

Please check <http://www.discoverysoftware.com/sis/macschool.php> for an updated Discovery Data Extractor for Mac School User's Guide before printing. This will save you time, as we will be improving the guide based on feedback.



Discovery Data Extractor for Mac School Version 3.0
Installation And User Guide
Revised: February 19, 2008

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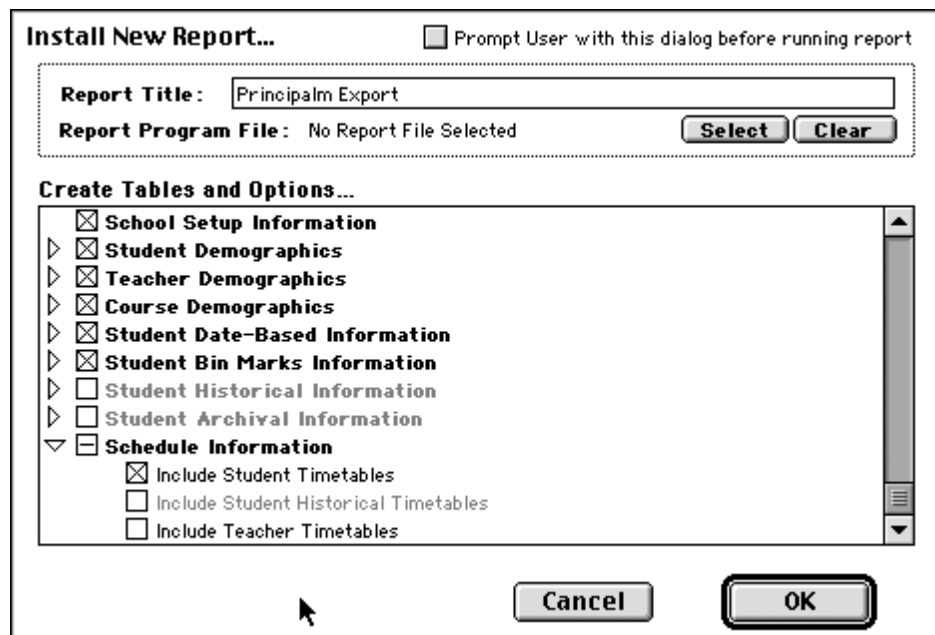
Chapter 1 – Preparing the Connection to Mac School

Creating the Universal Access Template

For Mac School to extract the data files needed by Connect, you must first create a Universal Access Template (UAT) using your copy of Mac School.

To create the Template:

1. Run Mac School in Shell mode.
2. Click the Universal Access button.
3. If you haven't accessed this module before, Mac School will ask you to select a folder for the DBF files.
4. Click the "New" button, and accept the default database folder name by clicking the "OK" button.
 1. Please make note of this folder, as it will be where Mac School will place its exported database files.
 2. The Discovery Data Extractor for Mac School will need to know where this folder is located. (see step 5 on page 4)
5. Under the Groups menu on the Universal Access Window, select "New Report Group..."
6. Enter "Principalm" in the Title field and click "Add"
7. Under the Groups menu, select "New Report Template..."
8. Enter "Principalm Export" in the Report Title field.
9. Using the scrolling list of check boxes, select all highlighted (not dim) check boxes except "Include Teacher Timetables".
 1. Some check boxes may not be available depending on your system configuration.
 2. Click the OK button.
 3. The report template will be created and listed in the Universal Access Window.
 4. The files will be exported when this template is executed. (See Chapter 2).



10. Choose Quit.

Deploying the Data Extractor

The Data Extractor should be configured to extract the school information into a shared network folder that can be accessed by the computer where the Data Extractor is deployed as well as the computer that will be running Connect. Special attention should be paid to the network file permissions placed on this shared folder. Only the person(s) using Connect at the school should have access to the shared folder.

Once you have assured that the Data Extractor is operating successfully, you should set the Data Extractor to run automatically. By scheduling the Data Extractor, you will reduce tech support time because you will not have to manually run the extractor each time that the school wants updated information.

Chapter 2 – Transferring Data From Mac School

The Mac School transfer is a two-step process. First the Universal Access Template extracts the Mac School data to FoxPro database files (dbf files), then those files are processed into the Principalm import format by Connect.

Creating FoxPro DBF Files from Mac School

Earlier in this guide, you learned how to install a Universal Access Template.

Now, execute the template from Mac School in order to extract the data.

1. Run Mac School's Universal Access module.
2. Click the "Principalm" Report Group Button.
3. Select the "Principalm Export" template from the template list and click the "Run Report" button.
4. A window similar to the one displayed when you created the template may appear. If so, just click the "OK" button.
5. The DBF files are placed into the folder previously designated in step 4-2 on page 3.
6. Choose Quit.

Creating Import files for Principalm

Now that you have extracted your data from Mac School, you are ready to convert the data into a form that Connect can read.

Chapter 1.2 – Setting up the Extractor Using the User Interface

Connecting to Mac School

If the Discovery Data Extractor for Mac School (hereafter “the Extractor”) is not already running, run it by double clicking the **MacSchool Bridge** Icon on your desktop:

The screenshot shows the 'Discovery Data Extractor for Mac School' application window. It features a title bar with the application name. Below the title bar is an 'Instructions:' section with a 'Read User Guide' button. The main area is divided into several sections: 'School License' with a text box containing 'AirMac:Discovery Software Demo.paf' and an 'Edit License' button; 'Mac School UAT Export Folder' with a text box containing 'AirMac:Users:dsl:UAT:' and a 'Browse...' button; 'Inactive Students and Staff' with radio buttons for 'Do not include inactive students and staff.' (selected) and 'Include inactive students and staff dropped after: Monday, February 18, 2008' (with a 'Set Date...' button); 'Cloned Staff' with a checkbox for 'Treat staff with alphanumeric teacher numbers as clones'; 'Attendance' with a checked checkbox for 'Include Attendance Extract'; and 'PDE Import Folder' with a text box containing 'AirMac:Users:dsl:Desktop:DSL Data:' and a 'Browse...' button. At the bottom, there is a 'Version 3.0.0.0' label, a copyright notice '©2002-2008 Discovery Software Ltd. All rights reserved.', and two buttons: 'Quit' and 'Extract'.

Discovery Data Extractor for Mac School

Instructions:
Enter the appropriate information in the fields below and click Extract to start the Extractor.

[Read User Guide](#)

School License:
Palm and Pocket PC expires Nov 27, 2008.
Licensed To: Discovery Software Demo
Serial Number: 10425
AirMac:Discovery Software Demo.paf [Edit License](#)

Mac School UAT Export Folder
This should point to the folder where you extracted the database using Universal Access in Mac School.
AirMac:Users:dsl:UAT: [Browse...](#)

Inactive Students and Staff
 Do not include inactive students and staff.
 Include inactive students and staff dropped after: Monday, February 18, 2008 [Set Date...](#)

Cloned Staff
 Treat staff with alphanumeric teacher numbers as clones

Attendance
 Include Attendance Extract

PDE Import Folder
This is the folder you have chosen for Principalm to read when Importing SIS data.
AirMac:Users:dsl:Desktop:DSL Data: [Browse...](#)

Version 3.0.0.0
©2002-2008 Discovery Software Ltd. All rights reserved. [Quit](#) [Extract](#)

1. Fill in the fields as follows:

- 1 Drag your License file (the .paf file that was sent with your welcome kit) into the edit field of the school license area, or click the **Edit License button** to browse for the file:

Note: You will most likely need to select **All Documents** from the **Enable:** option in the **Select Folder** window, or else you may not be able to select the .paf file.

- 2 Under **Mac School UAT Export Folder:** choose the folder where you exported your Mac School data in step 3 on page 3. You can drag the folder directly into the edit field.
- 3 If you do not want to include inactive staff and students, choose the radio button beside **Do not include inactive students and staff.**

If you wish to include some of the students and staff, select the radio button beside **Include inactive students and staff dropped after:** click the **Set Date...** button to choose that date. If you want all inactives to be included click the back button until you have a date in the previous school year.

- 4 If your school has alphanumeric teacher numbers you may need to select the **Cloned Staff** check box. If you are unsure leave the box unselected, and examine the data after you have used it, if you see duplicate staff members check this box the next time you export.
- 5 Under **PDE Import Folder,** choose the location where you wish to store your data. If you are importing this data from several different machines, ideally this should be a network location that every user can see. You can drag a folder directly into the edit field.
6. Click the **Extract** button to generate the import files.

Currently the Mac School Data Extractor will only work with one school at a time, if you are extracting data for multiple schools on one computer you may need to modify the License file, the UAT data Folder and the Import folder everytime you extract.

We are working on this issue. If this is a problem for you please contact our support department and let us know that you want this functionality.

Mail Support

Chapter 4 – Customizing

What Can I Customize?

Currently, all customizable fields in the Details view for Students can be customized for import using Connect. These are:

- Transportation
- User Defined Fields
- User Defined Flags
- User Defined Lists

We are continuously working to expand Connect's customization capabilities, so if you don't see what you want here, please contact us.

Customizing the Export

Export customization involves editing the StudCustom.txt file and/or the StaffCustom.txt file that is generated when the Converter is run, before Connect is run.

Editing StudCustom.txt or StaffCustom.txt

To edit the StudCustom.txt file, follow these steps:

1. Run the Converter (see Chapter 2, Creating Import Files).
2. Locate the StudCustom.txt file in the folder you chose as the PDE Import Folder.
3. Open the file in any text editor (such as TextEdit or SimpleText).
4. Find the line representing the field you wish to define within the list of custom fields.
5. Remove the "/" from the start of the line you wish to include.

This lets Connect "see" the field during import.

6. Change the second quoted field on the line to the title you wish the field to appear beside in Principalm.

For example, to include Transportation 1 as Bus In, change the first transportation field from:

```
///customschoolfield "StudTrans1" "Stud Trans 1"
```

to

```
customschoolfield "StudTrans1" "Bus In"
```

IMPORTANT: The title you choose must be unique, otherwise data may not import correctly.

7. Run Connect to update cards with the customized information. The information will show up on the Contact tab.