SASIxp™ District Integration User's Guide

Pearson School Systems Part Number 606 000 027 C

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Revision A (March 2001)
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Revision C (February 2005)

This edition applies to Release 6.0 of the SASIxp™ student administrative software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual data and names are entirely coincidental.

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Summary of Changes

This revision of the user's guide contains the following changes to the district integration process.

Page Number	*Change*
14	Added a note in the "Automated TaskServer Operations" section.
15	Added the "TaskServer Configuration for Macintosh" section.
64–65	Revised the "Troubleshooting the Upload Process" section.
66–67	Added the "Troubleshooting the Download Process" section.

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Description

This guide describes the process of planning, implementing, configuring, verifying, and using the District Apps module of the SASIxp™ educational software made available by Pearson School Systems.

Prerequisites

Pearson School Systems recommends having these skills and knowledge sets for the proper use and understanding of this guide:

- Installation, configuration, and operation of the SASIxp™ software.
- Network Administration operations of the LAN/WAN environment where you plan to implement the SASIxp District Integration software.
- TCP/IP networking protocol installation and configuration operations of the LAN/WAN environment where you plan to implement SASIxp District Integration.
- Configuration and Operation of desktop operating systems and Graphical User Interfaces (GUIs) necessary to the environment where you plan to implement SASIxp District Integration.

Instructional Objectives

1. Contrast the operational differences between the two standard configurations of a single-school SASIxp installation.
2. Define these parts of the SASIxp District Integration software:
   - Features and benefits of SASIxp District Integration
   - Basic District Integration Theories of Operation
   - Product Requirements
3. Perform District Integration installation tasks.
4. Address data installation and conversion issues.
5. Perform District Integration configuration and setup tasks.
6. Perform District Integration operation and user tasks.
7. Set up and operate District Consolidation.

Scope

This guide addresses the District Integration implementation of the SASIxp software. This reference manual is for those individuals who are implementing the District Integration operation of the SASIxp software. Knowledge of basic SASIxp operations is necessary to understand and use this training guide effectively.

The manual contains:

- Topic 1, Description. This topic describes the concepts and requirements of the District Integration implementation of the SASIxp software.
- Topic 2, Using District Integration. This topic provides an explanation of the District Integration interactive and automated operations.
- Topic 3, District Consolidation. This topic provides a description of how to set up and use the District Consolidation feature.

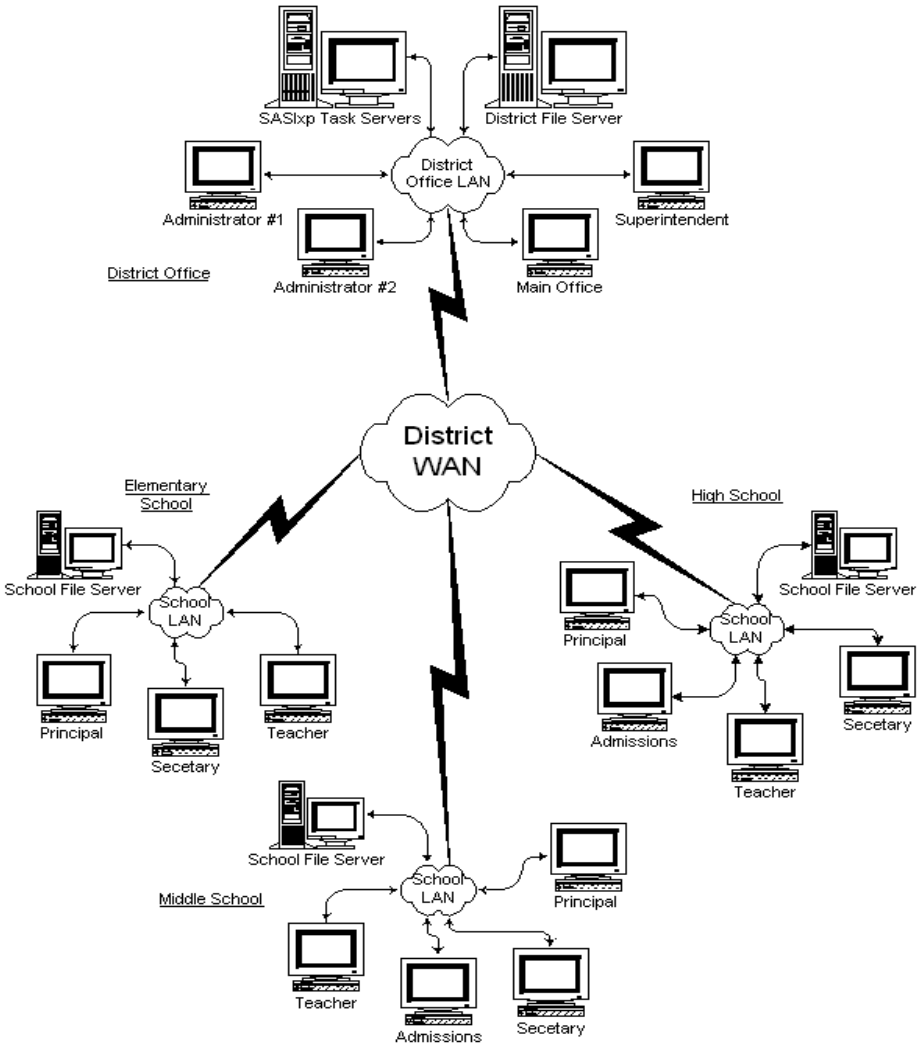
In addition, this document contains this appendix:

- Appendix A, Troubleshooting. This appendix provides information on possible errors you may encounter when using the SASIxp District Integration.

District Integration Overview

The District Integration (DI) module expands on the basic SASIxp software's functionality to provide centralized district processing between the schools and the district office using a Wide Area Network (WAN.)

Implementation



One of the most significant features of District Integration is the ability to add, drop, and transfer students in real time. A district file is a form of the standard SASIxp school database, which incorporates student data from all schools within the DI environment.

District Integration also provides for scheduled background operations to upload student data files from school sites to the district office and update the district file on a nightly basis. In addition, District Integration provides the ability to download certain files to the school sites.

Because you can replicate data at the district office on a nightly basis, the district office staff can view an individual school's files. District office staff no longer log into a school site file server to view school data. District office staff can run reports against copies of the individual school site files residing on the district file server. They can also run reports against consolidated data in the district file.

District Integration is a normal SASIxp installation at the district office with some configuration changes and additional directory creations.

> **Note:** The configuration changes are also necessary at each of the school site SASIxp installations.

District Integration also requires the addition of a specialized type of workstation. This workstation is dedicated to running one of the major programs of the SASIxp DI module and resides at the district office. This workstation runs the SASIxp TaskServer program that performs the core DI communication operations.

TaskServer runs 24 hours a day on one or more workstations at the central office. Pearson School Systems recommends a minimum of one TaskServer workstation for every 10 school sites. The TaskServer workstations run on either the Windows NT® Workstation version 4.0-SP4 operating system or the Macintosh System 7.5 operating system. For performance reasons Pearson School Systems recommends running the TaskServer program only on the Windows NT 4.0-SP3 Workstation operating system.

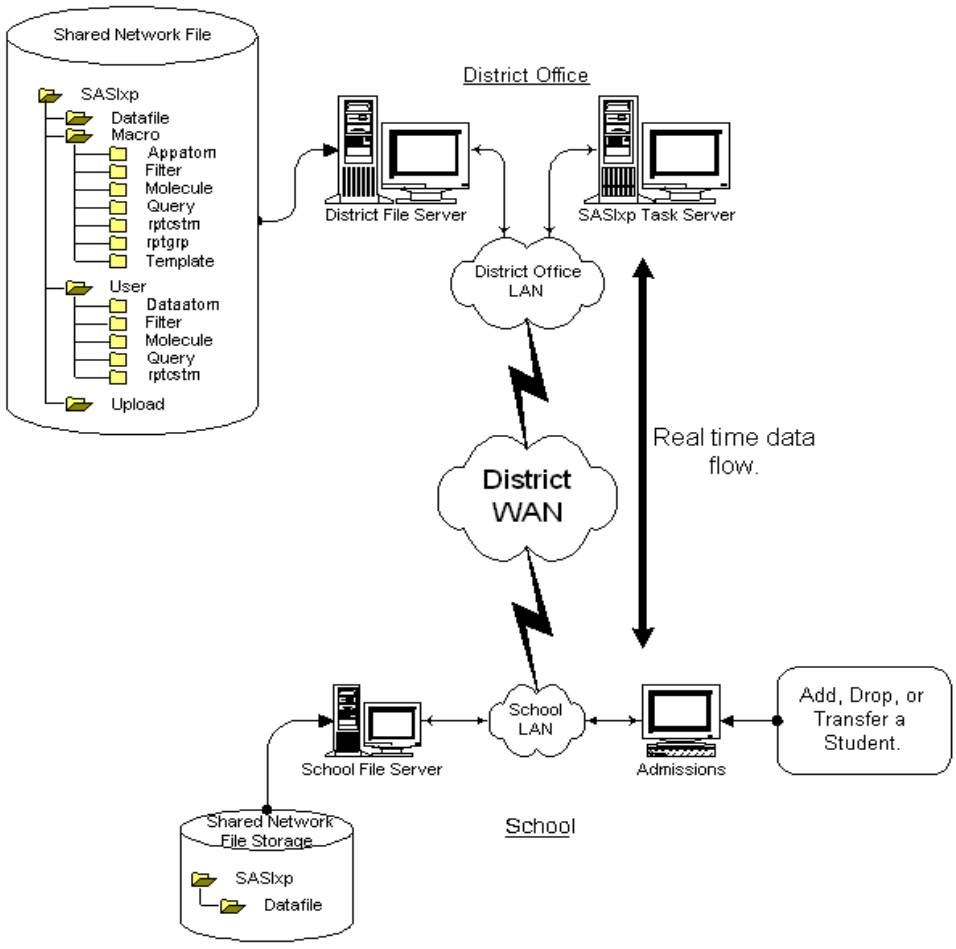
TaskServer supports these database scenarios:

District	*School Site*
dBASE IV	dBASE IV
Oracle	dBASE IV
Oracle	Oracle
MS SQL	dBASE IV
MS SQL	MS SQL

It is possible to run multiple TaskServers on one workstation, if appropriate for your installation.

DI Real Time Operations

Uploading requires the TaskServer to use a valid user account on a supported SASIxp site server, and access rights to the resource containing the school data.



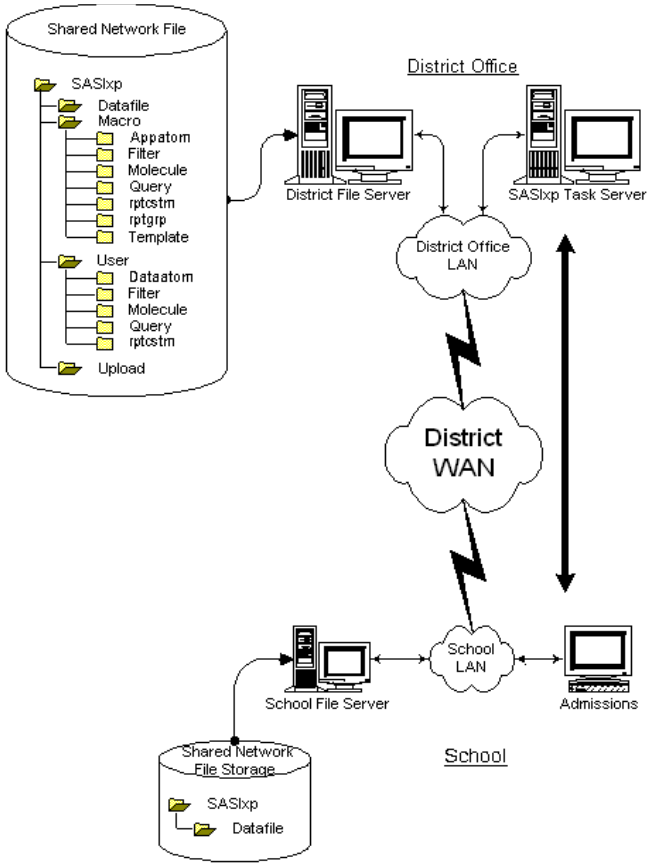
Operation	Description
Add, Drop, and Transfer	The Enrollment atom running at the school site communicates with TaskServer at the central office. Together the Enrollment atom and the TaskServer program immediately upload and download student information between the school site and central office to add, drop, and transfer students throughout a district.

Scheduled Background Operations

Operation	*Description*
Upload	At the end of the school day, the TaskServer logs into the school site servers to upload data files to the central office. This data can be either all qualified site files or only those qualified site files that have changed from the previous upload process. During this process, the SASIxp software stores the file you select to copy in the Upload folder of the district SASIxp installation directory structure. In this process, the data for all students copies from the school sites to the central office.
Download	In this process, selected files download to school sites automatically.

Overnight Update

Overnight Updates require the TaskServer to use a valid user drivemap on the District server and access rights to the resource containing the District data.



Operation	*Description*
Overnight Update	After the files copy from the school sites each night in the Upload process, the TaskServer creates a mirror copy of all DI school site qualified files. It then updates the central office student demographic file with new demographic data from the school sites. **Note:** When it finishes this function, the TaskServer program returns to add, drop, and transfer mode.

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Using District Integration

This topic provides an overview of the TaskServer and Student enrollment operational tasks for the DI implementation of the SASIxp software.

TaskServer Operation

The TaskServer program enables school sites to perform add, drop, and transfer enrollment operations and immediately update the district file during the day. Also, the TaskServer program automatically uploads school site student data files and updates the district file. With this program you can also download specific files to school sites.

After setting up the TaskServer, all tasks perform automatically.

In a multiple TaskServer environment, all TaskServer workstations perform the upload portion of the nightly automated processes. Only the primary TaskServer performs the Update District Student File and Download tasks.

TaskServer Overview

The TaskServer program uses these menus:

Menu	***Description***
File Menu	Use the File menu to: • Save the Status and Errors windows as text files • Set up the page layout of the automatic TaskServer reports • Quit the TaskServer program
Edit Menu	Not available.
Tasks Menu	Use the Tasks menu to: • Perform real-time enrollment operations • Perform school Site Upload operations • Perform update operations • Download selected files • Terminate the running operation
Windows Menu	Use the Windows menu to display the status of tasks, and any errors. You can enable operational messages by selecting the Debug mode option.

Menu	Description
Help Menu	The Help menu provides the *About* option. Selecting this option displays the About TaskServer window, which displays Task-Server product information.

Windows Menu Functions

The Windows menu includes options for displaying the status of tasks and errors that occur during the performance of tasks.

Function	Description
Show (Hide) Status	Displays the Status window, which shows status of actions taken by the TaskServer during the performance of a task.
Show (Hide) Errors	Displays the Errors window, which shows error information from the TaskServer during the task performance.
Cascade, Tile, Arrange	Controls the view in which the Status and Errors window displays within the main TaskServer window.
Debug Mode	Displays detailed information about tasks in the Status and Errors windows.

Tasks Menu Functions

The Tasks menu includes these options:

- Upload Remote Sites
- Update District Student File (ADST)
- Download to Remote Sites
- Abort Current task

Pearson School Systems recommends performing the Upload, Update, and Download functions after hours. After enabling the real-time operations, the TaskServer program automatically switches between real-

time and automated background operations. The Tasks menu permits switching between tasks to permit on-demand, manual execution of the background processes.

Function	***Description***
Transfer Students	Enables real-time enrollment operations within the DI implementation. All TaskServer workstations must initiate this option for District-wide enrollment operations to work properly. When in the Transfer mode, the TaskServer automatically switches into Upload and Update modes. After completion of the Upload and Update operations, the TaskServer returns to Transfer mode.
Upload Remote Sites	Permits scheduled or immediate execution of the Upload process. Selection of this option disables real-time operations of the TaskServer.
Update District Student File (ADST)	Permits scheduled or immediate execution of the update process. Selection of this option disables real-time operations of the TaskServer.
Download to Remote Sites	Downloads the files listed in AFLD to the school sites.
Abort Current Task	Stops the current operation.

TASKSERV.ini File

The TaskServer can open other applications by creating a TASKSERV.ini file. Use the Note Pad application to create the file. You can specify whether the application is to run before a download, after the download, or before updating the district file. External processes can be any valid executable program, that runs in batch mode without operator intervention.

TASKSERSV.ini file example:

```
****************************************************************

;This file should be in the same directory as TaskServer
; application

;List the applications that will be launched by this TaskServer
[ExternalApps]
App1 = UpdateSomeFile ;
App2 = ExportASTU;

;Details about each of the above mentioned applications
[UpdateSomeFIle]
Name = UpdateFile.exe       ;name of the application
WaitTillAppDone = TRUE      ;should the TS wait until app is done
Parm = file = ATBL      ;information to be passed to app as a parm
SupplyLoginInfo = FALSE  ;should SASIxp user ID and Pwd be passed to app
                         ;   as first two parms
LaunchWhen = BeforeDownload ;can be BeforeUpdateDst, BeforeDownload,
                         ;   AfterDownload; BeforeUpload

[ExportASTU]
Name = ImpExp.Exe           ;name of the application
WaitTillAppDone = TRUE      ;should TS wait until app is done
Parm = group=ExportASTUMap    ;any information to be passed to app as a parm
SupplyLogoInfo = TRUE       ;should SASIxp user ID and Pwd be passed
                            ; to app as first two parms
LaunchWhen = AfterDOwnload  ;can be BeforeUpdateDST, BeforeDownload,
                            ;    AfterDownload
****************************************************************
```

Note: In the [ExternalApps] section, the labels need to be sequential.

Automated TaskServer Operations

Transfer mode operation is necessary for school sites to perform real-time enrollment operations.

At the Upload time for a particular campus in the District Site Campus atom configuration, the TaskServer automatically switches to the *Upload Remote Sites* operation. This operation begins uploading the data files from the campus file servers to the Upload directory.

The primary TaskServer workstation waits until the Overnight Start Time to begin the overnight processing.

> **Note:** Assign the Overnight Start Time in the District Control atom.

However, if any of the TaskServers do not complete the upload process by the start time, uploading continues until the process completes. Then the Update process initiates.

During upload processing, all files upload to upload folders. When all sites complete, each TaskServer moves the data to the District datafile.

The TaskServer then returns to the real-time Transfer mode of operation.

> **Note:** After the TaskServer program begins either the Upload or Update process, it does not accept any add, drop, or transfer requests.

> **Note:** The TaskServer creates the TS<nnn>_<yyyymmdd>Status.log and TS<nnn>_<yyyymmdd>Error.log, where <nnn> specifies the TaskServer ID and <yyyymmdd> specifies the date for status and error messages respectively. These files are deleted after fifteen days.

TaskServer Configuration for Macintosh

Before installing TaskServer on a Macintosh workstation, do the following:

- Set the ApplicationInHomePath entry to False in the SASIxp.ini file.
- Ensure that the TaskServer folder on a Mac OS 9 computer contains TaskServer, license.ini, sasixp.ini, and CSClassicLib files.
- Map the TaskServer to the parent folder of the school server's SASIxp folder. The name of the parent folder is not critical as it is not referenced in any of the .ini files. The school server and the TaskServer must be on separate computers. The TaskServer can access the school server only through a mapped or mounted drive.
- When you install TaskServer for a Macintosh workstation, define an AppleTalk® zone before the Remote Site Data Path in the Campus Setup atom. If you do not define a zone you need to place an asterisk before the path. For example, *:192.168.100.100:sharepoint:SASIxp:Datafile:

Enrollment Operations

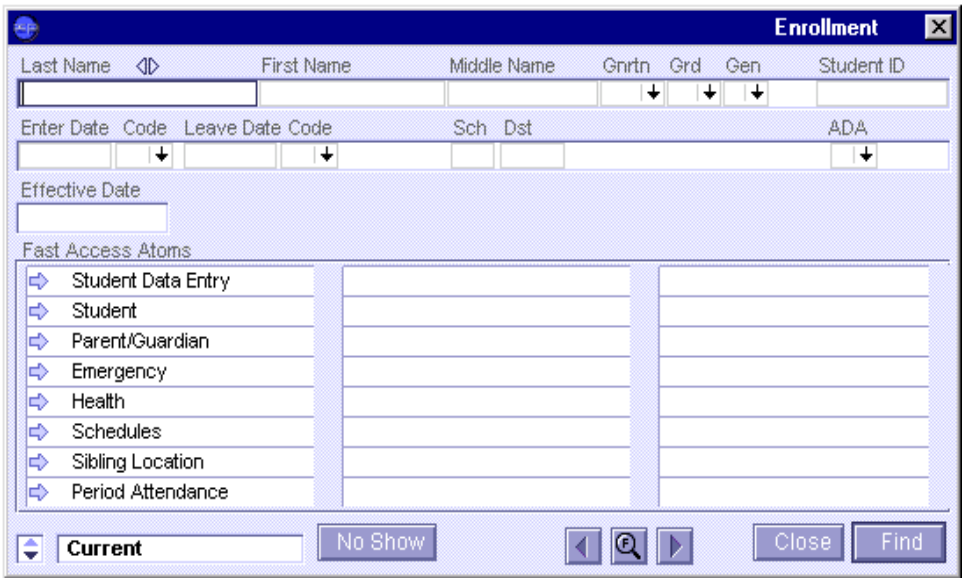
During the day, the TaskServer performs the Transfer Student task. The TaskServer is continually accepting Add and Transfer requests from schools, and immediately updating the District file on the district file server.

Use the Enrollment atom to:

- Add new students as they enroll during the course of the year.
- Inactivate students when they leave.
- Reactivate them if they re-enroll.
- Transfer students from one school to another within the district.

Adding New Students

1. At a school site, open the Enrollment atom. The District Enrollment screen displays.

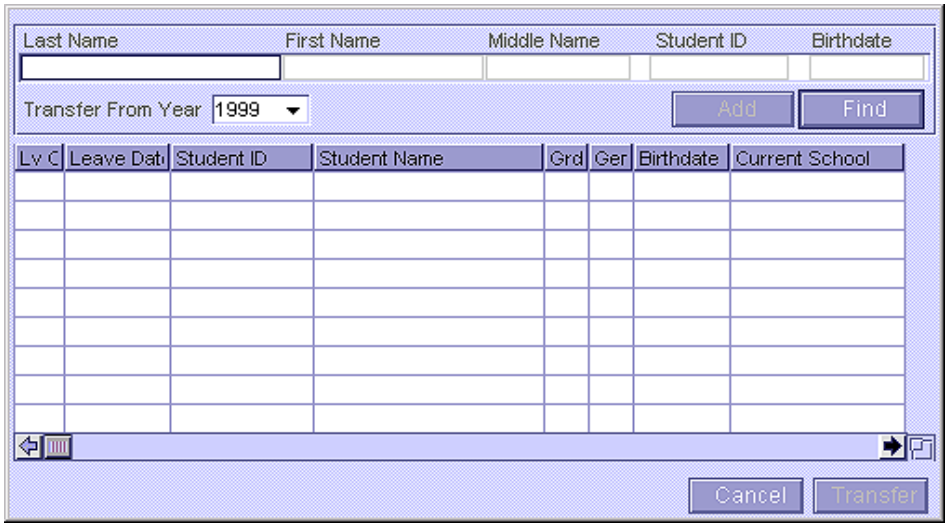


2. From the Data pull-down menu, select Add Student.
3. The District Enrollment window displays.

> **Note:** If you get a message indicating communication with the district could not be established, do not proceed with the Enrollment of the student. Contact the district office and report the problem.

4. Enter the student's last and first name.

5. Click Find. The SASIxp software searches for the student record in the District file. A list of similar students display. Scroll through the list to verify the student does not exist in the District database.



6. After verifying the student does not exist in the District database, click Add. When adding a new student and using the automatic assignment of Student ID's, the *Student ID* field displays asterisks in the place of student's ID in the District screen. After you click Save, the system assigns a Student ID.

> **Note:** If the student is in the database, highlight the student's name and click Transfer, and the student and all of their information transfers to your school database.

7. After adding or transferring the student, the Enrollment screen displays. Use this screen to enter the following information:
   - Address
   - Phone Number
   - Parent/Guardian
   - Grade

> **Note:** Be sure to make any Grade changes in this window. If not, the Grade could be recorded incorrectly in the District file.

8. Click Save.

9. Use the Fast Access arrows to complete the Enrollment of the student into your school.

> **Note:** See the Enrollment section in the *Basic Applications User Guide* for more information on enrolling a student.

Inactivating Students

1. At a school site, start the Enrollment atom from the Student Info folder.
2. Click the Find icon.
3. Enter the student's name to inactivate, and click Find.
4. After finding the record, select Inactivate Student from the Data pull-down menu.
5. If necessary, modify the *Leave Code* and *Leave Date*.
6. Click Save.

The following occurs after inactivating a student:

- The Student file at the school performing the operation updates with the leave date and leave code from the Current screen of the Enrollment atom.
- The enrollment mirror file residing at the district updates with the same information from the school site enrollment file.
- The Status screen of the District atom updates with the leave date and leave code from the Current screen of the Enrollment atom at the school performing the inactivate request.
- All files and update immediately.
- Inactivating a student changes the student's status to Inactive.
- After inactivating a student, all sub-files are sent to the district office.

> **Note:** If the student is transferring to another school on the current day, adjust the leave date according to the student's last day of attendance at the school of the Inactivate operation. If this is not done, the student's next school of attendance cannot use the current date to activate the student.

Transferring Inactive Students

Use this procedure to transfer students who are currently inactive but were enrolled at a prior time.

1. Open the Enrollment atom.
2. From the Data pull-down menu, select Add Student. The system displays the District Enrollment option.
3. Enter the student's last name and first name.
4. Click Find.

> **Note:** Inactive student names display in bold type.

5. After locating the student to transfer, double-click on the student name and the Enrollment screen displays.
6. Click Save.
7. Click Close.

Possible Transfer Date Conflict

If the SASIxp software displays the message, ERROR: Enter date is less than the latest district transaction date for this student, complete these steps:

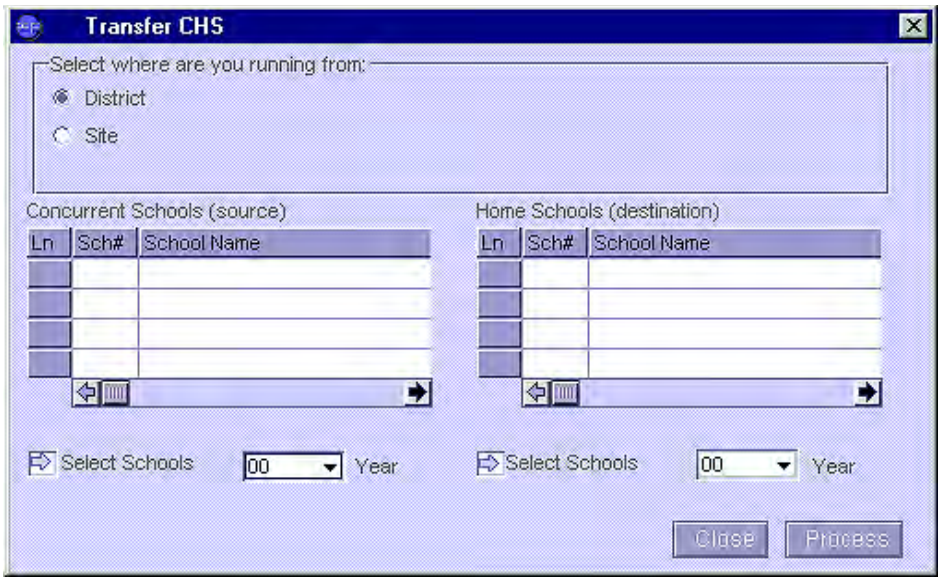
1. Click OK.
2. Click Cancel.
3. Change the Enter Date to a date later than the last district transaction date.

Using the Transfer Course History Atom

The Transfer Course History Atom enables you to transfer course history records from concurrent schools to home schools. Use a batch process at the District on the mirror files, or transfer data for a group of students at a site, using the TaskServer in Transfer mode.

Transfer CHS Screen

The Transfer CHS screen contents depend on your selection in the *Select where you are running from* section at the top of the screen.



Transfer Course History Fields

Use the *Select where you are running from* section to identify where you run the transfer course history process:

Field	Description
District	Uses district mirror files. Displays the Concurrent Schools and Home Schools matrixes for selecting schools.
Site	Uses the TaskServer. Displays the Student matrix for selecting students.

Fields for District Processing

The Concurrent School's matrix displays the school number and name of the concurrent school.

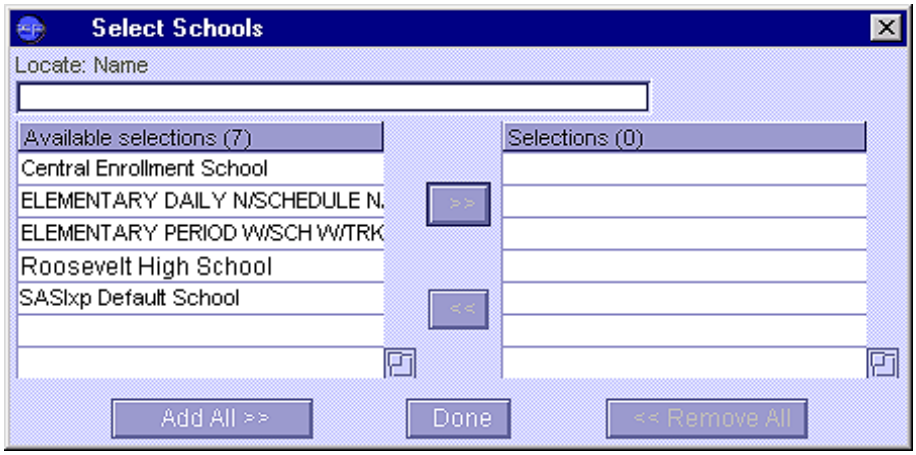
Field	*Description*
Year	Year containing the data to transfer from the concurrent schools. SASIxp file system allows retention for up to ten years of data on your machine. The year is determined by the fifth character of the file name. For example, the student file for school 999 for the year 2005 would be ASTU+5+999 or ASTU5999. But, if you have not created a datafile for the year 2005 and have the datafile for the year 1995 on your machine, then the data from 1995 will be presented for the year 2005.

The Home School's matrix displays the school number and name of the home school.

Field	*Description*
Year	Year to transfer data to the home schools. SASIxp file system allows retention for up to ten years of data on your machine. The year is determined by the fifth character of the file name. For example, the student file for school 999 for the year 2005 would be ASTU+5+999 or ASTU5999. But, if you have not created a datafile for the year 2005 and have the datafile for the year 1995 on your machine, then the data from 1995 will be presented for the year 2005.

Select Schools Screen

The Select Schools screen contains a double matrix. The left side contains the available selections. The right side contains the items you select.



Select Schools Fields

Field	*Description*
Locate	Field to quickly find the school to select.
Available selections	List of the school names available for selection.
Selections	Selected schools from the Available Selections list. The maximum number of selections is 20 schools.

Transferring Course History Data at the District

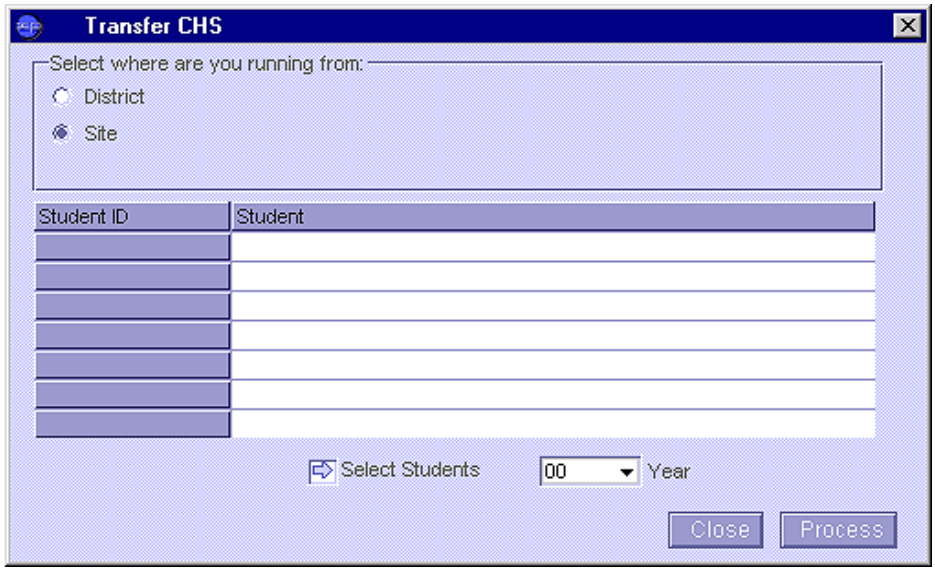
Transfer course history data from concurrent schools to home schools using the District mirror files.

1. Open the Transfer Course History atom.
2. Select District from the *Select where you are running from* selection.
3. Click the Select Schools Fast Access atom under the Concurrent Schools matrix to select the concurrent schools for the source of the course history data.
4. Select the year containing the data to transfer.
5. Click the Select Schools Fast Access atom under the Home Schools matrix to select the home schools to update the course history data.
6. Select the year to update.
7. Click Process.

Transfer CHS Screen

Transfer course history data from concurrent schools to home schools from any school site, using the TaskServer. This process updates data at all schools the student is concurrently enrolled in.

Note: To successfully transfer course history data from a site, connect to the District using the TaskServer. Verify the TaskServer is in Transfer mode. Upload the ACHS files so the mirror files reflect the site. Also, update the ADST file.



Transfer CHS Field

The Student matrix displays the student ID and name of the selected students.

Field	*Description*
Year	Year containing the data to transfer for the selected students.

Transferring Course History Records at the District

1. Open the Transfer Course History atom.
2. Select Site from the *Select where you are running from* section.
3. Click the Select Schools Fast Access arrow under the Student matrix to select the student records to transfer.
4. Select the year containing the data to transfer.
5. Click Process.

Adding Students Concurrently

Concurrent enrollment is when a student enrolls at more than one school at a time. With District Integration, the District sets up specific schools to accept the transfer of active students for concurrent enrollment. When the transfer is complete, the Student file and sub-files download to the concurrent enrollment school from the District. The student now has two active records in two separate locations.

1. At a school site, open the Enrollment atom.
2. On the Current screen, select Add Student from the Data pull-down menu. The District Enrollment window displays.
3. Enter the student's last and first name.
4. Click Find.
5. After locating the student record, double-click the student name in the matrix. A status messages displays as the District file is read.
6. If the student is currently active and the Enrolling School is set up to permit concurrent enrollment, the following message displays:

   ```
   Do you want to concurrently enroll student Student's
   Name who is already active at home school: School
   Number - School Name?"
   ```

7. Click OK.
8. After selecting a student, the Enrollment window displays for final verification of the student.
9. Click Save.

Notes on Concurrent Enrollment

- Students must be currently active to perform concurrent enrollment.
- Perform concurrent transfers in the same way as transfers for inactive students with the following exception: A history line does not automatically generate for the transfer in the History matrix, because the student is still enrolled at the home school. Instead, the SASIxp software creates a concurrent enrollment transaction to track the effective dates of the concurrent enrollment at the District office.

Centrally Enrolling Students

The central enrollment process enables a school district to control enrollment of students by channeling all students through a central enrollment school. Options include the following:

- Add all students to the Central Enrollment School at the District, and assign them to individual school sites. The school sites transfer the students out of the Central Enrollment School into the site school.
- Set up a school site to limit the transfers of students to those who are already assigned.
- Set up a school site to transfer all students in the Central Enrollment School.
- Set up school sites to prohibit the adding of new students or from adding a student to the Central Enrollment school. Perform this setup in the District Control atom.

Perform the operation of adding and transferring student records in the same manner as a school site. The difference is only district office personnel can add students to the Central Enrollment School and the Central Enrollment School exists in the SASIxp software installation at the district.

Deleting Records

The two function for deleting students are to undo a bad transfer, or to actually delete a student.

Delete student records only for troubleshooting purposes. If removing a student, perform a No Show or the Inactivate operation from the Enrollment atom.

1. At the School Site, open the Enrollment atom.
2. Click the Find icon.
3. Enter the student's name.
4. Click Find.
5. From the Data pull-down menu, select Delete Student.
6. Click Save.

Note: After deleting a student, the SASIxp software immediately:

- Deletes the student record from the school site file.
- Deletes the student record from the school site mirror file at the District.
- Deletes the student record from the District file.

Cross-Year Enrollment

Cross-Year Enrollment enables you to transfer a student from a previous year.

Note: Course history may not update because you can enroll an active student. Running Update Course History for the active student in the school/year to ensures your course history is complete.

Adding Students Using Cross-Year Enrollment

1. Open the Enrollment atom.
2. From the Data pull-down menu, select Add Student.
3. Select the year from the Transfer from Year drop-down.

4. Select Find.

> **Note:** When selecting Find, a list of students available for transfer from the selected year displays. Eligible students for transfer display as normal text in the Student list. Students who are not eligible for transfer are dimmed. If there are no files for the specified year, a warning message displays, and you need to select another year.

5. Select the student to transfer, and click Transfer.
6. After the student transfers, the student record displays.
7. If necessary, edit the student record.
8. Click Save.
9. Repeat these procedures to add all cross-year enrollment records.
10. After entering all cross-year records, click Close.

Working with the District File (ADST)

District Integration provides District Office staff members with a consolidated District-wide view of student information through the District file (ADST). District Office staff use the District atom to interact with the District file and extract information available for each student at each school in the District.

Use the District atom to view the sub-demographic data for each student's records in the District file. This information updates on a nightly basis during the update process. Do not make changes to the District File (ADST) at the District. Any changes made at the District will be overwritten during the update process.

When the nightly upload process runs, the ADST file is locked and not available for use.

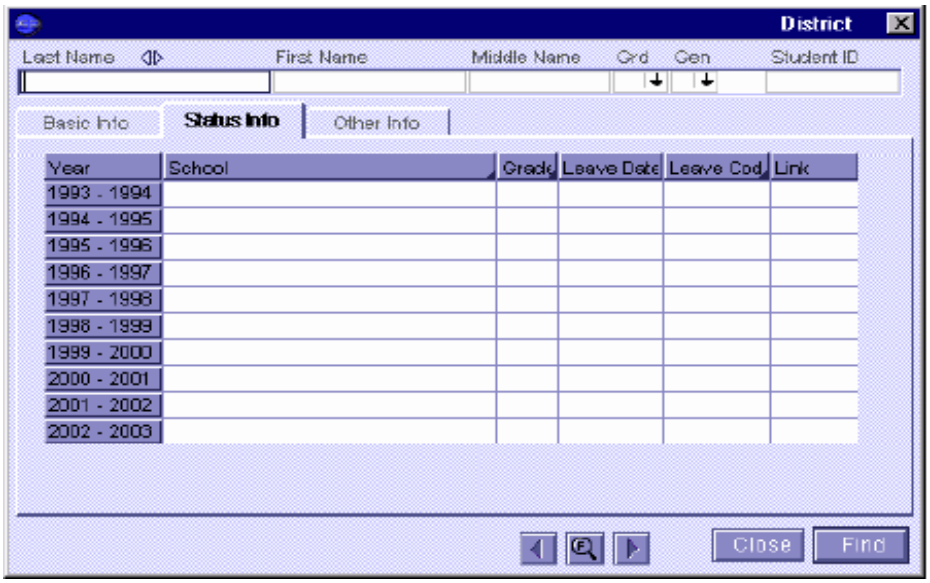
Use the District atom to print the One Per Family Labels and the District Alpha Directory reports. Select a report from the District pull-down menu. The Report Interface for the report displays. Use this interface to run either the Generic version of the report or a user-definable Custom report. All reports contain the available data from the current date.

Report	*Description*
One Per Family Labels	Produces address labels for mailing to parents, based on the family number. The SASIxp software automatically assigns the family number when using the Sibling atom to copy data from one sibling to another. Labels print two or three across in alphabetical order, depending upon the label type you select. **Note:** The Sibling atom does not work across schools.
District Alpha Directory	Produces a directory list of the students enrolled at each school in the district. This report is organized first by school, then by student.

Status Info Tab

The Status Info tab provides District Office staff members with the student status history. The information is the last school of residence in each school year. Up to ten years of information displays. If the student is currently active, the leave date and leave code are blank.

> **Note:** To verify the student's information on the Status Info screen and to update and force a search the mirror file, press the Ctrl key and click the *Link* field.



Status Info Fields

Field	*Description*
Year	Years of student attendance history.
School	Name of the student's last active school for the year.
Grade	District grade level of the student for the year.
Leave Date	Date the student left the school for the year.

Field	Description
Leave Code	Code the SASIxp software uses to identify the reason the student left the school.
Link	Student link number for this student for the school year for each record line.

DI Inspector

The DI Inspector atom enables you to monitor and fix synchronization issues between the site, mirror, and district files. This atom helps you maintain District Integration.

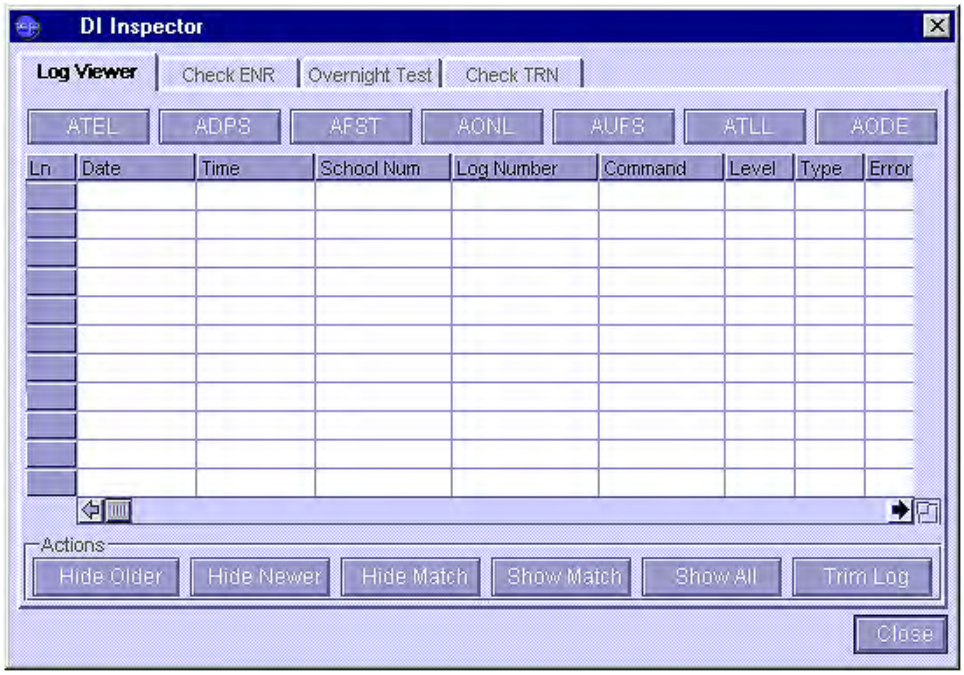
District Integration requires the site, mirror, and district database files be synchronized to function correctly. The DI Inspector atom produces reports of existing inconsistencies between database tables, and it provides tools for fixing discrepancies.

The DI Inspector screen has these tabs:

- Log Viewer
- Check ENR
- Overnight Test
- Check ATRN

Log Viewer Tab

The Log Viewer tab enables you to view the contents of seven different log files created by TaskServer activities.



Top Buttons

Lists names of files and will give a description of what the file contains.

Trimming Actions

The trimming action buttons display at the bottom of the screen. The trimming actions are cumulative. First hide older records, then hide matching records to further reduce the number of records to display, or delete records from the file by using the Trim Log button.

Button	*Description*
Hide Older	Hides all records with a later date than the entry you select.
Hide Newer	Hides all records with a more recent date than the entry you select.

Button	Description
Hide Matching	Hides all records in the matrix with matches on the field you select.
Show Matching	Shows all records in the matrix with matches on the field. It hides all non-matching records.
Show All	Cancels all filtering and allows the refinement process to restart. Resets the matrix to the original display, which undoes all of the previous button changes, except for Trim Log.
Trim Log	Permanently deletes fields in the log that are earlier than the record you select.

Trimming Log Files

1. Select the file to trim by selecting the file's button.
2. Select the most recent record to keep.
3. Click Trim Log.
4. The system displays a message to trim the file you select. Click Yes.

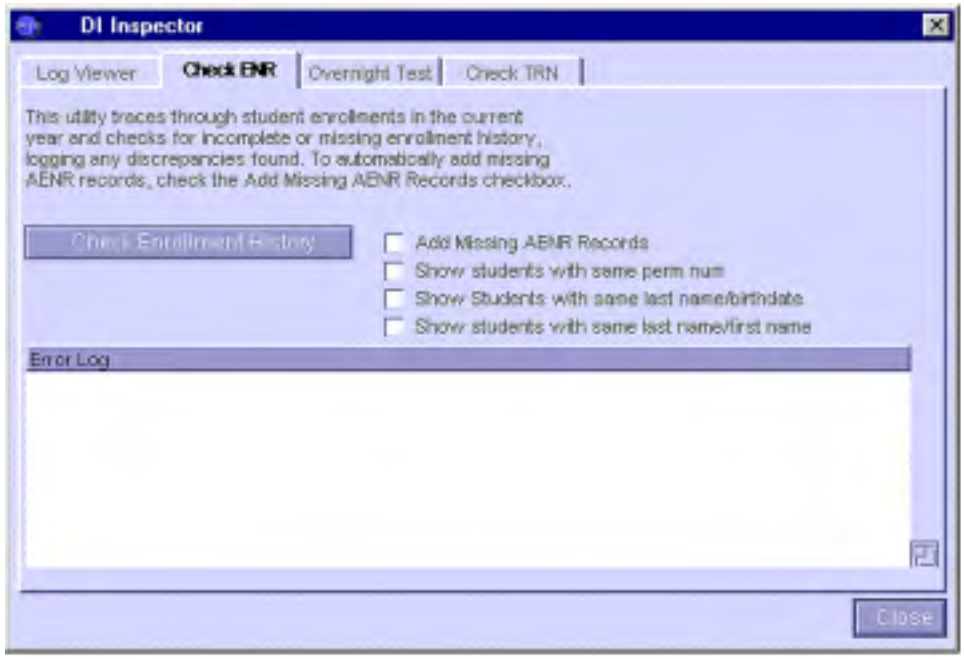
> **Note:** Verify you have selected the correct record before clicking Yes. There is no way to undo the trim.

Check ENR Tab

The Check ENR tab on the DI Inspector atom opens the district mirror ASTU and AENR files for each school and looks for perm number and enrollment consistency errors. The SASIxp software checks each ASTU and AENR record against the corresponding District Student (ADST) and Enrollment (AENR) records.

The system verifies the enrollment status information matches and ensures the perm numbers are unique. When non-matching enrollment status information is found, an error is written to the text log file, DIInspect.log.

> **Note:** To print the log file use the Export List atom, and save the log file as a .txt file. Open or print the file using Wordpad.



Possible enrollment errors are:

- A student is recorded as active in multiple schools.
- A student has inconsistent enrollment information.
- A student has a leave date but no enter date.

All errors involving enrollment records display in the matrix on this tab.

Another log file, DISortResults.log, contains the results if selecting any of the *Show Students...* checkboxes.

Field	Description
Check Enrollment History	Starts the process of checking the enrollment history.
Add Missing AENR Records	Adds missing records to the AENR file. If inconsistencies are found in the enrollment history for a student across schools, the appropriate updates are made to the AENR files.
Show students with same perm num	Examines mirror files to find two students with the same perm number. The error log displays students' names, perm nums, and whether the students are concurrently enrolled in another school.
Show students with same last name/ birthdate	Examines mirror files to find two students with the same last name and birthdate. The error log displays the students' names, perm nums, birthdates, and whether the students are concurrently enrolled in another school.
Show students with same last name/first name	Examines mirror files to find two students with the same first and last names. The error log displays the students' names, perm nums, and whether the students are concurrently enrolled in another school.

Overnight Test Tab

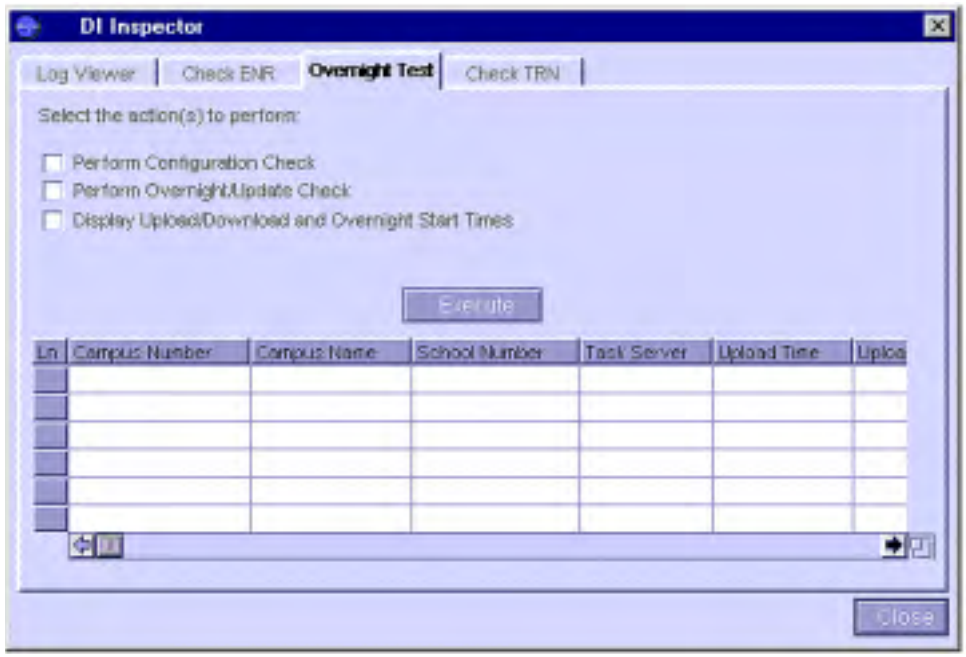
The Overnight Test tab of the DI Inspector atom performs a check of the District settings and reports any possible errors in a text log file, DIITest.log.

After Executing the Overnight Test the SASIxp software displays the following messages:

```
While the test is running you will be unable to make
enrollment changes at the district. Proceed with test?

This test may take several minutes for the TaskServer
to run. Please wait.
```

Click OK to continue the test.



The Overnight Test simulates a nightly upload/download process for each school by completing the following:

- Mounts the school server.
- Downloads a test file to the school.
- Uploads the same test file to the District server.

It examines the start times in the District Control (ADCL) and Campus Setup (ACAM) files, and reports the sequence for the campus uploads.

It also records configuration errors, which include the following:

- File included as sub-files for transfer but not in the nightly upload.
- Data source names in ACAM, which are not enclosed in square brackets, but match one of the bracketed data source parameter groups in the RDBMS.ini file.
- Site and District server using the same SQL data source.
- Schedules the Upload start time in the late morning rather than in late evening.
- Schedules two TaskServers to start at the same time.

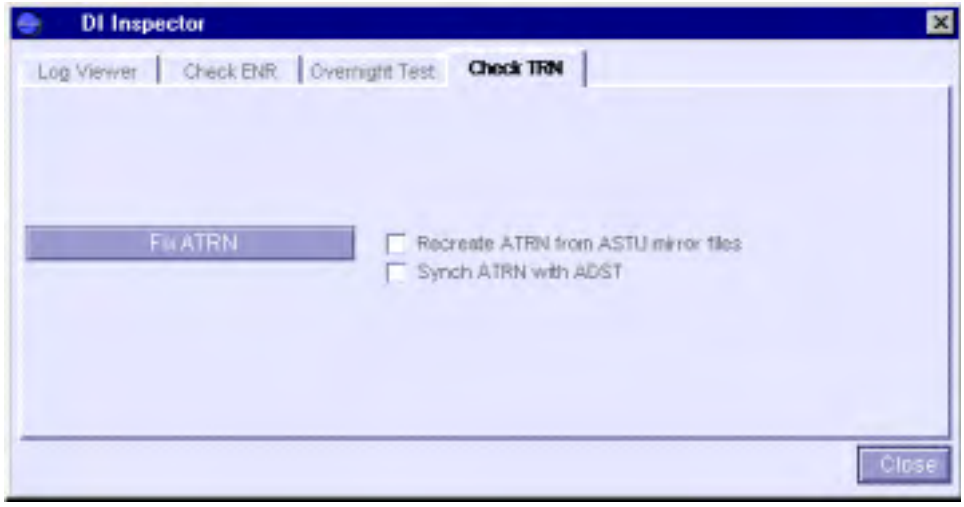
Field	Description
Perform Configuration Check	Examines the setup of the TaskServer for possible configuration errors.

Perform Overnight/ Update Check	Runs a test while the TaskServers are in Debug Mode by simulating a nightly upload/ download process. Errors are reported to a log file, which you can view in the Log Viewer. After executing the test the SASIxp software displays the following messages:
	`While the test is running you will be unable to make enrollment changes at the district. Proceed with test?`
	`This test may take several minutes for the TaskServer to run. Please wait.`

Display Upload/ Download and Overnight Start Times	Displays and sorts contents of the ACAM file by upload start time. Displays how the nightly process runs.
Execute	Starts the processes you select.
Campus Number	Information comes from the ACAM file.
Campus Name	Information comes from the ACAM file.
School Number	Information comes from the ACAM file.
TaskServer	Information comes from the ACAM file.
Upload Time	Information comes from the ACAM file.
Upload Year	Information comes from the ACAM file.
Upload All	Information comes from the ACAM file.

Check TRN Tab

Use the Check TRN Tab when the ATRN file is deleted, becomes corrupted, or becomes to large. Fix the ATRN by selecting to recreate the ATRN file from the District ASTU mirror files, or to synchronize the ATRN file with the District ADST files. Click Fix ATRN, to begin the correction process.



Check TRN Fields

Field	Description
Recreate ATRN from ASTU mirror files	Recreates the ATRN file from the District ASTU mirror files.
Synch ATRN with ADST	Trims the size of the ATRN file by removing students no longer in the District.

3

District Consolidation

District Consolidation enables districts to combine data from one or more schools into a single database. The District uses these combined files to view and produce reports on the consolidated data. For example, this feature enables the district to consolidate all of the SASIxp health records from your school sites into a district-wide health file. The primary goals of district consolidation are:

- Consolidate multiple school data into a single database.
- Consolidate student information into a single database for students concurrently enrolled in multiple schools.

This District file has a special naming convention to designate the file as a district consolidation file.

The District Consolidation process also creates an enrollment trace file (ATRC), which contains the schools each student enrolls in. The SASIxp software also creates an error log (DCERR), which contains the consolidation processing errors.

Setting Up District Consolidation

Define one or more district consolidation file, which specifies the files to included in the consolidation. Consolidate each file using one of these consolidation methods:

Method	*Description*
Home School Data Only	This method applies to student-related files only. The method indicates only those records from the student's home school to include. Examples files are ASTU, APRN, AEMG, and AMED, which would only consolidate Home School Data, because the home school owns the student's most current information for these files.
All Schools Data	This method applies to non-student-related files. The method indicates not to apply logic when consolidating the files with this method. The resulting consolidation simply will be a merge of all schools' files. Configure this method for the following files: • ACRS • AMST • ATCH • ASTF
Home and Concurrent Data	Use this method for student-related files when the data to consolidate is from the home school and all concurrent schools. Use the Schedule viewer atom to view student schedules.
Exclude	Use this non-method to bypass a file setup in the CFD type. This option is a convenient way to temporarily turn off files you select without removing them from the definition.

Define one or more district consolidation definitions to specify the schools' data to include in each consolidation. Include each schools' references as a file definition. Schedule the consolidations to run, or run specific consolidations manually.

Using the Consolidation File Definition Atom

Use the Consolidation File Definition atom to create CFD types. A CFD type identifies the files to aggregate during the SASIxp district data consolidation process.

For each data file in a CFD type, indicate whether to consolidate data from the following options:

- From a student's home school only.
- From home and concurrent schools.
- For all schools attended by the student.
- Exclude a file to ensure the data is not in the consolidation data file.

The following lists of files are only examples of the files you can include.

For an elementary school, you may include the following files:

- ASTU – Student
- AENR – Enrollment
- APRN – Parent/Guardian

For a high school, you may want to include the following files:

- ASTU – Student
- AENR – Enrollment
- APRN – Parent/Guardian
- ACLS – Class Schedule
- ACHS – Course History

Note: You can choose additional files as needed.

Files Supported for Consolidation

Do not include the AATP – Period Attendance or AATD – Daily Attendance files in your CFD Types. Data in these files are stored in a manner that is not compatible with the data in the other files. To view or report on attendance data at multiple schools, use the Attendance Aggregation atom to prepare a consolidated data file.

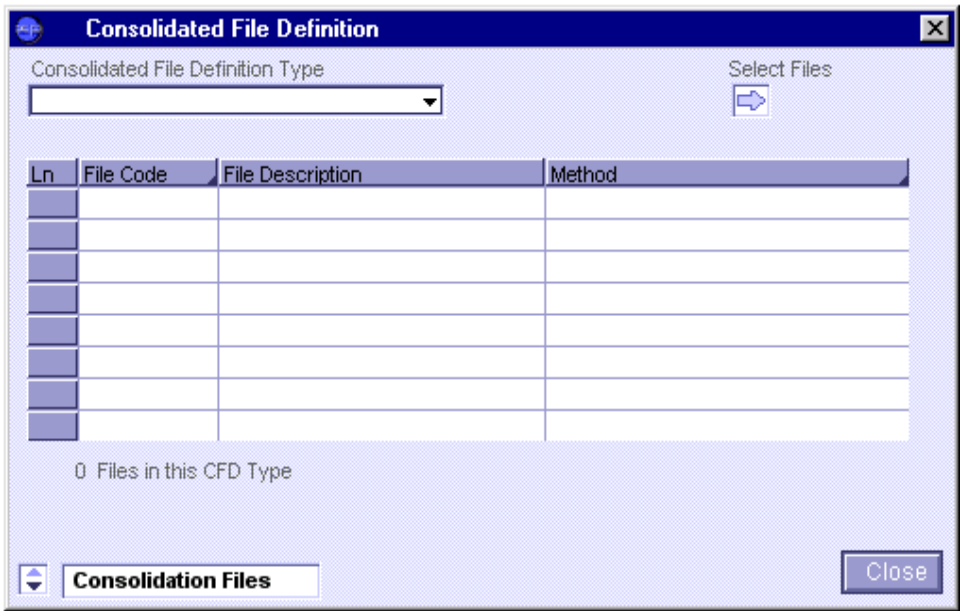
User Files

To get user files for consolidation, you must modify the file through the File Definition Pro atom.

Modifying User Files for Consolidation

1. Select the user file and open the definition.
2. Click Keys.
3. After you are looking at the keys, select the *Aggreg1* field in the matrix for the first field in the primary key.
4. Select D - Only in District Aggregate Key, for this field.
5. Click Save.
6. Now you can select your user-defined files for consolidation.

Consolidated File Definition Screen

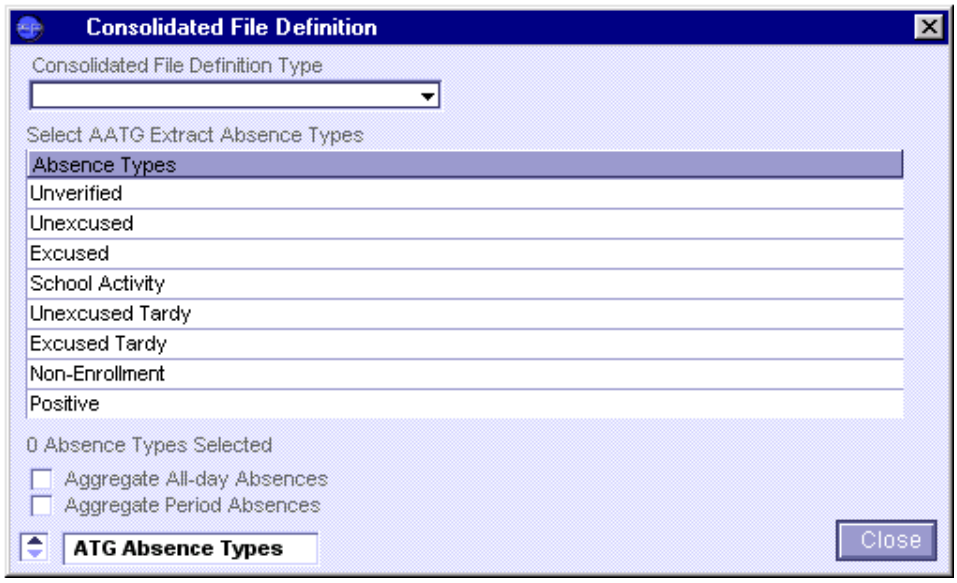


Consolidated File Definition Fields

Field	*Description*
Consolidated File Definition Type	File definition descriptions from the CFD table of the Tables file (ATBL). Select one of the pre-defined values in this field.

Field	*Description*
CFD Data File Matrix	List of files associated with a CFD Type. You can sort the matrix on the file code, file description, or consolidation method by double-clicking on the appropriate column heading.
File Code	Four-character code the SASIxp software uses to identify the data file. Locate the file code in the ACFD *File_Code* field.
File Description	Description of the file code. The data in this column is read-only.
Method	Consolidation methods: • Home School Data Only method consolidates data from a student's home school for the data files you select. This option is the default method when adding new data files. Use this method for most student data files. • All Schools Data method consolidates data from all schools for the data files you select. Use this method for non-student data files such as MST – Master Schedule file, CRS – Course file, or TCH – Teacher file. • Home & Concurrent Data method consolidates data from all schools a student is currently enrolled in for the data file you select. Use this method only for the class schedule file (ACLS). • Exclude method specifically excludes the data file you select from the consolidation process. When temporarily changing the consolidation status, mark a series of files as Exclude, instead of deleting them from a CFD Type.

AATG Extract Absence Types Screen



AATG Extract Absence Types Fields

Field	*Description*
Consolidated File Definition Type	File definition description from the CFD table of the Tables file (ATBL). Select one of the pre-defined values in this field.
Absence Types	Absence types to extract to the AATG file.
Aggregate All-day Absences	Aggregating daily absence codes. Select this option to set the system to aggregate Daily absences, Half Day absences, and All Day Codes from the period attendance files.

Field	Description
Aggregate Period Absences	Aggregating period absence codes. Select this option to set the system to aggregate Period absences from the period attendance files. Select one checkbox to limit the aggregation to Daily absences, Period absences, or select both to aggregate all absences. **Note:** You must select at least one checkbox for the aggregation process to function.

Working With CFD Types

Adding Data Files to a CFD Type

1. Open the Consolidation File Definition atom.
2. In the *Consolidated File Definition Type* field, select the CFD Type to add data files.
3. From the Data pull-down menu, select Add File.
4. In the *File Code* column, select the data file to add to the CFD Type.

> **Note:** Use the Select Files Fast Access atom to open the Generic Selection atom. Select and add multiple data files. The Generic Selection atom displays all of the data files in the SASIxp software, not just District consolidation files.

5. In the *Method* column, select the consolidation method for each data file.
6. Repeat Steps 3 through 5 to add additional data files to the CFD Type.
7. Click Save.

Copying Data Files From One CFD Type to Another

1. Open the Consolidation File Definition atom.
2. In the *Consolidated File Definition Type* field, select the CFD Type to copy data files.
3. From the CFD pull-down menu, select Copy CFD Type.
4. In the Copy CFD Type window, select an existing CFD Type or type a three-character code for a new CFD Type in the *Table Code* field.
5. Click Copy.

> **Note:** The system copies all data files from the first CFD Type to the second type. If the second CFD Type has data files, the files append to the data file matrix.

Creating District Consolidation Definitions

Use the District Consolidation Definition atom to create consolidation definitions that identify the schools to consolidate. The SASIxp software uses these definitions to identify how to consolidate school information.

Note: Each definition includes a group of schools and enables you to consolidate data for that group at the district.

Note: An example is having one definition for the high schools in the district, one for the middle schools, and one consolidation file for all schools in the district.

> **Note:** Most districts will have only one district consolidation definition, D01. But, if dividing schools into different consolidated data files, it is necessary to have multiple district consolidation definitions.

District Consolidation Definition Screen

District Consolidation Definition Fields

Field	*Description*
District Consolidation Definitions	Description of the district consolidation definition.
Disable	Indicates whether to disable the consolidation definition.
School Matrix	List of schools associated with the consolidation definition. To sort the matrix by school number, school name, or CFD type, double-click the column heading.
Sch#	Three-character code for the school.
School Name	Name of the school. The data in this column is read-only.
CFD Type	CFD type to use when consolidating the school. The CFD type identifies which data file set to use.
Exclude	Temporarily excludes the school from consolidation.

Working with Consolidation Definitions

Creating District Consolidation Definitions

1. Open the District Consolidation Definition atom.
2. From the Consolidation Def. pull-down menu, select Add Consolidation Def.
3. In the Consolidation Definition window, enter the 3-character code for the consolidation definition in the *Cons. Code* field.
4. In the *Cons. Description* field, enter a description for the consolidation definition. Make this description unique and informative, because only the description displays on the District Consolidation Definition screen.
5. Click Add.

Adding Schools to the District Consolidation Definitions

1. Open the District Consolidation Definition atom.
2. In the District Consolidation Definition window, select the consolidation definition to add schools using the *District Consolidation Definitions* field.
3. From the Data pull-down menu, select Add School.
4. In the *Sch#* column, select the school to add to the consolidation definition. The system displays the school name in the *School Name* field.
5. In the *CFD Type* field, select the CFD type. The CFD type identifies the data file set to use when consolidating this school.
6. In the *Exclude* field, select to temporarily exclude this school from processing by clicking the cell for each school until the cell displays, Yes.
7. Repeat Steps 3 through 5 to add additional schools to the consolidation definition.
8. Click Save.

Using the District Consolidation Atom

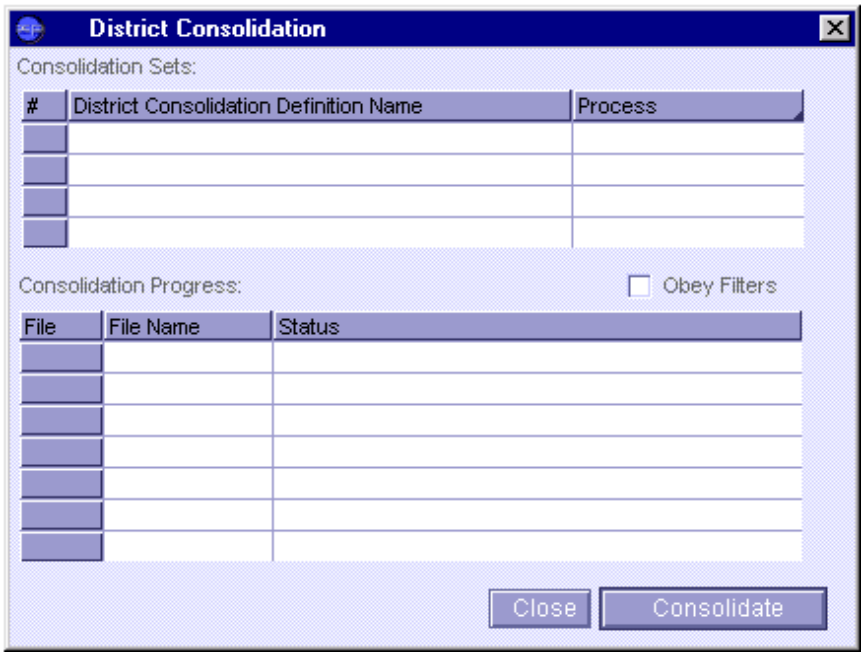
Use the District Consolidation atom to consolidate the data from multiple schools in your District. Use the Query atom to view and report on the combined data. Use the Schedule Viewer atom to view a student's schedule that spans multiple schools in the district.

The consolidation process uses the parameters from the Consolidation File Definition and District Consolidation Definition atoms when combining the data.

During the consolidation process, the SASIxp software reads records from both the district file (ADST) and the concurrent transaction file (ATRN). The resulting data files contain data from all schools in the District Consolidation Definition.

The output from the District Consolidation process is a part of SASIxp data files on the District server, which contains the consolidated data from the SASIxp school sites. The consolidated files have the same file layout as the site files. Use the Query atom or a third-party tool to prepare reports on the consolidated data.

District Consolidation Screen



District Consolidation Sets Fields

Field	*Description*
#	Set identifier.
District Consolidation Definition Name	Name of the set.
Process	Indicates processes of the set.
Obey Filters	Indicates use of filters in the System Filter folder when consolidating the files.

District Consolidation Progress Fields

The status of the consolidation process. The system fills in the columns of the matrix as each file processes.

Field	*Description*
File	Four-character code the SASIxp software uses to identify the file.
File Name	Name of the file.
Status	Indicates if the file was processed.

Creating Consolidated Data Files

1. Open the District Consolidation atom.
2. In the *Process* column of the Consolidation Sets matrix, select the district consolidation schools to process. Select the schools by clicking the cell until the cell displays, Yes.
3. Select the Obey Filters checkbox to use the filters in the System Filter folder to limit the resulting data file.

   Note: Selecting this checkbox slows the consolidation process.
4. Click Consolidate.

5. Click Continue to consolidate the files, or click Cancel to stop consolidation.

The system reads District and Concurrent Enrollment Transaction files, and populates the Consolidation Progress matrix with the names of the files from the first school. As each file consolidates, the system displays a Completed message. The number of records processed displays in the *Status* column. When the system finishes processing the first school, it begins the next school in the District Consolidation Definition.

After finishing the consolidation, the system displays a Completed message in the Message Center.

Note: If student is not in the District file, they will not be in the consolidation file.

Automating District Consolidation

Use the TaskServer to open a stand-alone application, Autocons.exe, which performs district consolidation as part of the nightly TaskServer processes.

After automating consolidation, the system produces a log file, Autocon.log. This file contains details about the Auto-consolidation process. The log file saves to the Datafile folder.

1. Set up District Consolidation using the Consolidation File Definition and District Consolidation Definition atoms.
2. Verify all consolidating schools have valid school calendars.
3. Using the District Consolidation atom, perform a manual consolidation to verify the process works properly and contains necessary data. Modify until everything is accurate.

   Note: Run District Consolidation within the SASIxp software by logging into the first school in the DCD definition. If the consolidation works properly, the auto-consolidation process works.
4. Use the District Consolidation Definition (DCD) atom to disable any consolidation definitions to exclude from the automated consolidation.

   Note: By default all DCD are processed.

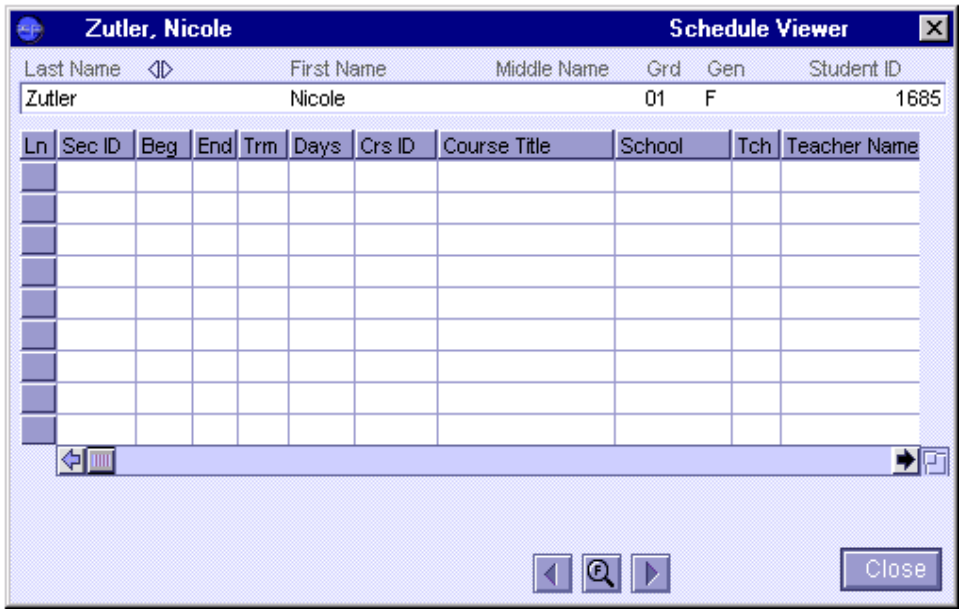
5. Modify the TASKSERV.ini file to open the Autocons.exe application. In the [UpdateSomeFile] section, change the Name parameter to Autocons.exe.

> **Note:** The Auto-consolidate for Windows has no window. For Macintosh, the Auto-consolidate application displays status information.

Using the Schedule Viewer Atom

Use the Schedule Viewer atom to view a student schedule that spans multiple schools. The schedule includes classes from the home school and any concurrent schools the student is currently enrolled in.

This atom works with the consolidated school data files. The District server stores the data.



Qualified Files

- ASTU
- ADST
- ACLS
- AMST

- AROT
- AATO
- AACT
- ASCH
- ATRC
- AATC

Schedule Viewer Fields

Field	*Description*
Last Name	Student's last name.
First Name	Student's first name.
Middle Name	Student's middle name.
Grd	Student's grade.
Gen	Student's gender.
Student ID	Student's identification number.
Ln	Line number in the matrix.
Sec ID	Section number.
Beg	Beginning period of the course.
End	Ending period of the course.
Trm	Term of the course.
Days	Day the course meets.
Crs ID	Course number.
Course Title	Course title.
School	School short name.
Tch	Teacher number.
Teacher Name	Teacher name

Viewing Student Schedules

Note: Before viewing student schedules from the District server, have your District Integration Administrator verify the SASIxp.ini file points to the consolidated data file from the setup checklist.

1. Select the consolidation school to work with by double-clicking the Status Bar.
2. Select the District school from the Change School/Year window.
3. Click Save.
4. Click Close.
5. Open the Schedule Viewer atom.
6. Select the student record to use from the Schedule Viewer window. The system displays the schedule for the student you select.
7. When you finish viewing the schedule, click Close.

Printing Student Schedules

Note: Before printing student schedules on the District server, update the SASIXP.ini file to point to the consolidated datafile.

1. Display the student schedule to print.
2. From the File pull-down menu, select Print.
3. In the Print Selection window, select *A window* in the *Format As* field, and click OK. The system prints the Schedule Viewer window for the student.

Using Enrollment Restriction

Use the Enrollment Restriction atom to restrict students from enrolling in specific schools in the district, or to limit enrollment to one authorized school. Use this atom for District Consolidation.

Restrict student enrollment for reasons such as expulsion, discipline, or lack of tuition payment.

Indicate an Exclusion School, which is the school the student was enrolled in at the time of the exclusion. This data is informational and has no effect on the enrollment process. It is possible to designate the Authorized School as the only school students can enroll in.

If a student has an enrollment restriction and you do not select an Authorized School to enroll them, the student is not able to enroll in any school.

Setting Up Enrollment Restriction

Note: Set up the enrollment restriction reasons using the District Consolidation School on the District server.

1. Use the Tables Definition atom to set up the enrollment restriction reasons for your schools in the REN table. The REN table contains one default entry: TR for Truancy. Create the District REN values in School 000 on the District server.
2. Use the School atom to define the Infraction School list and the Authorized Enrollment School list.
3. Enrollment restrictions take effect only if you select the *Using Enrollment Restrictions* option on the Enrollment Options tab of the District Control atom.

   When selecting the *Using Enrollment Restrictions* checkbox, the title bar of the Enrollment Restriction atom displays Enrollment Restriction. If not using the *Using Enrollment Restrictions* checkbox, the title bar of the Enrollment Restriction atom displays Enrollment Restriction (disabled).

> **Note:** When making changes to the *Using Enrollment Restrictions* checkbox in the District Control atom, exit and restart the TaskServer. This process enables the SASIxp software to recognize the changes and enforces the enrollment restriction when students transfer or are enrolled.
> When Using Restrictions is on and student does not have restrictions, all sites are eligible.

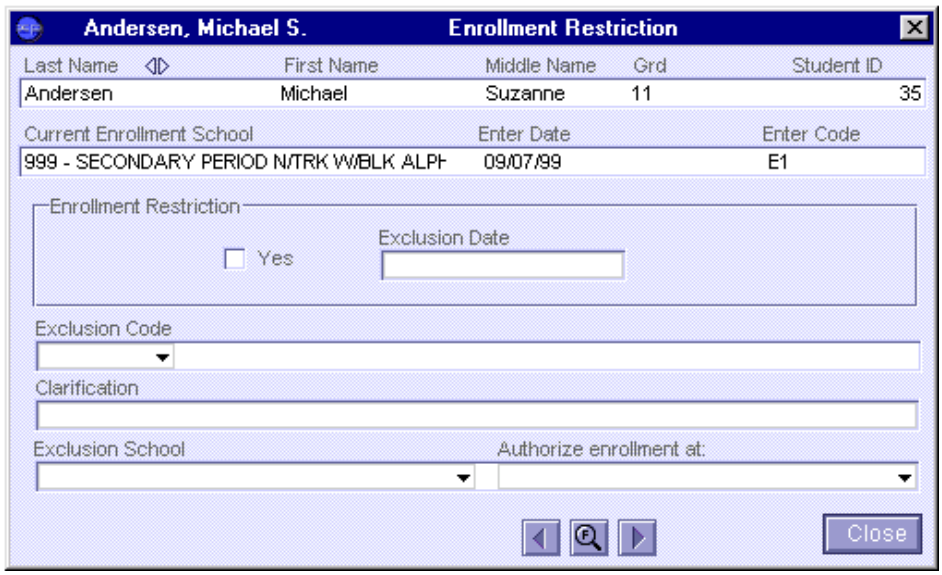
Enrollment Processing

To support enrollment restriction, the Enrollment atom checks for restrictions on students. The SASIxp software processes enrollments if:

- No restrictions are entered for a student and you disable enrollment restriction in the District Control atom.
- You enter restrictions for a student, but you disable enrollment restriction in the District Control atom.

- You enter restrictions for a student, and you enable enrollment restriction in the District Control atom while you are also enrolling the student in the Authorized School.
- The SASIxp software displays error messages if all of the following are true:
- Entering restrictions for a student.
- Enabling enrollment restriction in the District Control atom.
- The student does not have an Authorized School, or you are attempting to enroll the student in an unauthorized school.

Enrollment Restriction Screen



Enrollment Restriction Fields

If the Student is inactive, a no-show, or if you left out data files in the CFD type of consolidation, these fields may be blank.

Field	*Description*
Current Enrollment School	School the student is currently enrolled in. **Note:** If the student is currently enrolled in a school and you enter an enrollment restriction before inactivating the student, they could be enrolled in an unauthorized school.
Enter Date	Enter date for the school the student is currently enrolled in.
Enter Code	Enter code for the school the student is currently enrolled in.
Enrollment Restriction Yes	Student has an enrollment restriction.
Exclusion Date	Date an enrollment restriction was entered for the student. When selecting the Enrollment Restriction Yes checkbox, the field defaults to the current date. However, the *Exclusion Date* field is not modified from the previously entered date.
Exclusion Code	Code for the reason the student's enrollment is restricted. When selecting the Enrollment Restriction Yes checkbox, the field defaults to a code of TR, Truancy.
Clarification	Additional information about the restriction.
Exclusion School	School where the student was enrolled at the time of the exclusion.
Authorize enrollment at	Only school in which the student can enroll.

Working with Enrollment Restrictions

Adding Enrollment Restriction

1. Open the Enrollment Restriction atom.
2. Select the student record.
3. Click the *Yes* option for *Enrollment Restriction.* The system enters the current date into the *Exclusion Date* field.

> **Note:** You can manually change this date if necessary.

4. In the *Exclusion Code* field, select an enrollment restriction reason code. The system displays the description.
5. In the *Clarification* field, enter additional information about the enrollment restriction.
6. To indicate the school the student was enrolled in at the time of the exclusion, select the school in the *Exclusion School* field.
7. To limit students from enrolling in a specific school, select the school in the *Authorize enrollment at* field.

> **Note:** If a student has an enrollment restriction and you do not select an authorized school, the student is not permitted to enroll.

8. Click Save.

Removing Enrollment Restrictions

1. Open the Enrollment Restriction atom.
2. In the Enrollment Restriction window, select the student's record.
3. Click the *Enrollment Restriction Yes* checkbox to deselect it.
4. Click Save.

Using the Attendance Aggregation Atom

Use the Attendance Aggregation atom to collect student absence data from schools in the district. This atom enables you to select one or more schools, and one or more absence types. Based on these criteria, the atom reads the data files for the schools you select and extracts the student absence data.

This data is in the AATG file, and you can query it for District reporting. The file contains one record for each student per All Day absence. The data differs slightly between period attendance schools and daily attendance schools, and for schools tracking half-day attendance.

The SASIxp software only gathers data from the Home school.

The AATG file contains this information for each record:

- Status
- School Number
- Student District Link Number
- Permanent Student Number
- Absence Date

For period or daily attendance schools, the file also contains the following:

- All Day Absence Code
- All Day Title
- All Day Abbreviation
- Absence Type
- Absence Description

Note: These fields are blank when using class attendance.

For half-day attendance schools, these fields contain data for a.m. attendance. The SASIxp software creates a second set of fields, ending with a 2, to hold p.m. attendance data.

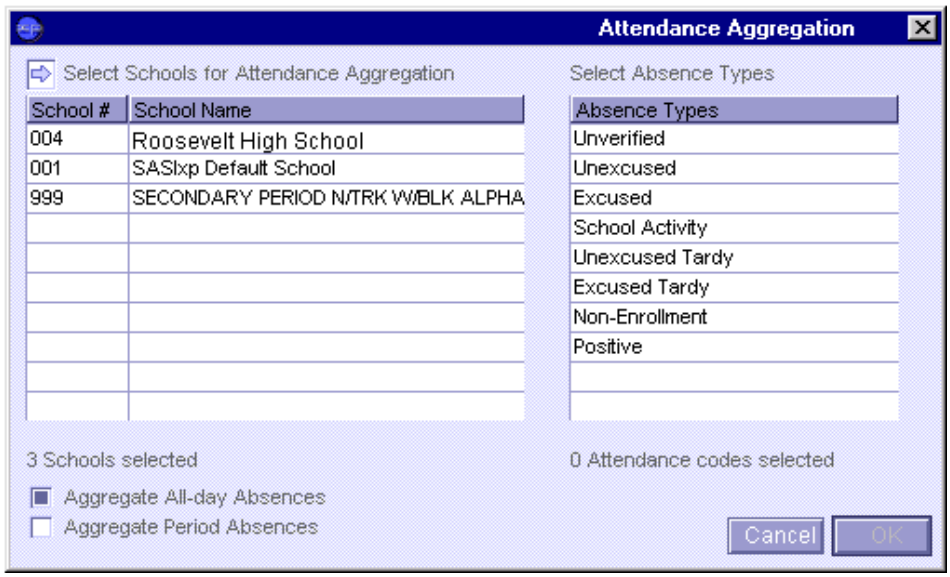
Note: These fields are blank if using class attendance.

When to Use Attendance Aggregation

Run the attendance aggregation process at the District after completing overnight processing for the end date to use for any reports. An example is when preparing a report on attendance data up to and including the month

of January. Run attendance aggregation after overnight processing for all school sites is complete for January 31. The data in the resulting file is for the current year, beginning with the first day of school, ending January 31.

Attendance Aggregation Screen



Attendance Aggregation Fields

Field	*Description*
School #	Number of the school to include in the aggregation.
School Name	Name of the school to include in the aggregation.
Absence Types	Absence types to include in the aggregation. You can select one or more absence types by holding down the shift key and selecting the types you want. **Note:** The *Positive* absence type captures attendance information for all students.

Field	Description
Aggregate All-day Absences	Select this option to enable the system to aggregate Daily, Half Day absences, and the All Day Code from the Period attendance files.
Aggregate Period Attendance	Select this option to enable the system to include the period absences from the period attendance files.

Aggregating Absence Data

1. Open the Attendance Aggregation atom.
2. Click the *Select Schools for Attendance Aggregation* Fast Access atom.
3. In the Select Schools window, select the schools to collect attendance data.
4. Click Done to return to the Attendance Aggregation window.
5. In the *Absence Types* matrix, select the absence types to include.
6. Select to aggregate all-day absences, aggregate period absences, or both.
7. Click OK.

   The system displays a progress bar in the Message Center. When the progress bar disappears, the aggregation is complete.

Troubleshooting

This section provides additional information to assist in the troubleshooting of TaskServer program operational errors.

The SASIxp software maintains TaskServer operational status information in three log files at the District Site. These three files are AUFS, AONL, and ATEL.

School Site client workstations update a local school site log data file for District Integration enrollment operations (ATLL).

Using the Query atom, you can interrogate these log files.

These log files are cumulative and can grow to be extremely large. Periodically you must manually delete some of these files to improve performance. Deleting these files ensures they do not consume a large amount of disk space on the school and district site file servers.

Troubleshooting the Upload Process

During the upload process, the DI TaskServers maintain a log of upload transaction status messages in the Upload File Status file (AUFS). The following table provides information on the messages in the AUFS file.

The Level Type key equivalents are:

- F=Failure
- W=Warning
- S=Success

Level Type	***Code***	***Message Description***	***Possible Reasons***
F	11	Error copying the file	• Not enough space on the District file server • Not enough privileges to see directories or copy files from the site file server • Hard disk corruption • Network connection problems
F	21	Volume cannot be mounted Cannot map drive to the volume	• Invalid user ID or password • User ID does not have connect authority • School network does not permit connections after a specific time • Password encryption at school server
F	31	Wrong server type	Windows TaskServer tried to upload from an AppleShare site file server
F	51	Internal error	Unknown; note the *IntCode* field and call Pearson School Systems Support
F	52	Internal error	Unknown; note the *IntCode* field and call Pearson School Systems Support
F	58	User abort	User aborted the Upload process from the TaskServer

Level Type	Code	Message Description	Possible Reasons
F	59	Error Detected	One of the above errors was detected
W	61	Cannot set time stamp for successfully uploaded file	Internal error; call Pearson School Systems Support
W	62	Cannot un-mount volume Cannot disconnect volume	• The current drive is in use for another process • The system is not connected to the current drive
W	63	Warnings during upload	One of the above warnings was issued
S	71	File copied successfully	Status message
S	81	Begin uploading one school	Status message
S	89	End uploading one school	Status message
S	91	Begin upload process	Status message
S	92	End upload process	Status message

Troubleshooting the Download Process

During the download process, the DI TaskServers maintain a log of download transaction status messages in the Download File Status file (ADFS). The following table provides information on the messages in the ADFS file.

The Level Type key equivalents are:

- F=Failure
- W=Warning
- S=Success

Level Type	*Code*	*Message Description*	*Possible Reasons*
F	11	Error copying the file	• Not enough space on the district file server • Not enough privileges to see directories or copy files from the site file server • Hard disk corruption • Network connection problems
F	21	Volume cannot be mounted Cannot map drive to the volume	• Invalid user ID or password • User ID does not have connect authority • School network does not permit connections after a specific time • Password encryption at school server
F	51	Internal error	Unknown; note the IntCode field and call Pearson School Systems Support
F	52	Internal error	Unknown; note the IntCode field and call Pearson School Systems Support
F	58	User abort	User aborted the Download process from the TaskServer

Level Type	Code	Message Description	Possible Reasons
F	59	Error Detected	One of the above errors was detected
W	61	Cannot set time stamp for successfully downloaded file	Internal error; call Pearson School Systems Support
W	62	Cannot un-mount volume Cannot disconnect volume	• The current drive is in use for another process • The system is not connected to the current drive
W	63	Warnings during download	One of the above warnings was issued
S	71	File copied successfully	Status message
S	81	Begin downloading one school	Status message
S	89	End downloading one school	Status message
S	91	Begin download process	Status message
S	99	End download process	Status message

Troubleshooting the Overnight Process

The TaskServer uses the Overnight Log file (AONL) to record Overnight transaction status messages. Some of the errors in the AONL file may also indicate problems with the Upload process. Query the AUFS and AONL files to identify all errors.

The Level Type key equivalents are:

- F=Failure
- W=Warning
- S=Success

Level Type	*Code*	*Message Description*	*Possible Reasons*
F	21	Cannot create TEMP directory in the SASIXP/DATAFILE directory	• Not enough space on the District file server • Problems with the hard drive
F	31	Cannot move file from dump directory to the SASIXP/ DATAFILE directory	• SASIxp software is running on the District file server • Problems with the hard drive
F	32	Error during uploading this school. Data will not be moved from dump directories to the SASIXP/DATAFILE directory	Error during the Upload process - query the AUFS file to determine the upload error
F	58	User abort	User aborted the process from the TaskServer
F	59	Error detected during overnight process	One of the above errors occurred during the Overnight process

Level Type	Code	Message Description	Possible Reasons
S	71	Moved one file successfully from the dump directories to the SASIXP/ DATAFILE directory	
S	81	Begin moving files for one school	
S	89	End moving files for one school	
S	91	Begin overnight process	
S	99	End overnight process	

Analyzing the ATEL File

When generating the real-time transactions add, inactivate, transfer, delete, or no-show, the SASIxp software performs several mini-transactions. The SASIxp software records these mini-transactions in the ATEL file.

The fields in the ATEL file and their possible contents are:

Field	Description
School Number	School number the student is enrolled in or dropped from.
User ID	User ID of the enrollment clerk at the school site where the enrollment transaction takes place.
Log Number	Consecutive number assigned to each record in the log file. When the TaskServer is re-started, this number resets to zero.

Field	Description
TaskServer	Number the TaskServer creates for the record. Each TaskServer assigns a number in the [PollPC] section of the SASIXP.ini file.
Trans Date	Date of the transaction.
Trans Time	Time of the transaction.
Command	A number identifying the transaction. See Command Transaction Messages on page 70.
Level	Error identified by the TaskServer. See Level Error Messages on page 72.
Error	Error identified by the database or operating system.
Permanent Number	Student's permanent ID number.

Command Transaction Messages

Number	Displayed Message	Description
1	TSK_GET_TASK_SERVER_INFO	School atom confirms Centralized District Processing.
2	TSK_GET_N_STUDENTS_GIVEN_NAME	Enrollment atom gets list of student names to find.
3	TSK_GET_N_STUDENTS_GIVEN_ID	Enrollment atom gets list of students.
4	TSK_GET_STUDENT_RECORD_GIVEN_ID	Enrollment Atom gets student record to show prior to save.
5	TSK_ADD_STU_DST_RECORD_GIVEN_NAME	Enrollment Atom adds student to District and site, and gets perm ID.

Number	Displayed Message	Description
6	TSK_ACTIVATE_STU_DST_RECORD_GIVEN_ID	Enrollment Atom transfers or re-activates a student.
7	TSK_INACTIVATE_STU_DST_RECORD_GIVEN_ID	Enrollment Atom inactivates a student.
8	TSK_DELETE_STU_DST_RECORD_GIVEN_ID	Enrollment Atom deletes a student.
9	TSK_GET_LIST_OF_SUB_FILES	Enrollment Atom needs list when transferring or dropping a student.
10	TSK_GET_SUB_RECORDS_GIVEN_ID_AND_SUB	Enrollment Atom gets one sub-file at a time, when transferring.
11	TSK_GET_STU_PICTURE_GIVEN_ID	Enrollment Atom retrieves the photo to show prior to saving.
12	TSK_WRITE_STU_PICTURE_GIVEN_ID	Enrollment Atom sends the photo to the archive file when inactivating a student.
13	TSK_WRITE_SUB_RECORDS_GIVEN_ID_AND_SUB	Enrollment Atom sends one sub-file at a time, when inactivating.
14	TSK_NOSHOW_STU_DST_RECORD_GIVEN_ID	Enrollment atom No-Shows a student.

Level Error Messages

Number	Displayed Message	Description
1	TSK_NO_ MEMORY	The TaskServer does not have enough memory. On a Macintosh, use Get Info to increase the TaskServer's memory. On Windows, acquire more memory.
2	TSK_CANT_GET_DST_RECS	Error retrieving a list of students.
3	TSK_CANT_FIND_ONE_DST_REC	Cannot open a sub-file, or cannot get the student's district record using the Perm ID.
4	TSK_INVALID_MIRROR_SCHOOL	Due to an error in the ADST file, cannot determine the student's mirror school.
5	TSK_INVALID_MIRROR_STU_LINK	Due to an error in the ADST file, cannot determine the student's mirror StuLink.
6	TSK_CANT_FIND_ONE_STU_RE	Cannot find the student in the mirror ASTU file using the Perm ID.
7	TSK_CANT_OPEN_STU_MIRROR	Cannot open the mirror ASTU file.
8	TSK_CANT_UPDATE_STU_REC	Cannot update the student record in the mirror ASTU file.
9	TSK_CANT_DELETE_STU_REC	Cannot delete the student record in the mirror ASTU file.
10	TSK_CANT_DELETE_DST_REC	Cannot update the student record in the ADST file.
11	TSK_CANT_OPEN_STU_PICT	Cannot create the photo file when inactivating the student.
12	TSK_CANT_READ_STU_PICT	Error reading the photo file when transferring a student.

Number	Displayed Message	Description
13	Invalid subfile (lacks *StuLink* or *SchNum* field) in list.	No *StuLink* or *SchNum* found during the transfer of subfiles in the enrollment process.
14	TSK_XMIT_CPY_ERROR	Not used.
15	TSK_CANT_CREATE_FILE	Not used.
16	TSK_CANT_WRITE_TO_FILE	Not used.
17	TSK_CANT_READ_FROM_FILE	Not used.
18	TSK_CANT_WRITE_STU_PICT	Not used.
19	TSK_TASK_SERVER_ERROR	Not used.
20	TSK_CANT_GET_SUB_LIST	Not used.
21	TSK_CANT_FIND_SCHOOL_REC	Cannot get the school record in the ASCH file.
22	TSK_NO_SUB_FILES	No sub-files were entered in the District Control atom.
23	TSK_CANT_ADD_STU_REC	Not used.
24	TSK_TRN_SCH_SAME_AS_MIRROR_SCH	Attempting to transfer or reactivate a student in a school, and the student record in the ASDT file shows the student is already active in that school.
25	TSK_FILE_INFO_ERROR	Not used.
26	TSK_KEY_INFO_ERROR	Not used.
27	TSK_CANT_UPDATE_SUB_FILE	When inactivating or no-showing a student, cannot update records in the mirror sub-file.
28	TSK_CANT_DELETE_SUB	When inactivating or no-showing a student, cannot delete records in the mirror sub-file.

Number	Displayed Message	Description
29	TSK_CANT_OPEN_SUB	Cannot open a mirror sub-file, or the data sent from the site is invalid.
30	TSK_CANT_LOCK_DCL_FOR_NEXT_ID	Not used.
31	TSK_CANT_UPDATE_DCL_FOR_NEXT_ID	Error trying to get the next Perm ID from the ADCL file when adding a new student to the District.
32	TSK_CANT_READ_DCL_FOR_NEXT_ID	Error trying to get the next Perm ID when adding a new student to the District.
33	TSK_CANT_ADD_STUDENT_TO_MIRROR	Cannot add the student to the mirror ASTU file.
34	TSK_CANT_ADD_STUDENT_TO_DST	Cannot add the student to the ASDT file. Reorganize the ADST file if this error persists.
35	TSK_CANT_GET_NEXT_STU_LINK	Not used.
36	Unable to get student (ASTU) record from mirror file	The TaskServer is not communicating with the District office.
37	Unable to activate student at the district office	The TaskServer is not communicating with the District office.
38	Unable to inactivate student at the district office	The TaskServer is not communicating with the District office.
39	Unable to delete student at the district office	The TaskServer is not communicating with the District office.
40	Unable to add student at the district office	The TaskServer is not communicating with the District office.

Number	Displayed Message	Description
41	TSK_CANT_GET_NEXT_DST_LINK	The next District Link cannot be retrieved from the ASCU file. Make sure the Next ID Atom has an entry greater than zero for ASDT, DST_LINK.
42	TSK_UNABLE_TO_UPDATE_TRN	Cannot update the ATRN file. The SASIxp software only uses the ATRN file when students are concurrently enrolled in two or more schools.
43	TSK_UNABLE_TO_ADD_TRN	Cannot add to the ATRN file. The SASIxp software only uses the ATRN file when students are concurrently enrolled in two or more schools.
44	TSK_NO_ACTIVE_TRN_RECORD_FOUND	Attempting to delete, inactivate, or no-show a student from one of the concurrently enrolled schools, and there is no record of the student in the ATRN file.
45	TSK_CANT_OPEN_ENR_MIRROR	Cannot open the AENR file.
46	TSK_UNABLE_TO_NOSHOW_ONE_STU_TS	Not used.
47	TSK_CANT_OPEN_LAST_STU_MIRROR	When undoing a transfer, the ASTU file for the student's previous school cannot be opened.
48	TSK_CANT_UPDATE_DST_REC	Cannot update the student's record in the ADST file with the Enrollment code and date or the leave code and date.

Troubleshooting