

Please check <http://www.discoverysoftware.com/sis/sky-rr.php> for an updated Discovery Report Reader for Skyward User's Guide before printing. This will save you time, as we will be improving the guide based on feedback.



Discovery Report Reader for Skyward Version 2.3
Installation And User Guide

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Chapter 1 – Installation

Requirements

The Skyward Report Reader is intended for use on a Windows based PC. This product has been tested on Windows 2000, and Windows 98/XP machines, but should work on Windows Vista or Windows Operating Systems prior to Windows 2000.

The requirements for Principalm Connect and/or Principalm (for Palm/Pocket PC) may be different, please refer to their respective User Guides, or our website for more information.

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Set-Up Instructions

1. Download the newest Skyward Report Reader from the website:
www.discoverysoftware.com/updates/sis/sky-rr/
2. Unzip the PPSkyward_2.3.x.x.zip into C:\PP_SKY
3. Create a Shortcut on the desktop that points to **Principalm_SKY_Bridge.bat** in the C:\PP_SKY directory. Follow the directions below to do this:
 - Click on **My Computer**.
 - Browse to C:\PP_SKY.
 - Right Click on **Principalm_SKY_Bridge.bat**.
 - Choose **Create Shortcut**.
 - This will create a shortcut in the C:\PP_SKY folder; drag this file to your desktop.
4. If you have Multiple Schools please see [Chapter 4 – Multiple School Support](#).

Chapter 2 – Manual Export of Data From Skyward

This section describes the process for manually transferring data from Skyward to Principalm.

Manual transfer of data from Skyward to Principalm involves two steps:

- Extracting data from Skyward
- Importing the data into Principalm

Exporting Data from Skyward

To extract data from Skyward for Principalm, follow these steps:

1. Log on to **Skyward**.

2. Click on **Student Management**:



3. Click on **Office**:



4. Click on **Current Year Schedule (Sched-CY)**:



5. Select **Print Student Schedules**:

- Student Schedule Options --- **Keep Default**.
- Select Students By --- **Check Range**.

6. Student Range Parameters Selection:

- Student Status --- **Active**.

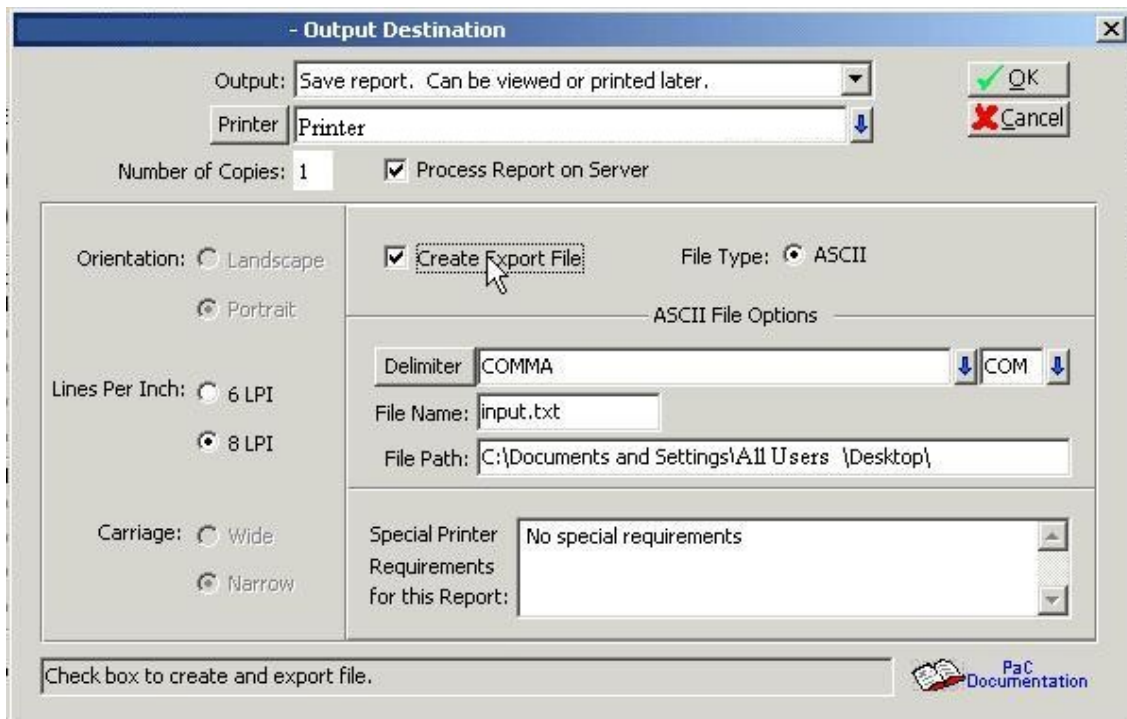
7. On the Student Schedule - Parameters Screen, make correct selections for information desired on the handheld device (Palm or PocketPC). Pay particular attention to the term of classes you want to see.

8. Select **Print**.

A screenshot of the 'Current - Student Schedule Parameters' dialog box. The window title is '- Current - Student Schedule Parameters'. The dialog is divided into several sections: 'Schedule Printing Options' (Print Schedules for Term: All = All Year, Schedule Terms=01-04, Type: Regular, Print Schedule For Specific Date Using Schedule Transaction File, Transaction File Date:), 'Schedules/Page' (Name Order: One, Two, Up to 4; Print Format: Regular, Last First M, First M Last, Window Envelopes; Top Margin: 1, Left Margin: 1; Address To: The Student), 'Student Printing Options' (Print ID Number: None, Social Security Number, Conversion Key, Other; Family: First Only, Second Only, First And Second, Up to 5 Families; Teacher Name: Short; Print Unassigned Courses, Print Blank Schedules, Print Only Blank Schedules, Print Only Auto-Scheduled Conflicts, Only Schedules with Changes on Tran File, Print School Name, Change Homeroom Literal, New Homeroom Literal, Print Default Entity, Print Scheduling Period Times), and 'Single Schedule/Page Options' (Print Parent Information, Print Address, Mailing Address, Print Phone Number, Print Confidential Phone Number, Print Medical Information, Print Primary Emergency Information, Print Advisor, Print Locker Number, Print Locker Combination, Print Locker Area Code, Print Key Pad Number). A red arrow points to the 'Print' button in the top right corner. At the bottom, there are text boxes for Line 1, Line 2, and Line 3, and a footer with 'The Save Button saves entries.' and 'PaC Documentation'.

9. Output Destination:

- Output: Select **Save Report. Can be viewed or printed later.**
- Choose **Create Export File.**
- File Name: --- *input.txt*. ([Modify the filename if using Multiple School Support](#))
- File path:
 - i. Windows 98: C:\WINDOWS\DESKTOP
 - ii. Windows XP: C:\DOCUMENTS AND SETTINGS\ALL USERS\DESKTOP



10. Click **Run** or **OK** to save on the desktop.

This will create a file called *input.txt* on your desktop. This file contains all of the exported student information from Skyward.

Note: If you have trouble importing Student Pictures see [Appendix 1: Picture Index File](#) for help.

Running the Skyward Bridge (Report Reader)

Now that we have the data extracted from Skyward, we need to make it useable by Principalm. To do this we need to run the Skyward Bridge.

- Double click on the **Principalm_SKY_Bridge.bat** shortcut, that we made on the desktop.

This will create the files needed by Principalm Connect in C:\PP_SKY.

Ensure Data is Accurate

Now that we have the data extracted from Skyward, we need to make it ensure that it is set up correctly for your school.

In the installation package, which should now reside in C:\PP_SKY, contains a file called ReportingPeriodHierarchy.txt. This file maps the hierarchy of your reporting periods.

1. Modify this file to list the reporting periods from your schools' configuration in the **RepKey** column (Remove any lines that are not used).

2. In the **RepParentRepRef** column set the appropriate Reporting Period's parent.
3. Ensure that the **RepOrder** is set to indicate the order of Report Periods, as you wish to see them displayed.

Example: If at your school you had no semesters and 4 quarters you might change the following:

RepKey	RepParentRepRef	RepOrder
YR	1	
Semester 1	YR	2
Semester 2	YR	3
T1	Semester 1	4
T2	Semester 1	5
T3	Semester 2	6
T4	Semester 2	7

To this:

RepKey	RepParentRepRef	RepOrder
YR	1	
Q1	YR	2
Q2	YR	3
Q3	YR	4
Q4	YR	5

If you run into problems modifying this, please do not hesitate to contact our support department:

support@principalm.com

Import Data into Principalm

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

Simple instructions provided here:

- Run Principalm Connect.
- Ensure that all school information is correct, including the **Import Folder** under the **SIS Bridge** Heading.
 - This should be **C:\PP_SKY**
- Click Update Card...
- Follow the on screen prompts to build the card.
- Once the card has been built, take the card out of the card reader and place it in your handheld device.

You are now setup and ready to use Principalm.

Note: If you have trouble importing Student Pictures see [Appendix 1: Picture Index File](#) for help.

Chapter 4 – Multiple School Support

This section describes the process for setting up the transfer from multiple schools on one computer (ie a District setup)

1. Follow the set up instructions in Chapter 1.
2. Browse to **C:\PP_SKY**
3. Create a subfolder for each school that you wish to export data for. (Typically you would create a subfolder named with the school number of each school)
ie: c:\PP_SKY\001\
 c:\PP_SKY\002\
4. Copy the ReportingPeriodHierarchy.txt file from the C:\PP_SKY\ directory into every one of the school folders that you created above.
5. Next you will need to modify the **Principalm_SKY_Bridge.bat** in the C:\PP_SKY folder.
6. Right click on the **Principalm_SKY_Bridge.bat** and choose **Edit..**
7. This should open the file using notepad.
8. Copy the first line of this file: and paste it so that you have one line for every school that you wish to export.
Skyward_Bridge "%USERPROFILE%\Desktop\input.txt .\”
Skyward_Bridge "%USERPROFILE%\Desktop\input.txt .\”
9. Modify each line by adding the subfolder and changing the name of the input.txt file to a different file name for each school.
Skyward_Bridge "%USERPROFILE%\Desktop\input001.txt .\001\”
Skyward_Bridge "%USERPROFILE%\Desktop\input002.txt .\002\”
10. Save this file.
11. Next you will need to follow the steps in [Chapter 2 - Manual Export of Data From Skyward](#) of this document for each school that you wish to transfer. Be sure to modify the filename in [Chapter 2: Exporting Data From Skyward \(Step 9\)](#) from *input.txt* to the filename you specified in [Chapter 3:Multiple School Support \(Step 9\)](#) for each school.
12. Run Principalm Connect.
13. Change the **Import Folder** for every school. If there is only one school listed, you will need to add each school using the licenses provided by Discovery Software.
14. You should now be able to update the card, and all of your schools should have the correct data.

Note: Be aware that if you make any modifications to the .bat file you should not copy over this file when you update to a new release of the Skyward Report Reader. Or at the very least make a backup copy of this file before updating.

Chapter 5 – Uninstall



To uninstall the Discovery Report Reader for Skyward from your system, follow these steps:

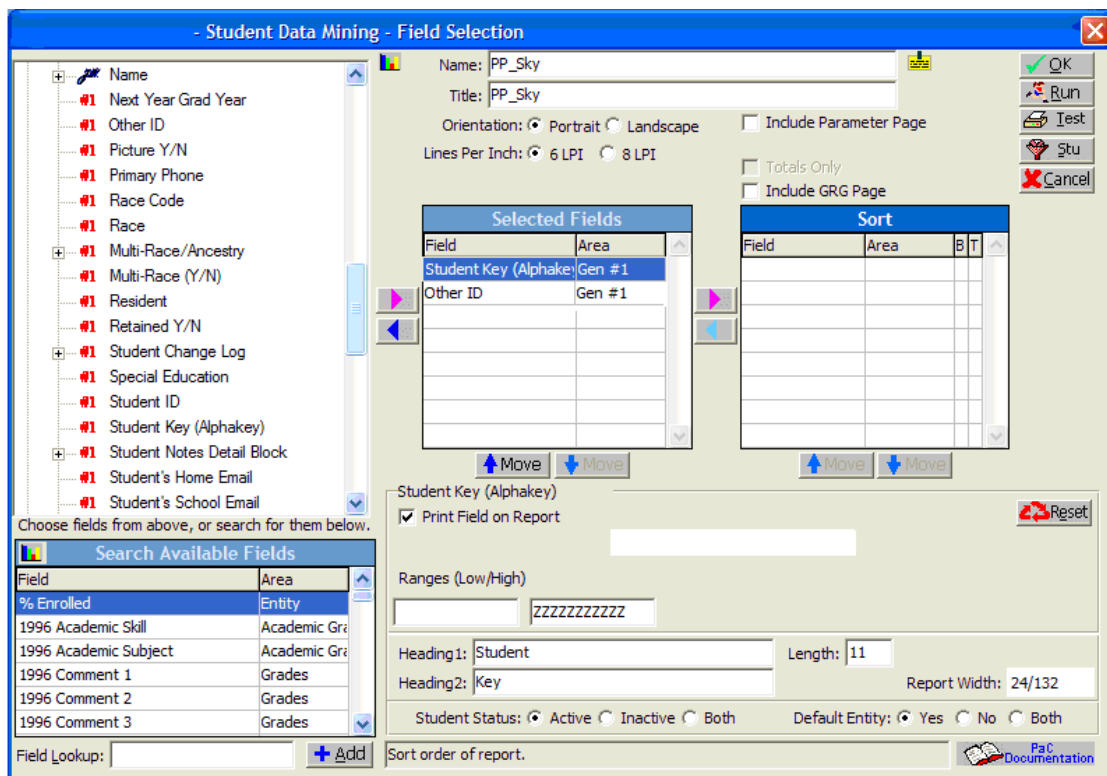
1. Delete the C:\APP_SKY folder.
2. Delete the Desktop shortcut to **Principalm_SKY_Bridge.bat**. This should be on the Desktop.
3. Remove the *input.txt* file from your desktop.

Appendix 1 – Picture Index File Export

Sometimes the Filenames for photos do not match with the exported student ID number from Skyward. This is due to the fact that Skyward has an internal alphakey number that they use to identify Students. This is different than the Student Number that most schools use.

In order to match this internal Skyward number to your pictures we must export a datalink file as well as the Skyward data.

1. Log onto **Skyward**
2. Click on “**Student Management**” 
3. Click on **Data Mining** 
4. Click on **ADD**
5. Open **Gen #1**
 - a. Double click on Student Key (**Alphakey**)
 - b. Double click on **Other ID**
 - c. Name the File and give it a title



Student Data Mining - Field Selection

Name: PP_Sky
Title: PP_Sky
Orientation: Portrait Landscape
Lines Per Inch: 6 LPI 8 LPI

Include Parameter Page
 Totals Only
 Include GRG Page

Selected Fields	
Field	Area
Student Key (Alphakey) Gen #1	
Other ID Gen #1	

Sort		
Field	Area	B T

Student Key (Alphakey)
 Print Field on Report

Ranges (Low/High)
ZZZZZZZZZZ

Heading1: Student Length: 11
Heading2: Key Report Width: 24/132

Student Status: Active Inactive Both
Default Entity: Yes No Both

Field Lookup: Sort order of report:

6. Click ok. You have now created your export data file for Principalm which can be use from year to year.

7. To extract the data out of Skyward, highlight your newly created report file, click run.

The screenshot shows the 'Student Data Mining' application window. The main area is divided into two panes. The top pane, titled 'My Templates', contains a table of report templates. The 'PP_Sky' template is highlighted. The bottom pane, titled 'PP_Sky - Report Fields', shows a table of fields for the selected report.

Report Name	Report Title	User
District Report Duplicate Emergency Names	District Report Duplicate Emergency Name:	
GaleStud	GaleStud	
Lifetouch	Lifetouch	
Lifetouch palm	Lifetouch palm	
New Palm export	New Palm export	
Pkfstud	Pkfstud	
PP_Sky	PP_Sky	
PrincePalm Student ID's Number	PrincePalm Student ID's Number	
SIS file	SIS file	
sis05	sis05	

Field	Headings (Line 1 / Line 2)	Length	Sort	Break	T	Prt	Ranges (if not defaults)
Student Key (Alphakey)	Student / Key	11					
Other ID	/ Other ID	12					

Report Name: PP_Sky

My Favorites | **My Templates** | Recent Reports | Skyward Templates | All Reports

Rpt Name: PP_Sky
 Rpt Title: PP_Sky
 Report Owner:
 Individual Students: No
 Student Status: Active
 Default Entity: Yes
 Show Totals Only: No
 Parameter Page: No
 Grad Yr/Race/Gender Page: No
 Width: 24
 Orientation: Portrait
 LPI: 6
 Created: 05/14/07 11:28 AM

Export the data to SkyPrint, Word, Excel, Labels, and as Text.

8. Leave everything the same on the next pop-up screen, but pick the ASCII button for your output type.

The screenshot shows the '400 - SM\DM - 4449 - Student Data Mining - ASCII Export' dialog box. It contains fields for file name and path, a table of fields for the export, and options for case and delimiter.

File Name: dataalink.txt

Path: C:/PP_SKY/

#	Field	Beg Pos	End Pos	Length
2	Student Key (Alphakey)	13	23	11
1	Other ID	1	12	12

Case Option

- As Is
- Force All Upper
- Force All Lower

Delimiter Option

- Comma
- Fixed Width
- Space
- Tab

Enter the path where the file should be saved.

-
9. You must put in a Filename (datalink.txt) and path (C:\PP_SKY).
 10. Change the Delimiter Option to **Comma**.
 11. Now click Run.
 12. Your file has now been created.
 13. Go to where you saved your datalink.txt file. (It's important you remember your path for where you saved your file). Right Click on your file and rename from input.txt to input.pde.
 14. Now open up Principalm Connect and update your card.

Notes:

If you have suggestions on changes that you would like to see to Principalm, please do not hesitate to contact us (support@principalm.com).