

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



Acorn Bridge for SchoolOffice Version 3.0.0

Installation and User Guide

Revised: July 26, 2011

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Chapter 1 – Initial Setup

By this point you should have already installed the Acorn Bridge for SchoolOffice program using the installer that contained these instructions.

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

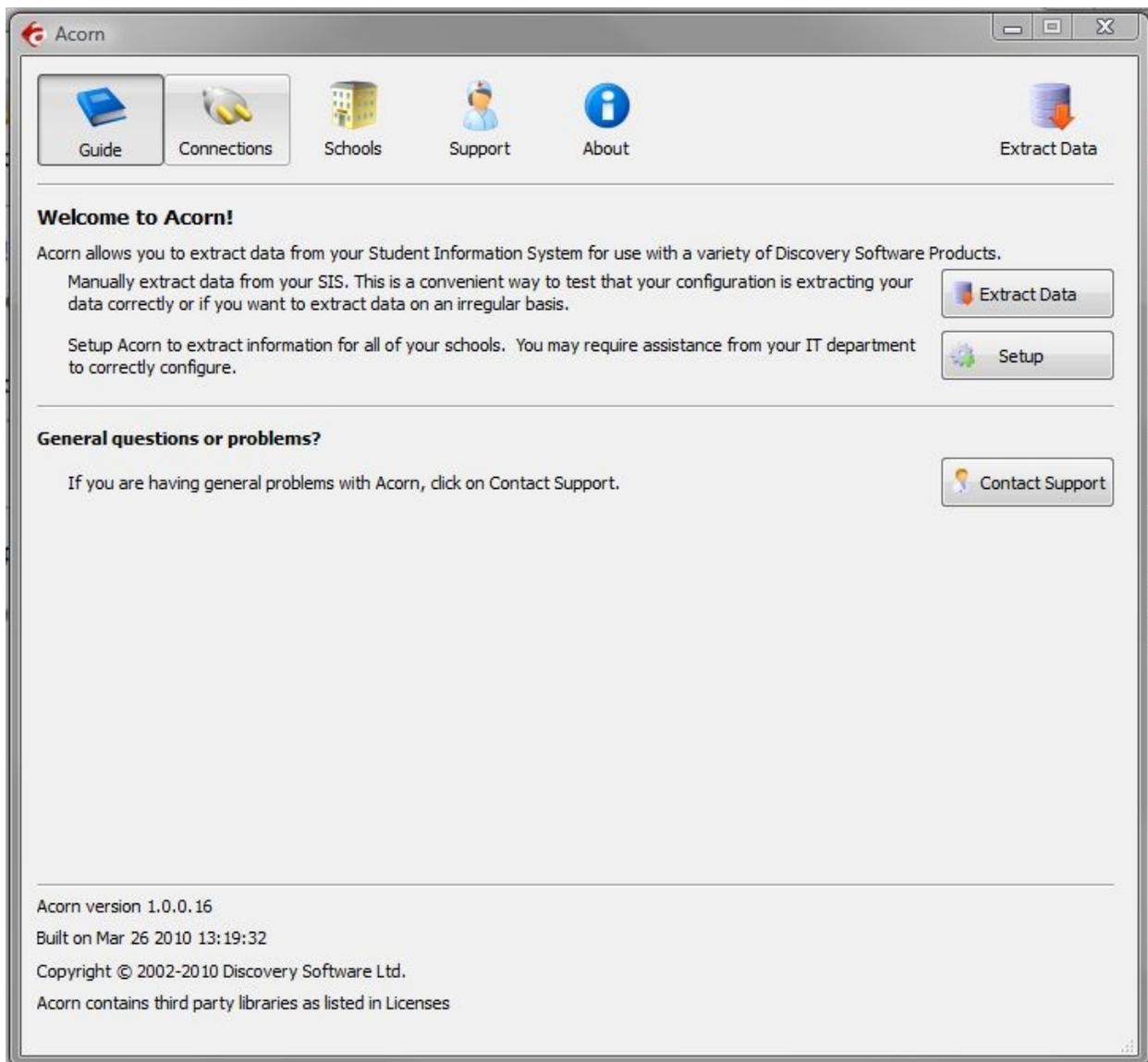
Once the installation has been completed follow the instructions below to run Acorn and configure your school information:

Acorn

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

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

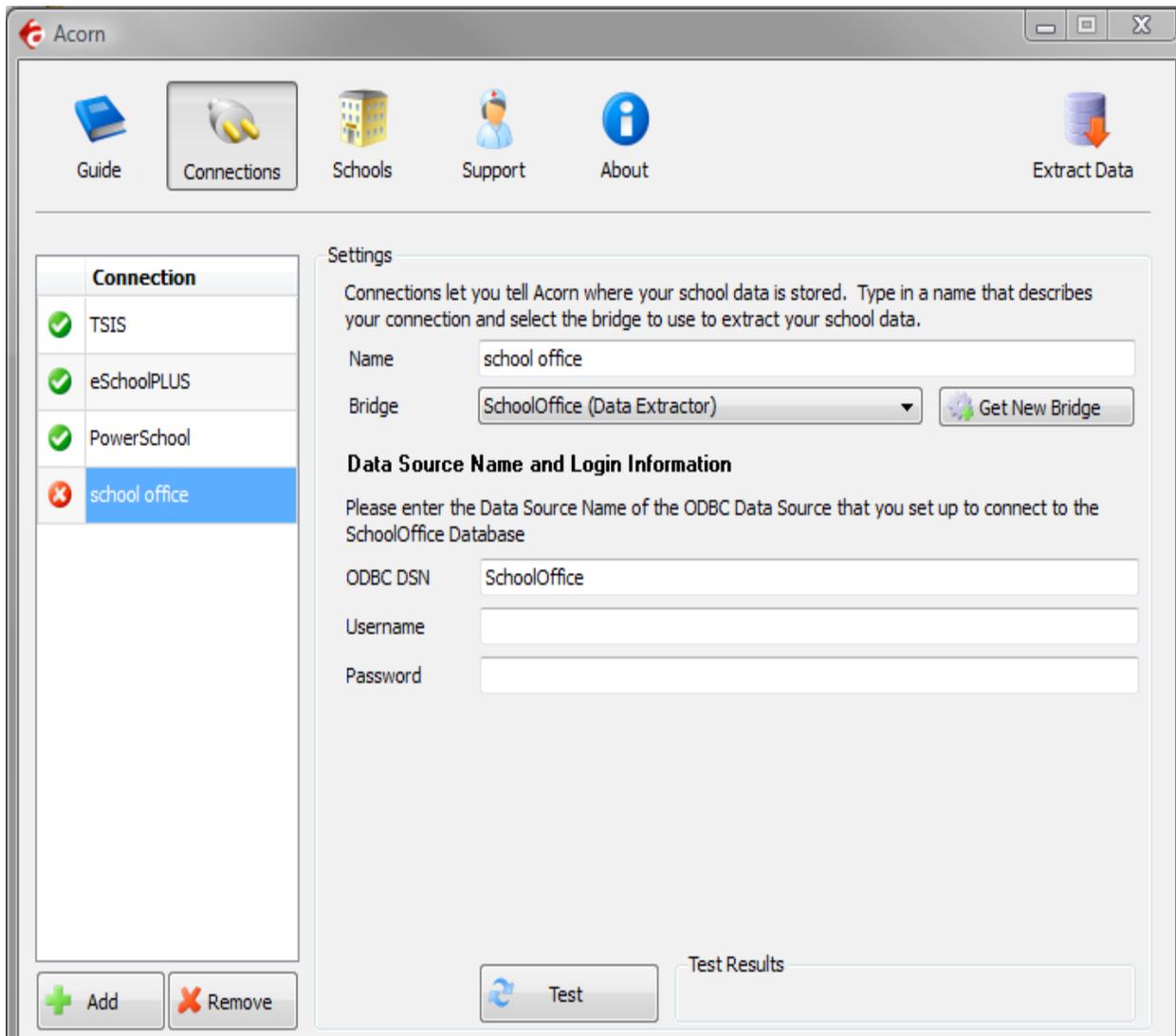
Acorn will show you a Guide page:



Click on the  Connections tab button to start configuring the SchoolOffice 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. SchoolOffice
3. Select SchoolOffice (Data Extractor) from the Bridge drop down.
4. Acorn will display the configuration parameters needed by the SchoolOffice 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 SchoolOffice. If you have not created one see Appendix A-ODBC Setup (17)
 - b. **Username** – enter the username for the ODBC DSN.

- c. **Password** – enter the password for the ODBC DSN.
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 SchoolOffice 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>>

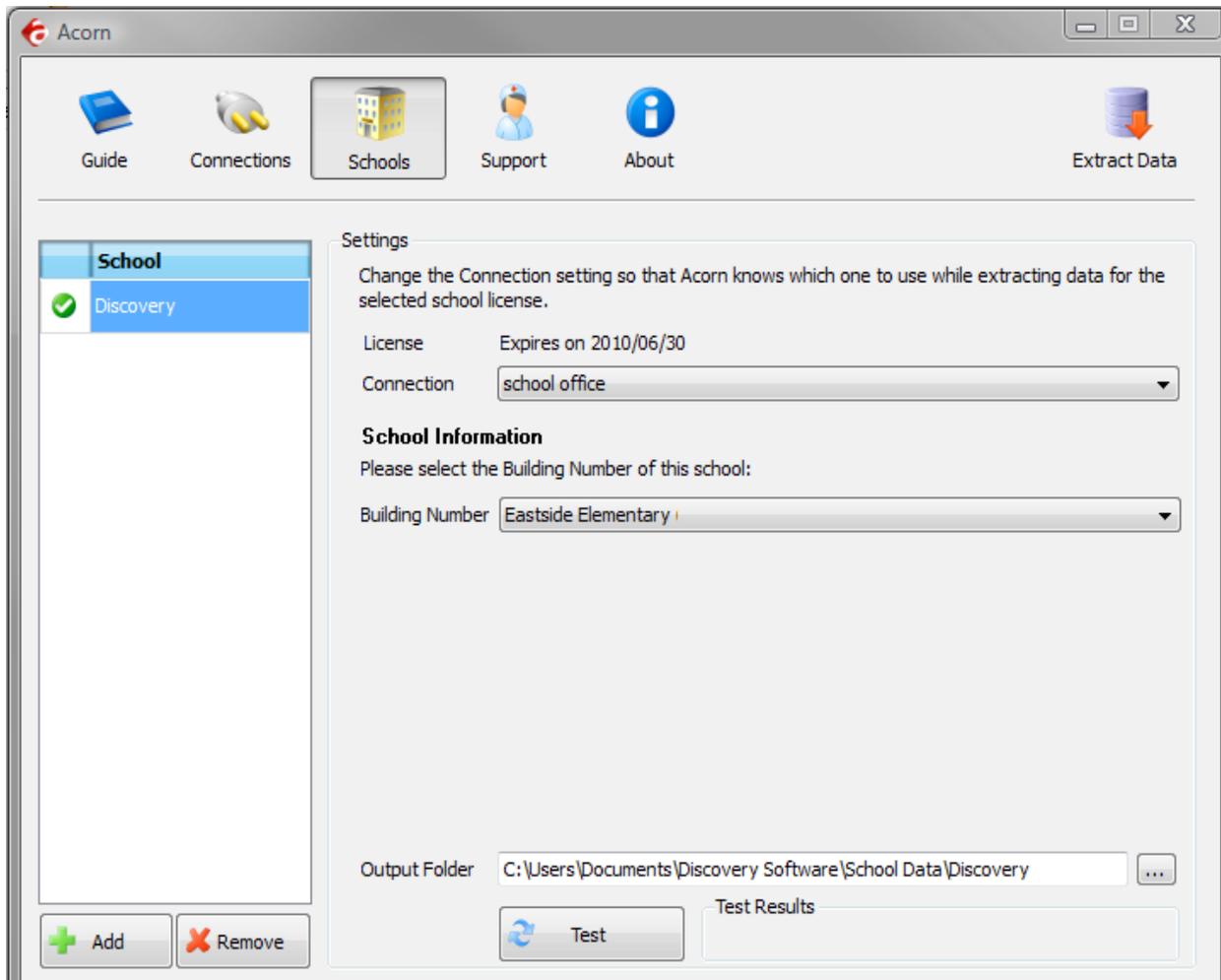
Check the “Allow other computers on your network...” checkbox, and fill in the network path you want to extract data to. Please be sure to place the correct permissions on the school folders so that only users with the appropriate permissions can access the data.

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 SchoolOffice 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 add and setup a school (if the school has already been added you may skip step 1):

1. Click the **Add** button and browse for one or more Discovery License files (.paf)
Optionally: drag and drop Discovery License files (.paf) onto the Schools list.
2. Select the **Connection** name you want to associate with the selected school.
3. Select the name of the school from the **Building Number** drop down.
4. The **Output Folder** can be modified if you wish to specify the location of the extracted data. If you cannot modify **Output Folder**, you will need to unselect

the Consolidate box under **Export Folder Structure** on the Connection tab. See the [Acorn User Guide](#) for more 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.

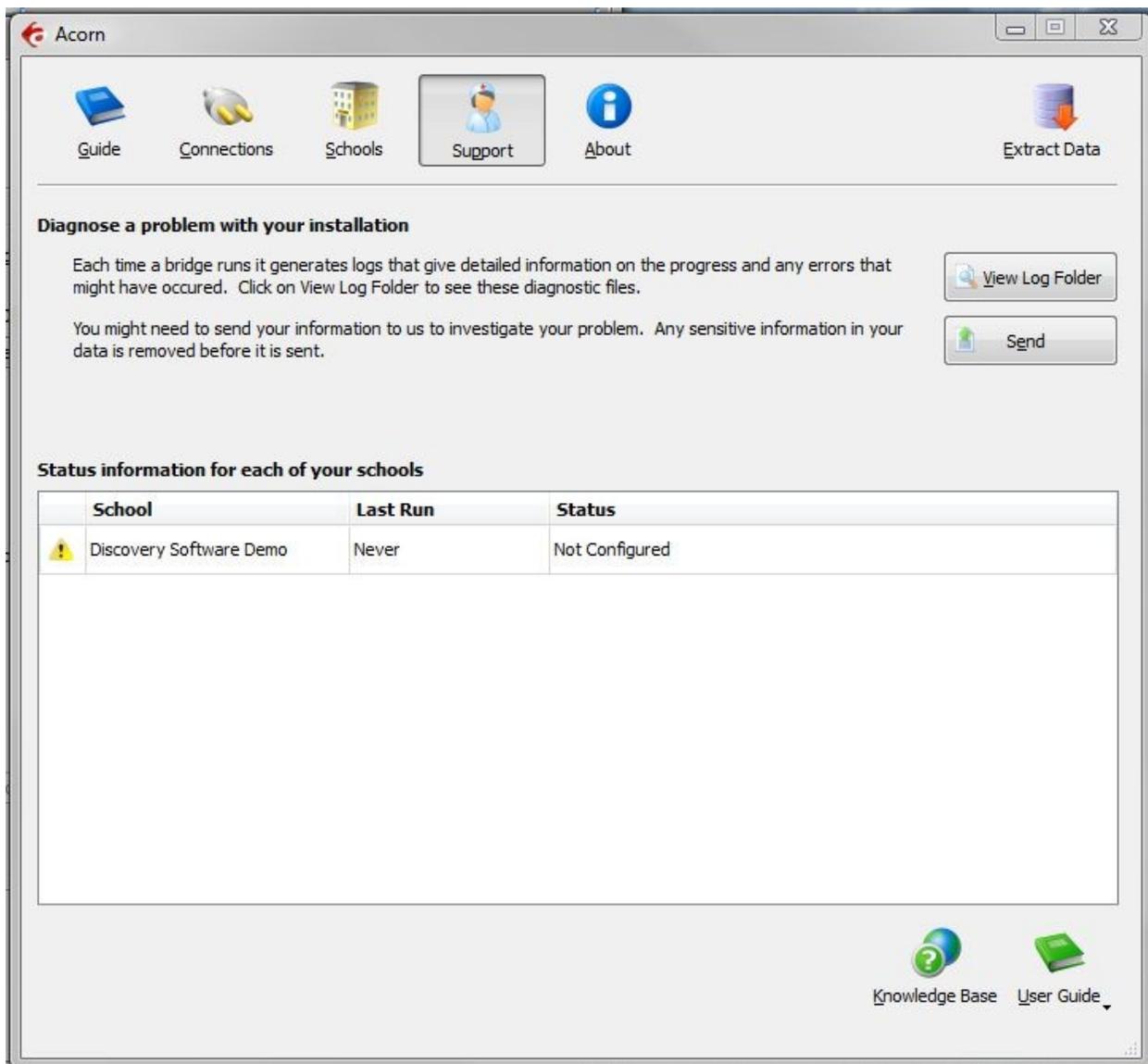
Automatically extract school data

Acorn can configure scheduled tasks so that the SchoolOffice 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 SchoolOffice without someone having to manually run the extractor to keep the data synchronized.

Diagnosing Issues with Acorn or the SchoolOffice 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.

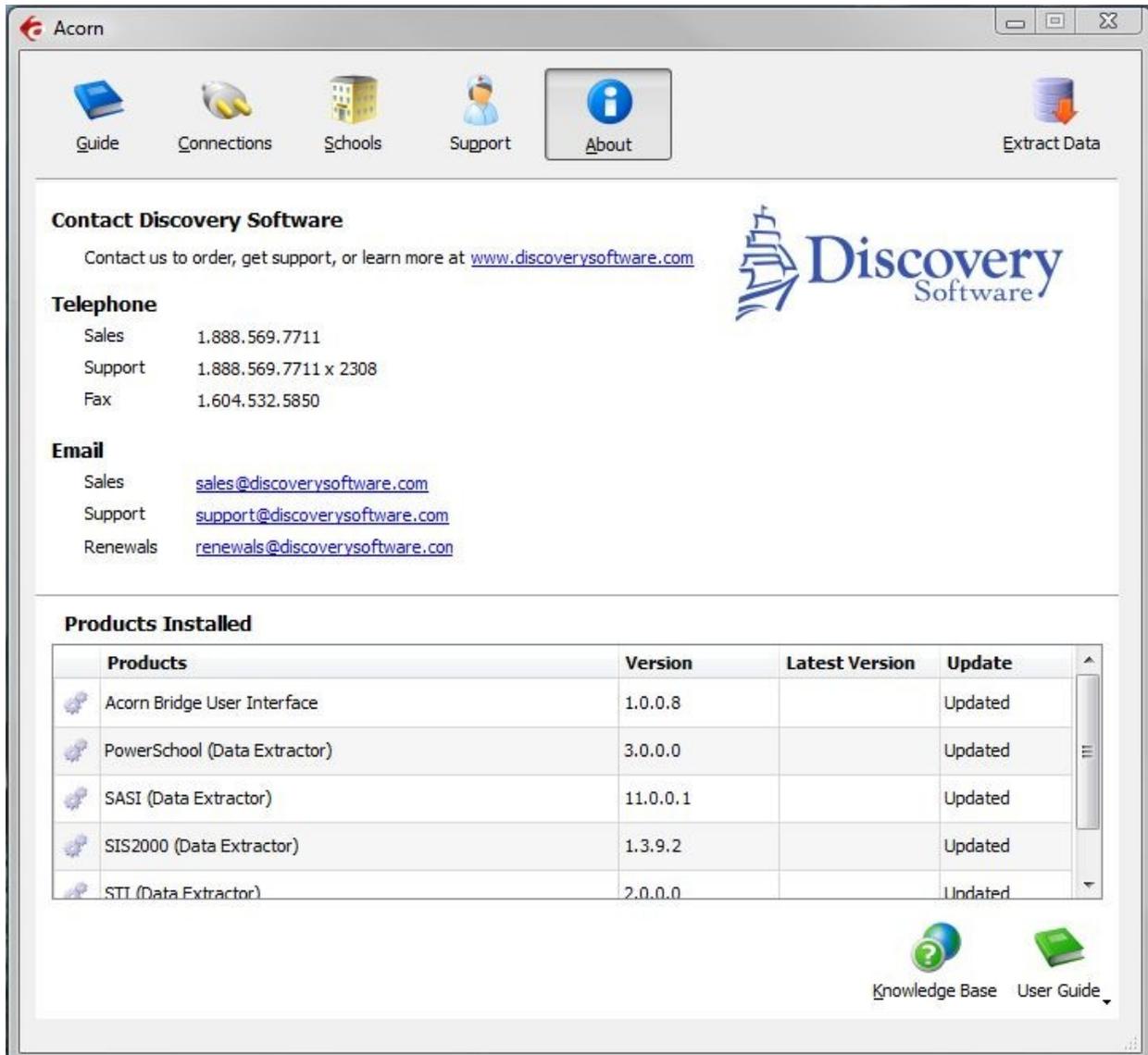
The  *Send* button uploads the log files automatically to Discovery Software. The uploaded log files will help us identify and correct your issue. Any sensitive information in your data is removed before being sent.

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

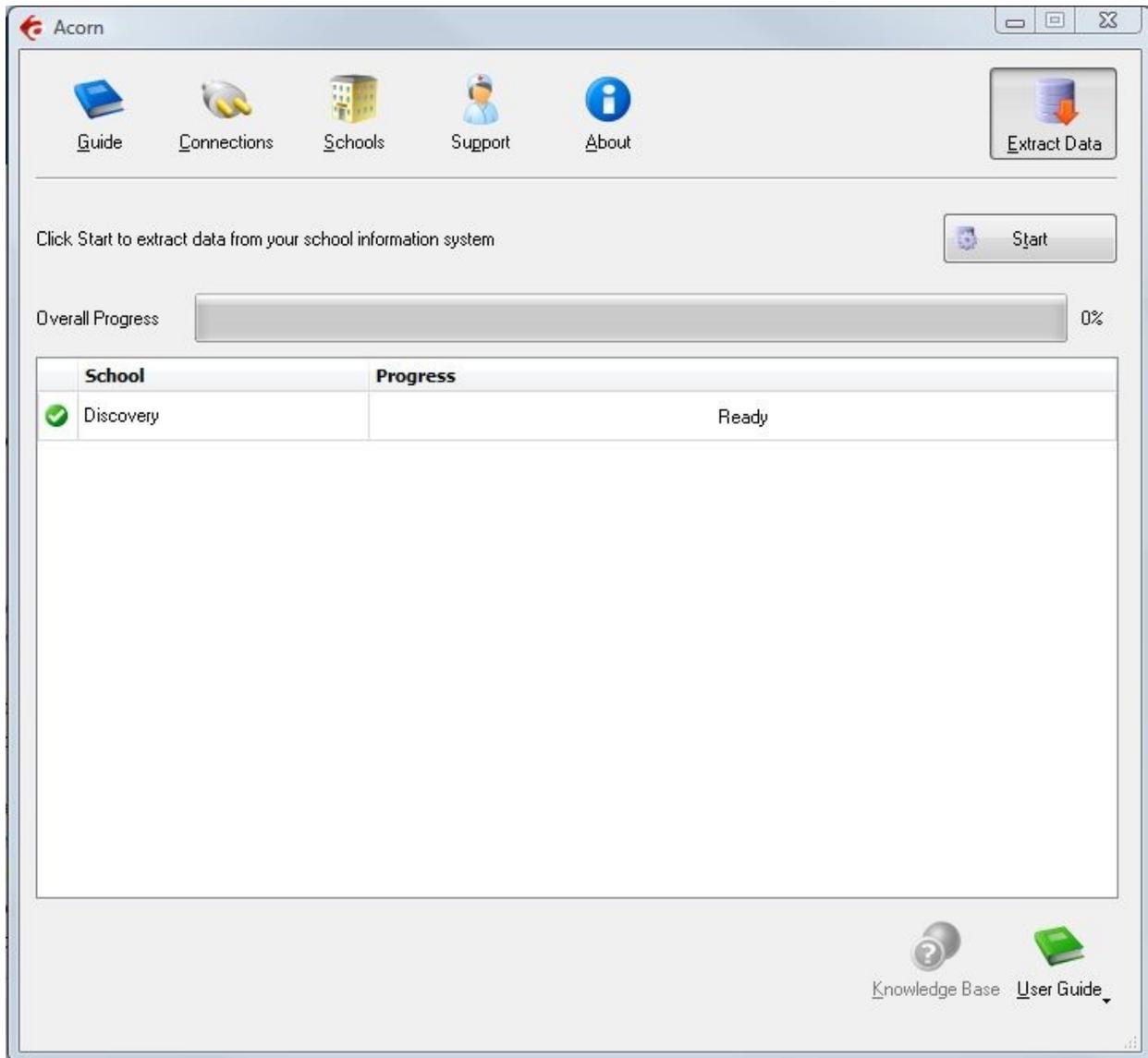
 Knowledge Base  User Guide

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

SchoolOffice Data Extractor does not currently support extraction of photos directly from the SchoolOffice database.

Typically Photos for School Office will be associated with the following Table.Field in the Database:

Students: Demographics.ID_Number

Staff: Teachers.Teacher_Code

Any photos that are to be imported the photos must be in .jpg format and the value found in the SchoolOffice 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 about exporting photos.

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 SchoolOffice 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
--school	The building number to extract	--school=999

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?

There are currently no customizable fields within the SchoolOffice Extract.

As we receive user feedback on fields that they wish to add we will continue to expand the Acorn Bridge for SchoolOffice. If you have suggestions on fields that exist in SchoolOffice 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.

Chapter 4 – Uninstall

To uninstall the Acorn Bridge for SchoolOffice from your system, follow these steps:

1. Go to **Start->Control Panel->Add/Remove Programs** on Windows XP
Go to Start->Control Panel->Programs and Features on Vista
 2. Select Acorn Bridge for SchoolOffice.
 3. Click Remove to uninstall.
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Appendix A – MS Access ODBC Setup

The Acorn Bridge accesses SchoolOffice's MS Access database via an ODBC DSN. This ODBC Connection may already be set up.

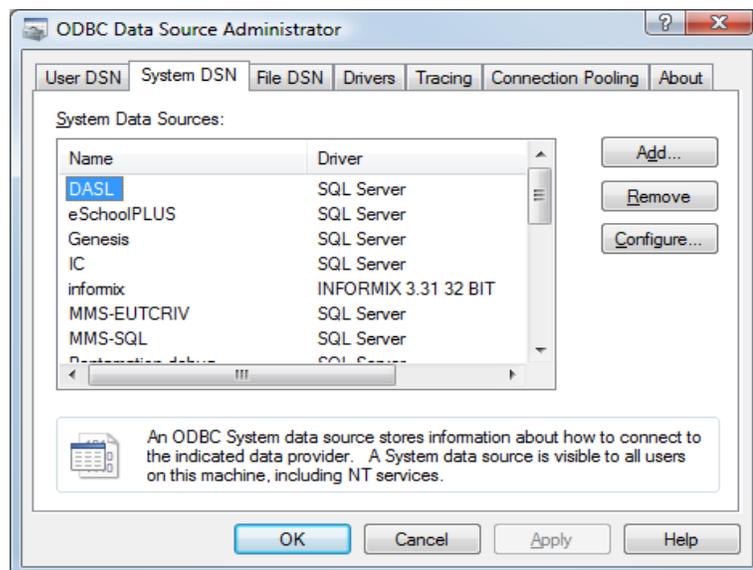
To check for an existing ODBC DSN:

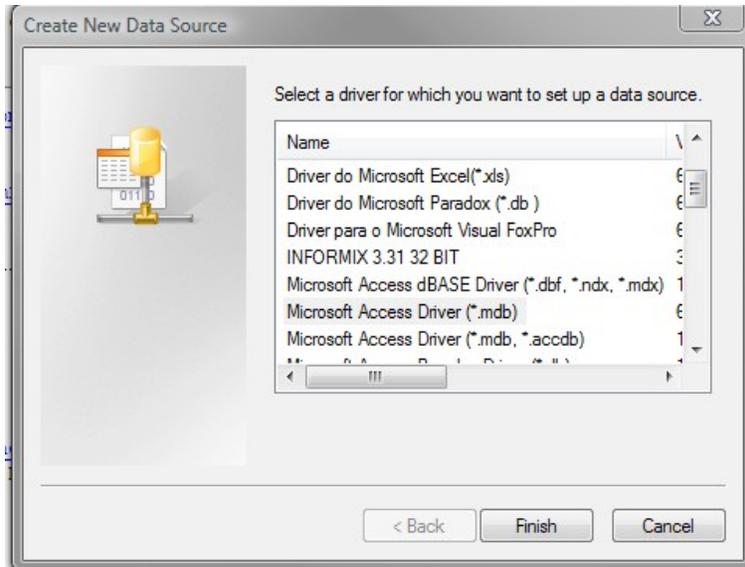
1. Open the Windows **Data Sources (ODBC)** control panel:
 2. From the **Start** menu, choose **Control Panel**.
 3. On Windows 2000/XP, open the **Administrative Tools** folder.
 4. Double-click the **Data Sources (ODBC)** icon.
5. On the **User DSN** or **System DSN** tab, in the **User Data Sources** 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 Acorn Bridge later.

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

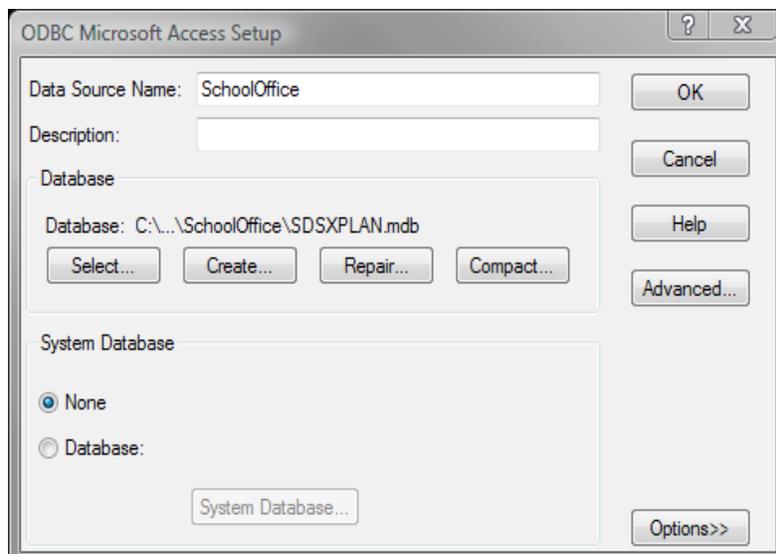
To set up a MS Access DSN:

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. **Create a New Data Source** screen will appear. From the list of drivers that appears, choose **Microsoft Access Driver (*.mdb)**, and click **Finish**.



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 SchoolOffice **DSN** box in the Extractor.

4. Under Database, click **Select**.

5. Select the existing .mdb file that holds your SchoolOffice data.

6. Click **OK**.

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