



DSL's SchoolOffice Data Extractor

Installation and User Guide

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<http://apps.discoverysoftware.com/support/bridges/schooloffice.html>

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Chapter 1 – Initial Setup

By this point you should have already installed the Discovery Data Extractor for SchoolOffice program using the installer that contained these instructions.

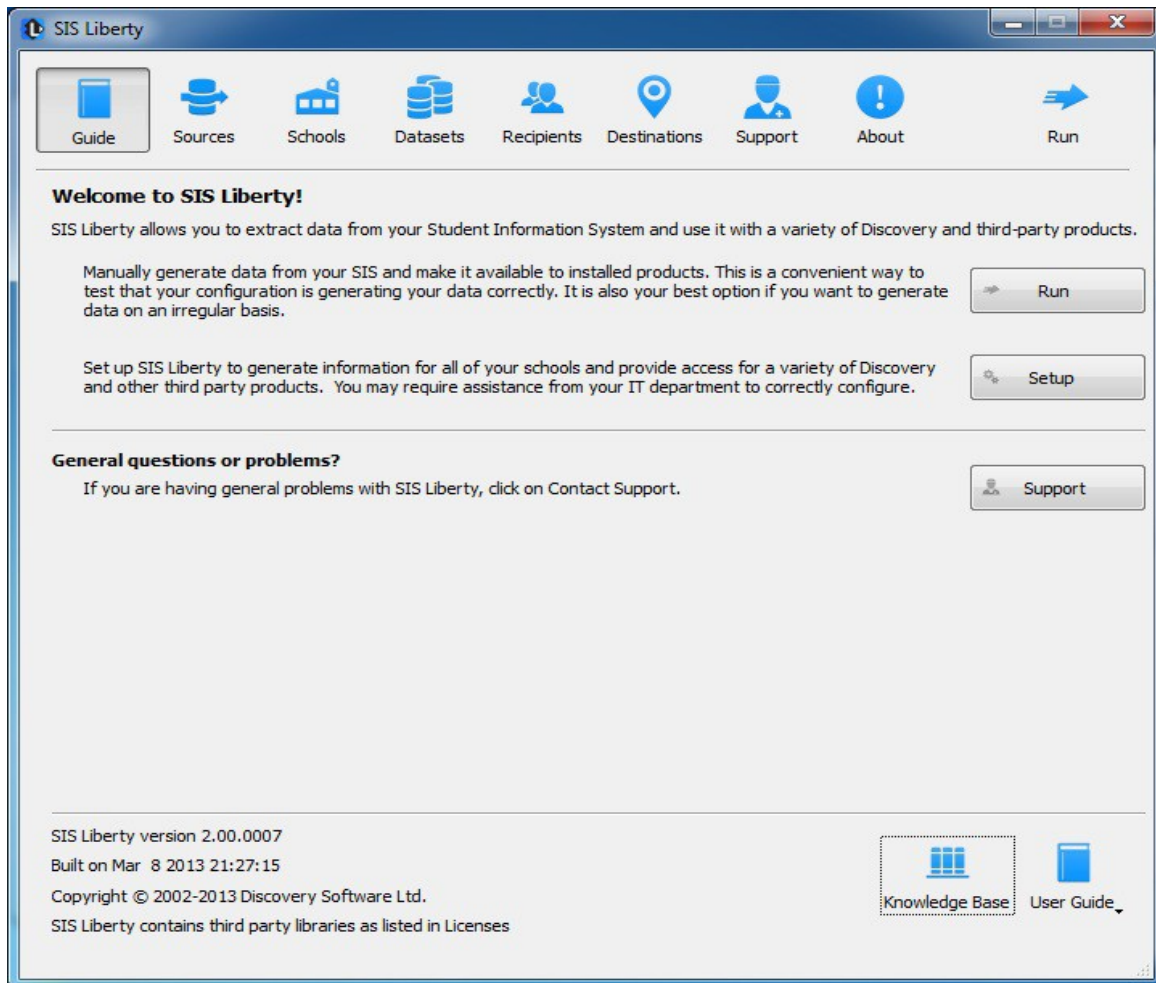
In order to use the bridge for SchoolOffice, Discovery's SIS Liberty will need to be installed. Once the installation has been completed follow the instructions below to run SIS Liberty and configure your school information:

SIS Liberty

SIS Liberty is the graphical user interface that allows you to configure and manually extract data from the SchoolOffice (along with any other SIS Liberty compatible bridge).

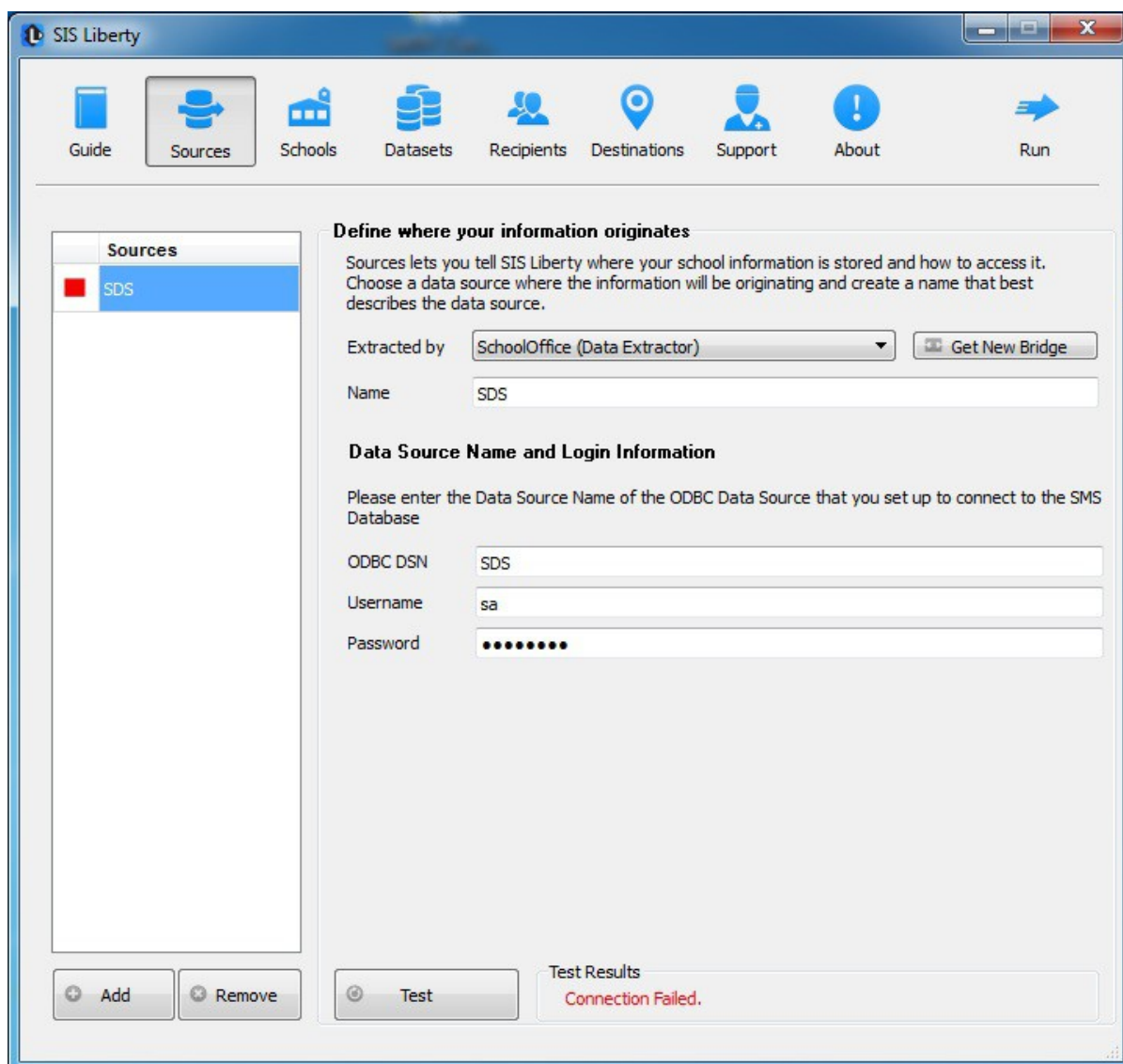
To Run SIS Liberty, choose **Start->Programs->SIS Liberty->SIS Liberty**.

SIS Liberty will show you a Guide page:



Configuring the Source connection

Clicking on the Sources tab will display the following:

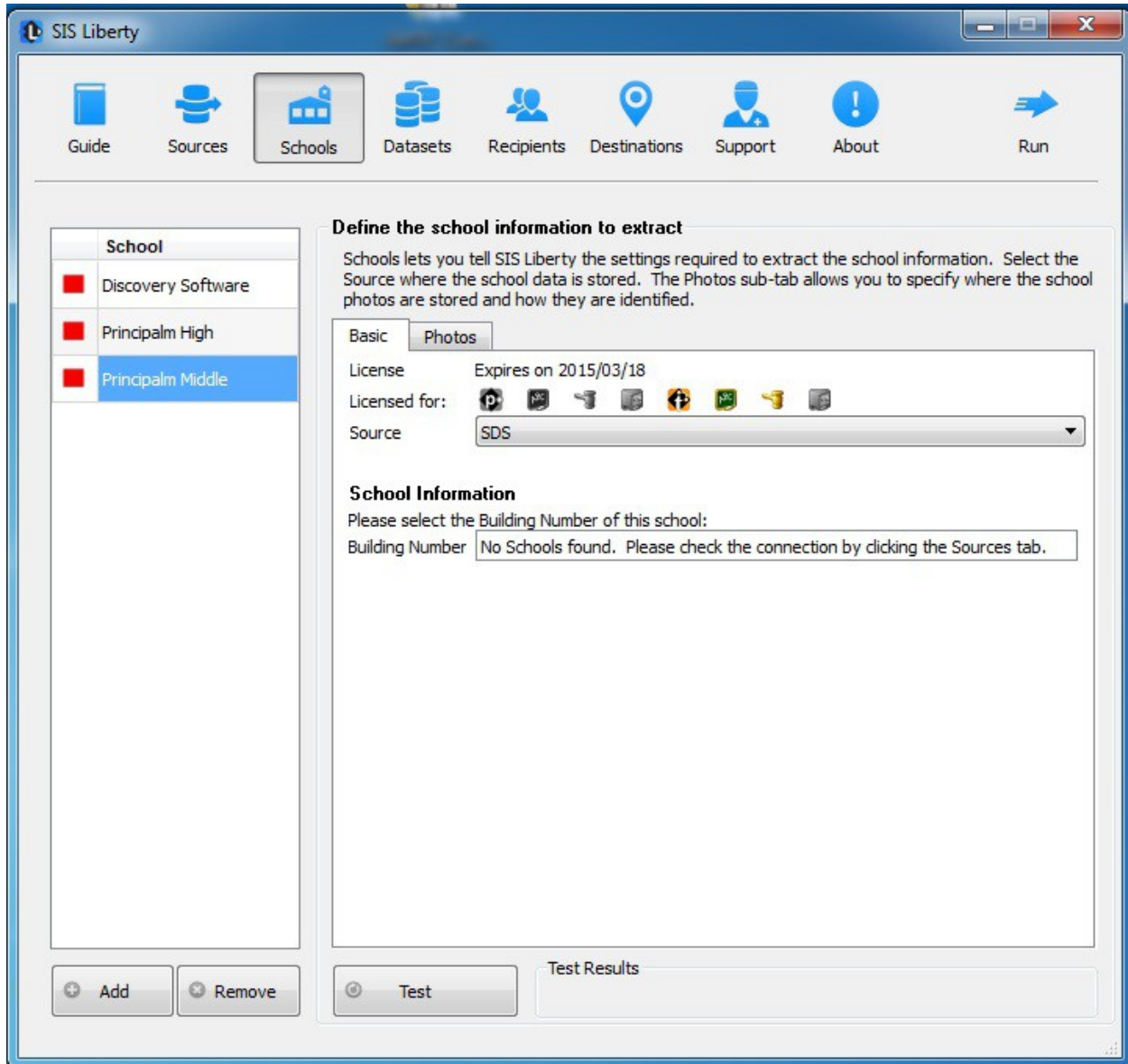


1. Click the Add button to create a new connection
2. Select SchoolOffice (Data Extractor) from the Bridge drop down.
3. Enter a name that you want to use to identify the connection. Eg. SchoolOffice
4. SIS Liberty will display the configuration parameters needed by the SchoolOffice Data Extractor to configure the Connection.
5. Fill in the fields as follows:
 - **ODBC DSN** – enter the name of the ODBC DSN to connect to the SchoolOffice database. See Appendix A – MS SQL Server ODBC Setup if ODBC connection has not been set up.

- **Username** – enter the username for the ODBC DSN.
 - **Password** – enter the password for the ODBC DSN
6. Click the **Test** button to test your settings. Test results should appear in the “Test Results” section

Setting up a School

After you configure your SchoolOffice connection successfully, click on the Schools tab button to configure School information.



Any Discovery Licenses that exist in the License folder at:
\\Documents\DiscoverySoftware\Licenses will automatically be added into the Schools list.

To Add a school:

1. Click the **Add** button and browse for one or more Discovery License files (.paf) (If licenses were not loaded automatically)
2. Select the *Source* you want to associate with the selected school.
3. Select the School from the **Building Number** drop down
4. Click the **Test** button to test your settings. Test results should appear in the “Test Results” section

Removing Schools

To remove a school:

1. Select the school you wish to remove from the Schools list.
2. Click on the Remove button
3. Confirm you want to remove the School by clicking on the “Yes” button.

For more information on importing photos, setting up datasets and recipients to be delivered to your Provider/Product, as well as troubleshooting/support, please refer to **DSL's SIS Liberty User Guide** packaged with your provider installation.

Chapter 2 – Advanced Setup

Using Windows Scheduled Tasks

You can turn on automatic updates so that the data extractor is run on a periodic basis. By selecting the check box ***Update destination data automatically*** in SIS Liberty/Destinations, this will create a scheduled task that runs in the middle of the night. If you select the check box ***This computer is turned off at night*** then the scheduled task will run at log on. This feature enables your users to have the latest data without having to manually run the extractor to keep data synchronized.

If you make changes/updates in SIS Liberty, the batch file will automatically be updated to reflect the new settings

To modify the Schedule task that is created by SIS Liberty:

1. Select **Programs/Accessories/System Tools/Task Scheduler**. The **Scheduled Task** control panel appears.
2. Select Scheduled Task Library to view all tasks
3. Double-click your task to modify it

SIS Liberty creates and saves all batch files to:

\Documents\Discovery Software\Configuration, by default *ScheduleAll.bat* is the batch file that runs all tasks from start to finish. You may also schedule separate batch files manually, however please do not modify batch files if you are unsure of what to do.

The SchoolOffice Data Extractor uses command line parameters to tell the extractor to perform certain actions and pass the necessary configuration information.

Command argument

The first parameter tells the extractor what task you would like it to complete.

Command	Description	Requirements
help	Displays usage for all arguments	
params	Lists the parameters that are required by the extractor.	Must include: -group or -paramkey (see below)
test	Test the extractor for the specified group.	Must include: -group
run	Extract data	Must include: Extract type: -all, -demo or -att -license -path Specific params dependant for groups
version	Get the version of the extractor	

Command optional Parameters

The command parameter is followed by a number of required parameters for that option.

Parameter	Description	Example
--group=value	This indicates which group you would like information for. Currently, the extractor supports the connection group and the school group	--group=connection or --group=school
--paramkey=key	This indicates which param to return or list values for. This can be any valid paramkey used by the extractor. See below.	--paramkey=dsn
Extract type --all, --demo, --att	This parameter tells the extractor if you want a full or partial extraction: -all : extracts all data supported -demo : extract just demographic information	--all

	-att : extract just attendance information	
--license=path	The full path to the license file to use for this extraction	--license=C:\mylicense.paf
--path=path	The full path to where the extracted data should be placed.	--path=C:\myschool\
--logpath=path	The full path to where logs should be placed.	--path=C:\myschool\logs\
--log=option	Where "option" can be any of these values: --log=off : no logging at all --log=consoleoff : no logging to the console --log=fileoff : no logging to file --log=sqloff : no logging to sqlite --log=extract : no logging to console while logging extract	--log=off --log=consoleoff --log=fileoff --log=sqloff --log=extract

The extractor supports the following *Connection* parameters:

Parameter	Description	Example
--dsn	The dsn name you created if you use MS SQL Server or Oracle	--dsn=SchoolOffice
--user	The username for the odbc dsn.	--user=PSNavigator
--pwd	The password for the odbc dsn	--pwd=mypassword
--pwdencode	The encoded password for the odbc dsn, using the automatic scheduler will create an encoded password.	--pwdencode=!H&f3\$%&

The extractor supports the following *School* parameters:

Parameter	Description	Example
--district	The district number to extract	--district=12
--school	The school number to extract	--school=999
--activecodes	The student status codes that are considered active	--activecodes=J,V

NOTE: Remember to place quotes around parameters that might contain spaces.

All parameters must be set each time the extractor is run. No parameters are remembered between runs.

Chapter 3 – Customizing SchoolOffice Export

What Can I Customize?

As we receive user feedback on fields that they wish to add we will continue to expand the DSL's SchoolOffice Data Extractor. If you have suggestions on fields that exist in SchoolOffice that you would like to see added, please do not hesitate to contact us at support@discoverysoftware.com.

Chapter 4 – Uninstall

To uninstall the Discovery Data Extractor for SchoolOffice from your system, follow these steps:

1. Go to Start->Control Panel->Programs and Features.
2. Selected DSL's SchoolOffice Data Extractor.
3. Click Remove to uninstall.

Appendix A – MS SQL Server ODBC Setup

The Discovery Data Extractor accesses SchoolOffice's MS SQL Database database via an ODBC DSN. This ODBC Connection may already be set up.

To check for an existing ODBC DSN:

1. Open the Windows **Data Sources (ODBC)** control panel:
 2. From the **Start** menu, choose **Control Panel**.
 3. On Windows 2000/XP, open the **Administrative Tools** folder.
 4. Double-click the **Data Sources (ODBC)** icon.
5. On the **User DSN** or **System DSN** tab, in the **User Data Sources** or **System Data Sources** list, check for an entry that matches your school.
6. Note the name of the DSN if you found one, this is the same name that you will enter in the **DSN** field in the Discovery Data Extractor later.

If you have no ODBC DSN entries matching your school, please follow these steps to add an ODBC DSN for SchoolOffice:

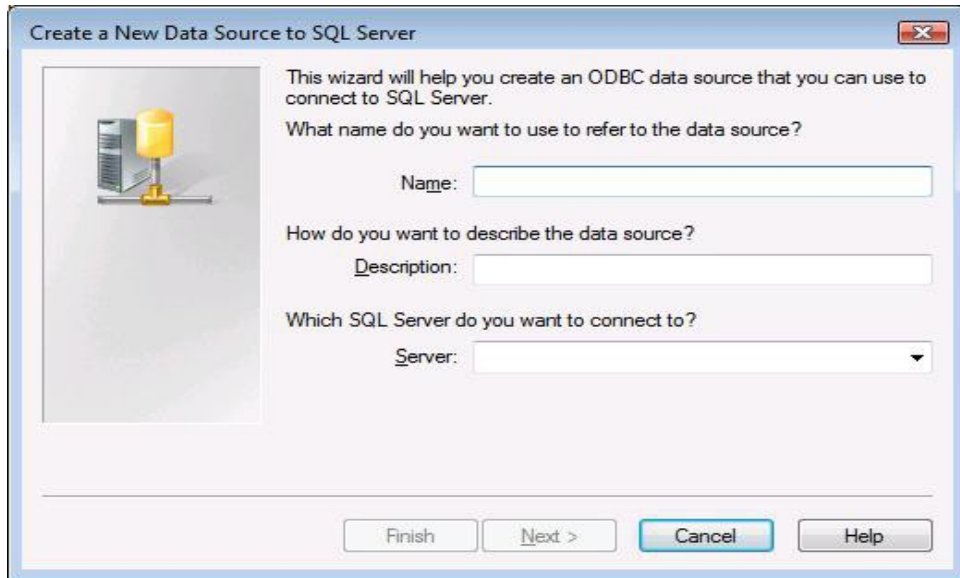
To set up a MS SQL Server DSN:

1. Open the Windows **Data Sources (ODBC)** control panel:
 1. From the **Start** menu, choose **Control Panel**.
 2. On Windows 2000/XP, open the **Administrative Tools** folder.
 3. Double-click the **Data Sources (ODBC)** icon.
1. On the **System DSN** tab, click the **Add...** button.
2. From the list of drivers that appears, choose **SQL Server**, and click **Finish**.

Create a New Data Source to SQL Server screen will appear.

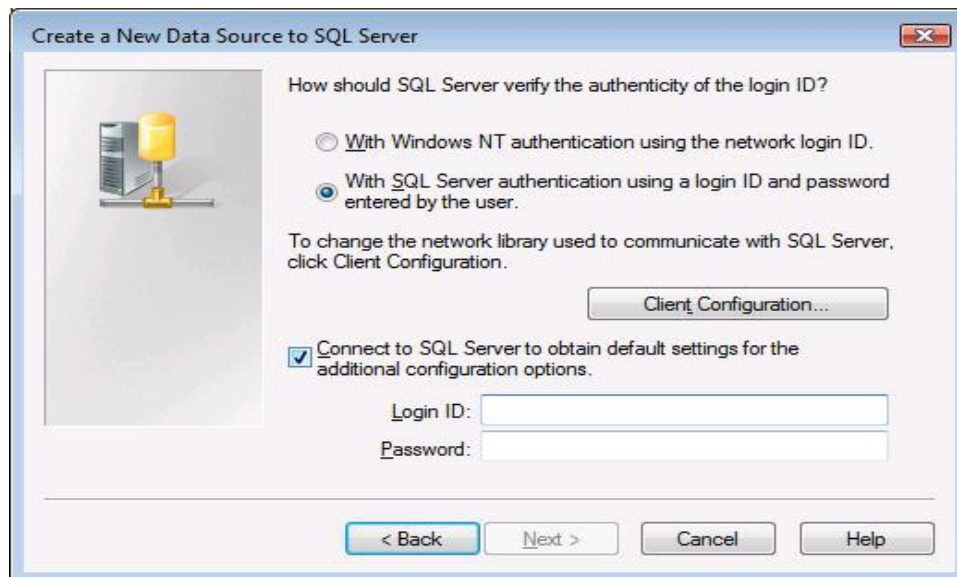


3. For **Data Source Name**, enter a name for the data source. Remember the name you choose, it is the same name you should enter in the **SIS2000 DSN** box in the Extractor.



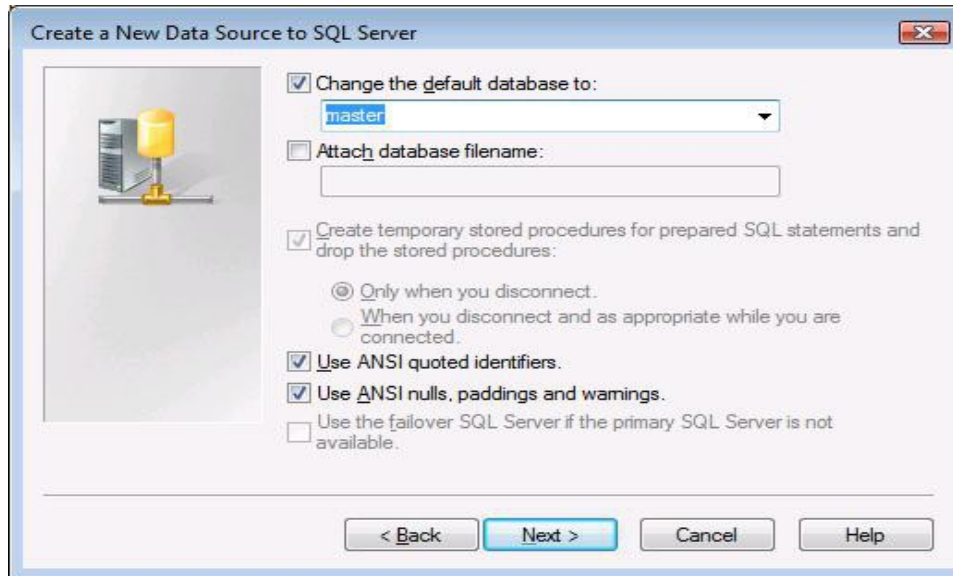
4. Click Next

5. Select the **With SQL Server authentication using a login ID and password entered by the user** radio button



6. Enter the credentials into the Login ID and Password fields. Then click **Next**.

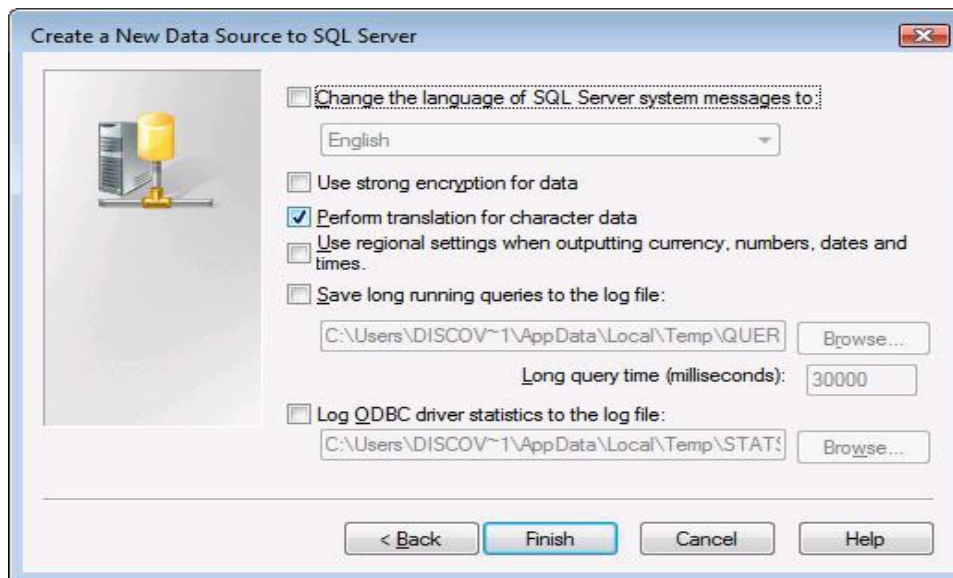
Note: You may need to modify Client Configuration. If you have trouble with this step, please talk with your local IT administrator.



7.If your Infinite Campus Database is not setup as the default database, click on the **Change the default database** checkbox and select the database from the drop down list.

Note: You are not required to enter data in the remaining fields.

8.Click **Next**.



9.Click **Finish** again to exit the ODBC Data Source Administrator.

Your Data Source is now set up and ready to be used by the Data Extractor.