

Please check <http://www.discoverysoftware.com/sis/winschoolascii.php> for an updated Discovery ASCII Transfer for Win School User's Guide before printing. This will save you time, as we will be improving the guide based on feedback.



Discovery ASCII Transfer for Win School Version 1.2
Installation And User Guide

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ATTENTION

The Discovery ASCII Transfer for Win School is a workaround for older Win School systems that do not have the Universal Access feature.

Because of the limitations of the ASCII Transfer feature compared to Universal Access, some features of our products, such as grades and attendance, are not supported for this system.

If you have the Universal Access feature, which is available in version 5.0 and later of Win School, we strongly recommend that you download and use the Discovery Data Extractor For Win School instead. This is available:

<http://www.discoverysoftware.com/sis/WinSchool.php>

Chapter 1 – Preparing Win School

By this point you should have unzipped the DSLWinSchoolASCII.zip file that contained this guide. The file contents are:

- **winschoolasciiguide.pdf** – this user guide
- **PPSTMAIN.CAT** – Win School export template – student demographics
- **PPSTSEC.CAT** – Win School export template – student schedules
- **PPTCMAIN.CAT** – Win School export template – teacher demographics
- **PPTCSEC.CAT** – Win School export template – teacher schedules
- **WinSchoolASCII.pde** – the import translation file

Installing the ASCII Transfer Templates

For Win School to extract the data files needed by Connect, you must first install the ASCII Templates (*.CAT) into your copy of Win School. The CAT files are supplied as part of the package. To install the CAT files:

1. Ensure you have unzipped the contents of DSLWinSchoolASCII.zip to a folder on your computer.
2. Run Win School.
3. Click the **ASCII Transfer** button.
4. Under the **File** menu on the **CSL ASCII Transfer** window, select **Load Template From Disk...**
5. Locate the **PPSTMAIN.CAT** file in the folder where you unzipped DSLWinSchoolASCII.zip and click **OK**. The template will appear in the list of available ASCII export files.
6. Repeat steps 4 and 5 for **PPSTSEC.CAT**, **PPTCMAIN.CAT**, and **PPTCSEC.CAT**.
7. The templates are now installed. Each one should appear as an entry in the **CSL ASCII Transfer** window.

Choosing an Import Folder

The **Import Folder** is the location that you will store your exported files from Win School, and that Principalm Connect will read when importing files. The folder should have these characteristics:

- be **readable** by everybody who will use Connect
- be **write-able** by everybody who will be exporting data from Win School for Connect.

Once you have chosen an **Import Folder**:

1. Copy the **WinSchoolASCII.pde** file from the folder where you unzipped **DSLWinSchoolASCII.zip** into the **Import Folder**. This is the file that instructs Connect how to interpret the output from Win School.

Setup is concluded, you are now ready to transfer data from Win School using Connect..

Chapter 2 – Transferring Data From Win School using Connect

A Win School extract involves running each ASCII Transfer template to fill the **Import Folder** with school information.

Running the ASCII Transfer from Win School

In Chapter 1, you installed the ASCII Transfer templates for the export. Now, execute the template export from Win School in order to extract the data.

1. Run Win School's ASCII Transfer module.
2. Double-click **PPSTMAIN** in the list in the **CSL ASCII Transfer** window to open it.
3. Close the **Edit Template** window that appears – you don't need to edit the template.
4. In the **Student List** window that is revealed, hold down **CTRL** and **SHIFT**, and **click** a checkbox in the **Selected** column on the far right. This will select all of the students.
IMPORTANT – You **MUST** hold down both **CTRL** and **SHIFT** when clicking the checkbox in order to get all of the student data.
5. In the **Import/Export** menu, choose **Export...**
6. In the **Save As** dialog that appears, navigate to your **Import Folder**. Save the export as a file with the same name as the export, with a **.txt** extension. For example, **PPSTMAIN** gets saved as **PPSTMAIN.txt**.
IMPORTANT – The file name **MUST** be exactly the same as the template name, or the import will not work.
7. An **Exporting Students** window will appear with a progress bar. When the progress bar completes, close the window.
8. Close the **Student List** window.
9. Repeat steps 2 to 8 for each of **PPSTSEC**, **PPTCMAIN**, and **PPTCSEC**.

Importing Data using Connect

Follow the steps for importing SIS data in the Connect Guide to import the data.

Chapter 3 – Customizing Win School Export

The Win School export is customizable by modifying the ASCII Transfer templates provided, or creating new templates. The WinSchoolASCII.pde file will need to be updated to match the modifications you make, using the Principalm Generalized Import language, detailed at <http://www.discoverysoftware.com/support/tech/>

Discovery Software also provides customization work on Win School for a fee. If you are interested in contracting Discovery Software for customization of your Win School installation, please contact our sales department:

Principalm Sales Department

Email: sales@discoverysoftware.com

Telephone: 1-888-569-7711 x2287

Chapter 4 – Uninstall

To uninstall Discovery ASCII Transfer for WinSchool from your system, follow these steps:

1. Delete the **Import Folder** and its contents.
2. Delete each ASCII Transfer Template:
 - a) Run Win School.
 - b) Click the **ASCII Transfer** button.
 - c) Select **PPSTMain** from the list in the **CSL ASCII Transfer** window.
 - d) Under the **File** menu on the **CSL ASCII Transfer** window, select **Delete Template...**
 - e) Click Yes in the dialog that appears.
 - f) Repeat steps 3 to 5 for **PPSTSEC.CAT**, **PPTCMAIN.CAT**, and **PPTCSEC.CAT**.