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Discovery Software Bridge for SAS 1.1.0.0

Installation and User Guide

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Chapter 1 – Preparing SAS

This section explains how to set up your computer to import data from SAS into Connect.

Setting Up SAS

Version **6.06.0Q (or higher)** of SAS contains the Principalm export template. No additional setup of SAS is required.

Choosing a Import Folder

The **Import Folder** is the location that you will store your exported files from SAS, and that Connect will read when importing files. The folder should have these characteristics:

- be readable by everybody who will use Principalm Connect
- be write-able by everybody who will be exporting data from SAS

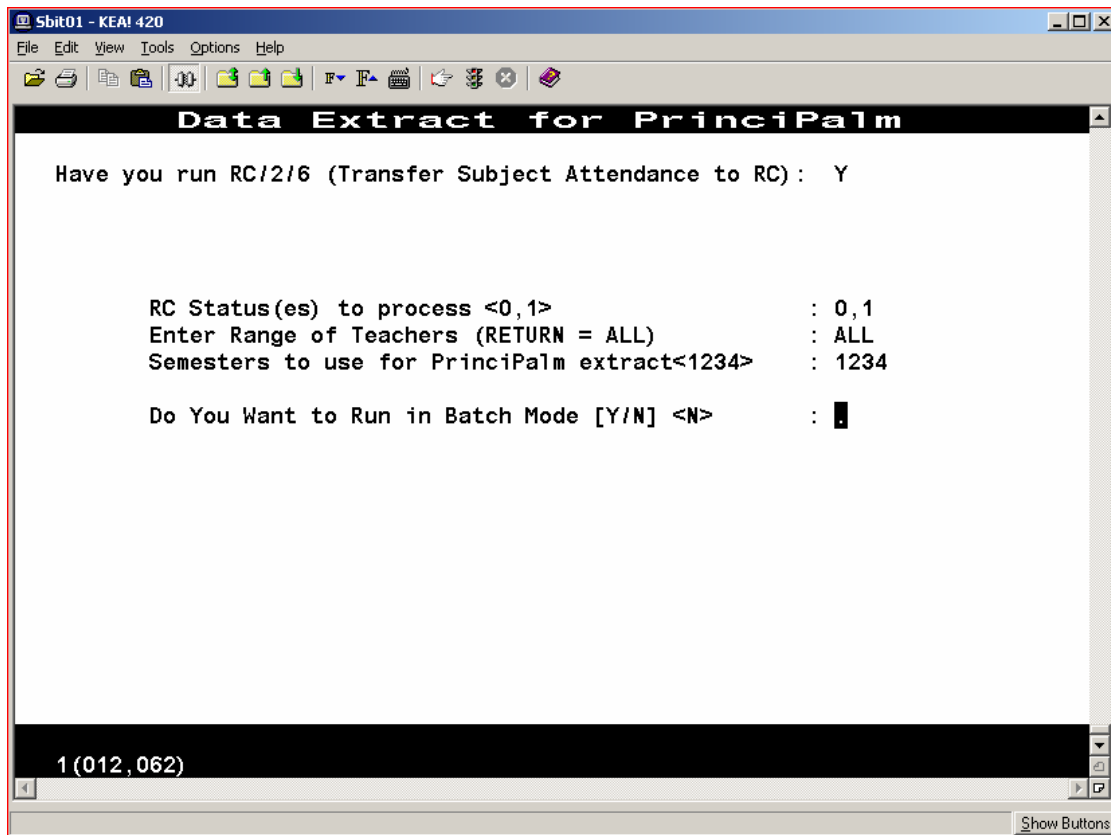
Setup is concluded, you are now ready to transfer data from SAS.

Chapter 2 – Transferring Data from SAS

Creating Export Files from SAS

The following procedure will extract the SAS Current year data for importing into Connect.

1. Run SAS
2. Choose Mark Reporting Subsystem (option 5)
3. Choose Utility Menu (option 4)
4. Choose Export for PrinciPalm (option 4)



5. Answer the following prompts:
 - a. Have you run RC/2/6 (Transfer Subject Attendance to RC):
This prompt ensures that the Subject Attendance data has been transferred to the appropriate subjects in Achievement records and up-to-date information about Absences and Lates will be available for the extract.

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- b. RC Status(es) to process <0,1> : 0,1

In SAS, RC Status has the following meanings:

Status	Definition
0, 1	Active courses in students schedule at the moment
2	Course has been dropped, but will be reported in current Marking period
3	Course has been dropped before current marking period – not reported
4	This is a Grade 11/12 dropped course and will be reported in report cards
8, 9	Course has been dropped and will not be reported anywhere

By choosing the appropriate status, the user is able to extract data for the courses needed.

- c. Enter Range of Teachers (RETURN=ALL) : ALL

This prompt allows the user to export data for a selected teacher. We recommend you select ALL.

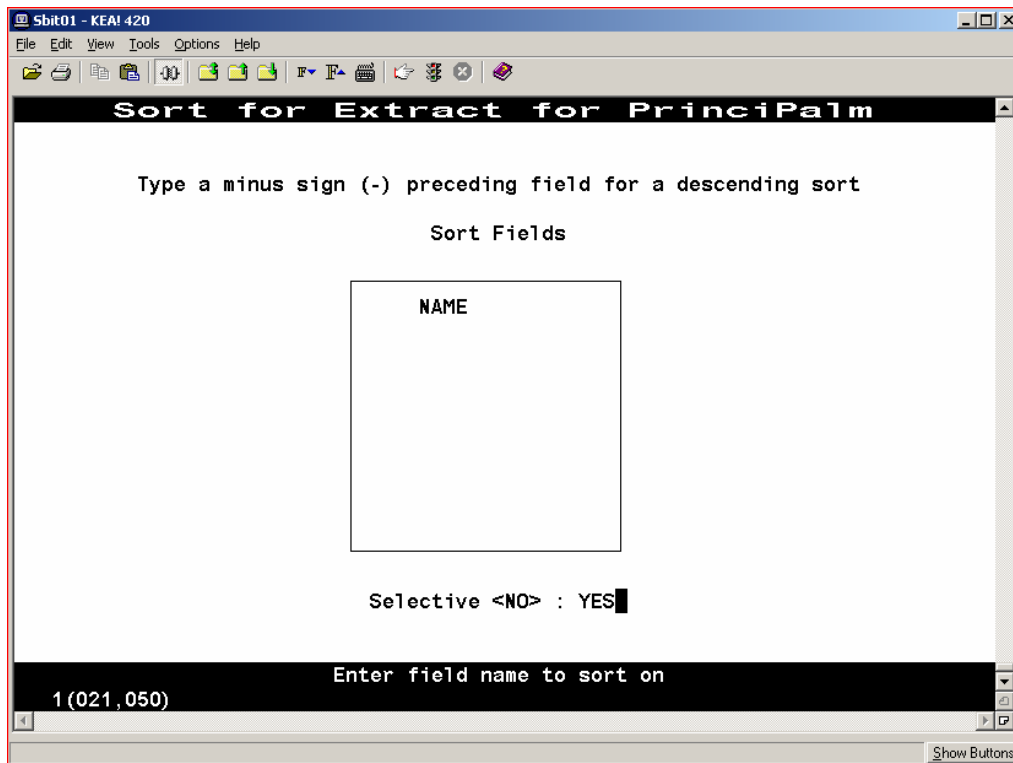
- d. Semesters to use for PrinciPalm extract<1234> : 1234

This prompt allows the user to export data for selected semesters. We recommend you select all available semesters. Ie 1234

- e. Do You Want to Run in Batch Mode<1234> : 1234

This prompt allows the user to submit a batch job to be run at a later time. If Yes is selected, the system will ask for a date and time to run the extract. If No is selected, the extract will start after all prompts have been answered.

6. The screen below allows the user to select and sort students depending on the requirements. Students can be selected by Grade, Gender, Homeroom and a host of other data elements. The extract can also be sorted by a host of demographic data items for the selected students.



7. At the end of the process, the function will create two data extract files:
 - a. SAS_PRIN_EXT.PDE – File containing extracted data
 - b. SAS_USER_FLD.TXT – List of User-defined fields in SAS. This is included for those users who wish to export user defined data fields.
8. You must export these files to a folder on the network using the appropriate file transfer protocol and using ASCII mode. Be sure to store the resulting file(s) in the **Principalm Import Folder** you created in Chapter 1.

Importing the SAS Export Files into Connect

Follow the instructions for importing SIS data inside the Principalm Connect User Guide.

Chapter 3 – Customizing SAS Export

Please contact Discovery Software support if you wish to customize the data imported into Connect.

Chapter 4 – Uninstall

To uninstall the Discovery Software Bridge for SAS:

- Delete the **Principalm Import Folder** you created in Chapter 1.