Please check http://www.principalm.com/sis/maplewood.php for an updated Principalm Maplewood SIS Bridge User's Guide before printing. This will save you time, as we will be improving the guide based on feedback.

principalm

Principalm Maplewood SIS Bridge Version 1.0

Installation And User Guide

Revised: June 11, 2004

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Chapter 1 – Preparing Maplewood

By this point you should have unzipped the download that contains this guide. The steps in this section only need to be completed once.

Setting Up the Principalm Import Folder

You will need to choose a folder on your computer to store the files exported from Maplewood, which will later be imported by Principalm Connect. This folder should be empty of any other files. Once the **Principalm Import Folder** is chosen:

1. If you haven't already done so, unzip the zip file containing this guide to your desktop.

2. In the unzipped Maplewood folder, locate these files:

   • Maplewood.pde

   • StudentCustom.txt

   • StudentSchedule.txt.

3. Copy the files you located in step **2** to the **Principalm Import Folder**.

Installing the Export Reports

For Maplewood to extract the data files needed by Principalm, you must first install the export reports into your copy of Maplewood. These reports are supplied as part of the zip file that contains this guide.

1. If you haven't already done so, unzip the zip file containing this guide to your desktop.

2. In the unzipped Maplewood folder, locate these files:

   • CLRepX0

   • CLreX001

   • RepX0

   • RepX001

   • RepX002

3. Copy the files located in step 2 to a blank floppy disk. Place the disk in the disk drive of your **Maplewood** system. The drive must be either **A:** or **B:**.

4. Run Maplewood.

5. Inside Maplewood's menu bar, choose **Reports->Report Builder->Reports for Exporting->Present Students** to open the **Maplewood Export for Students** dialog.

6. Follow these steps to load the **PPStudents** and **PPStudSched** reports:

   a. In the **Maplewood Export for Students** dialog, choose **File->Open**.

   b. In the **Open File** dialog that appears, choose the drive your floppy disk is in, either **A:** or **B:**.

   c. The **File Names** list will now contain the names of the reports on the disk, double click the name of the report you are loading to open it.

   d. Choose **File->Save As**.

   e. Select the **Fixed** drive from the **Drive** popup.

   f. Enter the name of the report you are loading, and click **OK**. The report is now added to Maplewood's available reports.

7. Exit the **Maplewood Export for Students** dialog.

8. Inside Maplewood's menu bar, choose **Reports->Report Builder->Reports for Exporting->Classes** to open the **Maplewood Export for Classes** dialog.

NOTE: The menu also contains an option for **Courses**, but only **Classes** will work.

9. Follow these steps to load the **PPClasses** report:

    a. In the **Maplewood Export for Classes** dialog, choose **File->Open**.

    b. In the **Open File** dialog that appears, choose the drive your floppy disk is in, either **A:** or **B:**.

    c. The **File Names** list will now contain the names of the reports on the disk, double click the **PPClasses** report to open it.

    d. Choose **File->Save As**.

    e. Select the **Fixed** drive from the **Drive** popup.

    f. Enter **PPClasses** as the report name, and click **OK**. The report is now added to Maplewood's available reports.

10. Exit the **Maplewood Export for Classes** dialog.

Configuring the Student Schedule Report

In order to accurately extract your school's data, it is necessary to configure the Student Schedule report to match your school's schedule. To do so:

1. Inside Maplewood's menu bar, choose **Reports->Report Builder->Reports for Exporting->Present Students**. The **Maplewood Export for Students** dialog appears.

2. Inside the **Maplewood Export for Students** dialog menu, choose **File->Open**.

3. In the **Open File** dialog that appears, choose the **Fixed** drive.

4. Locate and double-click **PPStudSched** to open the **Student Schedule** report.

5. The report contains two fields, **Student Number** and **Course and Section**. You will need to add an export field just like the **Course and Section** field for each **semester**, **day** and **period** in your school's schedule.

    The first **Course and Section** for **Semester 1**, **Period 1**, **Day 1** is completed for you. To add a new **Course and Section** field:

    a. Choose **Add Field** to add a new field to the export.

    b. Double-click the new field to edit it.

    c. Double-click **Classes…**

    d. Double-click **This year's classes…**

    e. Double-click **Course and Section**. The **Course and Section** window appears.

    f. In the **Course and Section** window, choose the **Semester**, **Day**, and **Period** to export. Leave the remaining options as they are, and click **OK**.

    g. Click the **Save** button in the toolbar to save your changes.

    Repeat steps **a** to **g** for each **Semester**, **Day**, and **Period** in your schedule.

6. Close the **Maplewood Export for Students** window.

7. If you have more than 50 days defined, open the **StudentSchedule.txt** file that you stored in your **Principalm Import Folder**, and follow the instructions it contains.

Chapter 2 – Transferring Data From Maplewood to Principalm

Each time you wish to update Principalm with the latest data from Maplewood, you need to follow the steps described in this chapter.

Running the Principalm Export Reports

To run the Principalm Export Reports:

1. Run Maplewood.
2. Inside Maplewood's menu bar, choose **Reports->Report Builder->Reports for Exporting->Present Students**. The **Maplewood Export for Students** dialog appears.
3. Inside the **Maplewood Export for Students** menu, choose **File->Open**.
4. In the **Open File** dialog that appears, choose the **Fixed** drive.
5. Locate and double-click **PPStudents** to open it.
6. Run the export for **PPStudents**:
   a. Inside the **Maplewood Export for Students** menu, choose **File->Export Report**.
   b. Click **OK** in the **Export Orders** dialog (order does not matter). The **Export Parameters** dialog appears.
   c. Choose the range of students you wish to export. We recommend exporting all students for this year only.
   d. Click the **Export** button to export the file.
   e. Choose the **Principalm Import Folder**, and save the file with the same name as the report. In the case of **PPStudents**, it will be saved as **PPStudents.txt**.
7. Repeat **steps 3 to 6** for the **PPStudSched** report.
8. Close the **Maplewood Export for Students** dialog.
9. Inside Maplewood's menu bar, choose **Reports->Report Builder->Reports for Exporting->Classes**. The **Maplewood Export for Classes** dialog appears.
10. Inside the **Maplewood Export for Classes** menu, choose **File->Open**.
11. In the **Open File** dialog that appears, choose the **Fixed** drive.
12. Locate and double-click **PPClasses** to open it.
13. Run the export for **PPClasses**:
    a. Inside the **Maplewood Export for Students** menu, choose **File->Export Report**.
    b. Click **OK** in the **Export Orders** dialog (order does not matter). The **Export Parameters** dialog appears.
    c. Choose the range of students you wish to export. We recommend exporting all students for this year only.
    d. Click the **Export** button to export the file.
    e. Select the **Principalm Import Folder**, and save the file as **PPClasses.txt**.
14. Close the **Maplewood Export for Classes** dialog.

Import files into Principalm

Follow the instructions in the Principalm User Guide to import the converted data into Principalm.

Chapter 3 – Customizing Maplewood Export

What Can I Customize?

Currently, all customizable fields in the **Custom Fields** tab in the **Student Records** dialog can be customized for import into Principalm. These are:

- User Defined Text Fields
- User Defined List Fields

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

Customizing the Export

Export customization involves editing the **StudentCustom.txt** file that is located in the **Principalm Import Folder**.

Editing the StudentCustom.txt

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

1. Open the **StudentCustom.txt** file that you stored in your **Principalm Import Folder** using a text editor such as Windows Notepad.

2. Follow the instructions inside the **StudentCustom.txt** file to define custom fields for import.

Chapter 4 – Uninstall

To uninstall the Principalm Maplewood SIS Bridge from your system, follow these steps:

1. Delete the **Principalm Import Folder** from your computer.

2. The reports are not removable, because Maplewood does not provide a way to remove them.