Discovery Software

Discovery Data Extractor for STI Version 1.4.5

Installation and User Guide

Revised: August 17, 2012

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Chapter 1 – Initial Setup

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

In order to use the Bridge for STI, 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 STI (along with any other Acorn compatible bridge).

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

Acorn will show you a Guide page:
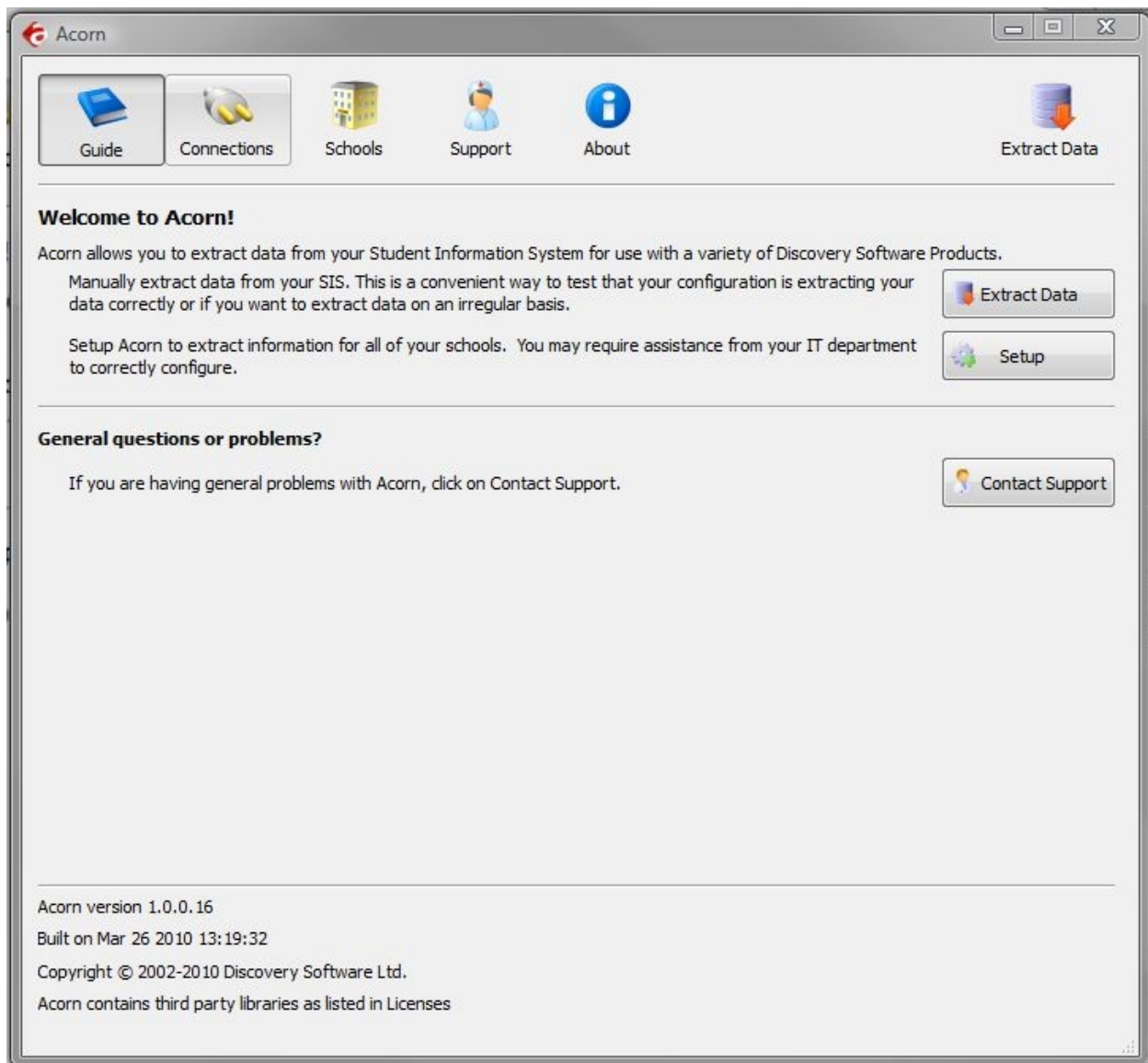
Click on the 🌀 Connections tab button to start configuring the STI Data Extractor.

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. STI
3. Select STI (Data Extractor) from the Bridge drop down.
4. Acorn will display the configuration parameters needed by the STI 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 STI. If you have not created one see Appendix A-ODBC Setup (20)

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 STI 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 STI connection successfully, click on the 🏢 Schools tab button to configure School information.
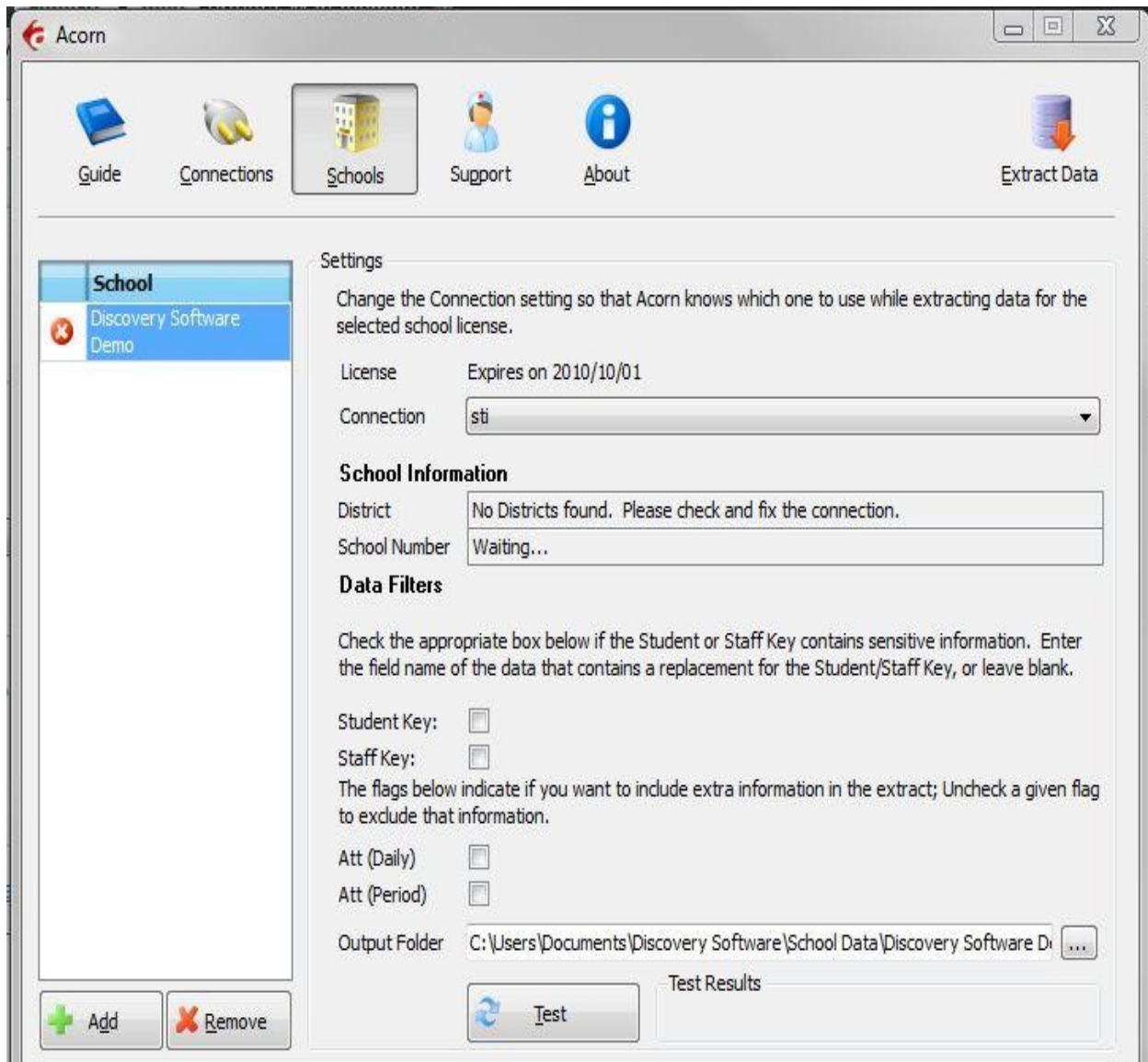
Any Discovery Licenses that exist in the License folder at *Documents/Discovery Software/Licenses* will automatically be added into the Schools list.

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 district from the **District** drop down.

5. Select the name of the school from the **School Number** drop down.

6. **Data Filters**:

   7. **Student Key**: Check this to indicate if you wish to mask (hide) the student key information, useful if the Student Key is the SSN. Once checked you can also enter the name of the field you would prefer to display instead of the Student Key.

   8. **Staff Key**: Check this to indicate if you wish to mask (hide) the staff key information, useful if the Staff Key is the SSN. Once checked you can also enter the name of the field you would prefer to display instead of the Staff Key.

   9. **Att (Daily)**: if checked will include Daily Attendance information.

   10. **Att (Period)**: if checked will 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 STI 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 check-box *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 STI without someone having to manually run the extractor to keep the data synchronized.

Diagnosing Issues with Acorn or the STI Data Extractor

Clicking on the 👤 Support tab button will display the following:
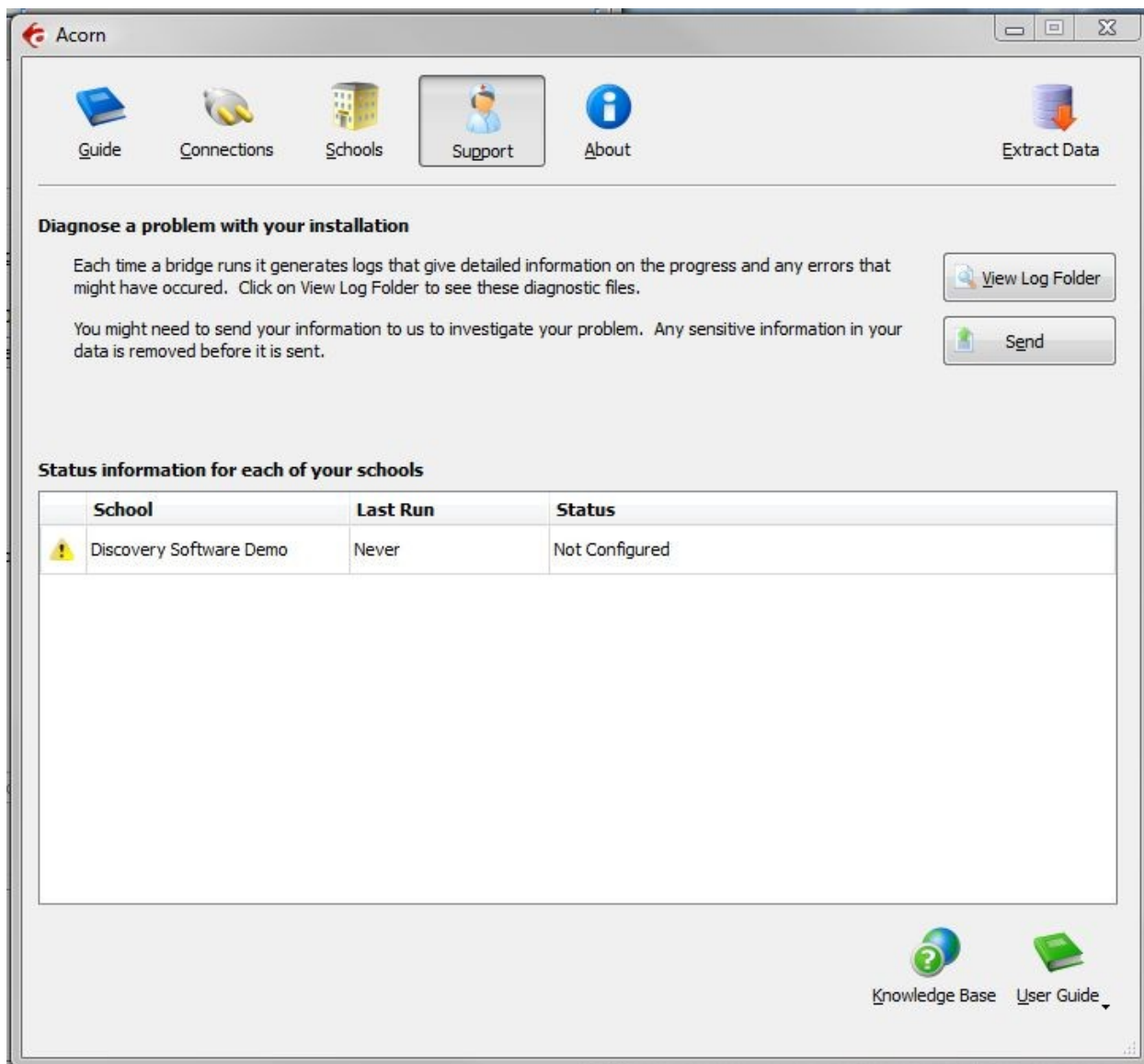
The 👤 Support tab helps you diagnose issues with your schools data extraction.

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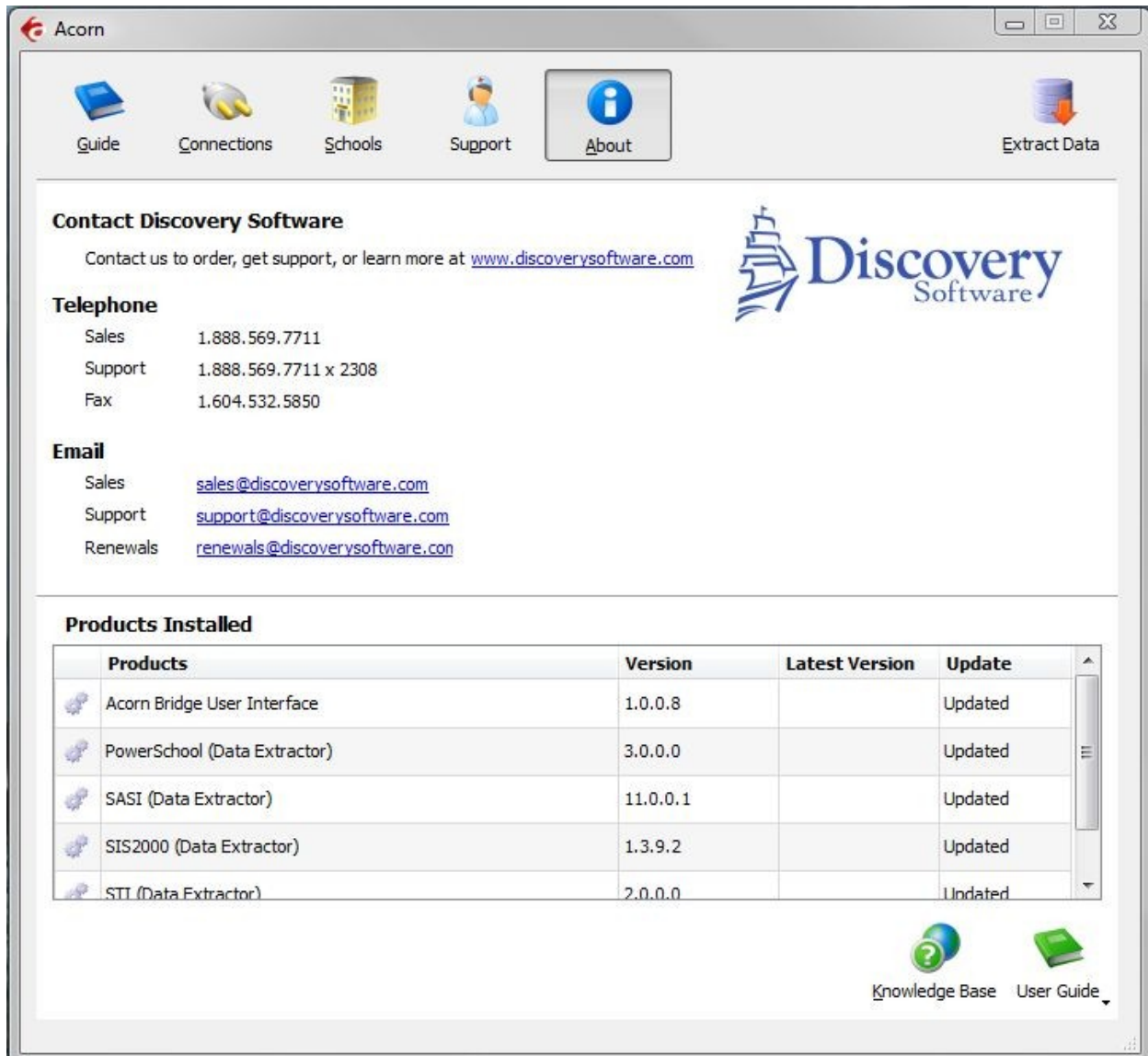
The *Send* button uploads the log files automatically to Discovery Software. The uploaded log files will help us identify and correct your issue. Any sensitive information in your data is removed before being sent.

Status information for each of your schools

The school table displays diagnostic information that allows you to see at a glace 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.

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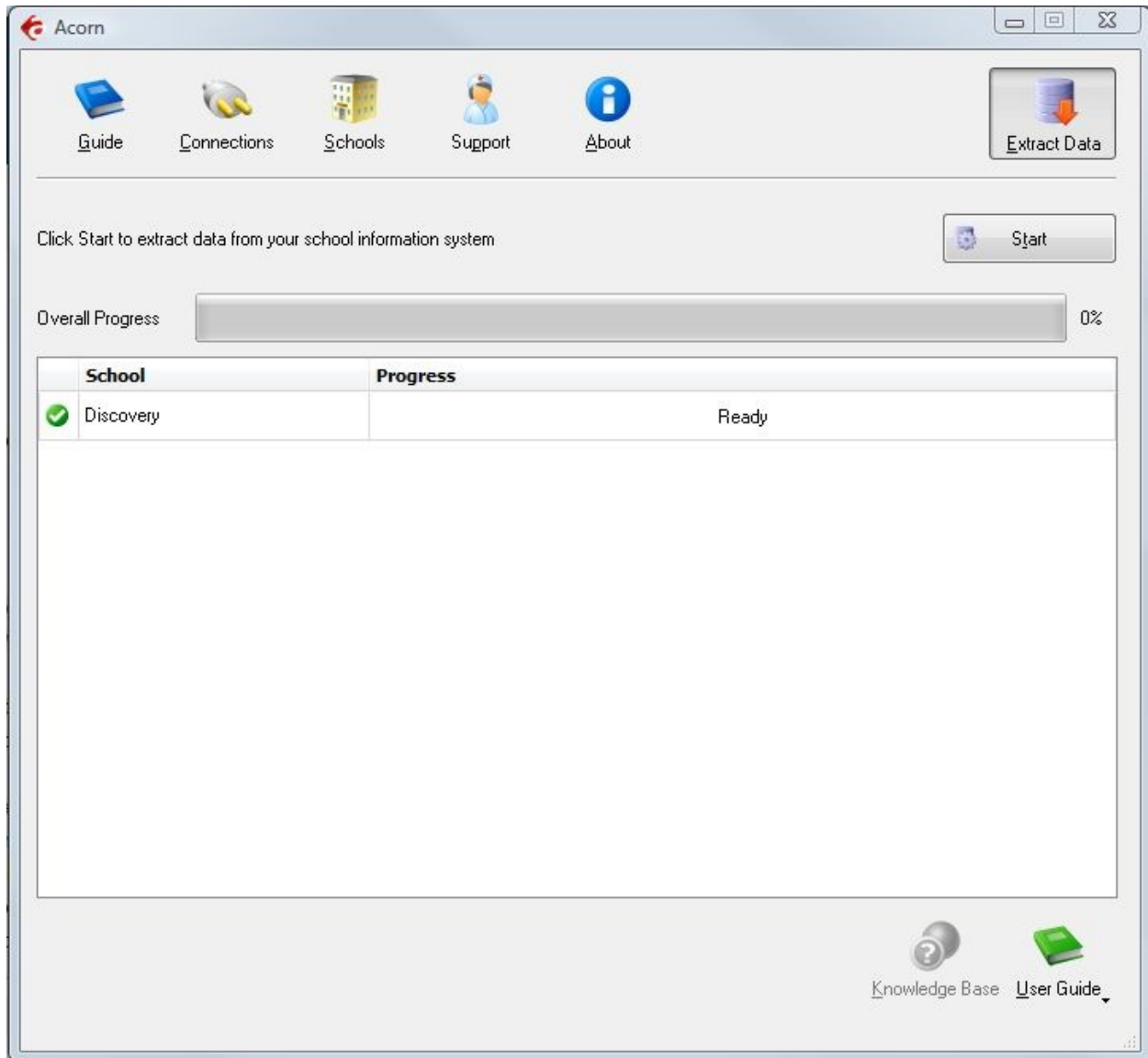
When the Start button is clicked Acorn will run the first 5 schools that are correctly configured. As a school extract completes another will be started, so Acorn will keep 5 schools extracts running concurrently. A progress bar will appear for each school that is extracting. It will display a text message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

Photo Export

The STI Extractor does not export the photos stored within STI, so 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 STI fields to link students to their photos:

"Photos are identified by" setting in Connect	STI table and field name
Student Number	STU.Snum
State ID	STU.Asnum
Photo ID	Not in STI
SSN	No longer supported

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

"Photos are identified by" setting in Connect	STI table and field name
Staff Number	TEA.Tnum
State ID	Not in STI
Photo ID	Not in STI
SSN	No longer supported

The photos must be in .jpg format and the value found in the STI 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 STI 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=STI

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
--maskstu	Tells the extractor to export staff and teachers	--maskstu=true --maskstu=Asnum --maskstu='true' --maskstu=false
--maskstaff	Tells the extractor that the staffid and tchid refer to the same person.	--maskstaff=true
--filterdaily	Indicates if we should include daily attendance	--filterdaily=true
--filterperiod	Indicates if we should include period attendance	--filterperiod=true

The maskstu and maskstaff parameters above can be confusing here are the possible types of usage, in each case maskstaff works the same way as maskstu:

--maskstu=true   this will be the same as a check in the checkbox, with no field name entered.

--maskstu=Asnum	uses the field STU.Asnum instead of STU.Snum for display.
--maskstu='true'	uses the field STU.true instead of STU.Snum for display. (this probably will not be what you want, but is here for completeness)
--maskstu=false	uses STU.Snum for display ommitting this parameter will do the same thing

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 STI 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 STI. If you have suggestions on fields that exist in STI 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

Attendance Codes: AttCodes.pef

Attendance codes and how their associated data appears can be controlled by modifying the values in the AttCodes.pef file.

This file can be found in:

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

as described in **Sharing Data** (5).

When the Data Extractor runs for the first time it generates Attendance values based on the information available in the database.

Modifying this information allows for customization of the Attendance codes.

- If you wish to add new Attendance Values:
  - o Ensure that no blank lines exist between records.
  - o Enter the new code on a new line at the end of the record.
  - o Use tabs to separate the columns.
  - o Enter the Description for this Attendance Code.
  - o Enter 'Y' or 'N' indicating whether this value is Excused or not.
  - o Enter a value between 0 and 1 indicating the number of Absents or Tardies this code represents.
  - o **For new Attendance Codes to appear in Principalm, These Attendance Codes must exist in the ATT_BOTTOMLINE table, along with student data.**
- If you wish change Attendance Values:

- o Modify the Description for the Attendance Code you wish to change.
- o Enter 'Y' or 'N' indicating whether this value is Excused or not.
- o Enter a value between 0 and 1 indicating the number of Absents or Tardies this code represents.

Code	Description	Excused	Absent Value	Tardy Value
EA	Excused Period Absence	Y	1	0
EV	Vacation/Out of Town	Y	1	0
T	Tardy to Class	Y	0	1
TE	Tardy Excused	Y	0	1
TU	Tardy Unexcused	N	0	1
U	Unexcused Absence	N	1	0
UA	Unexcused Absence	N	1	0

- **On subsequent data extractions, this AttCodes.pef file will no longer be generated (unless this file does not exist).** This means that if the database is updated with new information in the ATT_CODE table, this information may not be displayed on your PDA.

- If you wish to have the Data Extractor extract up to date information, follow these steps:
  - o Browse to your import folder as specified in the Data Extractor.
  - o Find the AttCodes.pef file:
  - o If you have not modified the AttCodes.pef file by hand, delete AttCodes.pef.
  - o If you wish to keep some of the data that you have changed, rename the AttCodes.pef file to AttCodes.old.
  - o Run the Data Extractor.

- To add your old data:
  - o Open both the AttCodes.pef file and the AttCodes.old file.
  - o Copy any entries from the AttCodes.old file over existing entries in the AttCodes.pef file.
  - o Save the AttCodes.pef file and you are ready to go.

Chapter 4 – Uninstall

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

1. Go to Start->Control Panel->Add/Remove Programs.

2. Selected Discovery Data Extractor for STI.

3. Click Remove to uninstall.

Appendix A – ODBC Setup

Setting Up a Top Speed DSN
You will need to configure a Top Speed DSN to connect to the database.   If you already have a DSN setup please follow the instructions in *Configuring the Connection* (4).

To set up a Top Speed DSN:

1. Go to the **Control Panel** and choose **Administrative Tools**. Choose **Data Sources (ODBC)** from the list of programs. The ODBC Data Source Administrator appears.

2. If you are the only user of this computer that will be using the Extractor, choose the **User DSN** tab (it will normally already be selected). If others must use the Extractor, or you plan to run scheduled extracts from a different Windows account, choose the **System DSN** tab.

3. Click **Add**… to add a DSN.

4. From the list of drivers that appears, choose **SoftVelocity TopSpeed Driver Read-Only (*.tps).**

   Click **Finish**. The **TopSpeed Data Source Name Configuration** screen will appear.

5. For **Name**, enter a name for the data source. Remember the name you choose, it is the same name you should enter in the STI **DSN** box in the Extractor.

6. Select the **Database** location, use the **Directory** button to browse to the location of the STI.tps files.

7. The default for the TopSpeed driver is for *Treat Empty Strings as NULL* to be checked. Make sure that this check box is **Unchecked** as per the picture above.

8. Click **OK** to create the DSN**.**

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

Setting Up a Pervasive SQL DSN for STI

You will need to configure a Pervasive DSN to connect to the database.   If you already have a DSN setup you can continue on in the setup.

To set up a Pervasive DSN:

Do these steps for each of the schools that you will need to extract data for:

1. Make sure that you have copied the brieve10ddf files to the data folder.
   - These files are supplied by STI (you may need to request them), they are the database definition files for Pervasive SQL and the STI database.
   - The files are: FIELD.DDF, FILE.DDF, and INDEX.DDF.

1. Go to the **Control Panel** and choose **Administrative Tools**. Choose **Data Sources (ODBC)** from the list of programs. The ODBC Data Source Administrator appears.

2. If you are the only user of this computer that will be using the Extractor, choose the **User DSN** tab (it will normally already be selected). If others must use the Extractor, or you plan to run scheduled extracts from a different Windows account, choose the **System DSN** tab.

3. Click **Add**… to add a DSN.

4. From the list of drivers that appears, choose **Pervasive ODBC Client DSN.**

5. Click Finish, you should see this screen:
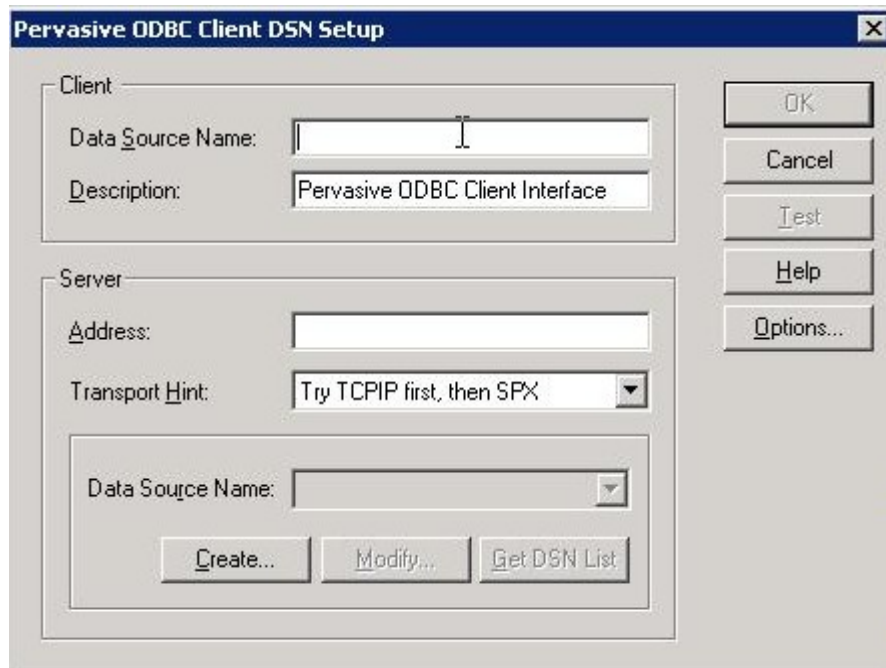
6. Enter a Data Source Name: We suggest: STI-**###**, where **###** is the School Number of the school database you will be connecting to.

7. Enter the Server Name where the data is stored.

8. Click on **Get DSN List** Button. This will populate the list of Data Source Names. The Data Source you want to use will probably not exist in this list.

9. Click on **Create**.

10. You will need to logon to the server using Windows Credentials.

11. Now we will create the Pervasive Engine DSN, you should see the Create Engine DSN screen:
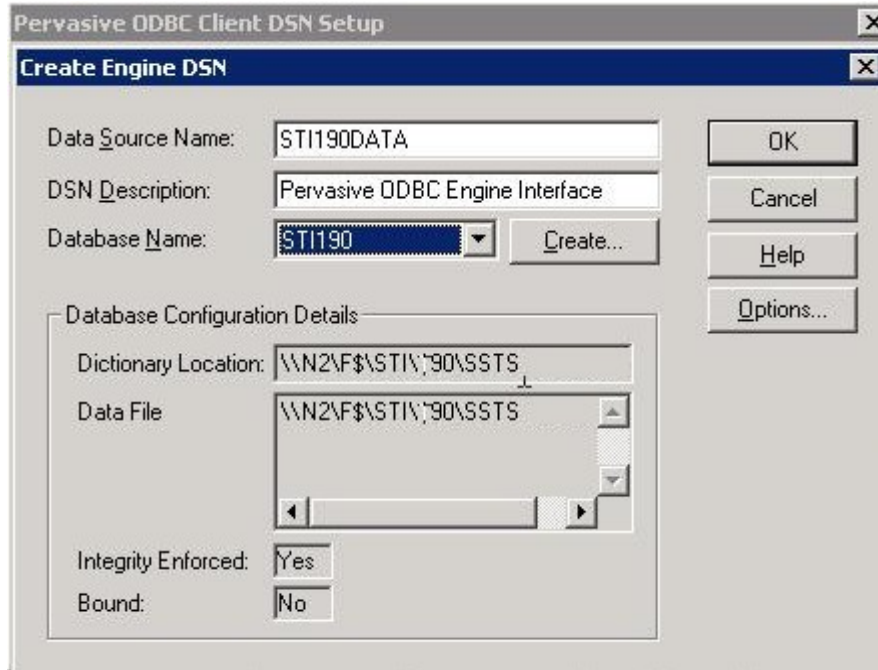
12. Enter a Data Source Name, We suggest using: STI**###DATA** or something similar, this must be different than the DSN name you chose in step 6 above.

13. Choose a database name, this will probably not exist, so you will need to click **Create**.
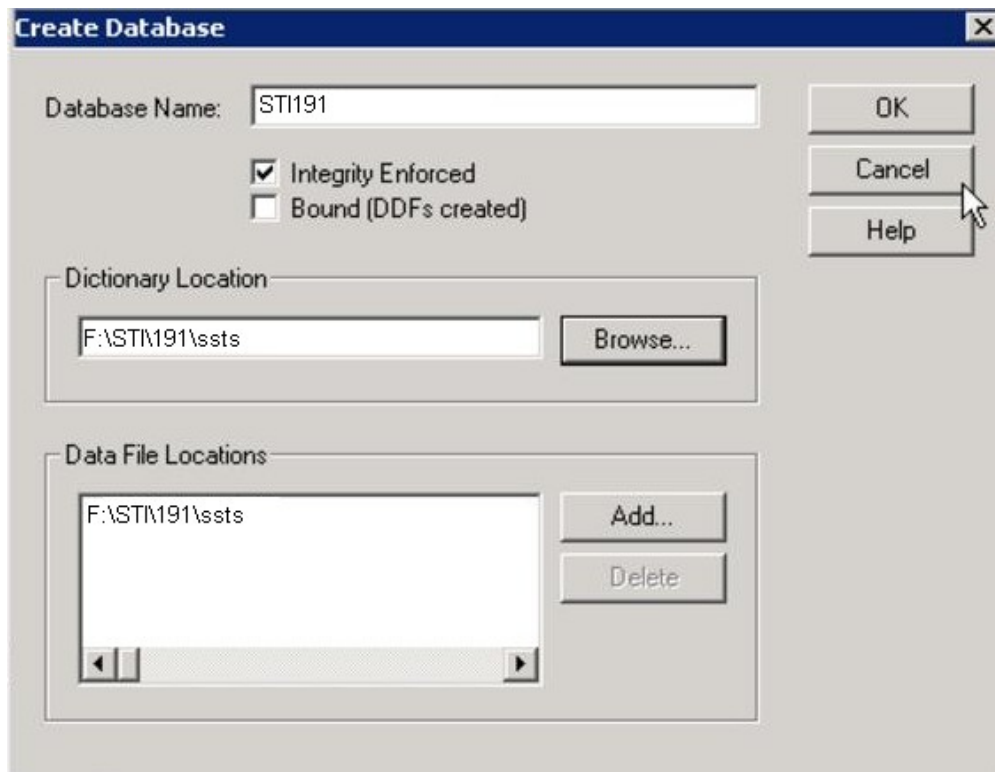
14. Add a **Database Name**, We suggest STI###, again the name of the Database should be different than the names chose in steps 7 and 12.

15. Select the **Dictionary Location**, Hit the **Browse** Button. This will be the **ssts** folder for the given school.

16. Click Add and add the Data File Locations, this will be the same **ssts** folder.

17. Click **OK**.

18. You may want to select **Options**.. and choose **Read Only**.

19. Click **OK** Once more to finish the DSN Creation Process.

20. You should see the screen from Step 12. You should notice that the Database Name is populated now with the correct location of the database you just added.

21. Click **OK**.

22. Click the **Test** button to ensure that everything worked.

23. Click **OK**.

24. You should now be on the main ODBC Data Source Administrator window. You should now have two new data sources listed: A Pervasive ODBC Client and Pervasive ODBC Engine, with the names entered in step 7 and 12.

25. The ODBC name listed as the Pervasive Client will be the name that we use in Chapter 1.1.

26. You are now ready to create all the rest of your schools, if you have completed these steps for all of your schools please move on to Adding a Connection.

Appendix B – Driver Setup

Installing TopSpeed ODBC Driver

If you have checked the Install TopSpeed ODBC Driver checkbox on the Data Extractor install screen, this installer should begin automatically. Otherwise, you may need to browse for the file. It will be located in the STI directory.

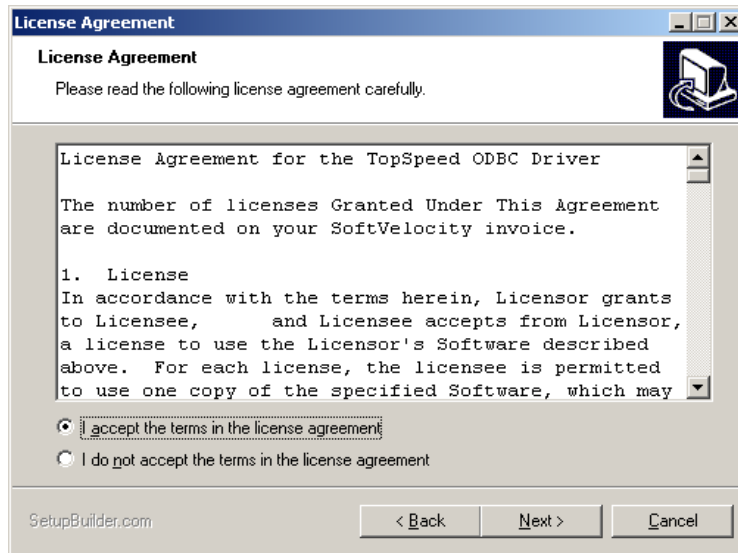Browse to this file (the volume may differ):

    C:\Program Files\Discovery Software\Principalm\PPSTI\ TS-ODBC-RO-505.exe

1.Run this program (double click on it).
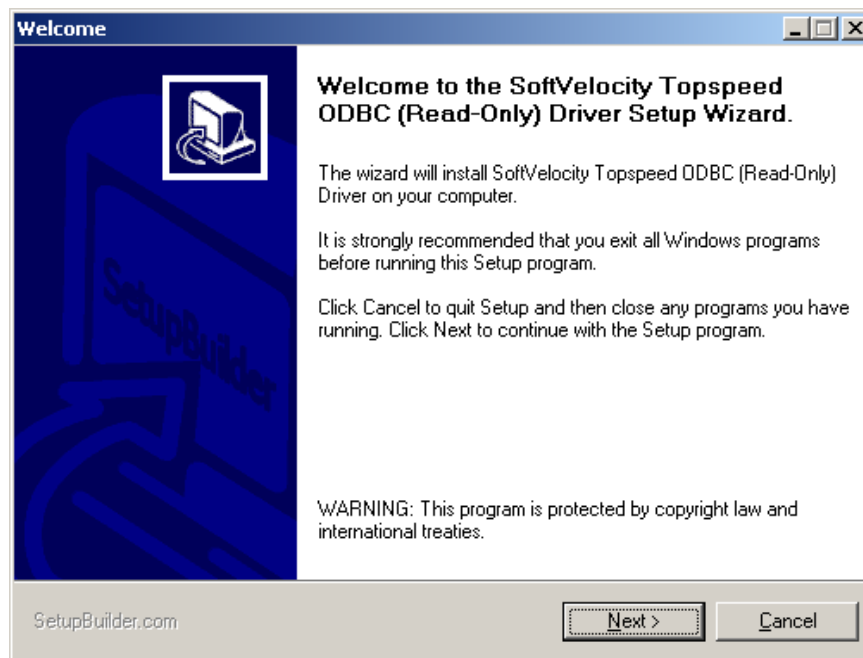
2.Click Next.

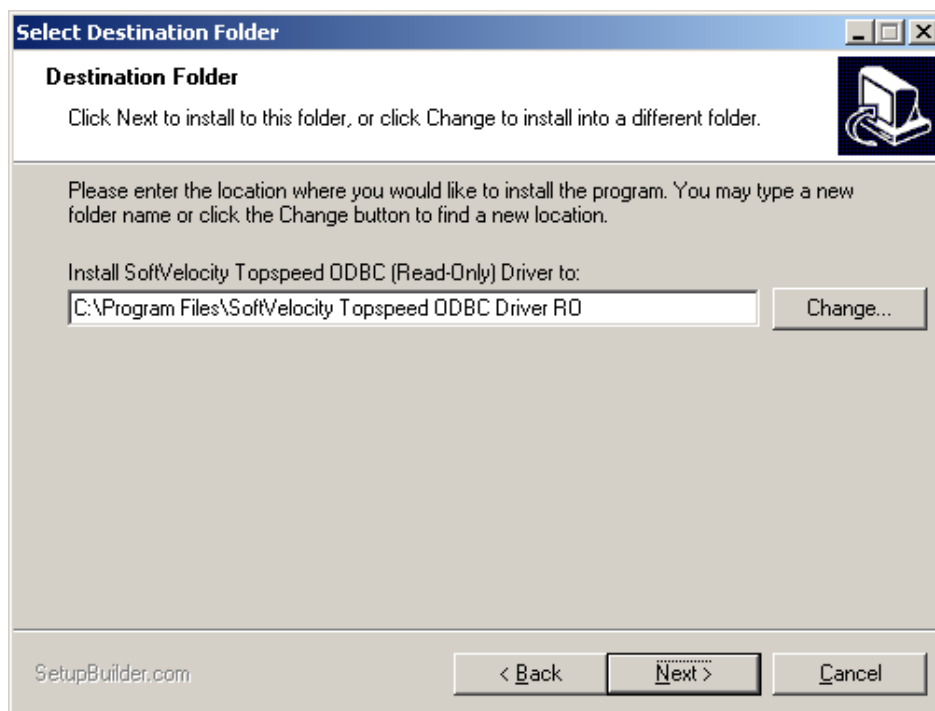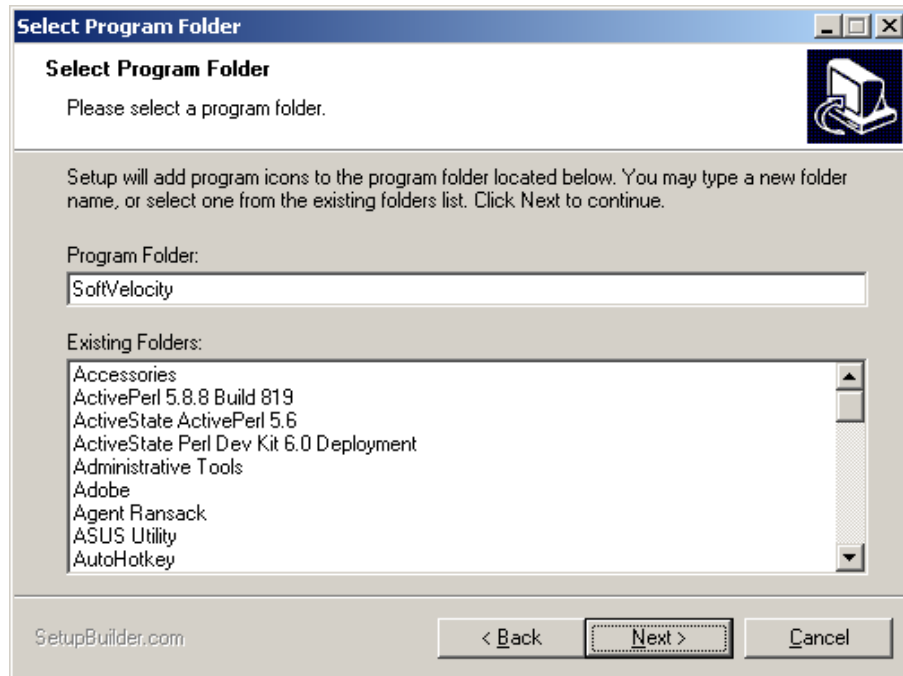3.Agree to the Terms of the Agreement (after reading them of course).

4.Click Next.

5.Enter your School Name in the Company Name: section.

6.Enter the Serial number provided to you by Discovery Software (if you did not receive this serial number, please contact our support department: support@discoverysoftware.com).
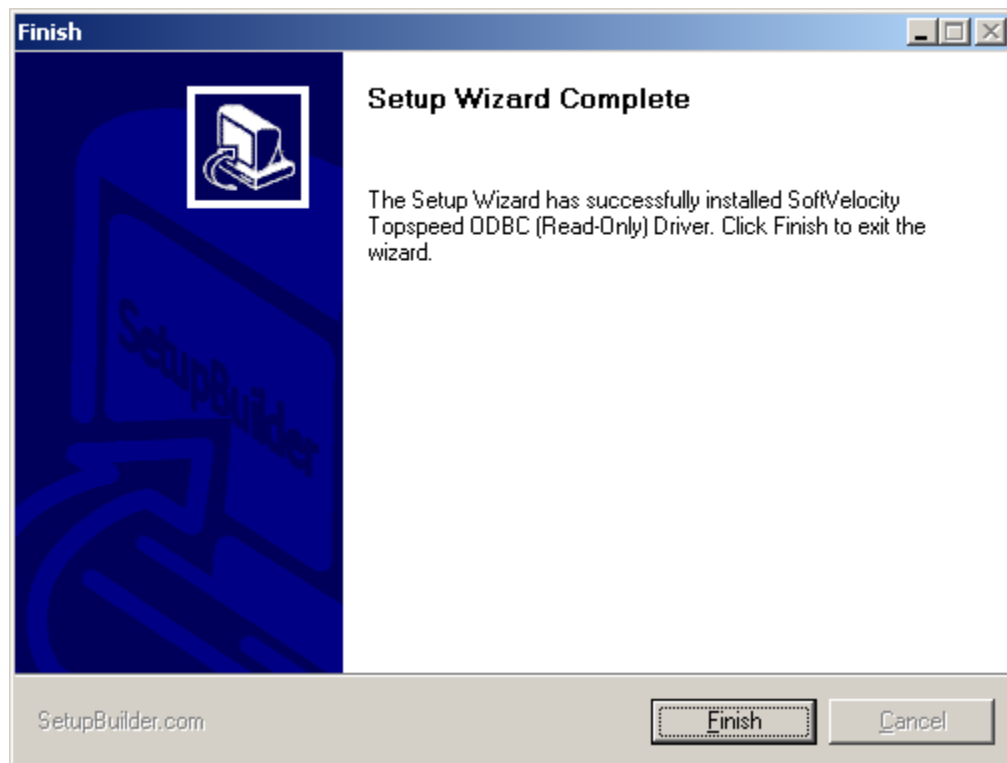
7.Select a Destination Folder:

8.Click Next. Choose a Program Folder.

9.Click Next.

10.Once the Installer has Finished, Click Finish.

Post-installation information

Information
Information on the software you have just installed.

The SoftVelocity Topspeed ODBC driver allows you to use any program that supports an ODBC connection to access data from your Topspeed databases.

For information on how to work with the Topspeed ODBC driver and how to configure an ODBC data source, go to your Start Menu->Program Group "SoftVelocity ", and open the Topspeed ODBC Driver Help file.

SetupBuilder.com   < Back   Finish   Cancel

11.You should now be able to continue with Setting up a TopSpeed DSN (20)