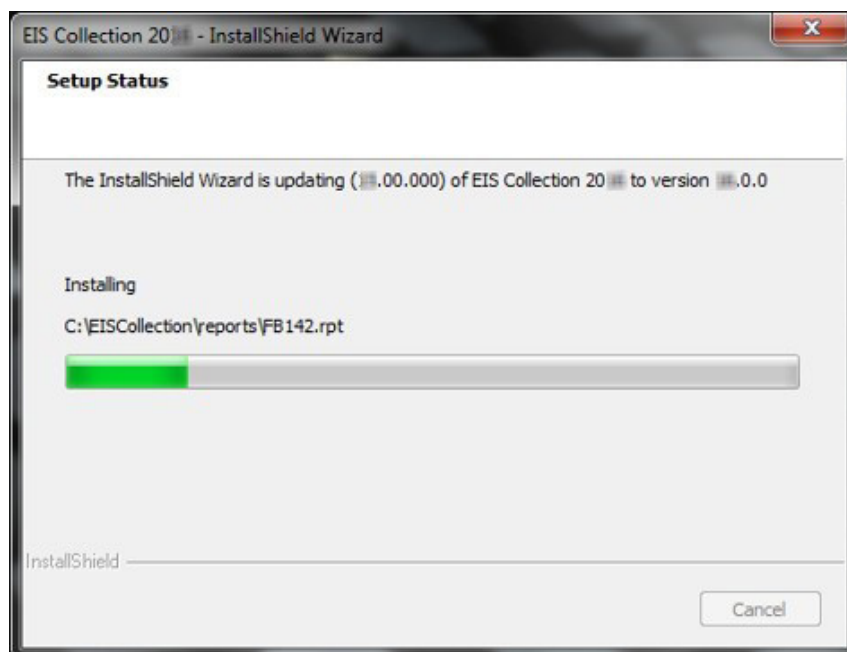
5. Select *Yes* to restart. A restart is required for an EIS Collection update installation.

6. Select *Finish*. The update installation is now complete.

6.   Install EIS Collection

Note: The following instructions are for installation onto a computer that has never previously had EIS Collection installed.
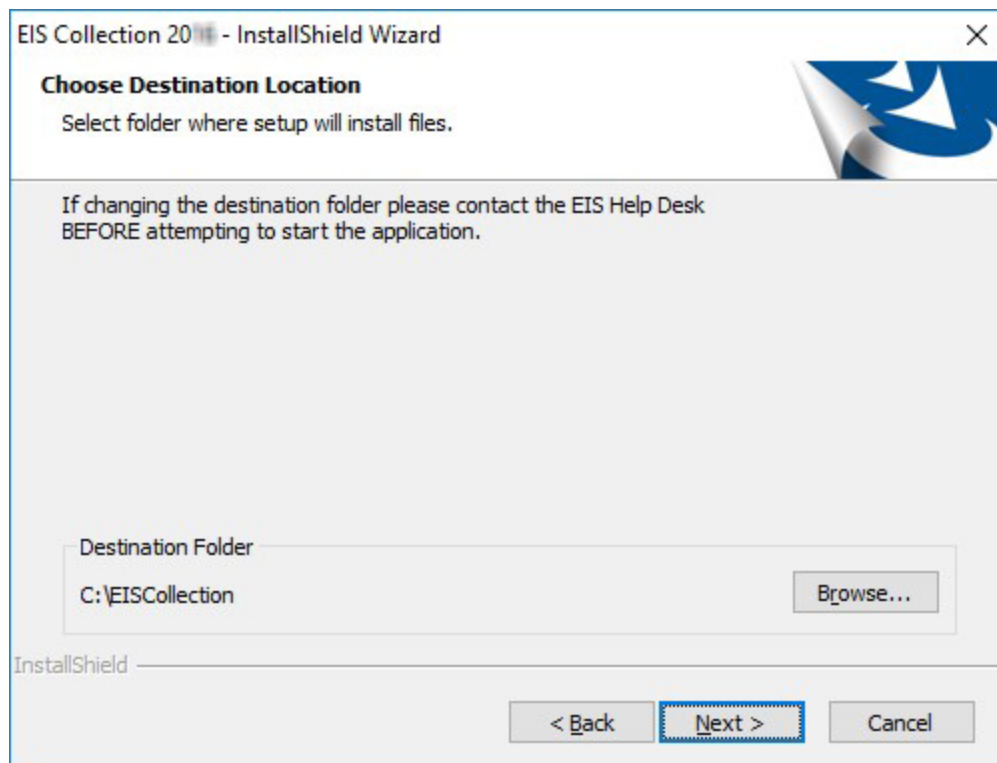
1. Close all applications (e.g., Microsoft Office) that you currently have open on your computer.

2. To begin the installation process, select the **eiscollection_2024.exe** file from where you saved it in Section 4.

3. The InstallShield Wizard will launch automatically. Click *Next* to continue.
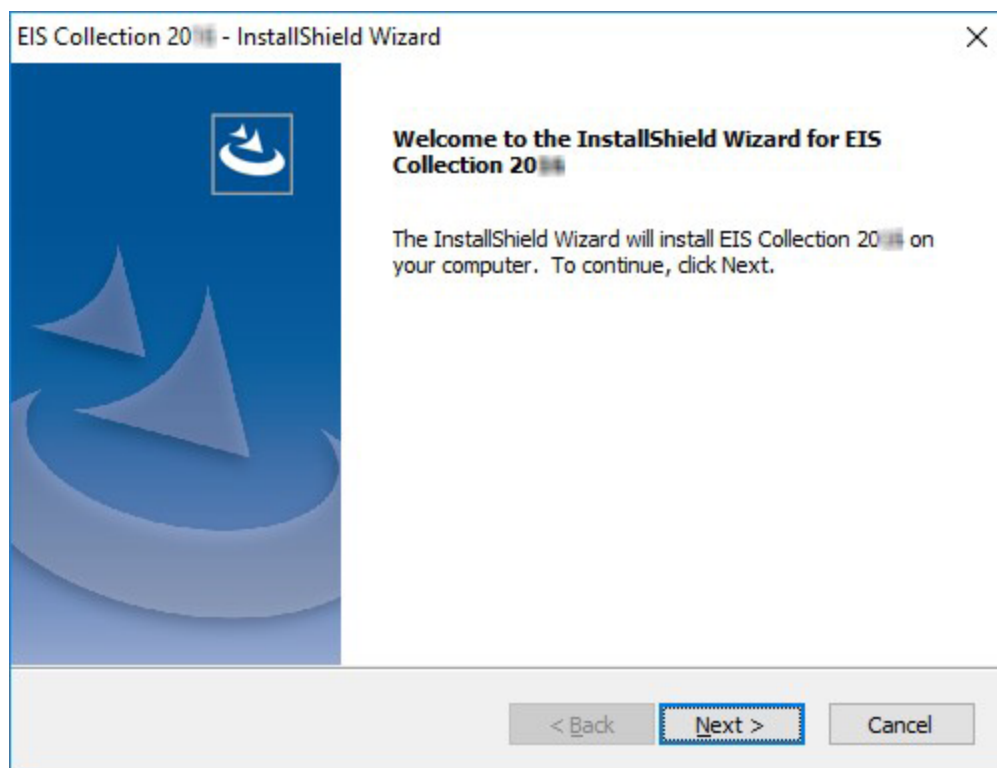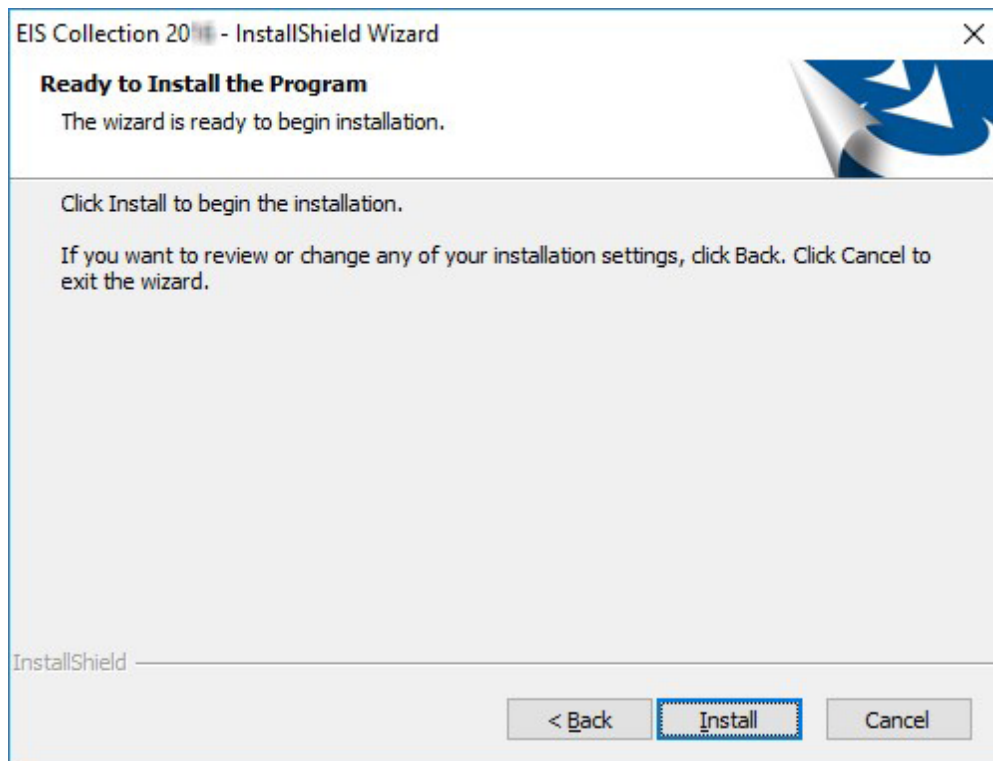
4. Read the software license agreement. Choose *I accept…* and click *Next* to continue.

EIS Collection 20■ - InstallShield Wizard

License Agreement
Please read the following license agreement carefully.

> GOVERNMENT OF MANITOBA
> Department of Education
>
> Software License Agreement with School Divisions, School Districts and Schools respecting "EIS Collection"
>
> This document is your licence to use EIS Collection and the instructions and other documents provided with EIS Collection. Please treat it as valuable property.
>
> This document is a legal agreement between you and the Government of Manitoba, represented by the Department of Education. If you do not agree to the following terms and conditions, promptly return the disk package and accompanying documents

(●) I accept the terms of the license agreement

( ) I do not accept the terms of the license agreement

Print

InstallShield

< Back   Next >   Cancel

5. Leave the destination location set to C:\EISCollection. Click *Next* to continue.

EIS Collection 20■ - InstallShield Wizard

Choose Destination Location
Select folder where setup will install files.

If changing the destination folder please contact the EIS Help Desk BEFORE attempting to start the application.

Destination Folder

C:\EISCollection

Browse...
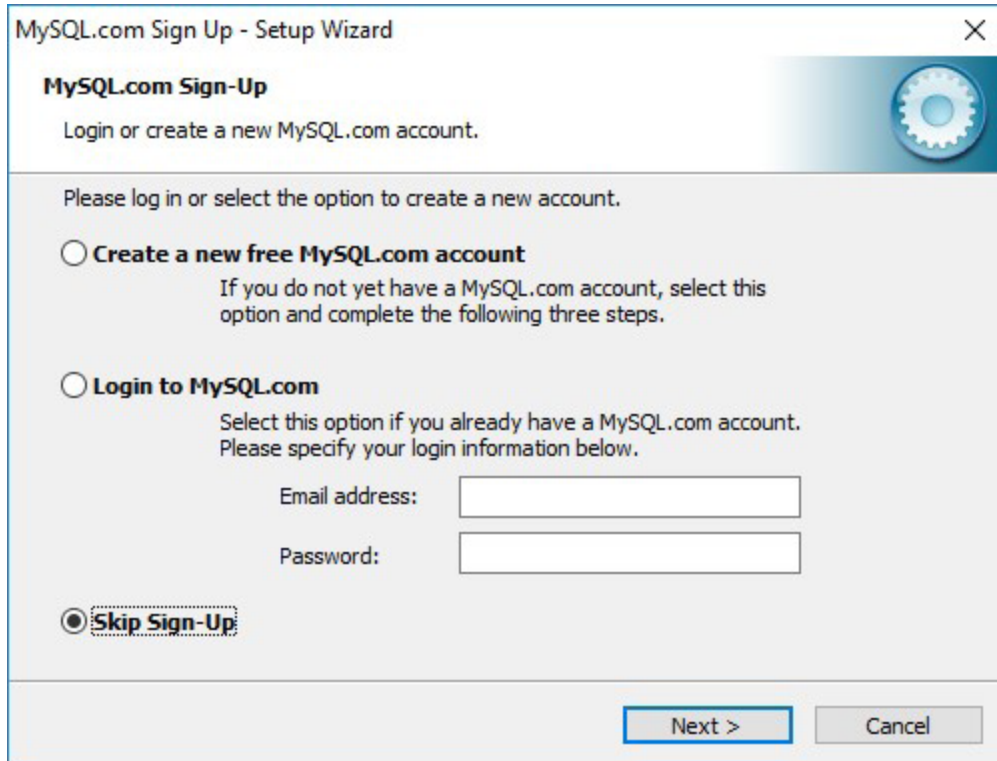
InstallShield

< Back   Next >   Cancel

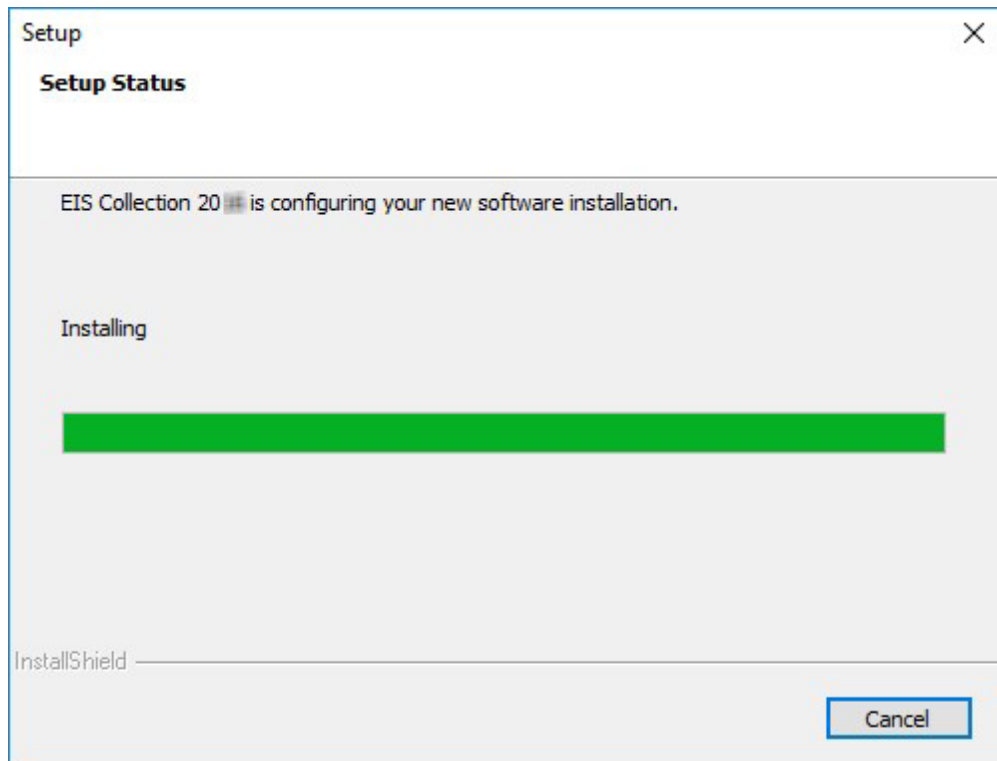6. Click *Install* to begin the installation.

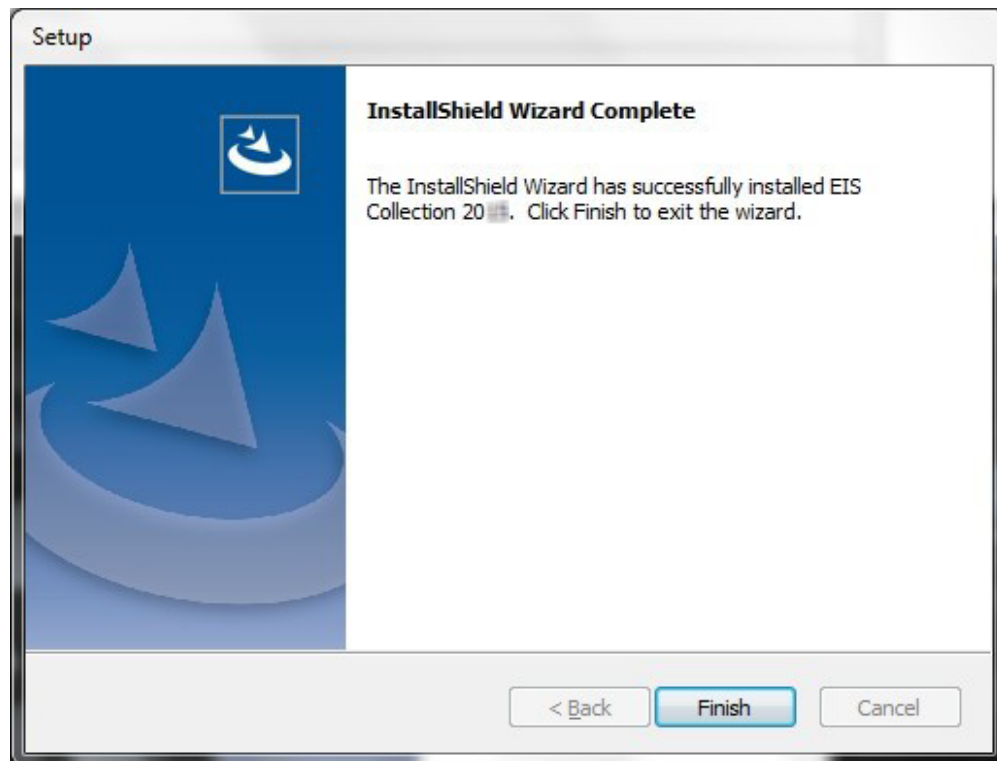7. Windows will start configuration of MySQL Server 5.0.
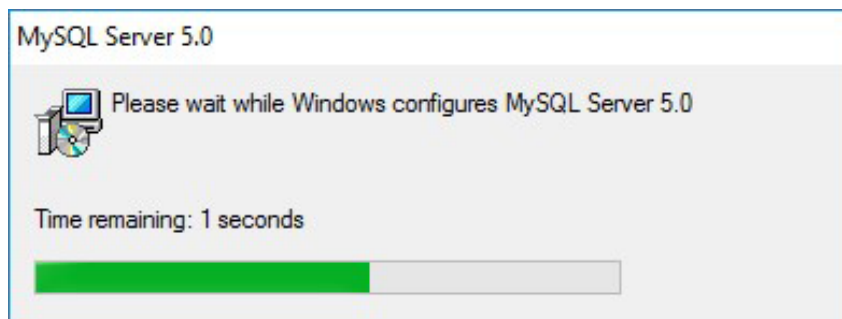
8. MySQL.com sign-up screen will appear.
   Select **Skip Sign-Up** and then click *Next* to continue.

9. The setup screen will appear and run for a few minutes.

10. Select *Finish*. The installation is now complete.

7.   First Time Using EIS Collection

a. MySQL Users and Hosts

When MySQL is installed, the installation process creates several default users and hosts. None of these users have passwords, which can make your computer vulnerable if it is connected to a network or to the Internet. EIS Collection will not start until your computer is secure.

The first time EIS Collection is opened, you will see the following prompt. Unless you have another MySQL database on your computer, select *No* and EIS Collection will remove all of the default users and hosts.
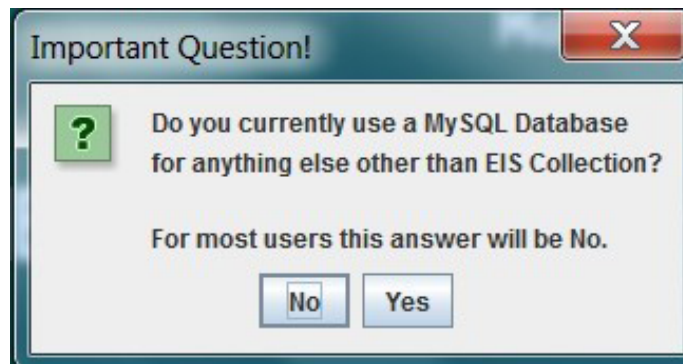

If you answer **Yes**, you will see the following prompt for each user that does not have a password. You have a choice of deleting the user or quitting EIS Collection. You will then have to assign a password to the user before starting EIS Collection.
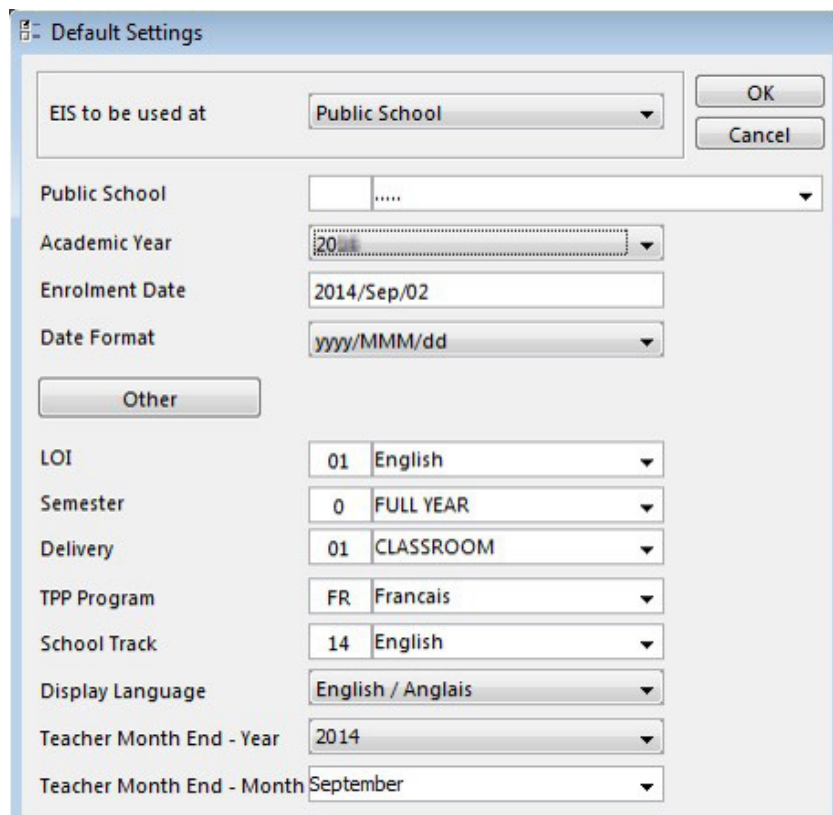
b. Default Settings

The first time EIS Collection is opened, you will see the following prompts.
You need to tell EIS Collection who you are.
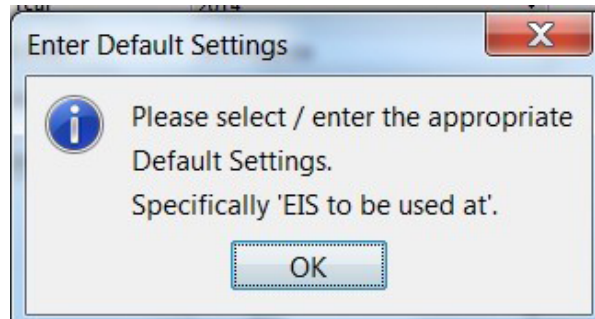
Use the drop-down menu *EIS to be used at* to identify yourself as one of the following:

- Division
- Public School
- Independent School
- First Nations School
- Adult Learning Centre

Select the name of your school or division from the drop-down box.
If you know the number, it can be entered instead of the name.

The remaining fields will affect how data is entered and how it is validated.

Academic Year: This field represents the academic year that will be used within the application.

The academic year is used for age calculations. It also determines which version of the *Subject Table Handbook* is to be used for course registration and marks, as well as for teacher activities.

The academic year is defined as the calendar year in which the school year starts.
The academic year for the school year 2024/25 would be 2024.

> **NOTE:** EIS Collection can store multiple years of student data. By altering the academic year field, you can view previous years' data (if it exists).

Enrolment Date: This field represents the first day of the new school year; generally, it is the start of the school's teaching days. The date placed in this field will be automatically entered on all new student records in the *enrolment date* field on the students' enrolment screen.

Date Format: Select how you wish dates to be displayed within EIS Collection.
Changing the date format will not change how dates are exported.

Other: The *Other* button directs the user to other options relating to the appearance and behaviour of the application.

> The ***Look and Feel*** option: This option determines the appearance and colour of the screens and menus. The default is *Windows*.
>
> ***Buffer Size*** option (Export and Errors): The buffer size is used to gauge the amount of memory the application uses (to avoid a stack overflow). If memory errors occur, the buffer size would be increased. This should **not** be changed unless directed to do so by the EIS Collection Help Desk.
>
> ***Desktop Background*** option: The application background can be changed here. **Centered** centres the background picture. **Tiled** creates a tiled look to the background picture. For the tiled effect, the selected picture should be small.
>
> These options change how EIS Collection is displayed. They do not change functionality.

LOI (Language of Instruction): The Language of Instruction (LOI) setting indicates the language a particular course was taught in. The LOI selected here will be the default for the Student Marks, Student Course Registration, and Teacher BEF Classroom LOI fields for all new records.

Semester: This refers to the semester being taught. The semester selected will be the default for the Student Marks, Student Course Registration, and Teacher BEF Classroom semester fields for all new records.

Delivery Mode: The type of delivery for courses is described using this field. This delivery mode will be the default for new Student Mark and Student Course Registration records.

TPP Program: The TPP Program is a summary of the School Track in use at the school. The TPP Program will display as the default program in the Teacher Activities screen. Note: As of 2018, Teacher Activities is no longer collected.

School Track: The School Track is the language program in use at the school. The setting will display as the default School Track in the Teacher>BEF Classroom (K-8) screen.

Display Language: EIS Collection can be displayed using both French or English titles and captions by selecting this field.

Teacher Month End - Year: The Teacher Month End Report, located in the Professional Certification/Student Records Reports, uses this default setting to determine for which year the report will be run. If a month-end report needs to be run for December 2024, this field will have to be set to 2024.

Teacher Month End - Month: The Teacher Month End Report, located in the Professional Certification/Student Records Reports, uses this default setting to determine for which month the report will be run. If a month-end report needs to be run for December, this field will have to be set to **December**.