

# School-links Data Transfer Utility User Guide

MUSAC Classic 2010

(2010.4.3)

🎯 Massey University

00 159 ± 0800 500 159 www.musac.

Software for Schools Solutions for People

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## 2 MUSAC School-links Data Transfer Utility

The School-links Data Transfer utility is an extension to ClassRoom Manager which allows schools to upload basic information on people (students, teachers and caregivers) and groups (horizontal, vertical, core and options) to the School-links system.

Currently the data transfer is a one-way trip from MUSAC to School-links. Future development may include a complete synchronisation of data that allows data to be imported in to the MUSAC system.

#### **3 Prerequisites for Using the Utility**

1. Please check your minimum system requirements against the current MUSAC Software requirements:

http://www.musac.co.nz

2. You will need to have the MUSAC Classic Release March 2010 (or later) installed and running correctly.

The utility is automatically installed as part of the ClassRoom Manager installation and update process. This includes creating the "messages" folder within the CM root folder to store the message validation file, slide.xsd.

#### 4 Install the .NET Framework

This utility requires the .NET Framework 3.5 SP1 or later to be installed on the workstation you are running the utility from.

Note: If you are using Windows Vista, this step is not required.

## 5 Transferring Data to School-links

After installing the correct version of ClassRoom Manager, the School-links Data Transfer utility is available through the 'Other Utilities' section.

Global Document Management	Global teacher & Dossier Management	nt Adapt Analysis	asTTle and NZCER Utilities
NZQA Utilities	View the Log File School-link	s t	

To be able to use this functionality you will first need to have contacted School-links in Christchurch directly on 0800 333 480 or (03) 365 2733, <a href="mailto:support@school-links.co.nz">support@school-links.co.nz</a> and arranged an account and password from them.

Once you have completed the setting up formalities with them, contact MUSAC's software support on 0800 600 159 for MUSAC's User Group Password to finalise the required processes to enter below.

🔜 User Group Password				
Enter The User Group Password				
			_	_
	OK	۵¢	Close	×.

musa

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#### The opening screen follows:

😸 School-links Data Transfer (v 1.0.0.6)		
Transfer Usage		Dashboard 😽
O pending transaction items O completed transaction items	Status ItemType ItemSLUID ItemTypeID	Select People and Groups 👸 Initiate Data Transfer 🔹 🛐 Check for Data Changes 📡 View Logs 두
People Sync List	Group Sync List	Configure 🧷
(0)       (0)         People Data Check         Data changes have never been checked	Core Option Option Other Form Teach (0) (0) (0) (0) (0) Group Data Check Data chances have never been checked	Close
Data changes have never been checked	Data changes have never been checked	
Status: Dashboard Populated		

#### Figure 1: Dashboard

### **Enter the configuration details**

The School-links User ID and Password provided by School-links should be entered and the settings saved.

School-links requires an area code for national numbers. This can be automatically attached during the transfer process by selecting a default area code from the drop down list.

The number of records sent in a single upload transfer is 500 by default. This should be changed only when recommended to by either School-links or MUSAC support staff.

🔜 School-links Data Tr	ansfe	r (v 1.0.0.6)				
School-links Authentication				_		🐴 Dashboard 😽
User ID			Password			Select People and Groups
						Initiate Data Transfer 📑
Miscellaneous						View Logs
Default Area Code	3	×				Configure 🥖
Data Transfer To School-lin	nks					Close 🖼
Record Set Limit	3	500				0000 🐝
					Save Settings (	\$
Status: Operating						

Figure 2: Configure

#### Select the people and/or groups

Add students, teachers and/or caregivers to the Synchronisation List. Students can be located individually or by their horizontal, vertical or year groups.

Add class groups to the Synchronisation List. The supported groups are horizontal, vertical, core and option.

🔜 School-links Data Trans	fer (v 1.0.0.6)						
People Synchronisation List							Dashboard 😚
SLUID ID	Role	First Last	By Person? By (	Group? Modified	Add Student	å,	Select People and Groups 🐣
					Add Teacher	å <b>,</b>	Initiate Data Transfer 🔄
					Add Caregiver	åþ	Uheck for Data Changes 📡
							View Logs
					Remove Student	8	Configure 🖌
					Remove Teacher	8	
					Remove Caregiver	8	Close 💀
					Refresh List	&	
						-	
Group Synchronisation List					_		
SLUID	ID	Group	Туре	Modified	Add Class Group	å,	
					Remove Class Group	8	
					Refresh List	۵.	
Status: Sync Lists Populated							

#### Figure 3: Select People and Groups

Note: Access databases often cache data and only commit the data in 5 second intervals. If people or groups fail to appear in the list after 5 seconds click 'Refresh List'.

#### Initiate a data transfer

Click 'Transfer Data' to begin the process. The utility will first determine if a transfer message needs to be sent before constructing and transmitting the message to School-links.

School-links Data Transfer (v 1.0.0.6)						
Data Transfer to School-links	Dashboard 😚					
Date	Event	Status	Transfer Data	Select People and Groups		
5/02/2009 3:01 p.m.	Click 'Push Transfer' to begin	Status: waiting	Poll For Updates	Check for Data Changes		
				View Logs 💝		
				Configure 🧷		
				Close 😽		
Status: Ready to Transfer						

Figure 4: Initiate Data Transfer

The progress grid will update throughout the process and will end in either a Transmitting Message Failed or Transmitting Message Complete entry.

#### Poll for status updates

School-links currently require a transaction to be closed before another can be created and uploaded. It is considered closed with the status for each person and group is no longer `pending'.

To check the status, navigate to the data transfer section and "Poll For Updates".



#### View the logs

The error and audit logs are recorded in daily slices and saved in the history folder within the CM root folder e.g. M:\CM\history\errorlog\_26\_1\_2009.SLDT

😸 School-links Data Transfer (v 1.0.0.6)	
Error Log	Dashboard 😽
	Select People and Groups 🏀
	Initiate Data Transfer 🛛 📑 👔
	Check for Data Changes 📡
	View Logs 🛛 😓
	Configure 🧷
No Data to display	
	Close 😨
Audit Log	
No Data to display	
Status: Operating	

Figure 5: View Logs

## 6 MUSAC and Agent Details

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