

Please check <http://www.discoverysoftware.com/sis/web2school> for an updated Discovery Data Extractor for Web2School User's Guide before printing. This will save you time, as we will be improving the guide based on feedback.



Discovery Data Extractor for Web2School Version 2.0.0

Installation and User Guide

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## **Chapter 1 – Initial Setup**

By this point you should have already installed the Discovery Data Extractor for Web2School program using the installer that contained these instructions.

In order to use the Bridge for Web2School, 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**

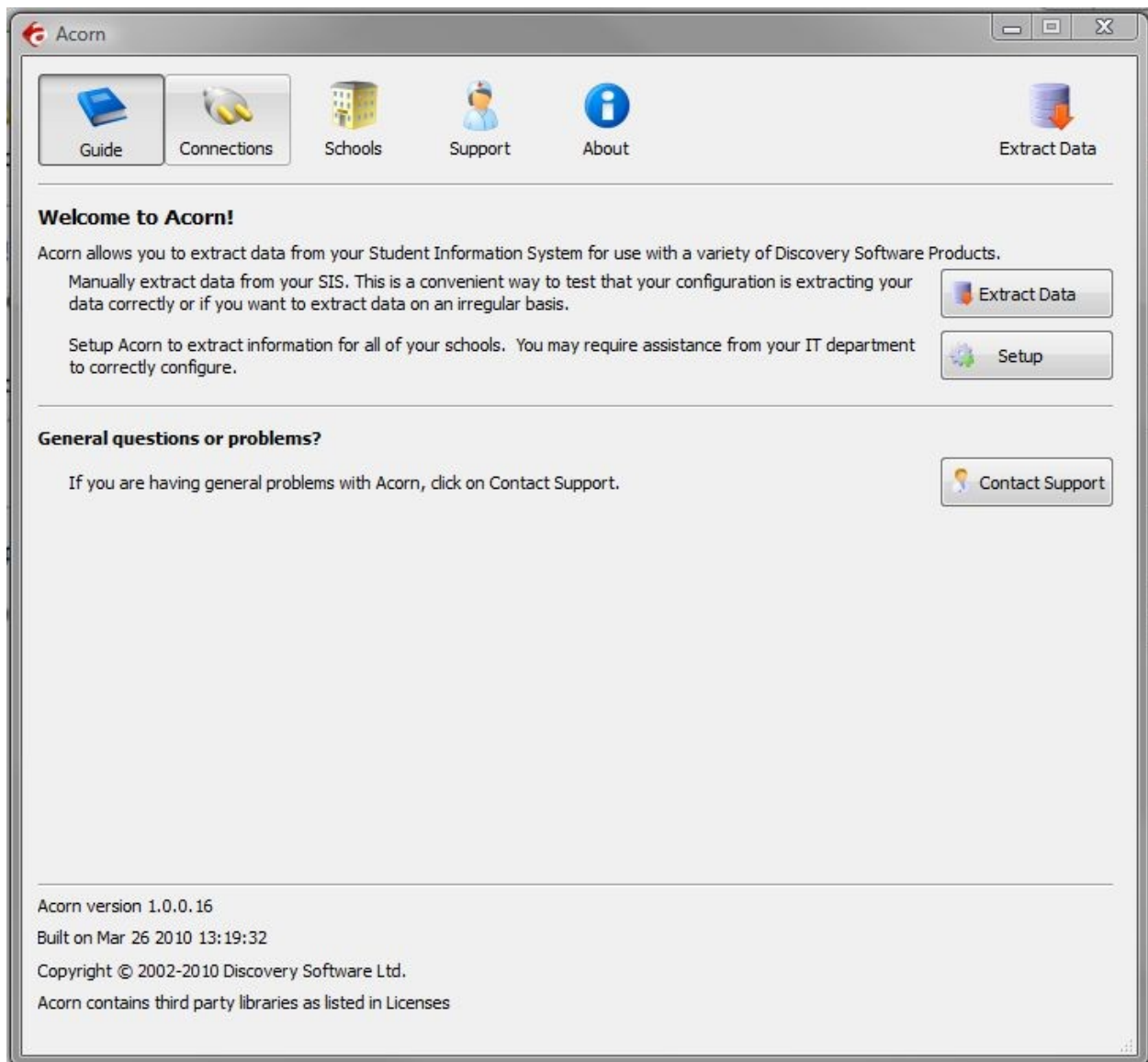
Acorn is the graphical user interface that allows you to configure and manually extract data from the Web2School (along with any other Acorn compatible bridge).


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

Acorn will show you a Guide page:


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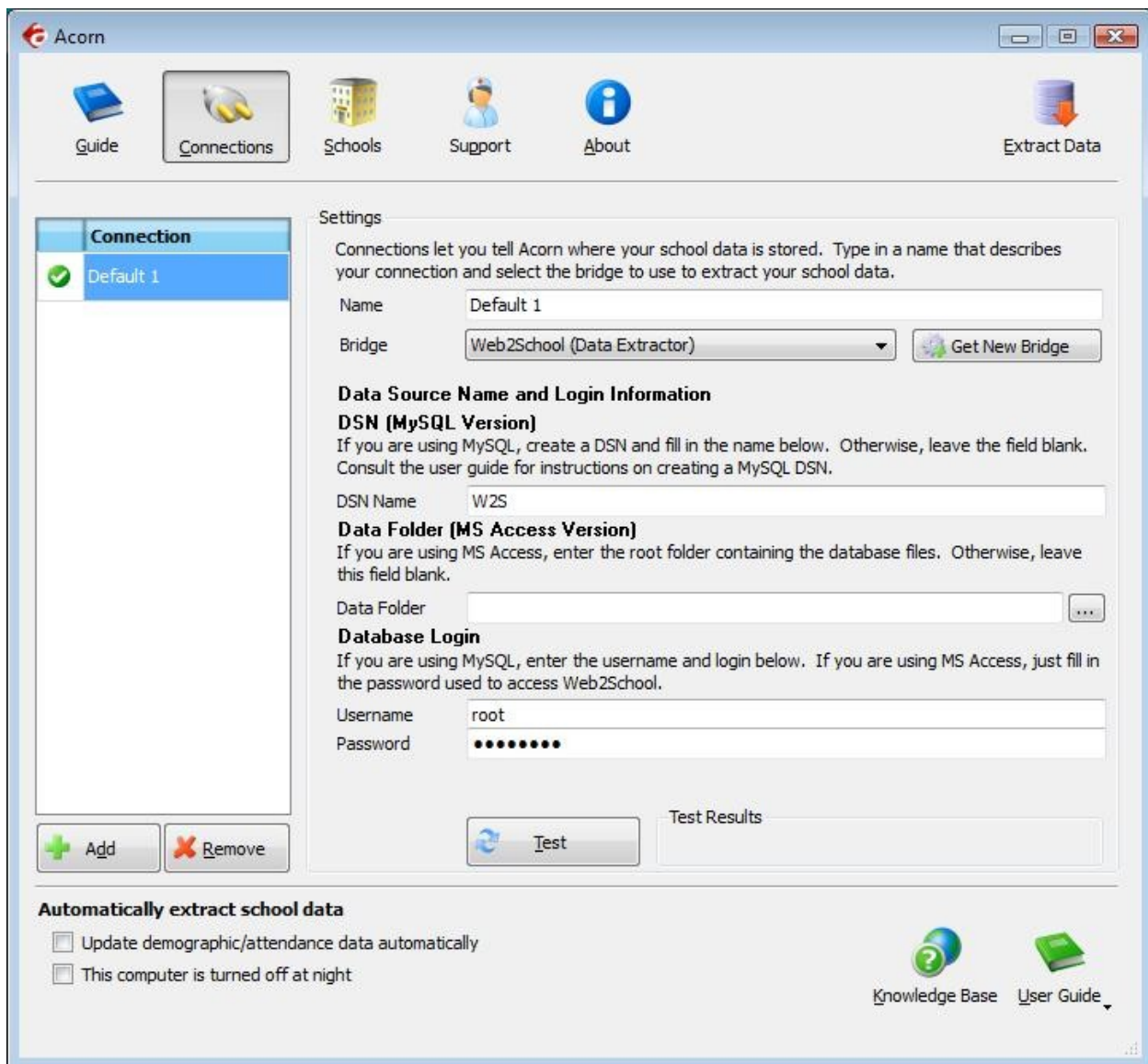
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Click on the  Connections tab button to start configuring the Web2School Data Extractor.




## 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. Web2School
3. Select Web2School (Data Extractor) from the Bridge drop down.
4. Acorn will display the configuration parameters needed by the Web2School Data Extractor to configure the Connection.
5. Fill in the fields as follows:
  - a. **DSN** – enter the name of the ODBC DSN to connect to Web2School. 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 Web2School 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>>*

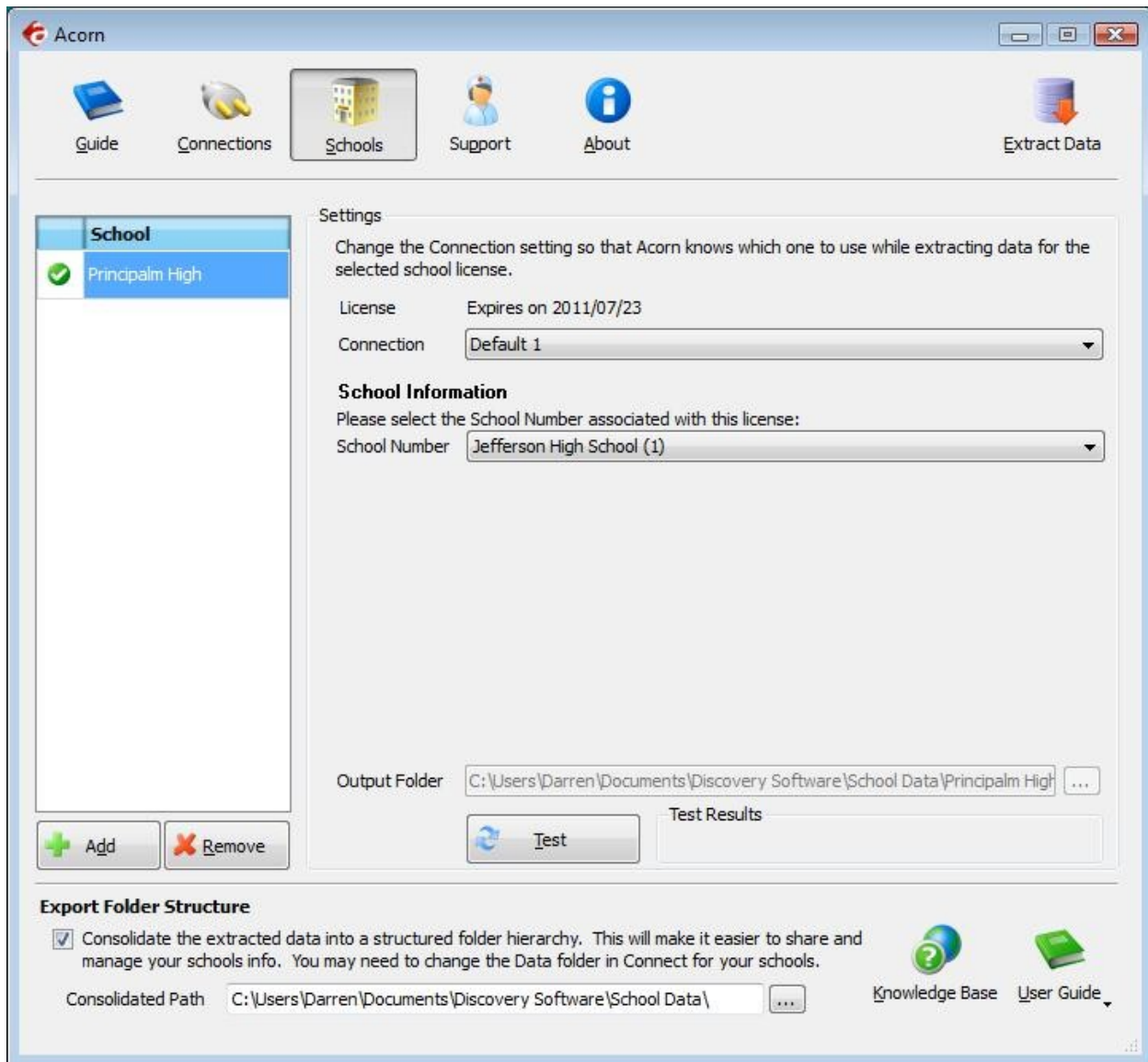
Check the “Allow other computers on your network...” checkbox, and fill in the network path you want to extract data to. Please be sure to place the correct permissions on the school folders so that only users with the appropriate permissions can access the data.

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 Web2School 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 **School Number** drop down.

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***

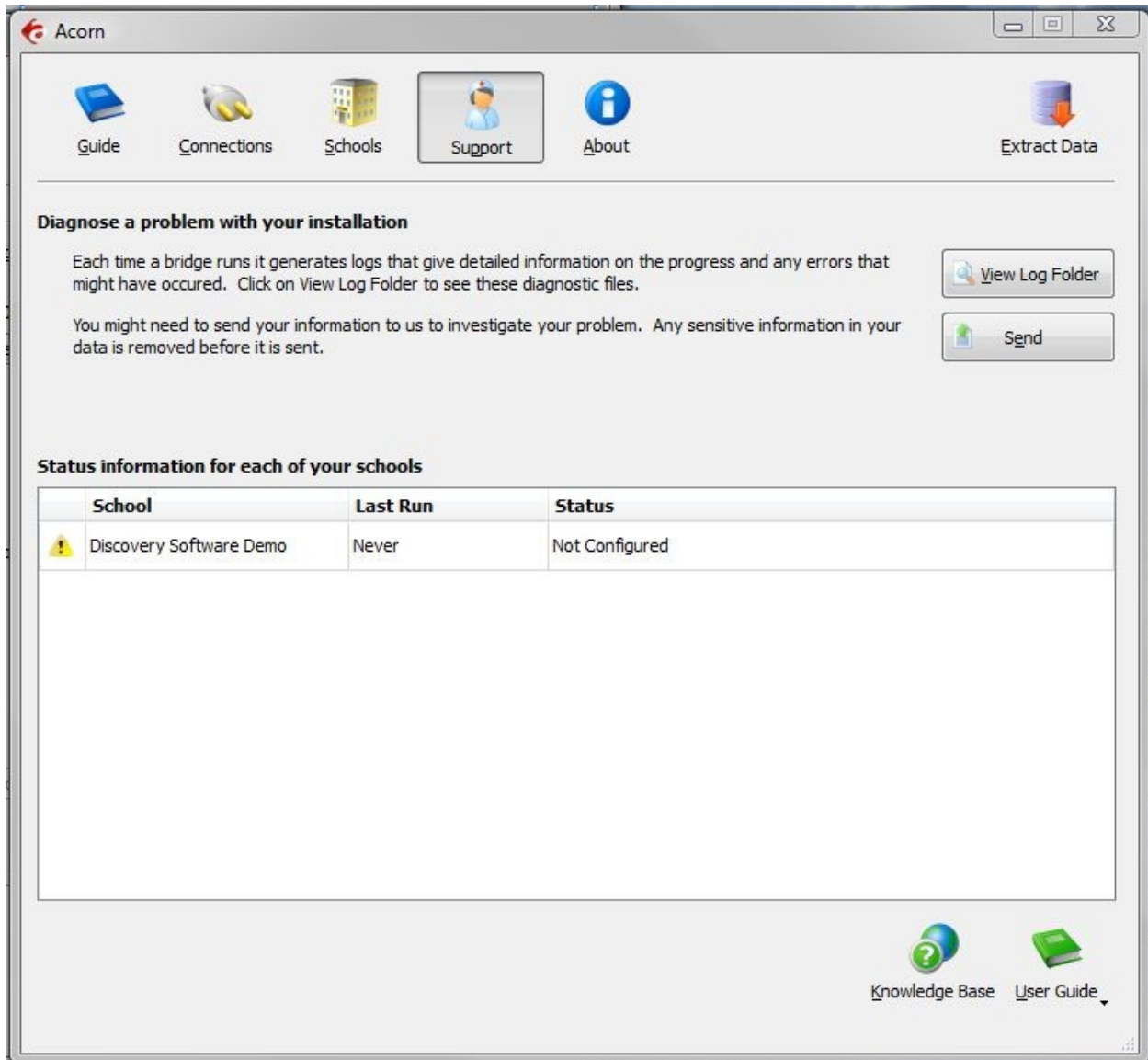
Acorn can configure scheduled tasks so that the Web2School Data Extractor is run on a periodic basis. By checking *Update demographic/attendance data automatically*, Acorn will create a schedule task that runs in the middle of the night. If you select the checkbox *This Computer is turned off at night*, then the scheduled task will run at logon.


This feature enables your users to have the latest data from Web2School without someone having to manually run the extractor to keep the data synchronized.




## Diagnosing Issues with Acorn or the Web2School 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.

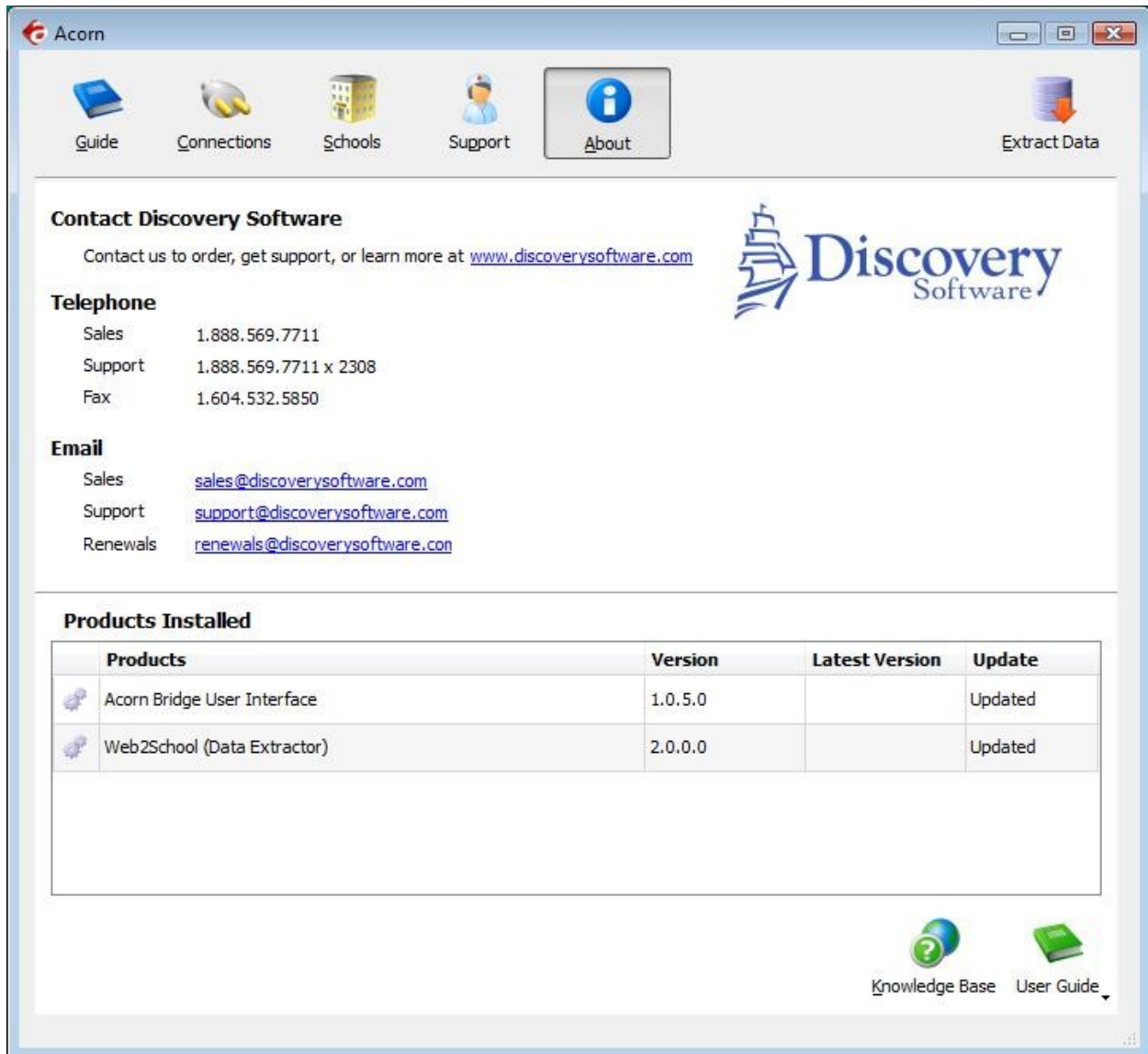
The  *Send* button uploads the log files automatically to Discovery Software. The uploaded log files will help us identify and correct your issue. Any sensitive information in your data is removed before being sent.

### **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](http://www.discoverysoftware.com)



**Telephone**

Sales	1.888.569.7711
Support	1.888.569.7711 x 2308
Fax	1.604.532.5850

**Email**


Sales	<a href="mailto:sales@discoverysoftware.com">sales@discoverysoftware.com</a>
Support	<a href="mailto:support@discoverysoftware.com">support@discoverysoftware.com</a>
Renewals	<a href="mailto:renewals@discoverysoftware.com">renewals@discoverysoftware.com</a>

**Products Installed**


Products	Version	Latest Version	Update
 Acorn Bridge User Interface	1.0.5.0		Updated
 Web2School (Data Extractor)	2.0.0.0		Updated

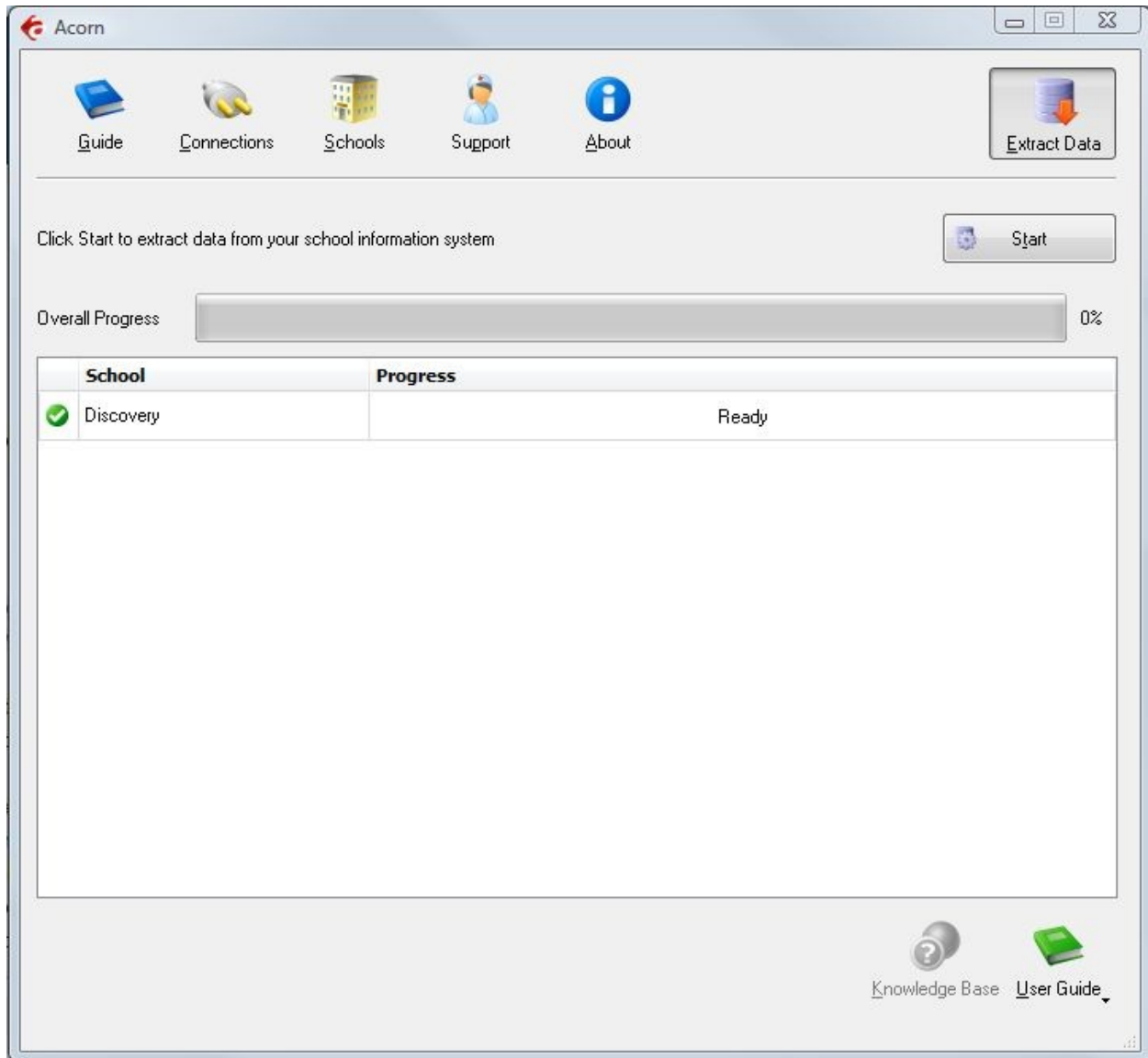
Knowledge Base User Guide


## 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***

**Web2School** Data Extractor does not currently support extraction of photos directly from the **Web2School** database. Due to the use of views, we do not know the exact fields within Web2School which relate to photo ID numbers. Typically these ID numbers will relate from our StdKey or StaffKey which is typically the ID\_NUMBER field in the Student and Staff table.

Any photos that are to be imported the photos must be in .jpg format and the value found in the **Web2School** 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 Web2School 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=Web2School
--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 school 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 Web2School 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 Web2School. If you have suggestions on fields that

exist in Web2School 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](mailto:support@discoverysoftware.com).

#### **Chapter 4 – Uninstall**

To uninstall the Discovery Data Extractor for Web2School from your system, follow these steps:

1. Go to Start->Control Panel->Add/Remove Programs.
2. Selected Discovery Data Extractor for Web2School.
3. Click Remove to uninstall.



## Appendix A – MySQL Server ODBC Setup

The Discovery Data Extractor accesses **Web2School**'s MySQL 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.

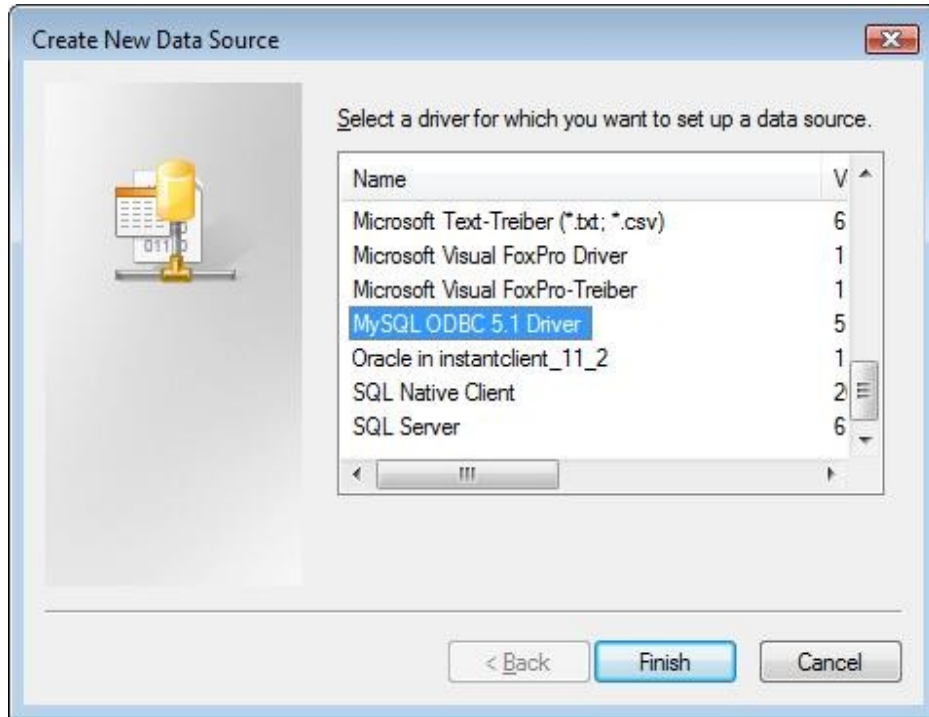
If you have no ODBC DSN entries matching your school, please follow these steps to add an ODBC DSN for **Web2School**:

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 **MySQL Server**, and click **Finish**.

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

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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 **Web2School DSN** box in the Extractor.



4. Enter the server that hosts your Web2School database.
  5. Enter the credentials into the Login ID and Password fields.
  6. Select the Database dropdown and pick the database for your school.
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7. Click on **Test**, if the Connection is successful click on **OK**. Otherwise change the values above to the correct ones.

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

