

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



Discovery Data Extractor for StarBase Version 1.0.1

Installation and User Guide

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Table of Contents

Chapter 1 – Initial Setup	3
Acorn	3
Configuring the Connection	4
Adding a Connection.....	4
Sharing Data.....	5
Setting up a School	6
Adding a School	6
Removing Schools	7
Automatically extract school data.....	7
Diagnosing Issues with Acorn or the PowerSchool Data Extractor	8
Contacting Discovery Software	10
Determining Installed Products	10
Manually Extracting Data	11
Photo Export	12
Chapter 2 – Advanced Setup	13
Using Windows Scheduled Tasks - Advanced.....	13
Command Line Parameters	14
Command argument.....	14
Command optional Parameters.....	14
Chapter 3 – Customizing PowerSchool Export	16
What Can I Customize?.....	16
Customizing the Export	16
Attendance Codes: AttCodes.pef.....	16
Chapter 4 – Uninstall	18
Appendix A – Oracle ODBC Setup	19
Setting up a PowerSchool Oracle ODBC DSN.....	19
Oracle Driver Installation.....	22
Appendix B – Installing Sybase ODBC Drivers and DSN	23
Setting up a PowerSchool Sybase ODBC DSN.....	23
Sybase Driver Installation.....	26

Chapter 1 – Initial Setup

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

In order to use the Bridge for StarBase, Discovery's Acorn will be installed. Acorn will streamline all of your export tasks, and make configuration and switching between schools much easier.

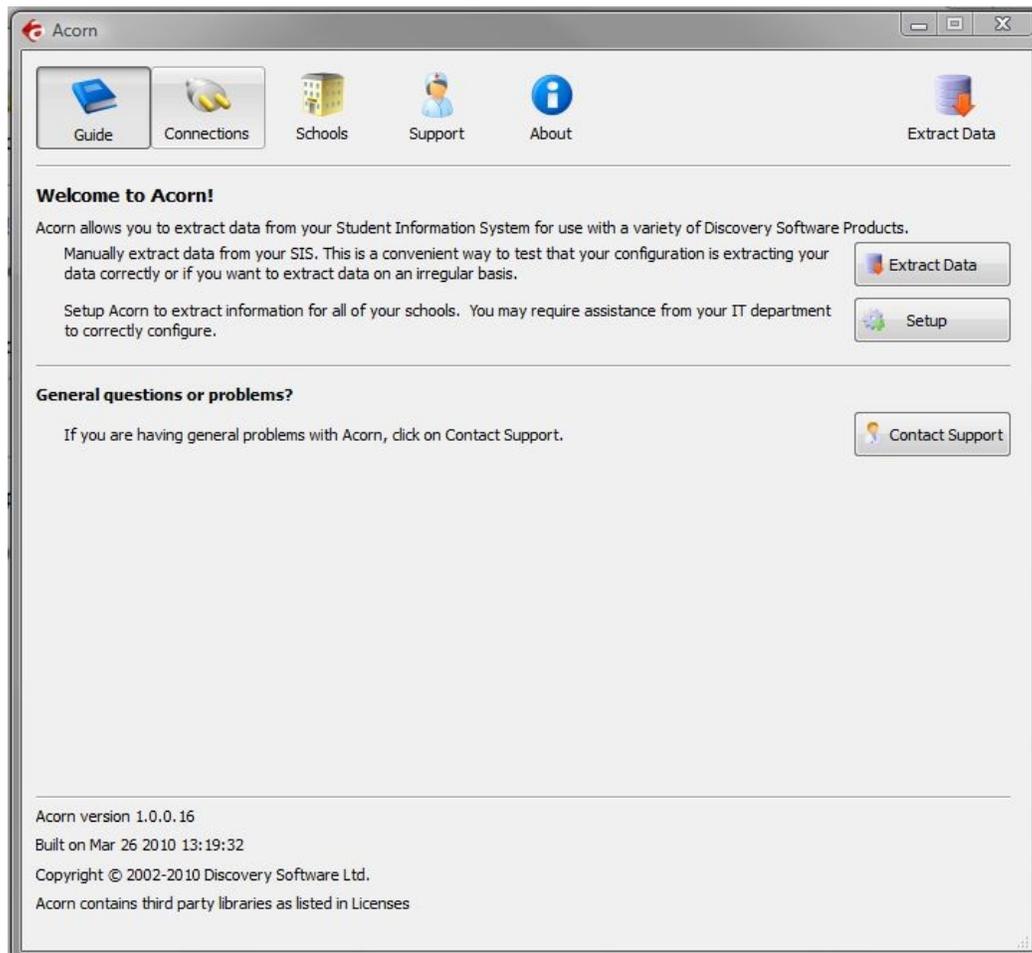
Once the installation has been completed follow the instructions below to run Acorn and configure your school information:

Acorn

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

To Run Acorn, choose **Start->Programs->Acorn->Acorn**.

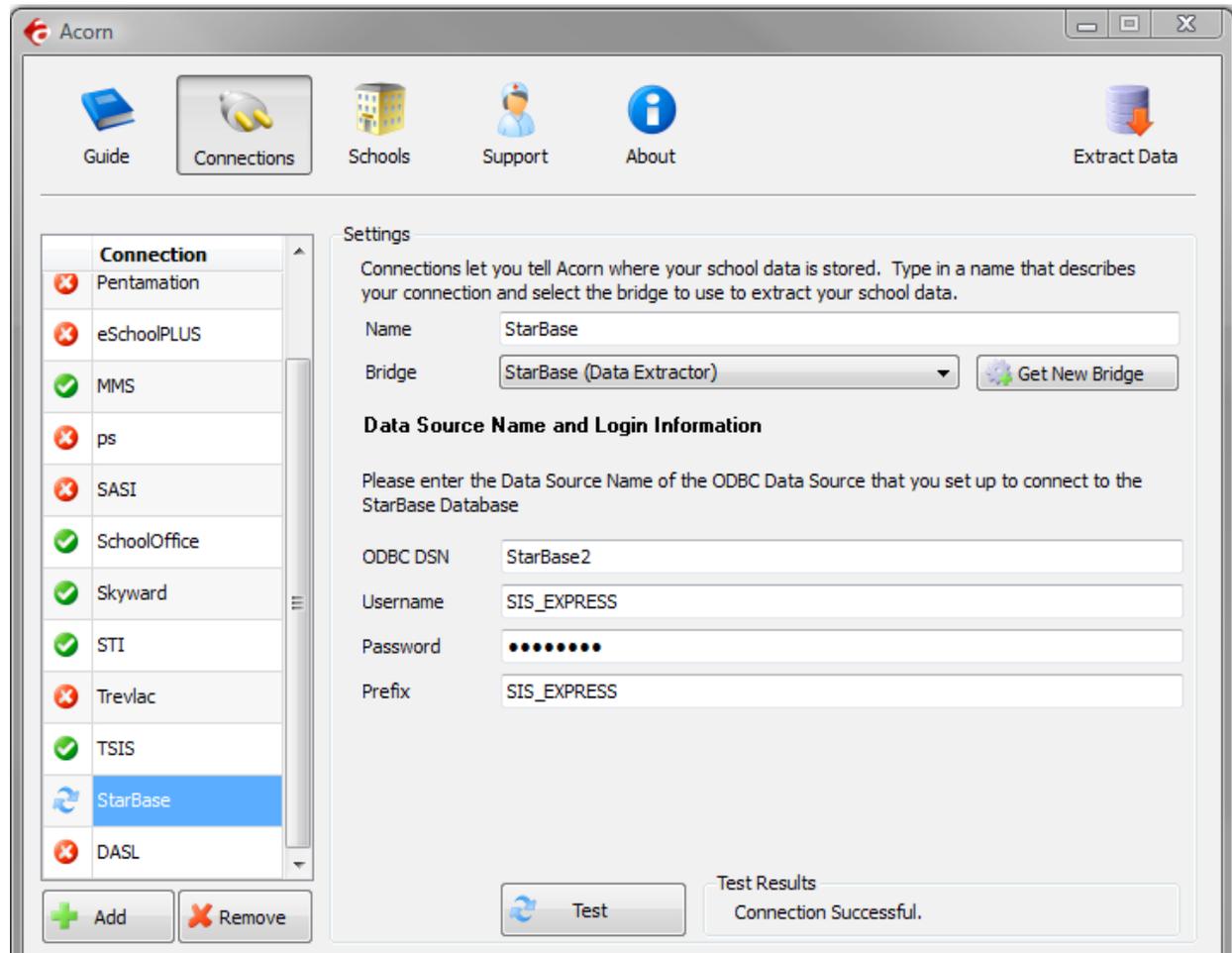
Acorn will show you a Guide page:



Click on the  Connections tab button to start configuring the StarBase Data Extractor.

Configuring the Connection

Clicking the on the  Connections tab button will display the following:



Adding a Connection

1. Click the Add button to create a new connection
2. Enter a name that you want to use to identify the connection. Eg. StarBase
3. Select StarBase (Data Extractor) from the Bridge drop down.
4. Acorn will display the configuration parameters needed by the StarBase Data Extractor to configure the Connection.
5. Fill in the fields as follows:
 - a. **ODBC DSN** – enter the name of the ODBC DSN to connect to StarBase. If you have not created one see Appendix A-ODBC Setup (19)
 - b. **Username** – enter the username for the ODBC DSN.
 - c. **Password** – enter the password for the ODBC DSN.
 - d. **Prefix** – enter the database table prefix if needed (optional). May be SIS_EXPRESS if blank does not work.

6. Press the Test button to receive a message indicating the status of your connection. If the configuration for the connection is correct, a  icon will appear next to the Connection name in the Connection list. A  icon will be displayed next to the connection name if the configuration is incorrect. A  icon will be displayed if you did not enter all the necessary configuration.

Sharing Data

Acorn allows you to configure the StarBase Data Extractor to share the extracted data to a location on your network that is accessible by users of Connect. Otherwise, Acorn will automatically store the extracted data in your local Documents folder at:

Documents\Discovery Software\School Data\<<School Name>>

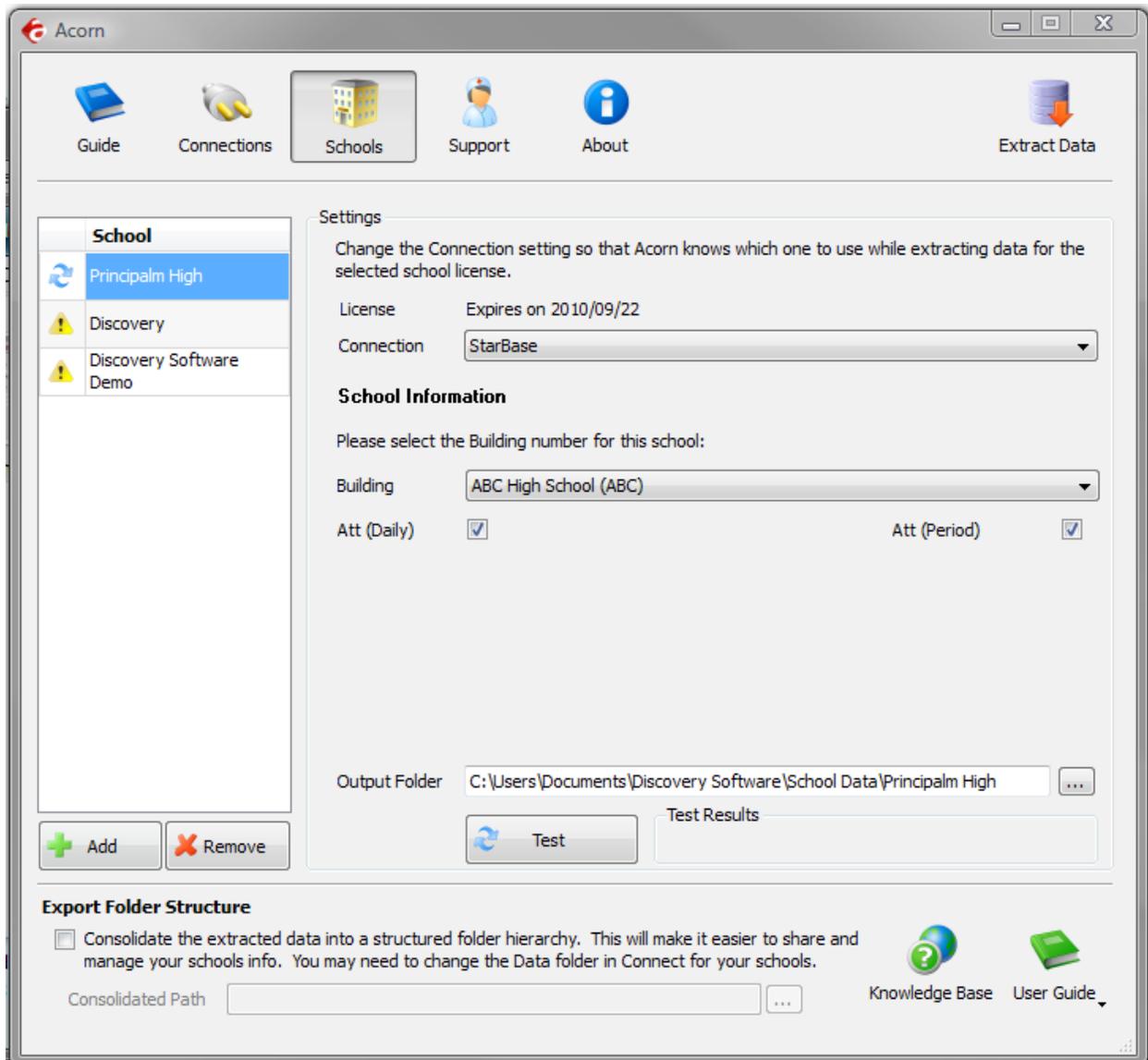
Check the “Allow other computers on your network...” checkbox, and fill in the network path you want to extract data to. Please be sure to place the correct permissions on the school folders so that only users with the appropriate permissions can access the data.

If you want Connect to automatically update the licenses in Acorn, please make sure that the users of Connect also have write permission to this folder. For more information, please see the *Licenses* section below.

Once you have added and configured all the connections you will need for your schools, select the  Schools tab to complete the configuration.

Setting up a School

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



Any Discovery Licenses that exist in the License folder at *Documents/Discovery Software/Licenses* will automatically be added into the Schools list.

Adding a School

To enter a school:

1. Click the **Add** button and browse for one or more Discovery License files (.paf)
2. Optionally, drag and drop Discovery License files (.paf) onto the Schools list.
3. Select the connection name you want to associate with the selected school.

4. Select the name of the school from the **Building** drop down.

5. **Export Filters:**

1. **Att (Daily):** Check this to include Daily Attendance information.

2. **Att (Period):** Check this to include Period Attendance information.

Press the **Test** button to receive a message indicating the status of your school information. If the configuration for the school is correct, a  icon will appear next to the School name in the School list. A  icon will be displayed next to the school name if the configuration is incorrect. A  icon will be displayed if you did not enter all the necessary configuration.

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.

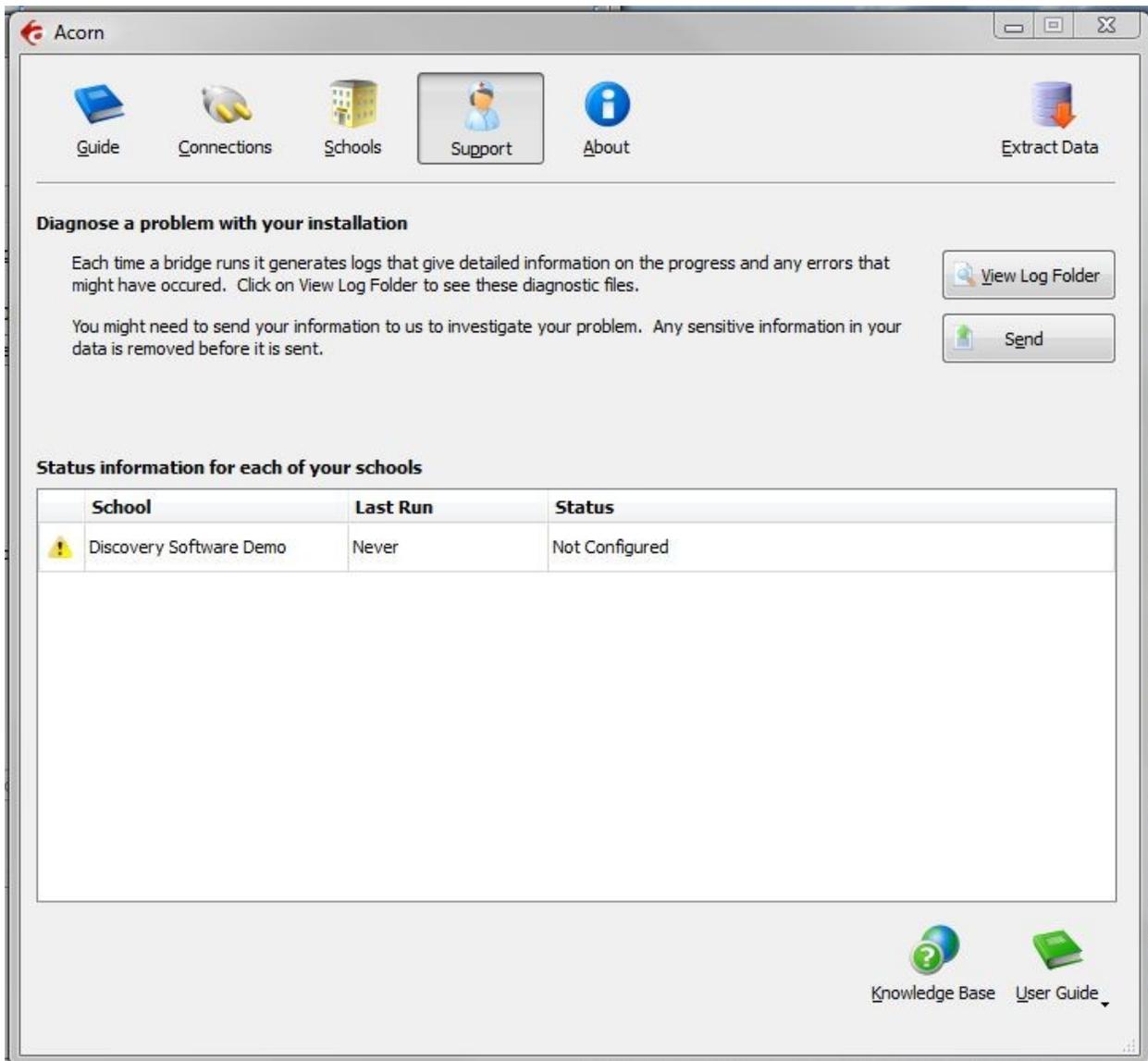
Automatically extract school data

Acorn can configure scheduled tasks so that the StarBase Data Extractor is run on a periodic basis. By checking *Update demographic/attendance data automatically*, Acorn will create a schedule task that runs in the middle of the night. If you select the checkbox *This Computer is turned off at night*, then the scheduled task will run at logon.

This feature enables your users to have the latest data from StarBase without someone having to manually run the extractor to keep the data synchronized.

Diagnosing Issues with Acorn or the StarBase Data Extractor

Clicking on the  Support tab button will display the following:



The  Support tab helps you diagnose issues with your schools data extraction.

Diagnose a problem with your installation

The  *View Log Folder* button opens an explorer window containing the log files and folders. The main log folder contains the log files generated by Acorn itself. There will also be a separate folder for each school you have licensed. The logs generated while the bridge extracts data for your school will be stored in the school log folder.

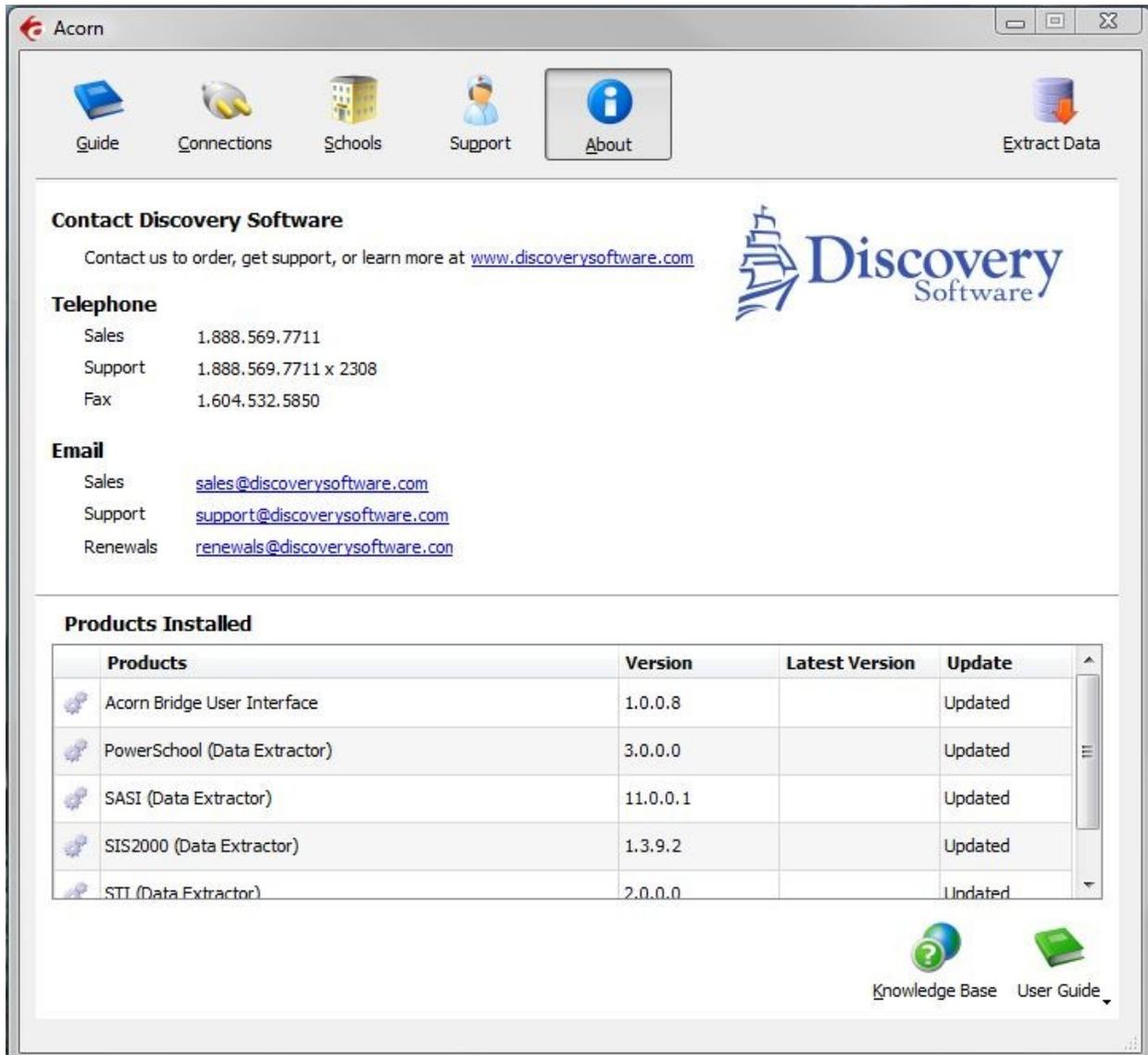
The  *Send* button uploads the log files automatically to Discovery Software. The uploaded log files will help us identify and correct your issue. Any sensitive information in your data is removed before being sent.

Status information for each of your schools

The school table displays diagnostic information that allows you to see at a glance the last time the extract was run and its status. Each licensed school will appear in the table.

Contacting Discovery Software

Clicking on the  About tab button will display all of the contact phone numbers and email addresses so that you can easily contact Discovery Software.



Contact Discovery Software

Contact us to order, get support, or learn more at www.discoverysoftware.com

Telephone

Sales	1.888.569.7711
Support	1.888.569.7711 x 2308
Fax	1.604.532.5850

Email

Sales	sales@discoverysoftware.com
Support	support@discoverysoftware.com
Renewals	renewals@discoverysoftware.com

Products Installed

Products	Version	Latest Version	Update
 Acorn Bridge User Interface	1.0.0.8		Updated
 PowerSchool (Data Extractor)	3.0.0.0		Updated
 SASI (Data Extractor)	11.0.0.1		Updated
 SIS2000 (Data Extractor)	1.3.9.2		Updated
 STI (Data Extractor)	2.0.0.0		Undated

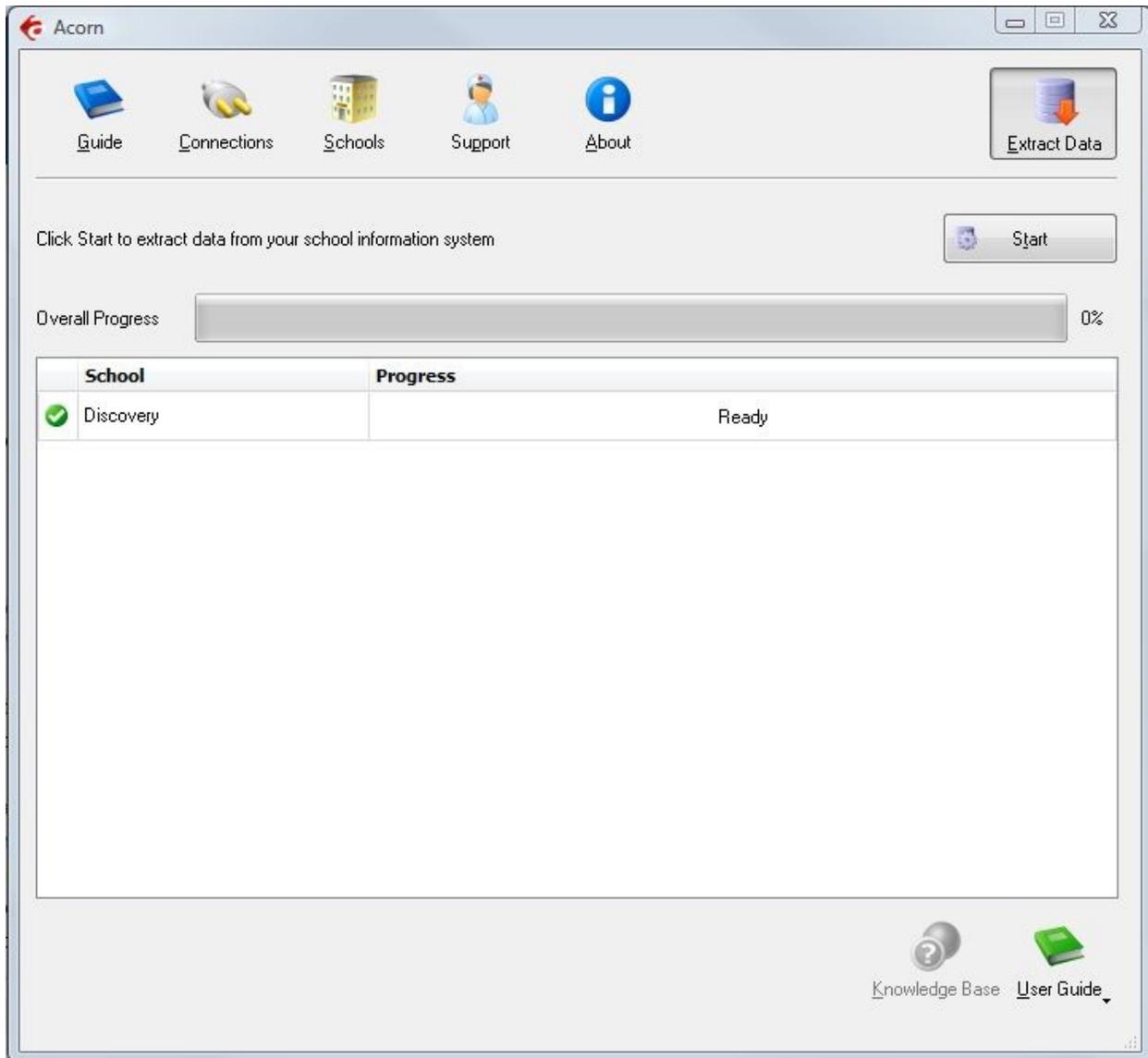
 Knowledge Base  User Guide

Determining Installed Products

At the bottom of the  About tab is a table that displays a list of all the Discovery products and versions installed and usable by Acorn. Acorn will display an *Update* button in the table if new versions of installed Bridges are available.

Manually Extracting Data

Clicking on the  Extract Data tab button, display a list of all of the schools configured within Acorn.



When the  Start button is clicked Acorn will run the first 5 schools that are correctly configured. As a school extract completes another will be started, so Acorn will keep 5 schools extracts running concurrently. A progress bar will appear for each school that is extracting. It will display a text message that indicates the current extract being generated over the top of the progress information.

Photo Export

The StarBase Extractor does not export the photos stored within StarBase currently (contact our support department to help us test this process). Therefore, you will need to have access to the photo images provided by your photo vendor. Consult the Connect User Guide for more information.

The extractor uses the following StarBase fields to link students to their photos:

"Photos are identified by" setting in Connect	StarBase table and field name
Student Number	STU_BASE.STUDENT_ID
State ID	STU_BASE.STATE_STU_ID
Photo ID	Not in StarBase
SSN	No longer supported

The extractor uses the following StarBase fields to link staff to their photos:

"Photos are identified by" setting in Connect	StarBase table and field name
Staff Number	STAFF.EMPLOYEE_NUMBER
State ID	STAFF.STATE_ID
Photo ID	Not in StarBase
SSN	No longer supported

The photos must be in .jpg format and the value found in the StarBase table/field should be the file name (or the value should be referenced using a mapping file). See the Connect User Guide for more information.

Chapter 2 – Advanced Setup

Using Windows Scheduled Tasks - Advanced

The Extractor is designed to run from the command line. Acorn automatically creates and schedules a batch file that contains the command lines used for all of your schools. If you change settings in Acorn, the batch file will automatically be updated to reflect the new settings

To modify the Schedule task that is created by Acorn:

1. Select **Programs/Accessories/System Tools/Scheduled Tasks**. The **Scheduled Task** control panel appears.
2. Double-click the task created by Acorn to edit it.
3. Consult your Windows help for more details on how to use Task Scheduler for your version of Windows.

If you would like to manually create a batch file to run the Extractor, please use a different batch file name since Acorn will automatically rewrite its batch file whenever settings are changed within the Acorn interface.

Command Line Parameters

The StarBase 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=StarBase
--user	The username for the odbc dsn.	--user=PSNavigator
--pwd	The password for the odbc dsn	--pwd=myspassword
--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
--filterdaily	Indicates if we should include daily attendance	--filterdaily=true
--filterperiod	Indicates if we should include period attendance	--filterperiod=true

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 StarBase Export

What Can I Customize?

As we receive user feedback on fields that they wish to add we will continue to expand the Discovery Data Extractor for StarBase. If you have suggestions on fields that exist in StarBase that you would like to see added to the Data Extractor; or any other features, please do not hesitate to contact us at support@discoverysoftware.com.

Customizing the Export

Student User Fields: StudentCustomConfig.txt

Custom Fields: StudentCustomConfig.txt

By default the Custom fields exported will be hidden in Principalm if you want to include any specific fields you will need to change their settings with the StudentCustomConfig.pde file. This process is detailed within the file itself but is also explained here:

In order to manually make changes to this file you will need to open it in a text editor (notepad is the default editor on Windows).

Once you open the file you will see this:

```
//          1. If the field you want is listed as #customhiddenfield change it to another field type
//          if you want it to be displayed. Or you can change where it appears by changing the type of
custom field as below:
//          #custombasicfield           To have it appear on the ID tab
//          #customschoolfield         To have it appear on the School tab
//          #customcomfield            To have it appear on the Contact tab
//          #custommedfield            To have it appear in the Medical Section
//          #customgradelevel         To have it appear as a Grade column
//          #customendoutfield         To have it appear in the Conduct Outcomes Section
//          #customendinfield         To have it appear in the Conduct Incident Section
//          #customhiddenfield        To have it not appear in Principalm
//          3. Change the second quoted field on the line to the title you wish the field to appear as.
```

After the header you should see at least one line that will look similar to this:

#customhiddenfield "Field" "Title" "Type"

This is the line you will need to modify. As the header noted, change the first portion to indicate where you would like the custom field to appear.

The second column is the Field Name, do not change this value.

The next value is the Title, this is the label that will appear in Principalm describing the field.

The last column is the Type, this column describes the data, and how it will be displayed. Typical formats are:

Formats:

NOFORMAT	use this if you know this field has no formatting, or should not be formatted
EMAIL	for email addresses
PHONE	to indicate a phone number
FAX	fax number, will be formatted like phone number, but ignored by autodialers

DATE
TIME
DATETIME

References:

STUDENT Will create a link to an existing student, by StdKey
STAFF Will create a link to an existing staff member, by StaffKey
SECTION Will create a link to an existing section, by SecKey

Grade Types:

LETTER a Grade Type for letter grades.
NUMBER a Grade Type of numeric, for percents.

This file is only created the first time you run the data extractor. This means that any changes you make to the file will be kept. If you wish to generate a new version, we suggest renaming the file (ie StudentCustomConfig.old). If the data extractor does not find the file StudentCustomConfig.pde it will generate a new one.

Chapter 4 – Uninstall

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

1. Go to Start->Control Panel->Add/Remove Programs.
 2. Selected Discovery Data Extractor for StarBase.
 3. Click Remove to uninstall.
-

Appendix A – Oracle ODBC Setup

If your installation of StarBase uses an Oracle database then this section will help you set up 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's database, most likely named "StarBase".
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 StarBase.

Setting up a StarBase Oracle ODBC DSN

If you do not have a StarBase ODBC DSN follow these steps.

1. Open the Windows **Data Sources (ODBC)** control panel:

On Windows 32-bit:

From the **Start** menu, choose **Control Panel**.

On Windows 2000/XP, open the **Administrative Tools** folder.

Double-click the **Data Sources (ODBC)** icon.

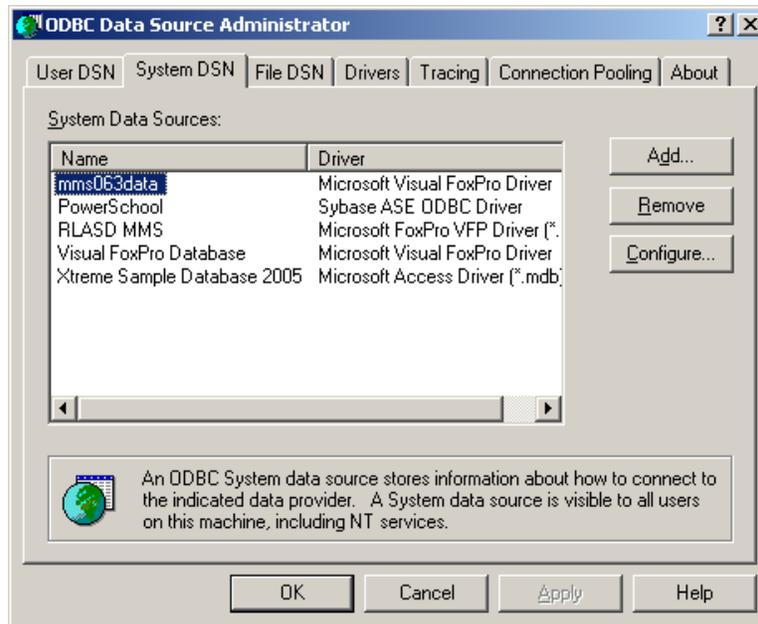
On Windows 64-bit:

From the **Start** menu, choose **Run**.

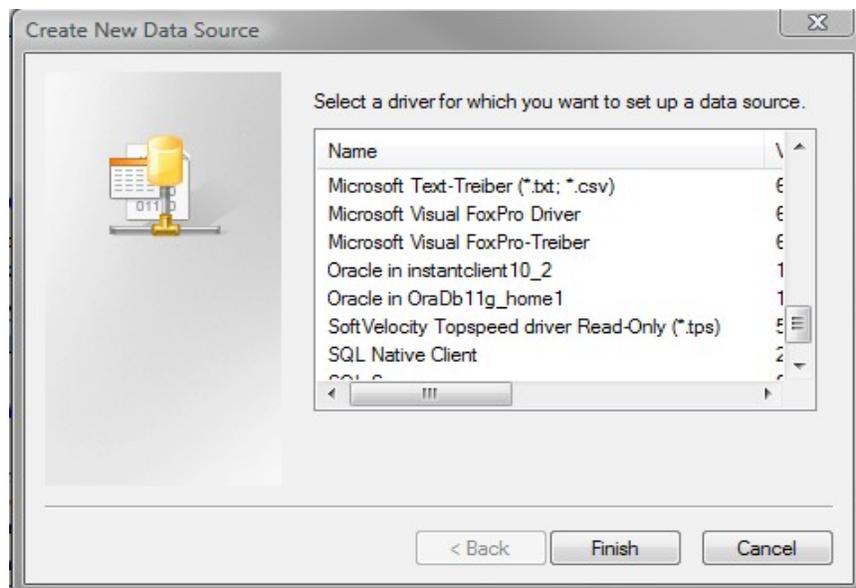
Type in: `C:\WINDOWS\SysWOW64\odbcad32.exe`

Click OK

2. This will open up the Data Source Administrator.
-
-



3. On the **System DSN** tab, click the **Add...** button.

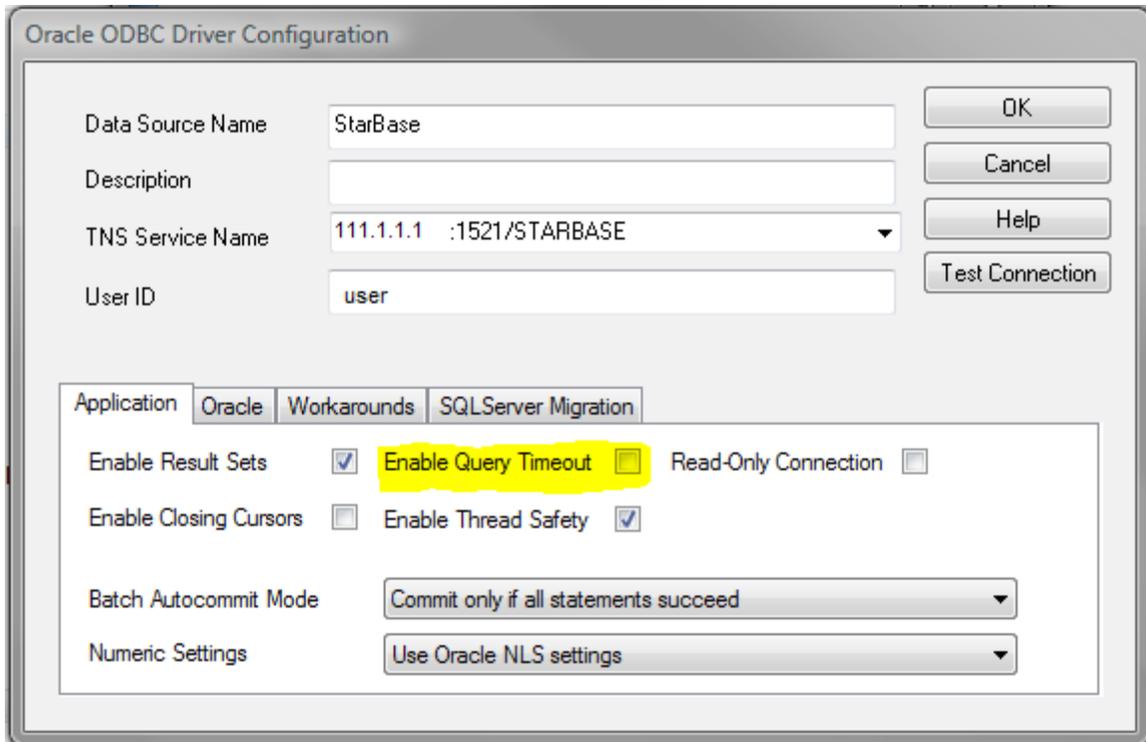


4. Choose **Oracle in OraDb11g_home1 (or similar name)** from the list of drivers that appears, and click **Finish**. (Your Oracle driver may be different than this one, as long as the driver is from Oracle Corporation it should be fine)

If the Oracle Driver does not exist, see [Oracle Driver Installation](#) for instructions on how to install the driver.

5. This will bring up the Oracle ODBC Driver Configuration page:

6. Enter a Data Source Name, this can be anything, but you will need to use this name in the Data Extractor once you are finished; eg. StarBase.



7. For TNS Service Name this will be the TNS Service as determined by your StarBase install. Your Oracle DBA or StarBase administrator should know this information. It is in this format:

[server address]:[port]/[Listener]

as per the example above.

The **[server address]** is the ipaddress of your StarBase server.

The **[port]** should be: **1521**.

The **[Listener]** is the name of the Oracle Listener: most likely **STARBASE**

All of these settings should be defaults when you set up the StarBase server, your school may have changed these values during installation. If you are having trouble finding out these values, they can be found in the serverconfig.props file on the Oracle server.

8. User ID: This user must have read access to the tables within the SIS_EXPRESS tablespace.

Note: You may need to uncheck "Enable Query Timeout" on this screen. If you do not, on large queries (like Section information) you may get this error:

[Ora]ORA-01013: user requested cancel of current operation

9. Click **Test Connection**.

10. Enter the password for the chosen user. Your StarBase DBA should maintain the password for this account.

11. Click **OK**.

12. You should receive "Connection Successful". If not please check our Knowledge Base for possible solutions, or check your Pearson Manual for more information on how to set up this driver.

13. Click **OK**.

14. Click **OK** again to exit the ODBC Data Source Administrator.

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

Oracle Driver Installation

The Pearson documentation, **Oracle ODBC Configuration and Client Installation Guide**, contains more detailed information for installing and setting up these drivers.

Oracle Instant Client software is available via download at:

<http://www.oracle.com/technetwork/database/features/instant-client/index-097480.html>

Note: An Oracle account is required in order to download the software. The account is free

and does not require PowerSchool license information.

From the Oracle Instant Client Downloads page:

1. Click on:
 2. [Instant Client for Microsoft Windows \(32-bit\)](#) (Windows XP, Vista 32 bit)
 - a) If you are using Vista 64 bit or Server 2008 (64 bit) you will still need to choose the 32-bit client.
 - b) You may need to log on to the Oracle site at this point.
 - c) Accept the user license agreement.
 3. Under Version 11.2.0.1.0:
 4. Download **Instant Client Package – (Basic or Basic Lite)**
 5. Download **Instant Client Package – ODBC**
 6. These two files are zip archives. You will need to extract them to your computer. Extract them into the same folder: eg. C:\Oracle\InstantClient\
 - a) There is a help document in this folder in case you need more help: ODBC_IC_Readme_Win.html.
 7. Add this location to your PATH environment variable:
 8. Start->Settings->Control Panel->System
 - a) **Advanced** Tab.
 - b) Environment Variables
 - c) Under System Variables find a variable called **PATH** or **Path**.
 - d) Select it, and click Edit.
-

- e) In the Variable value add the path of the Instant Client Package to the current value, separated by semi-colons. eg. You may add this string if this was your saved location from step 6 above:

;C:\Oracle\InstantClient\instantclient_11_2

- 9. Double click on the **odbc_install.exe** file in the Instant Client folder.
- 10. Your Oracle Drivers should be installed.

If you have trouble with this installation, please consult your Pearson Documentation or Oracle's website for more information.