

School-links Data Transfer Utility User Guide

MUSAC Classic 2010

(2010.4.3)

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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.

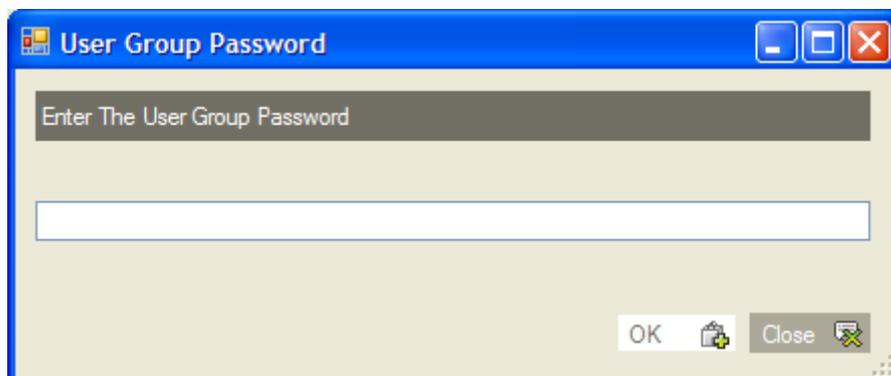
5 Transferring Data to School-links

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



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, support@school-links.co.nz 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.



The opening screen follows:

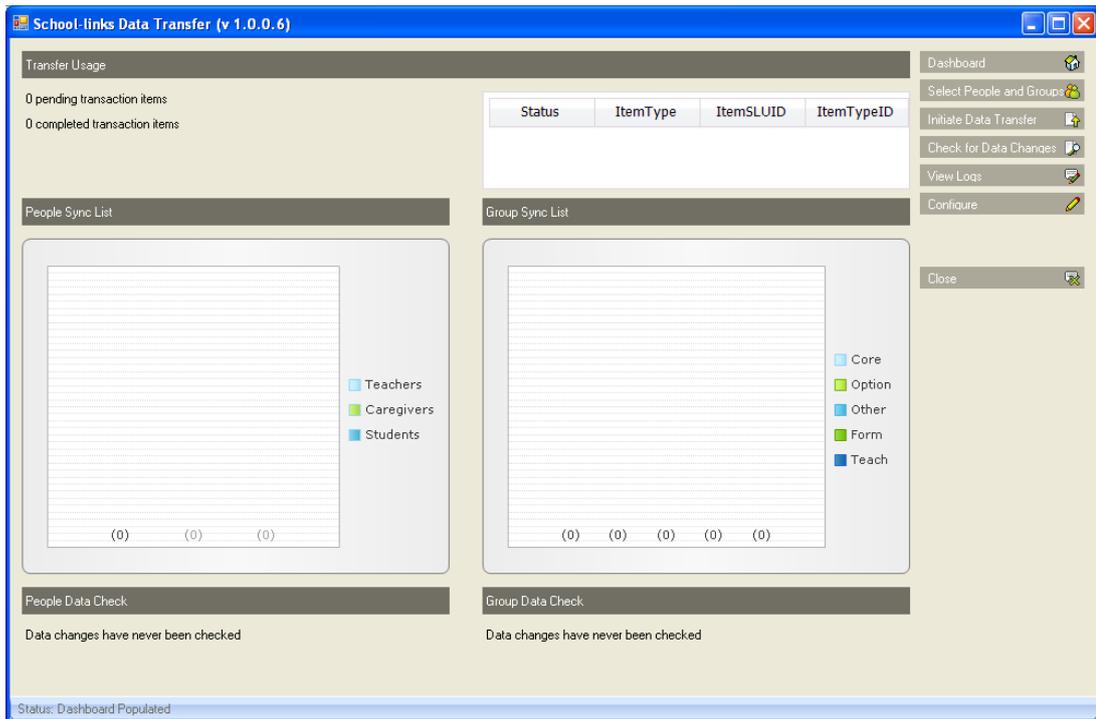


Figure 1: Dashboard

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.

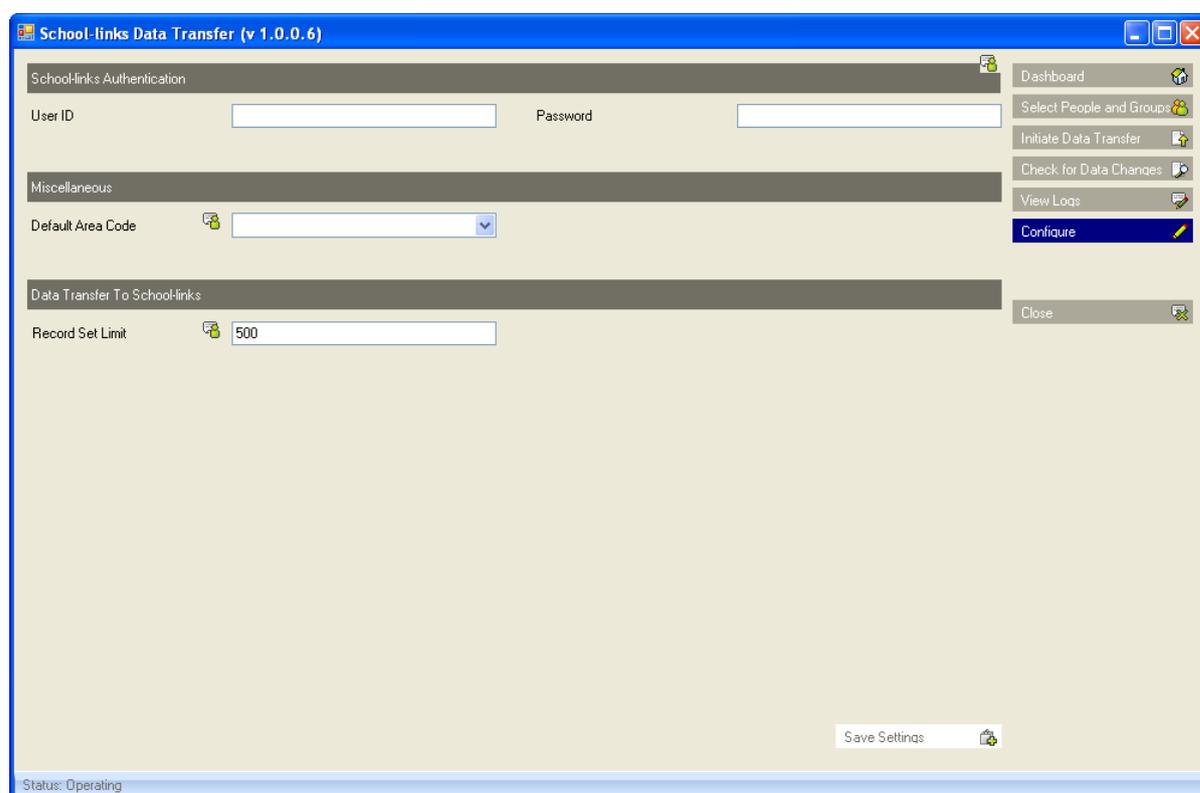


Figure 2: Configure

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.

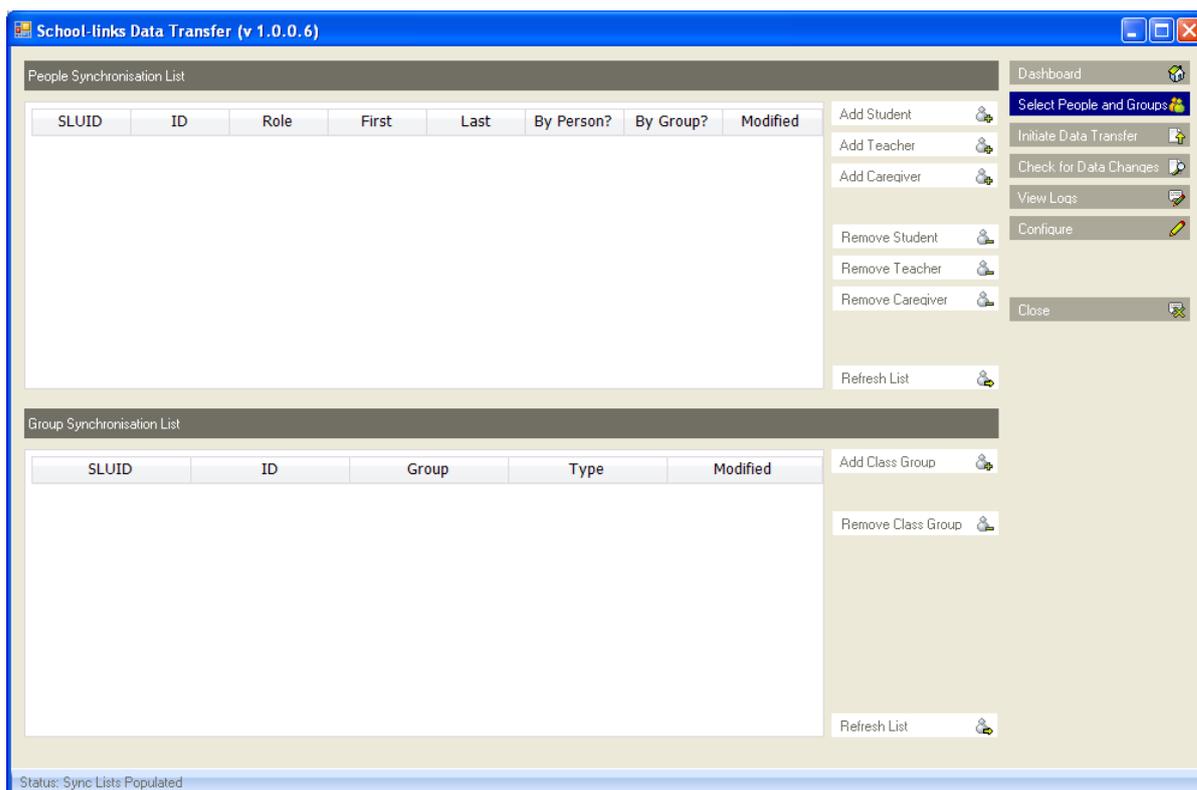


Figure 3: Select People and Groups

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.

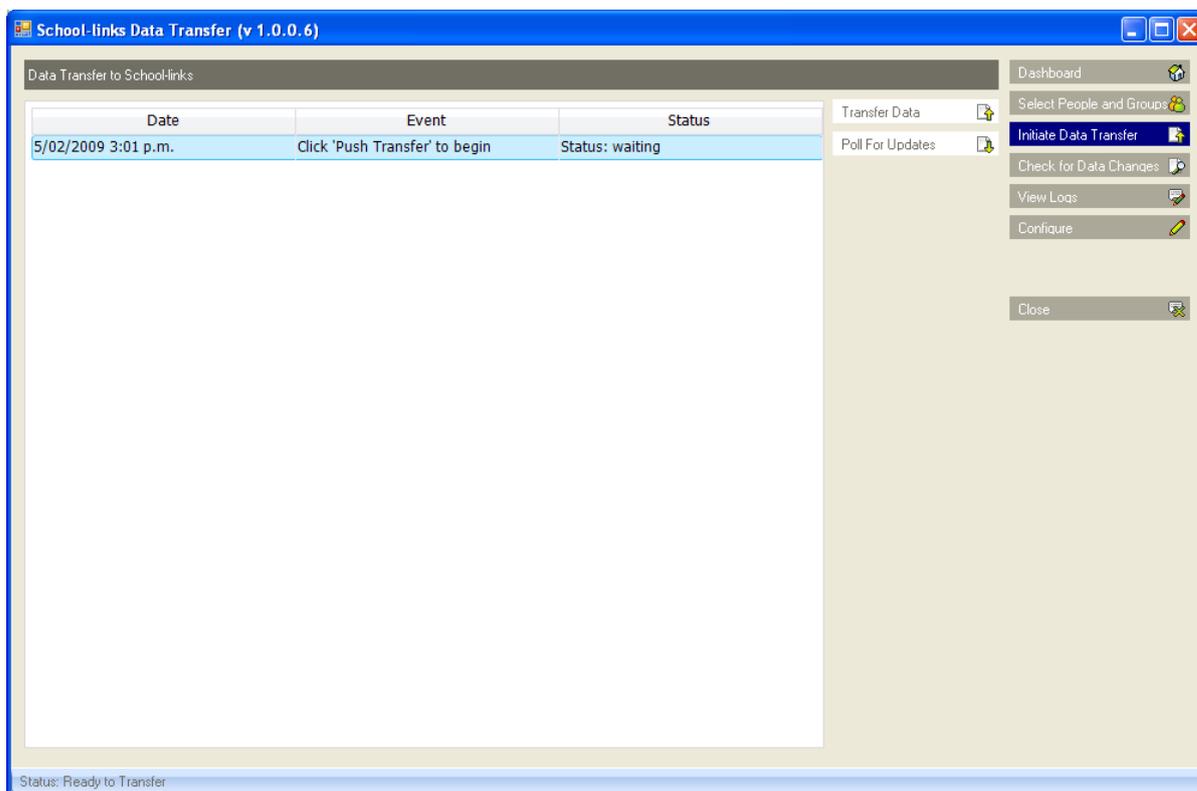


Figure 4: Initiate Data Transfer

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



Figure 5: View Logs

6 MUSAC and Agent Details

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