

Administrator's Guide

ParentCONNECTxp

Version 4.0



Released November 2011

This edition applies to Release 4.0 of the ParentCONNECTxp™ 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 names are entirely coincidental.

Chancery SMS and ParentCONNECTxp trademarks, in the U.S. and/or other countries, of Pearson Education, Inc. or its affiliate(s).

Copyright © 1999–2011 Pearson Education, Inc. or its affiliate(s). All rights reserved.

Contents

- Chapter 1: Overview 1**
- About ParentCONNECTxp 1
- ParentCONNECTxp Applications 2
- PCXPTools Utilities 2
- How it Works with Student Information Systems 3
- Hardware and Software Requirements 3

- Chapter 2: Administration Application 4**
- Overview 4
- Permissions for Administrative Users 5
- Using Multiple Select and Quick Select 6
- File Menu 7

- Chapter 3: Data Control 8**
- Data Control Screen 9
- DataRefresher Configuration Screen 13
 - DataRefresher Settings Section 14
 - DataRefresher Process Control Settings Configuration 16
- DataRefresher Assignment Properties Dialog Box 18
- SMS Global Configuration Dialog Box 19
- Alert Processing Maintenance Dialog Box 22
- Data Table Management Tool Dialog Box 23

- Chapter 4: System Configuration 25**
- Discipline Security 26
- ParentCONNECTxp System Settings 27
 - Features Settings 27
 - Connectivity Settings 27
 - Email Control Options 28
- Announcement Management 28
 - Communications 28
- Web User Account Management 29
 - Communications > General Options 29
 - Communications > Custom Output 29

Communications > EMail Notification	30
Communications > EMail Message Subject Line	30
Display Control	30
SMS Web Data Access	31
Communications	31
Web Site Configuration Settings	32
Access Control	32
Custom Messages	32
Registration Web Page Control	33
Staff Messaging Options	33
Support Web Page Options	34
Web Page Control Options > Display Control	34
User Profile Settings Control > User Profile Settings Options	35
User Profile Settings Control > User Profile Notification	35
Chapter 5: System Maintenance	36
Maintenance Screen	37
Chapter 6: School Administration	38
School Maintenance	39
Submit Pending Course Requests	41
School Information	42
Announcements	43
New/Edit Announcements Dialog Box	44
Alert Notification	45
Staff Directory	46
Import Staff	47
DataRefresher and the Staff Directory	47
Chapter 7: Group and User Administration	48
Administrative Groups	48
New/Edit Administrator Group	50
Web Display Control at the School Level	50
Web Display Groups	51
User Group Association	52
Administrative Logins	53
Web User Logins	54
Special Characters in Login Names	55
Online Registration Requests	56

Web User Information Wizard (for Adding User Accounts)	59
Adding or Deleting Students from Web User Accounts	60
Defining Chancery SMS Contact Information	60
Chapter 8: Web Display	61
Hiding Pencils and Other Screen Elements	63
Displaying Alert Notification Options	64
Restarting IIS Services	65
Chapter 9: DataRefresher.	66
Overview	66
Aborting an Active Data Refresh	67
Manually Initiating a Data Refresh	68
Manually Initiating a Data Refresh for Selected Schools	69

1

Overview

This guide shows how to administer the ParentCONNECTxp™ parent access solution.

About ParentCONNECTxp

ParentCONNECTxp is a Web-based application that allows parents to view information about their child in a secure environment. You can use ParentCONNECTxp to make information from Chancery SMS® and PowerTeacher™ gradebook available to parents.

ParentCONNECTxp copies student data from these databases to populate its own database.

Parents can be given access to the following information and features in ParentCONNECTxp:

- Student Information – A summary of the student’s attendance, grades, assignments, and discipline. Personal information may also be displayed.
- Course Plan and Requests - Course Plan and Requests - On the ParentCONNECTxp website, the Course Plan pencil provides a view of the student’s course requests for the upcoming year and their Academic Plan progress. Parents will approve their child’s course requests on this pencil if required to do so by the school. Counselors will approve courses in Chancery SMS if required to do so. A separate website is used for students to search for courses and submit their course requests.
- Assignments – With PowerTeacher gradebook, information regarding assignments is available. The type of assignment, course name, and due date can be displayed. Grades for classes that the student is currently taking can be listed with links to details of the tasks that were used to determine the current class grade.
- Grades – Parents can view and print unofficial report cards and transcripts from Chancery SMS. Grades for each Reporting Period can be listed with the details of how the grades were achieved. Students’ course history and current schedule are also available.
- Attendance – Attendance records are displayed with all absences and tardies. Attendance views are provided in calendar, report, and summary totals formats.

- Discipline – Discipline incidents are listed with partial details. Date, location, the person who reported the incident, and what action was taken can be displayed. The school decides what policy to use in publishing this information to parents.
- School Information – The staff directory displays names and contact information such as telephone numbers and e-mail addresses. You can post school announcements by using the website as a school bulletin board.
- E-mail Alerts – Parents can request to receive an e-mail notification when their children are absent, have a recorded discipline incident, or are missing or failing a class assignment. Parents can select the types of alerts they want to receive.

ParentCONNECTxp Applications

ParentCONNECTxp consists of the following applications:

- The **Administration** application (or AdminApp) handles system setup and maintenance. Use it to customize the Web display, create user accounts, assign students to these accounts, and configure and control data population operations performed by the DataRefresher.
- The **DataRefresher** application refreshes the ParentCONNECTxp database at specified intervals by extracting data from the Chancery SMS database and gradebook data.
- The **PCxp Alert Notifier service** manages the processing of e-mail alerts sent to parents. It scans parent requests for the types of alerts requested and creates an e-mail message to send to parents when their children's Chancery SMS data is marked with an action that falls into a requested alert category (unexcused absence, tardy, discipline, and so on). The Alert Notifier Service is also used to process e-mail messages generated by AdminApp and DataRefreshers.
- The **ParentCONNECTxp website** provides secure (SSL) display of student information to those Web users authorized to view a particular student's data.
- The **ParentCONNECTxp COM+ Components Package** provides the database connectivity and business logic used to create the dynamic display portions of the ParentCONNECTxp web pages. These components are also used by the Alert Notifier service to generate alert e-mail messages to parents.
- The **Online Course Request** website allows students to request courses for scheduling. This website is accessed from a link on the Course Plan pencil in ParentCONNECTxp or via its own URL. (the same as the URL for ParentCONNECTxp followed by /OCR).

PCXPTools Utilities

See the *PCXPTools Administrator's Guide* for information on using PCXPtools, a collection of external utilities that extend the administration of ParentCONNECTxp. The utilities are:

- New Year Rollover
- Database Consolidation
- Web user login Import/Export
- Web User Login Account Generation

How it Works with Student Information Systems

The school and teacher information and most of the student information comes from data maintained in Chancery SMS. The student information includes:

- Attendance
- Discipline
- Emergency contacts
- Grades
- Report Cards
- Immunization
- Student schedules
- Student pictures

Student assignments and current class grades come from PowerTeacher gradebook.

Hardware and Software Requirements

See the *ParentCONNECTxp Hardware and Software Requirements* guide for a list of hardware and software requirements.

2

Administration Application

This chapter provides an overview of the Administration Application (AdminApp). The following chapters explain how to use each area of AdminApp.

Overview

The Administration application is the tool ParentCONNECTxp administrators use to configure and manage most aspects of their ParentCONNECTxp system.

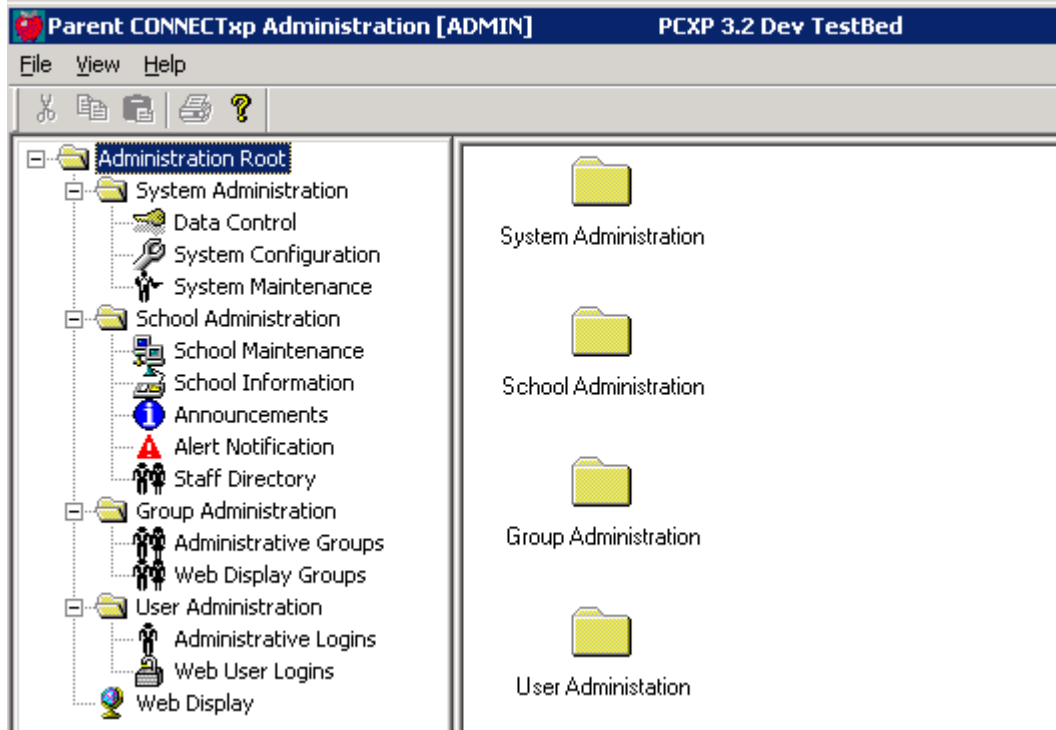
Use AdminApp to:

- Configure the data source.
- Manage DataRefresher configurations.
- Manage AdminApp administrator users and groups (such as registrars).
- Register parents and assign students to them.
- Customize the ParentCONNECTxp website.
- Manage and customize e-mail alerts sent to parents.
- View log tables.
- Perform additional tasks as described in the following pages.

To log in to AdminApp, double-click `adminapp.exe` in the AdminApp folder in the folder where the ParentCONNECTxp software was installed. The initial user ID and password are both set to be ADMIN.

NOTE You can use standard Windows selection techniques in AdminApp. For example, press CTRL+click or SHIFT+click to select multiple items (where supported). You can sort most lists by clicking the column headings.

Figure 2-1. The AdminApp User Interface



Use the tree hierarchy in AdminApp to navigate to the various screens. Selecting an object in the tree on the left side of the application will cause the selected configuration screen to appear on the right side of the application. Expanding all objects in the tree control will simplify the process of locating and displaying the configuration screens identified in this chapter.

When using AdminApp, it is assumed that the system from which AdminApp is running has automatic or pass-through authentication to the Display Server and its file system. Please ensure these permissions exist before running AdminApp since it will not attempt to authenticate to any Display or Process Server when performing its operations.

See the *ParentCONNECTxp Setup Guide* for detailed instructions on connecting to the Chancery SMS database.

Permissions for Administrative Users

You can restrict access for administrative users to the areas of AdminApp as needed. Administrative users are assigned to groups, and permissions are assigned to the group. For example, if you create an administrative group for a particular school, you can restrict group access to that particular school and selected areas of school or system administration.

See [Chapter 7, "Group and User Administration,"](#) on page 48 for more information.

Using Multiple Select and Quick Select

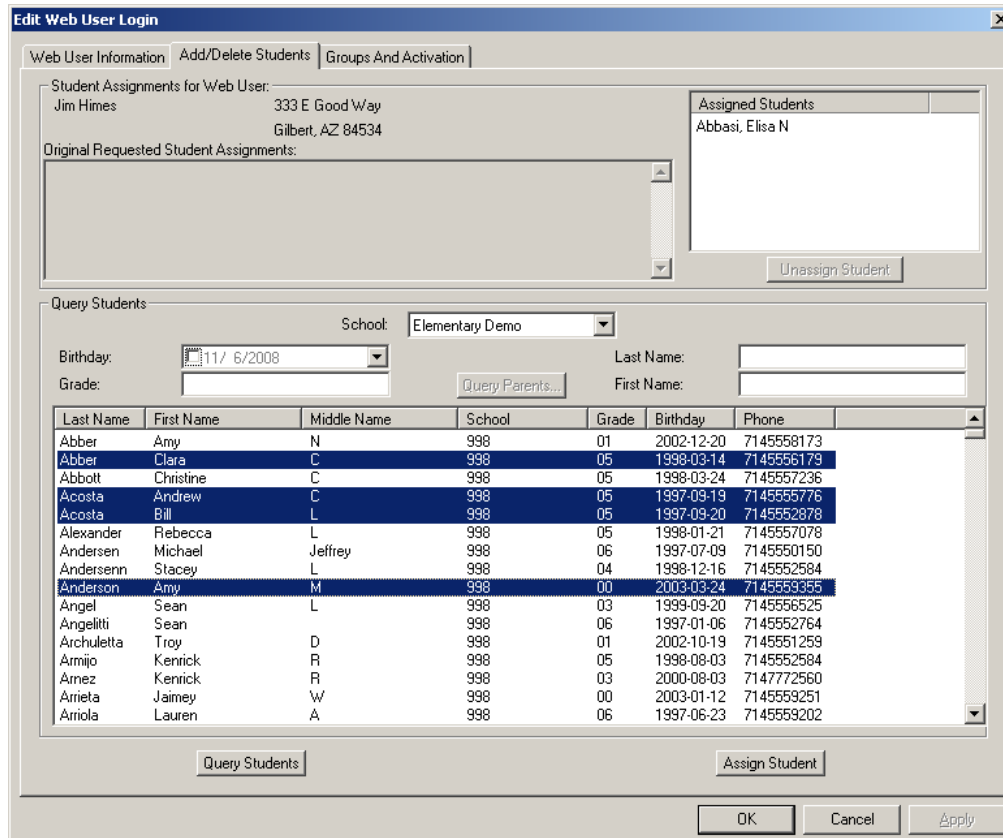
There are two ways to quickly select options in some configuration and management screens: Multiple Select and Quick Select.

Multiple Select allows you to select multiple items in a list so that you can perform an operation on a group of items instead of having to select them one item at a time. Multiple Select is performed through the normal Windows selection techniques: SHIFT+left-click or CTRL+left-click.

Multiple Select is available in the following parts of the user interface:

- Announcements screen
- Staff Directory screen
- School selection list on the Maintain Schools screen
- Import Schools dialog box
- Student assignment and unassignment operations in the End-User Registration edit wizard
- School List in the DataRefresher Assignment dialog box
- DataRefresher selection list in the DataRefresher Configuration dialog box

Figure 2-2. Example of multiple select

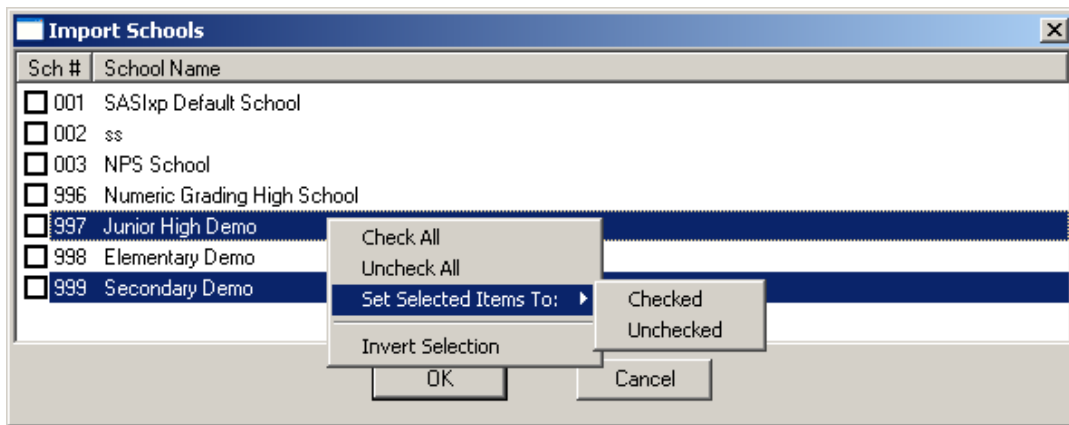


Quick Select allows you to set the state of multiple check boxes in certain parts of the user interface. The Quick Select interface is activated by right-clicking in the area of the user interface that supports this operation.

Quick Select is available in the following parts of the user interface:

- Import Schools dialog box
- School List of the DataRefresher Assignment dialog box

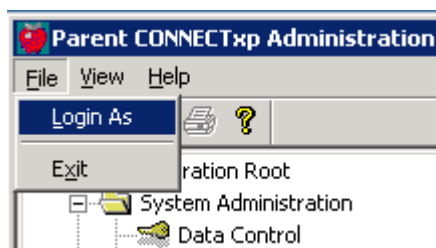
Figure 2-3. Example of quick select



File Menu

Use the File menu to log in as another users (without needed to exit AdminApp) or exit AdminApp.

Figure 2-4. File menu



3

Data Control

This chapter shows how to use the Data Control screen in AdminApp.

Use the Data Control screen to configure the processing configuration of ParentCONNECTxp. This screen can also be used to access the data management tools provided in ParentCONNECTxp.

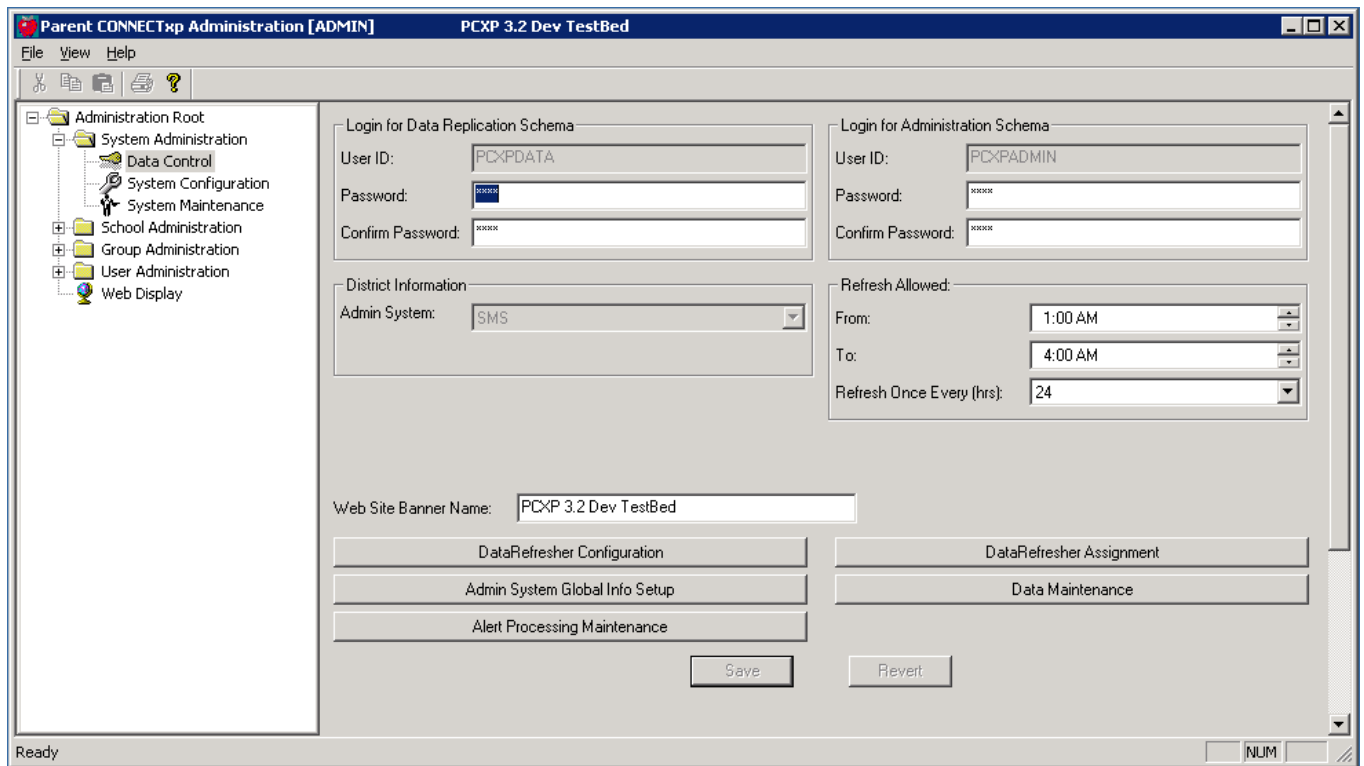
This screen provides access to the following configuration and administration operations:

- Basic Processing Control Settings – See page 9.
- DataRefresher Configuration dialog box – See page 13.
- DataRefresher Assignment dialog box – See page 18.
- Global Configuration dialog box – See page 19.
- Alert Processing Maintenance – See page 22.
- Data Maintenance – See page 23.

Permission required: Only district-level ParentCONNECTxp administrators with the appropriate permission can make changes to the Data Control options.

Data Control Screen

Figure 3-1. Data Control (main screen)



The Data Control screen provides the initial interface into the processing configuration options of ParentCONNECTxp. This screen provides access to basic configuration options and additional dialog boxes to configure specialized areas of ParentCONNECTxp operation. The additional dialog boxes are accessed through buttons on the main screen.

Typically, this is the order in which these screens and dialog boxes are initially configured:

1. Data Control main screen
2. DataRefresher Configuration
3. Admin System Global Info Setup
4. School Configuration – Maintain Schools screen (import schools)
5. DataRefresher Assignment

Click the appropriate button on the Data Control screen to access the following additional dialog boxes.

Table 3-1. Additional Data Control dialog box buttons

Dialog Box	Description
DataRefresher Configuration	Configuration of: <ul style="list-style-type: none"> • ParentCONNECTxp Display Server Processing Paths • Individual DataRefresher Registration and Configuration
DataRefresher Assignment	Association of school(s) to a configured instance of DataRefresher desired to process the school(s). Schools must be imported before this can be done.
Admin System Global Info Setup	Configuration of: <ul style="list-style-type: none"> • Chancery SMS source data parameters used to import schools. • PowerTeacher gradebook processing options.
Alert Processing Maintenance	<ul style="list-style-type: none"> • Configure global Alert Processing options • Perform basic Alert Record maintenance
Data Maintenance	<ul style="list-style-type: none"> • Registration Records Maintenance (PREREG table) • Alert Record Maintenance (ALERTNOTIFICATION table) • ParentCONNECTxp Log File Viewer (multiple tables) • Login Attempt Records Maintenance (LOGINATTEMPT table)

The following configuration settings are available on the Data Control screen.

Table 3-2. Data Control screen configuration options

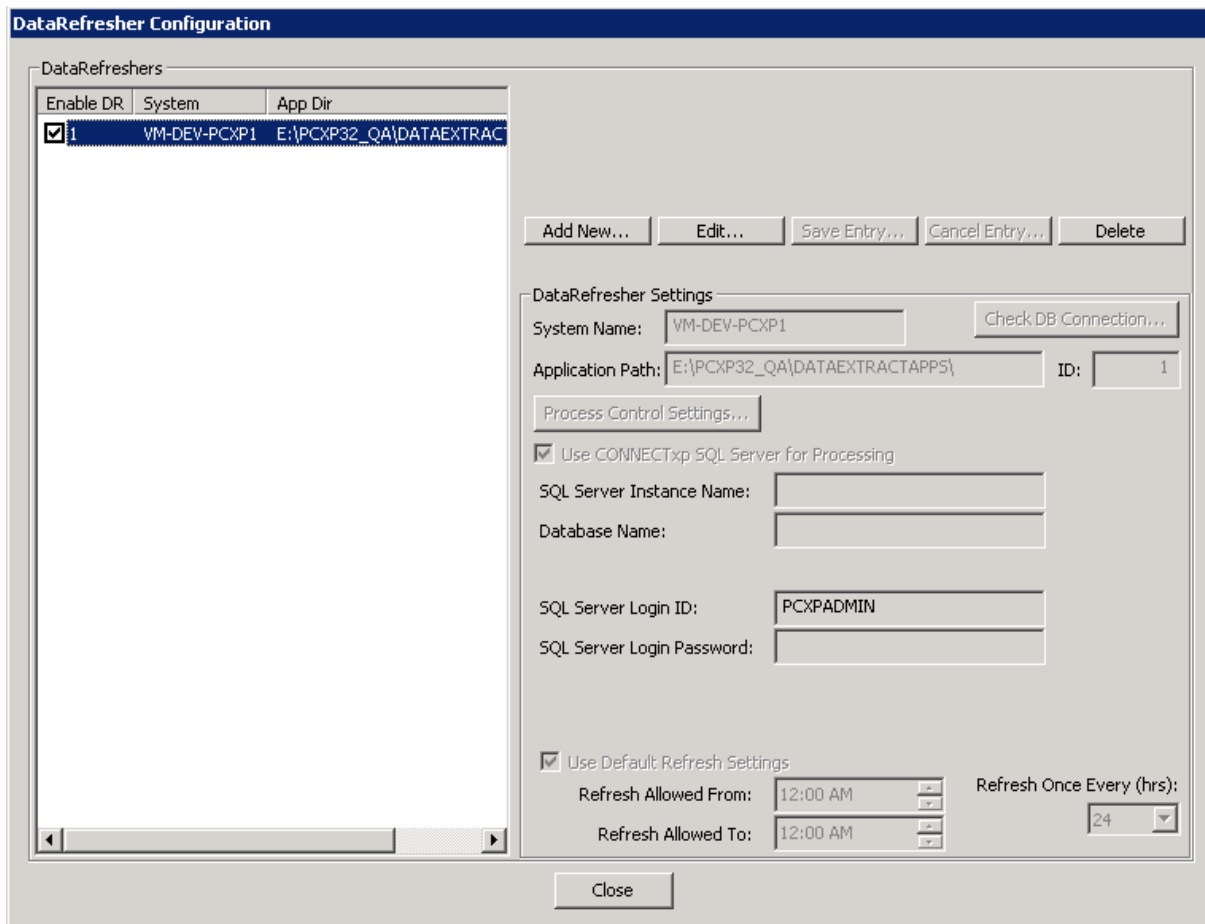
Screen Section	Option	Description
Login for Data Replication Schema	User ID	Must be PCXPDATA. <ul style="list-style-type: none"> PCXPDATA must exist as a SQL Server Login in the SQL server instance used by the Display Server. PCXPDATA must be assigned as database user of the ParentCONNECTxp display database.
	Password	Password for the SQL Server PCXPDATA login.
	Confirm Password	Password for the SQL Server PCXPDATA login.
Login for Administration Schema	User ID	Must be PCXPADMIN. <ul style="list-style-type: none"> PCXPADMIN must exist as a SQL Server Login in the SQL server instance used by the Display Server. PCXPADMIN must be assigned as database user of the ParentCONNECTxp display database.
	Password	Password for the SQL Server PCXPADMIN login.
	Confirm Password	Password for the SQL Server PCXPADMIN login.
District Information	Admin System	This is set to SMS by default.
Refresh Allowed <i>These are global settings used by all instances of DataRefresher that do not have a custom processing window defined.</i>	From	The initial daily start time of the processing window in which DataRefresher is permitted to operate.
	To	The end daily time of the processing window in which DataRefresher is permitted to operate.
	Refresh Once Every (hrs)	The cycle at which DataRefresher will perform data population operations within the defined processing window.
General Features/Operations	Web Site Banner Name	User-definable text that will appear in the banner of every ParentCONNECTxp Web page.
	Save Button	Use this button to save changes made to this screen.
	Revert Button	Use this button to discard any changes that may have been made to this screen.

If either of the Login passwords have been changed, it will be necessary to save this information in an encrypted file so that the ParentCONNECTxp applications can retrieve that information when attempting to access the ParentCONNECTxp database.

For additional information on the proper location of where to save this information, please refer to the "Application Access to the Display Database" chapter in the *ParentCONNECTxp Setup Guide*. This location would normally be the folder where DataRefresher.exe resides but your environment may have implemented the ParentCONNECTxp Central Authentication mechanism in a manner that is different from the typical configuration.

DataRefresher Configuration Screen

Figure 3-2. DataRefresher Configuration screen



Use the DataRefresher Configuration screen to configure options for individual DataRefresher instance registration and configuration. The DataRefresher Settings are provides the configuration options that are specific to an individual instance of DataRefresher.

In the DataRefreshers list, you can clear the Enable DR check box for any DataRefresher you want to disable.

DataRefresher Settings Section

Use the DataRefresher Settings area to create, modify, and delete registered instances of the DataRefresher application. Only those DataRefresher instances that have been registered to ParentCONNECTxp will be permitted to perform data population operations.

A DataRefresher registration is a unique combination of a computer system name and an application directory path where the DataRefresher application resides. Only one unique combination of a computer system name and application directory path is permitted for a DataRefresher instance. The computer name used is the Windows NETBIOS system name. The application path must be a local path on the system the DataRefresher is running on. UNC paths are not permitted.

This DataRefresher Configuration screen is split into three sections. The first section is a list of DataRefresher registrations. Selecting a DataRefresher will display the configuration parameters of that registration in the DataRefresher Settings portion of the display. The second section contains the action buttons. Use these buttons to perform a desired action such as adding new registrations or editing a registration configuration. The last section is the configuration of a DataRefresher registration where the processing parameters of a DataRefresher are configured.

Table 3-3. DataRefresher registration buttons

DataRefreshers	
Feature/Option	Description
Add New...	Use this button to enable the DataRefresher Settings user interface for the creation of a new registration.
Edit...	Use this button to edit the processing parameters of an existing DataRefresher registration. This button is enabled only when one DataRefresher registration is selected from the DataRefreshers list.
Save Entry...	Use this button to save the processing parameters defined in the DataRefresher Settings user interface. This button will not be available if insufficient information is provided in the DataRefresher Settings user interface.
Cancel Entry...	Use this button to discard changes made to the DataRefresher Settings user interface.
Delete	Use this button to delete the registrations selected in the DataRefreshers list.

Table 3-4. DataRefresher Settings configuration options

DataRefresher Settings	
Feature/Option	Description
System Name	A Windows NETBIOS computer name of the system that will be running this instance of DataRefresher.
Application Path	A local path specification on the system identified in the System Name setting to where DataRefresher.exe resides.
Check DB Connection...	If the registration is configured to use its own Process Server, you can use this button to verify the SQL Server connection information provided for the Process Server.
ID	A unique number identifying each DataRefresher registration. Under normal operating conditions there should never be a reason to modify this setting.
Process Control Settings...	Use this button to display an additional dialog box to configure additional processing control settings. Table 3-5 provides a detailed description of these configuration options.
Use CONNECTxp SQL Server for Processing	When checked, this registration uses the SQL Server associated with the Display Server to perform its processing. When unchecked, this registration uses the SQL Server identified by the custom Process Server configuration information identified below this check box.
SQL Server Instance Name	The instance name of the SQL Server to be used for Process Server operations. <ul style="list-style-type: none"> • SQL Server named instances are supported using the standard SQL Server named instance syntax (i.e. <system name>\<instance name>). • The name entered in this field cannot be the same as the SQL Server instance name used for the display server.
Database Name	The name of the database on the Process Server SQL Server to be used by this registration. This database must be identical to the Display Server database in terms of schema definition and configuration.
SQL Server Login ID	The name of the SQL Server Login on the Process Server that will be used to access the database holding the ParentCONNECTxp tables. This should typically be set to PCXPADMIN.
SQL Server Login Password	The password for the SQL Server Login on the Process Server that will be used to access the database.
Use Default Refresh Settings	When checked, this registration uses the Refresh Timing Settings found in the Data Control screen. When unchecked, this registration uses the refresh timing settings identified below this check box.

Table 3-4. DataRefresher Settings configuration options (continued)

DataRefresher Settings	
Feature/Option	Description
Refresh Allowed From	The initial daily start time of the processing window in which this DataRefresher registration is permitted to operate.
Refresh Allowed To	The ending daily time of the processing window in which this DataRefresher registration is permitted to operate.
Refresh Once Every (hrs)	The cycle at which this DataRefresher registration will perform data population operations within the defined processing window.

DataRefresher Process Control Settings Configuration

Use this part of the user interface to modify certain processing characteristics of each DataRefresher registration. To access this dialog box, click the Process Control Settings button in the DataRefresher Settings area of the user interface.

Figure 3-3. DataRefresher Process Control Settings dialog box

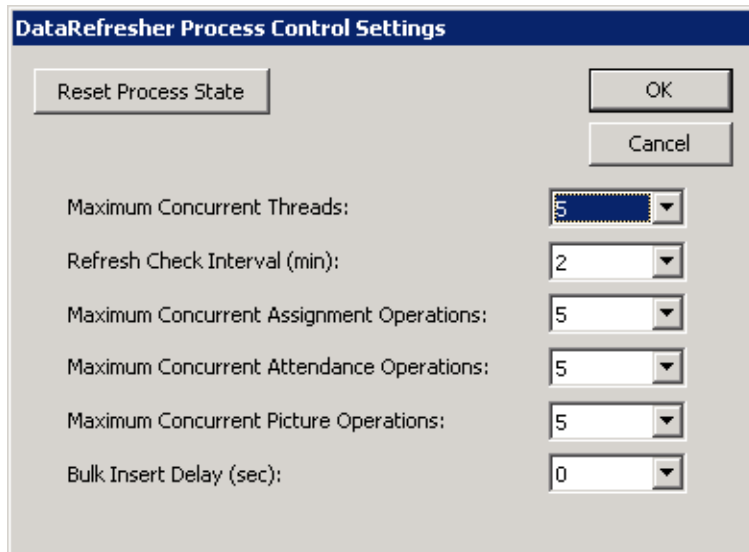
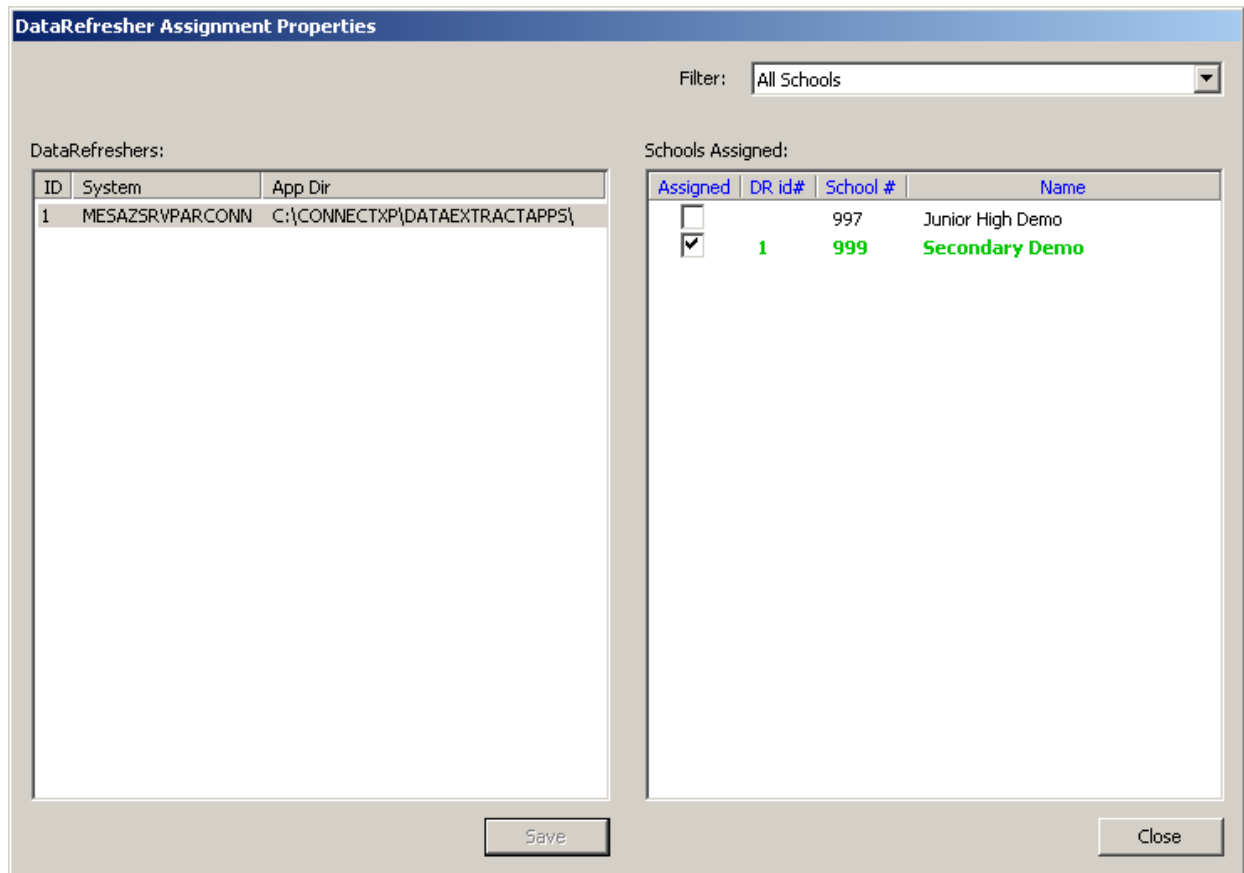


Table 3-5. DataRefresher Process Control Settings options

DataRefresher Settings	
Feature/Option	Description
Maximum Concurrent Threads	The number of threads (or schools) that this registration will attempt to run simultaneously.
Refresh Check Interval (min)	The interval in minutes which this registration will check to see if a data refresh is required. This setting is ignored if the DataRefresher is performing a data population operation.
Maximum Concurrent Assignment Operations	Due to the processing requirements of this type of data population, you can alter this setting to limit the number of concurrent assignment operations that can occur during a refresh cycle to ensure other processing threads have system resources available to perform their tasks.
Maximum Concurrent Attendance Operations	Due to the processing requirements of this type of data population, you can alter this setting to limit the number of concurrent attendance operations that can occur during a refresh cycle to ensure other processing threads have system resources available to perform their tasks.
Maximum Concurrent Picture Operations	Due to the processing requirements of this type of data population, you can alter this setting to limit the number of concurrent picture operations that can occur during a refresh cycle to ensure other processing threads have system resources available to perform their tasks.
Bulk Insert Delay (sec)	Increase this setting if you are receiving access violation errors during the refresh of data elements using bulk insert.
Reset Process State	<p>If DataRefresher is terminated abnormally (for example, from a power outage, system failure, using Task Manager to end process, etc.), it is possible that the sync state of the DataRefresher will not be reset properly. You can check this in the Log Viewer of the Data Maintenance feature of AdminApp.</p> <p>Note: It is recommended that you use the Abort Replication option of DataRefresher to stop DataRefresher operations that are processing. The use of Task Manager to stop DataRefresher is not recommended.</p>

DataRefresher Assignment Properties Dialog Box

Figure 3-4. DataRefresher Assignment Properties dialog box



NOTE The school names change colors as follows: **Black** = unassigned, **Green** = assigned to current DataRefresher, **Blue** = assigned to another DataRefresher, **Red** = change pending.

Use the DataRefresher Assignment Properties dialog box to assign the schools that a DataRefresher will process. A school list filter lets you select a specific subset of the entire list of schools registered in the ParentCONNECTxp system.

Each school can have only one DataRefresher assigned at any one time.

DataRefreshers must be registered in the DataRefresher Configuration dialog box before you can use this dialog box. Schools must be imported, configured, and enabled in the School Configuration - Maintain Schools screen before you can use this dialog box.

There is no default processing list. Schools will be processed only after they are assigned to a DataRefresher.

SMS Global Configuration Dialog Box

To open the SMS Global Configuration dialog box, click the Admin System Global Info Setup button on the Data Control screen.

Figure 3-5. SMS Global Configuration dialog box

Use the Global Configuration dialog box to provide the connection information for the Chancery SMS data source that ParentCONNECTxp will reference.

Table 3-6. SMS Global Configuration options – Database Server Info section

SMS Database Server Info	
Feature/Option	Description
Server Name	The Chancery SMS database server name.
Login ID	The login ID for the CSL account used to install the Chancery SMS Web installer.
Login Pwd	The password for the CSL account used to install the Chancery SMS Web installer.
Refresh DB List	Click this button to populate the Database list. You will need to provide sa-level credentials for the Chancery SMS SQL Server.
Database	The Chancery SMS database name.

Table 3-7. Global Configuration options – Alert Processing Configuration section

Alert Processing	
Feature/Option	Description
Process Enabled Alerts	This check box enables or disables the processing of all alerts for those schools using the Admin System Global Info configuration for the processing of the school data.
Attendance Delay, Assignment Delay, and Discipline Delay	Use these lists to select a delay period (in days) that must elapse before the e-mail messages are generated for a recorded alert. Select a value of -1 (negative one) to disable the generation of alert records for that alert type.

Table 3-8. Global Configuration options – General Operations and Settings

General Operations and Settings	
Feature/Option	Description
Configure Gradebook Processing	Click this button to configure the processing options for PowerTeacher gradebook.
Save	Click this button to save any changes made in this dialog box.
Close	Click this button to cancel changes and close the dialog box.

Figure 3-6. Gradebook Processing Configuration

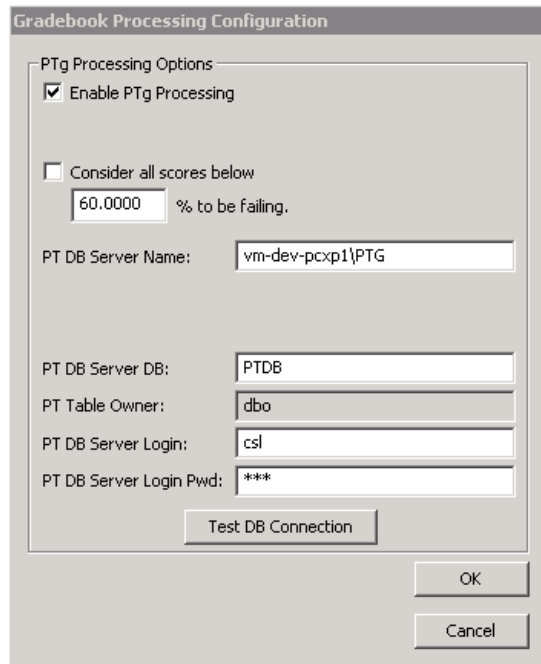


Table 3-9. Global Configuration options – Gradebook Processing for PTg

Gradebook Processing Configuration (PowerTeacher gradebook)	
Feature/Option	Description
Enable PTg Processing	Select this option if you are using PowerTeacher gradebook with ParentCONNECTxp.
Consider all scores below [..] % to be failing	Type the percentage score below which grades will be considered failing grades.
PT DB Server Name	The name of the server on which the PowerTeacher database resides.
PT DB Server DB	The name of the SQL Server database.
PT Table Owner	The SQL Server table owner.
PT DB Server Login	The login for the PowerTeacher gradebook SQL Server database.
PT DB Server Login Pwd	The password for the PowerTeacher gradebook SQL Server database login.
Test DB Connection	Click to test the database connection. A successful test only means that the computer you are on can communicate with the PowerTeacher database. Make sure that SQL Server also has the necessary client information to communicate with the PowerTeacher database.

Alert Processing Maintenance Dialog Box

Figure 3-7. Alert Processing Maintenance dialog box

School Number	School Name
2002	Anderson Elementary School
2004	Arlington High School
2005	Armstrong Elementary School
2006	Ashford Elementary School
2007	Atlantic Elementary School
2008	Baker Elementary School
2010	Bass Lake Elementary School
2011	Bayshore High School
2012	Beaumont Elementary School
2013	Bellflower Elementary School
2014	Belmont Elementary School

The Delete Alert Records... options delete all alert records in the system or those for a selected list of schools.

The Set Last Alert Process Date... options control the point in time from which DataRefresher will process alert records based on the date stamp of the corresponding records in the Chancery SMS data source. You can use these options to skip the generation of past alerts (...to Current Date) or reprocess past alerts (...to Specific Date). These types of operations can be performed on all schools or a selected list of schools.

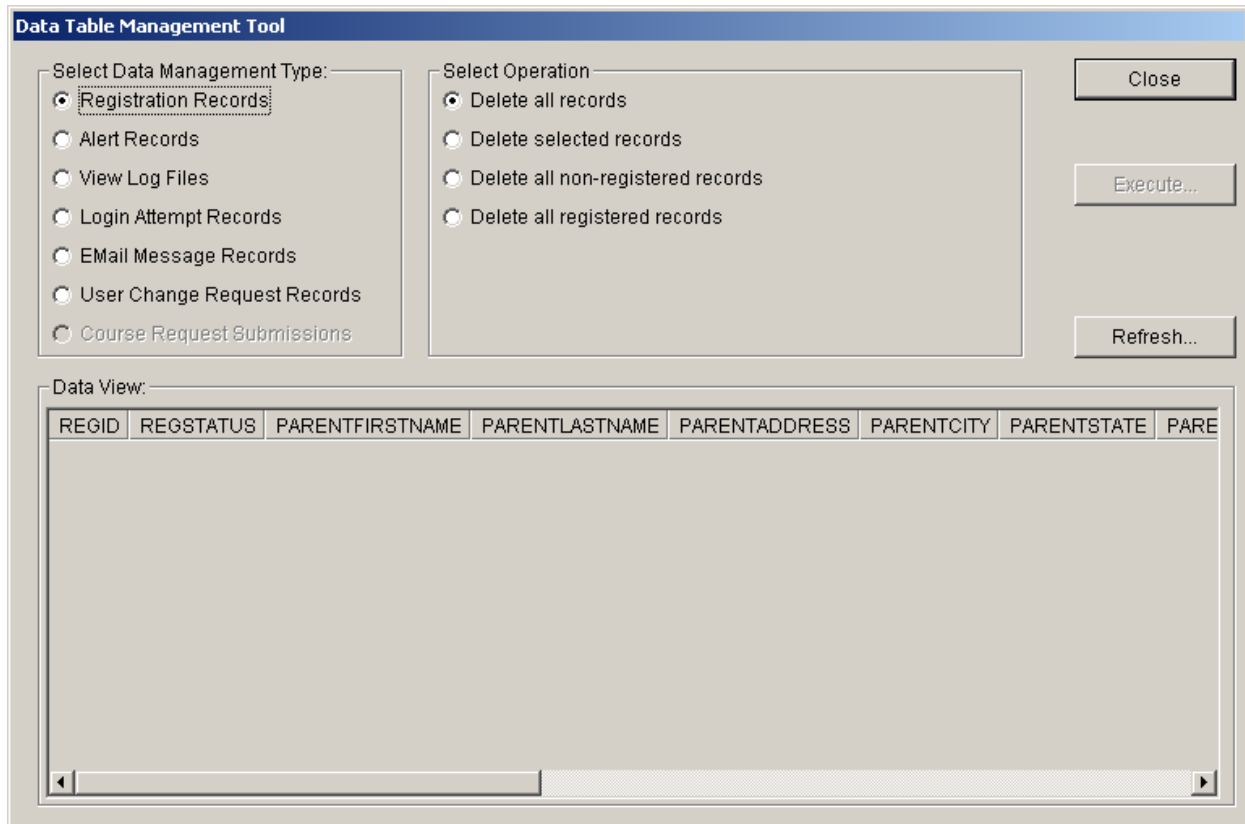
The Set Alert Processing Options allow you to control the following options that are applied globally to ParentCONNECTxp alert operations:

- **Alert Options** – Configure the time interval that PCxpAlertNotifierSrv will wait before checking to see if any new alerts are available for processing. The time interval is in minutes.
- **Admin Message Processing Options** – Select whether to enable administrative e-mail alerts and the time interval in which to check for them.

- **Alert/Message Maintenance Options** – Configure the number of days that will pass before PCxpAlertNotifierSrv attempts to automatically delete old alert records that have been processed. This setting has no effect on alert records that have not been processed. You can also choose to disable event viewer information messages.
- **Alert Record Process/Reprocess Date/Time** – Configure a specific date and time.

Data Table Management Tool Dialog Box

Figure 3-8. Data Table Management Tool dialog box



Click Data Maintenance on the Data Control screen to open the Data Table Management Tool. You can use this tool to administer various types of tables in the ParentCONNECTxp database.

Selecting a Data Management Type displays the available records and permitted operations. The operations are specific to the type of data management selected. Click the Execute button to perform an operation.

For those operations that support management of selected records, you must first select the appropriate records in the Data View area.

Table 3-10. Data Maintenance – Data Management Types/Operations

Data Management Type	Available Operations
Registration Records (PCXPADMIN.PREREG)	Delete all records Delete selected records Delete all non-registered records Delete all registered records
Alert Records (PCXPDATA.ALERTNOTIFICATION)	Delete all records Delete selected records Delete all non-processed records Delete all processed records
View Log Files	DataRefresher Status Log (PCXPADMIN.DRLOG_STATUS) DataRefresher Error Log (PCXPADMIN.DRLOG_ERROR) Processing State Log (PCXPADMIN.DRLOG_PROCSYNC) DataRefresher Records Processed Log (PCXPADMIN.DRLOG_RECS)
Login Attempt Records (PCXPADMIN.LOGINATTEMPT)	Delete all records Delete all but last login for each user
EMail Message Records	Delete all records Delete selected records Delete all non-processed records Delete all processed records
User Change Request Records	Delete all records Delete selected records Delete all non-processed records Delete all processed records
Course Request Submissions	Show all Show successful Show failed (Select Execute to resubmit)

4

System Configuration

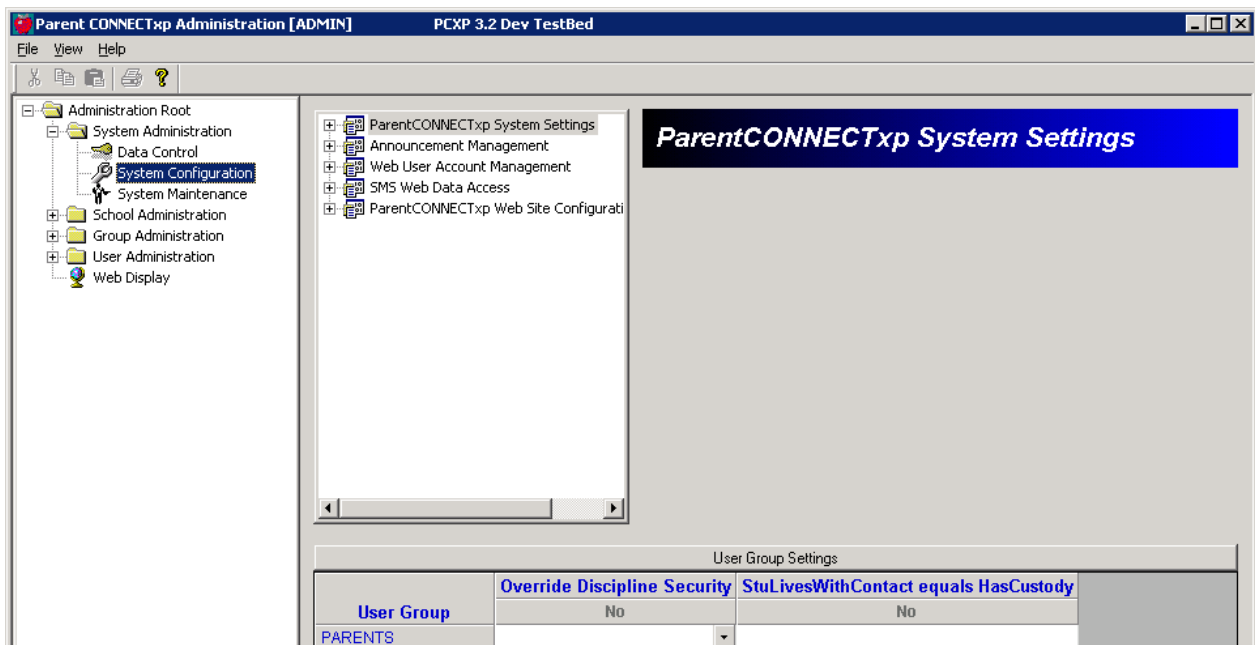
This chapter describes the System Administration > Configuration screen in AdminApp. Use the Configuration screen to:

- Configure or override website settings.
- Set discipline security permissions for user groups.
- Override the default CONNECTxp Web Address and Alert Sender E-mail Address.
- Manage announcements.

The text box in the top right changes to describe the currently selected setting. Type a value to override the default value. You must override the defaults for the Alert Sender E-mail Address and the CONNECTxp Web Address.

Permission required: Only district-level ParentCONNECTxp administrators with the appropriate permission can make changes to the System Configuration options.

Figure 4-1. System Options (Configuration screen)



Discipline Security

Click the System Configuration icon under System Options to view the user group discipline settings. By default, student discipline information is visible to Web users only if their accounts have been linked to a Chancery SMS contact with the Has Custody setting enabled. Use the StuLivesWithContact equals HasCustody column to allow discipline display for users in the selected group(s) that have the Chancery SMS Student Lives with Contact flag enabled.

You can use the Override Discipline Security to allow all users in a group (such as Counselors) to view student discipline information, regardless of the Has Custody or Lives with Contact settings in Chancery SMS.

In the following example, the Counselors group has permission to view discipline information for all students assigned to their account. For the Parents group, users who are flagged as Have Custody or Student Lives with Contact can view discipline information for their students.

NOTE The StuLivesWithContact equals HasCustody setting is used for all website elements that check if a user is considered a student’s custodian before displaying information. This setting is also used to determine whether to display these users as a Parent/Guardian on the Student Info General tab.

Figure 4-2. System Configuration screen – Web Display Group Settings

Web Display Group Settings		
User Group	Override Discipline Security	StuLivesWithContact equals HasCustody
	No	No
ADMIN	<input type="checkbox"/>	
COUNSELORS	<input checked="" type="checkbox"/>	Yes
PARENTS	<input type="checkbox"/>	
REGISTRAR	<input type="checkbox"/>	

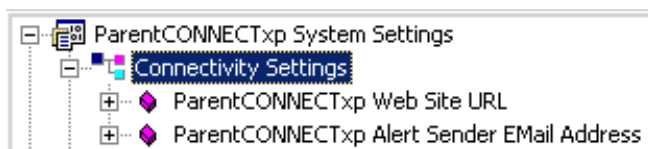
ParentCONNECTxp System Settings

Features Settings



ParentCONNECTxp Features Selection. Select whether to use ParentCONNECTxp only, the Online Course Request system only, or both. The Online Course Request system uses the Course Plan pencil in ParentCONNECTxp only to show the current status of course requests and (optionally) for parental approval. Students must log in to a separate website to select and submit their course requests. Students can access the Online Course Request website via ParentCONNECTxp or the URL for the Online Course Request website.

Connectivity Settings



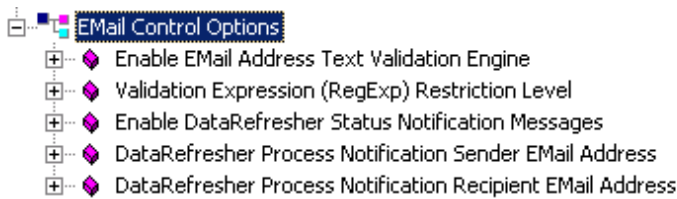
ParentCONNECTxp Web Site URL. Enter the public DNS name assigned to the ParentCONNECTxp SECURE website. Do not include the URL prefix (such as http:// or https://); for example, www.newporthigh.edu.

If you do not have an Internet Domain name for your ParentCONNECTxp server, enter the public IP address that will provide a communications link to the ParentCONNECTxp Web server. If you are using an SSL port other than 443 to provide secure communications to the website, you must include the SSL port number as part of this name; for example, www.newporthigh.edu:444.

ParentCONNECTxp Alert Sender EMail Address. The e-mail address entered here is used as the sender e-mail address in any e-mail alert messages generated by ParentCONNECTxp.

CAUTION Using the default value or entering an invalid custom value could result in the alert messages being treated as a spam e-mail by the receiving e-mail system.

Email Control Options



Enable EMail Address Text Validation Engine. Select Yes to enable e-mail address validation. This functionality checks the text entered for e-mail addresses to determine whether they appear to be valid.

Validation Expression (RegExp) Restriction Level. Select how rigorously to validate e-mail addresses, with 1 being the most forgiving and 5 the most rigorous.

Enable DataRefresher Status Notification Messages. Select Yes to allow DataRefresher to send a status notification e-mail after it has completed processing.

DataRefresher Process Notification Sender EMail Address. Enter the sender e-mail address for DataRefresher status e-mails.

DataRefresher Process Notification Recipient EMail Address. Enter the recipient e-mail address for DataRefresher status e-mails.

Announcement Management

Communications



Enable Announcement EMail Capability. Select Yes to allow administrators to e-mail announcements to web users. The following parameters must be entered as well.

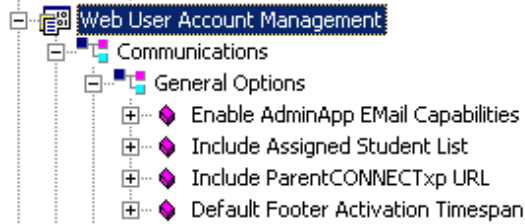
Announcement Sender EMail Address. Enter the e-mail address that will appear in the From line of announcement e-mails.

Announcement Subj: Line. Enter the subject line to used for announcements.

NOTE The Sender Email Address and Subject Line must be populated to mail announcements. If they are not populated, e-mail will not be sent.

Web User Account Management

Communications > General Options



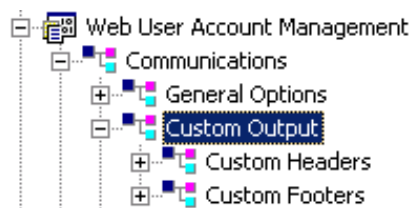
Enable AdminApp EMail Capabilities. Select Yes to allow AdminApp to send e-mail messages regarding Web user operations. For example, Web user account requests or changes to an existing account.

Include Assigned Student List. Select Yes to include a list of students assigned to the user in print and e-mail communications.

Include ParentCONNECTxp URL. Select Yes to include the ParentCONNECTxp Web address (URL) in print and e-mail communications.

Default Footer Activation Timespan. Type the amount of time in which new users should expect to have their account activated. For example, 24 hours or 2 days. This message will appear in the footer message.

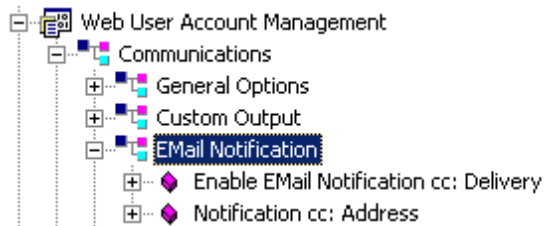
Communications > Custom Output



Custom Headers. Select Yes in the Enable Custom Title field to enable a custom header that will appear in print and e-mail communications generated by AdminApp. Type the Title and Subtitle that you want to appear.

Customer Footers. Select Yes in the Enable Custom Footer 1 or 2 field to enable custom footers that will appear in print and e-mail communications generated by AdminApp. Type the appropriate text for the footers you choose to enable.

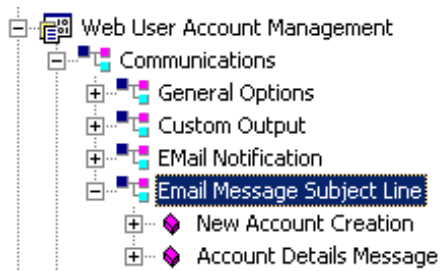
Communications > EMail Notification



Enable EMail Notification cc: Delivery. Select Yes to enable copies of e-mail sent through AdminApp to be delivered to the specified notification e-mail addresses.

Notification cc: Address. Type the e-mail addresses, separated by a semicolon, that will receive copies of all e-mail generated by AdminApp. This includes copies of student alerts, so include only those authorized to receive this information.

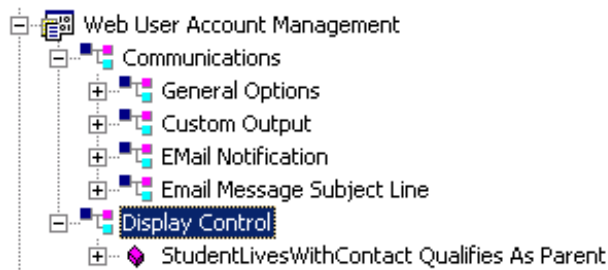
Communications > EMail Message Subject Line



New Account Creation. Type the subject line that will appear in e-mail sent to new users.

Account Details Message. Type the subject line that will appear in e-mail sent to existing users.

Display Control



StudentLivesWithContact Qualifies as Parent. Select Yes to consider a contact with the StudentLivesWithContact as a valid parent. This setting determines which contacts are visible as valid parents to administrators when using the Web User Logins functionality in AdminApp, and the PCXP Tools Web User Account Generation utility. The default is No.

SMS Web Data Access

Communications



ParentCONNECTxp requires a Chancery SMS login account to access report cards. This login account must be a District Administrator with full rights. After the account is created, enter the Chancery SMS website address and login credentials in the System Options > Configuration > SMS Web Data Access area of AdminApp.

Chancery SMS 7.4.1 or later is required to view report cards in ParentCONNECTxp.

NOTE Before ParentCONNECTxp can access report cards in Chancery SMS, a one-time setup process must be performed. See the "Enabling Report Cards" section in the *ParentCONNECTxp Setup Guide* for instructions.

SMS Web Site URL. Enter the Internet address (URL) used to access Chancery SMS.

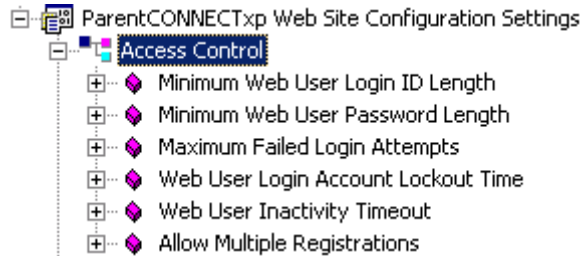
SMS Web Data UserID. Enter the User ID for the Chancery SMS login account that was created for ParentCONNECTxp access.

Chancery SMS environments that are Active Directory (AD)-integrated must enter the AD Domain name and User ID in the format of **<AD Domain Name>\<AD User Login>**, for example gilbertschools\pcxp. Districts that are not AD-integrated should not include a domain name the Chancery SMS Web Data UserID field.

SMS Web Data Password. Enter the password for the Chancery SMS login account.

Web Site Configuration Settings

Access Control



Minimum Web User Login ID Length. Select the minimum user ID length for end user accounts. The maximum you can select is 20 characters.

Minimum Web User Password Length. Select the minimum password length allowed for end user accounts. The maximum you can select is 20 characters.

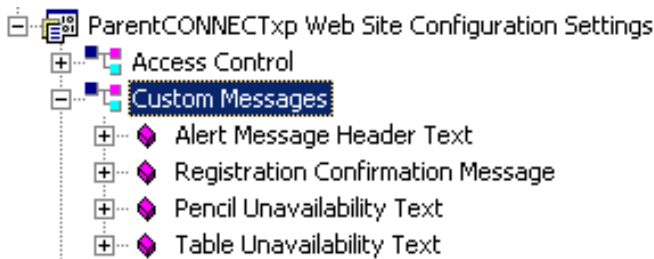
Maximum Failed Login Attempts. Select the maximum number of failed logins allowed before the user account is locked. The account will be unlocked after the time period specified in the next field.

Web User Login Account Lockout Time. Select the number of minutes a user account will be locked after exceeding the Maximum Failed Login Attempts.

Web User Inactivity Timeout. Select the number of minutes of inactivity that will force a user session to end automatically.

Allow Multiple Registrations. Select whether to allow multiple end-user registrations from a single IP address. By default, multiple registrations can be submitted from one IP address.

Custom Messages



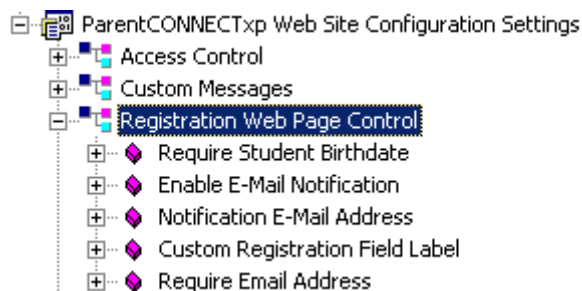
Alert Message Header Text. Type the text to use as the header in alert e-mail messages.

Registration Confirmation Message. Type the message that will appear on the ParentCONNECTxp website after users complete the online registration.

Pencil Unavailability Text. Type the text that will appear if a user navigates to a pencil that is designated as unavailable.

Table Unavailability Text. Type the text that will appear if a user navigates to a table that is designated as unavailable.

Registration Web Page Control



Require Student Birthdate. Select whether to require a student’s birth date when registering. The default is No.

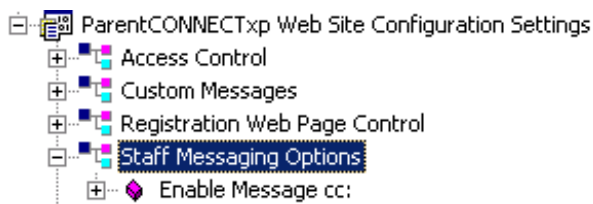
Enable E-Mail Notification. Select whether to enable sending e-mail notification of all registration requests to the Notification E-Mail Address. The default is No.

Notification E-Mail Address. Type the e-mail addresses, separated by a semicolon, to be notified when registration requests are submitted.

Custom Registration Field Label. Type the name of the custom field that will appear on the Registration page of the ParentCONNECTxp website. You can use this field to collect additional information, such as the school name. If no label is defined, the field will not appear on the Registration page.

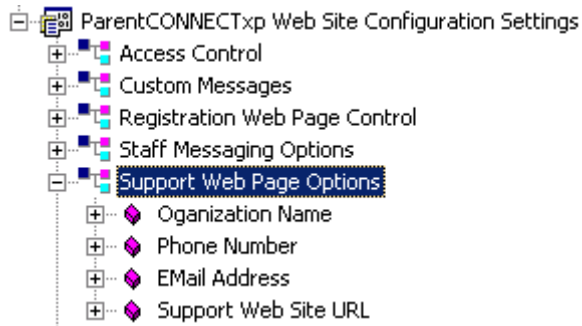
Require Email Address. Select Yes to require an e-mail address from users who are completing the registration request form on the web site.

Staff Messaging Options



Enable Message cc: Select whether to allow sending a copy of e-mail messages sent to a school or district staff member to the sender’s primary e-mail address.

Support Web Page Options



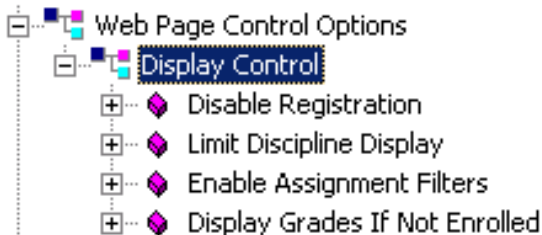
Organization Name. Type the name of the support organization that will appear on the Support page of the ParentCONNECTxp website.

Phone Number. Type the phone number users can call for support.

Email Address. Type the e-mail address that will receive messages requesting ParentCONNECTxp support. This e-mail address appears when clicking the Support button on the website. When an end user clicks this link, the end user's default e-mail program is used to generate the message. The e-mail subsystem of ParentCONNECTxp is not used.

Support Web Site URL. Type the Web address (URL) of your support website if you have created one.

Web Page Control Options > Display Control



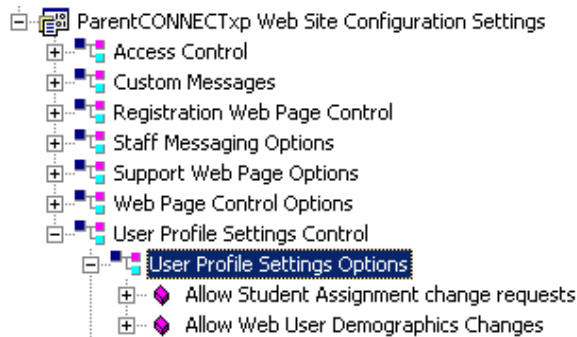
Disable Registration. Select Yes to disable the Registration page on the ParentCONNECTxp website. The Register button on the Welcome page will not be visible if you disable registration.

Limit Discipline Display. Select Yes to limit discipline information to the current school year. The default is No.

Enable Assignment Filters. Select Yes to provide additional Assignment Task Display filter options in the Assignments subpencil display. The additional filters are based on the Grade Report Periods defined for the school of the selected student.

Display Grades If Not Enrolled. Select Yes to allow grades to be displayed when a student is not actively enrolled for the entire grading period.

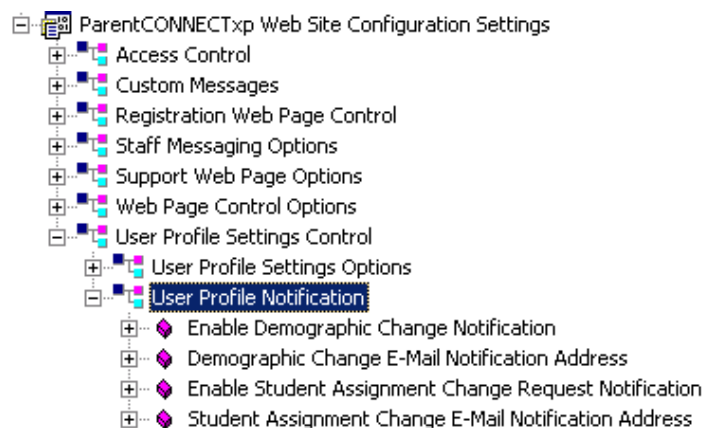
User Profile Settings Control > User Profile Settings Options



Allow Student Assignment Change Requests. Select Yes to allow end users to request to change their student assignments. The default is No.

Allow Web User Demographics Changes. Select Yes to allow end users to request to change their demographic information. The default is No.

User Profile Settings Control > User Profile Notification



Enable Demographic Change Notification. Select Yes to enable an e-mail notification to the e-mail address in the next field when any changes to demographic information are made by a Web user.

Demographic Change E-Mail Notification Address. Type the e-mail address that will receive notifications of changes to demographic information.

Enable Student Assignment Change Request Notification. Select Yes to enable an e-mail notification to the e-mail address in the next field when a request to change an assignment is made by a Web user.

Student Assignment Change E-Mail Notification Address. Type the e-mail address that will receive notifications of change requests for student assignments.

5

System Maintenance

This chapter shows how to use the System Maintenance screen in AdminApp. See [Figure 5-1 on page 37](#).

The System Maintenance screen displays information on how often ParentCONNECTxp has been used by the Web users. You can use this screen to:

- Deactivate users who have not used the system after a selected date.
- View user login activity.
- Save the current user activity to a tab-delimited text file.
- Reset the number of hits for selected users to zero.

If there are more than 5000 user logins in the ParentCONNECTxp database, this screen automatically enters a filtered display mode. In this mode, the list of Web users displays based on the Last Name Filter Selection setting. Choose the alphabetical grouping of the first character of the last name to view the desired Web user. The Y- selection displays all users with last names starting with Y, Z, or any non-alpha character.

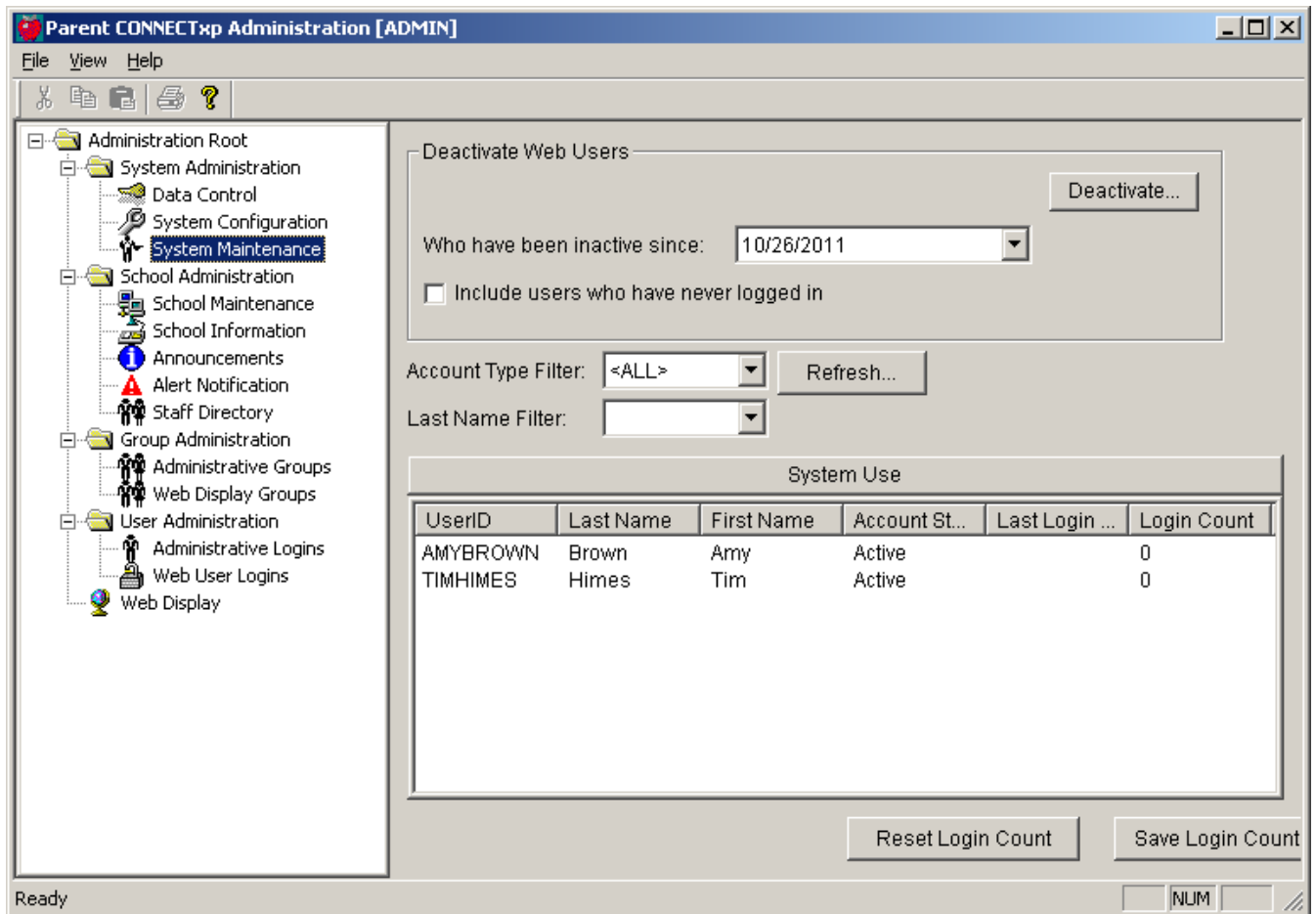
You can also use the Account Type Filter to view only Web User or only Student accounts.

If you leave this screen and return to it after making changes to any Web user or Web user group, click the Refresh button to update the display.

Permission required: Only district-level ParentCONNECTxp administrators with the appropriate permission can make changes to the System Maintenance options.

Maintenance Screen

Figure 5-1. System Maintenance screen



6

School Administration

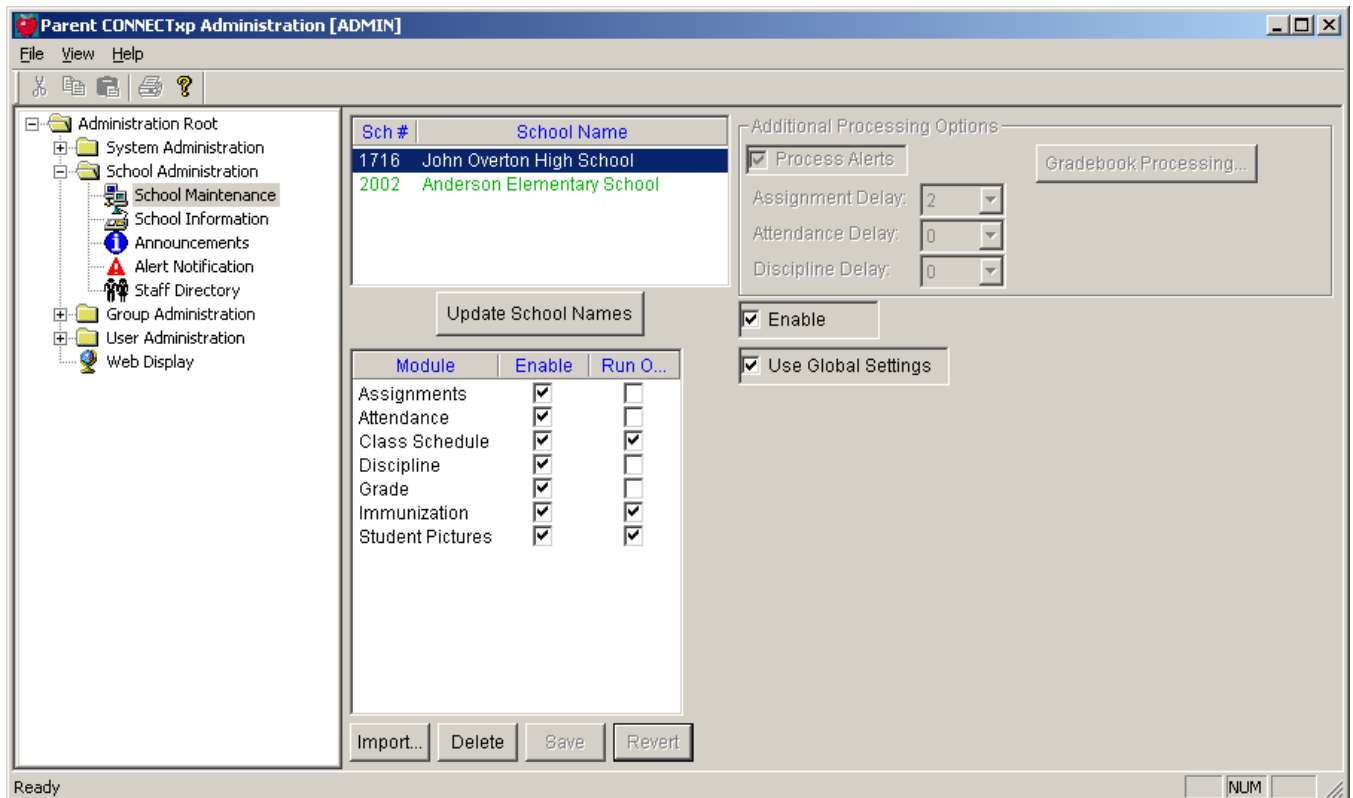
This chapter shows how to use the School Administration area in AdminApp, which includes the following screens:

- ["School Maintenance" on page 39](#)
- ["School Information" on page 42](#)
- ["Announcements" on page 43](#)
- ["Alert Notification" on page 45](#)
- ["Staff Directory" on page 46](#)

School Maintenance

Use the School Maintenance screen to add, configure, or delete schools in ParentCONNECTxp. You can also use this screen to push student course requests, regardless of their status, to Chancery SMS after the submission window for requests closes for that grade level.

Figure 6-1. School Maintenance screen



Use the School Maintenance screen to:

- Import schools from your student information system.
- Manage the list of schools in the ParentCONNECTxp environment.
- Define whether a school should be processed by DataRefresher.
- Define what data elements should be processed for a school.
- Force student course requests that are in progress, not submitted for parental approval, rejected by parents, or waiting on parent approval to Chancery SMS. See "Submit Pending Course Requests" on page 41 for details.

The steps to import schools and set up database connections are documented in the *ParentCONNECTxp Setup Guide*.

You can activate a school for ParentCONNECTxp by selecting the Enable check box or disable the school by clearing the check box. You can use this functionality to selectively determine what schools you want to process without deleting the school from ParentCONNECTxp or unassigning it from a DataRefresher.

Select the data Modules that you want copied into the ParentCONNECTxp database from Chancery SMS. Modules can be selected for a single school or a selected group of schools. Processing of a school will be ignored if no data modules are selected for the school even if the school is enabled for processing.

When a school is no longer required to be part of the ParentCONNECTxp environment, use the Delete button to remove the school and its associated information from the ParentCONNECTxp database. You can delete multiple schools at one time by selecting the list of schools to delete.

If you want to configure Alert Processing Options or Gradebook Processing differently from the global settings defined in the Data Control screens, clear the Use Global Settings check box and configure these settings as needed. Schools cannot change the gradebook server information, but can change the “Consider all scores below [...] % to be failing” value.

Follow these setup tips when working with this screen:

- Selecting a module only determines what data is brought into ParentCONNECTxp by DataRefresher. Use the Web Display screen to control what data displays on the website.
- Make a list of all of the available data modules for your schools. When you know which data modules are available, select the data modules you want to be available in ParentCONNECTxp.
- If you don’t have a particular module in your environment, make sure you don’t select it so that you can avoid unnecessary error responses in DataRefresher. If you have the data in Chancery SMS, but do not want to copy the data for ParentCONNECTxp display, do not select it.
- If you use PowerTeacher gradebook, select the Assignments module if you want this data to be available in the ParentCONNECTxp database.
- If you will run DataRefresher more than once a day, select the Run Once check box for the data modules that you do not want to process every time DataRefresher runs, such as Student Pictures, Class Schedule, and Immunization. All selected modules will be processed only on the first data refresh of each day.

[Table 6-1 on page 41](#) lists the modules, descriptions, and where they appear on the website.

Table 6-1. Data modules used by ParentCONNECTxp

Module	Description	Web Page
Assignments (PowerTeacher)	Copies assignment records, attached notes and current grades.	Assignments, Home Page, Student Info/General
Attendance	Copies attendance information (daily and period).	Attendance, Home Page, Student Info/General
Class Schedule	Copies student class enrollment information.	Grades Student Schedule tab
Discipline	Copies discipline incidents and details.	Discipline, Home Page, Student Info/General
Grade	Copies grade information.	Grades, Home Page, Student Info/General
Immunization	Copies immunization records.	Student Info/Immunization
Student Pictures	Copies student pictures.	Banner of all Web Pages, Household Summary

Submit Pending Course Requests

On the School Maintenance screen, select the appropriate grades, and then click the Process button to force student course requests that are in progress, not submitted for parental approval, rejected by parents, or waiting on parent approval to their Chancery SMS schools. This process can only be used after the submission window for course requests closes for a grade level.

The course requests will go to either the student planning schedules or to counselors for approval if required by the school. Course requests that are forced in this way are flagged with a status of Forced Completion or Forced Waiting Counselor Approval in Chancery SMS.

After the process is complete, students in this grade level are not able to make any further changes to their course requests.

The Grade Level checkboxes are only enabled when the submission window for that grade is closed and the Grade Level Status is Not Processed. After the process has been run for a grade level, the status will change to Processed.

Logging information is available in the Data Table Management Tool (see page 23).

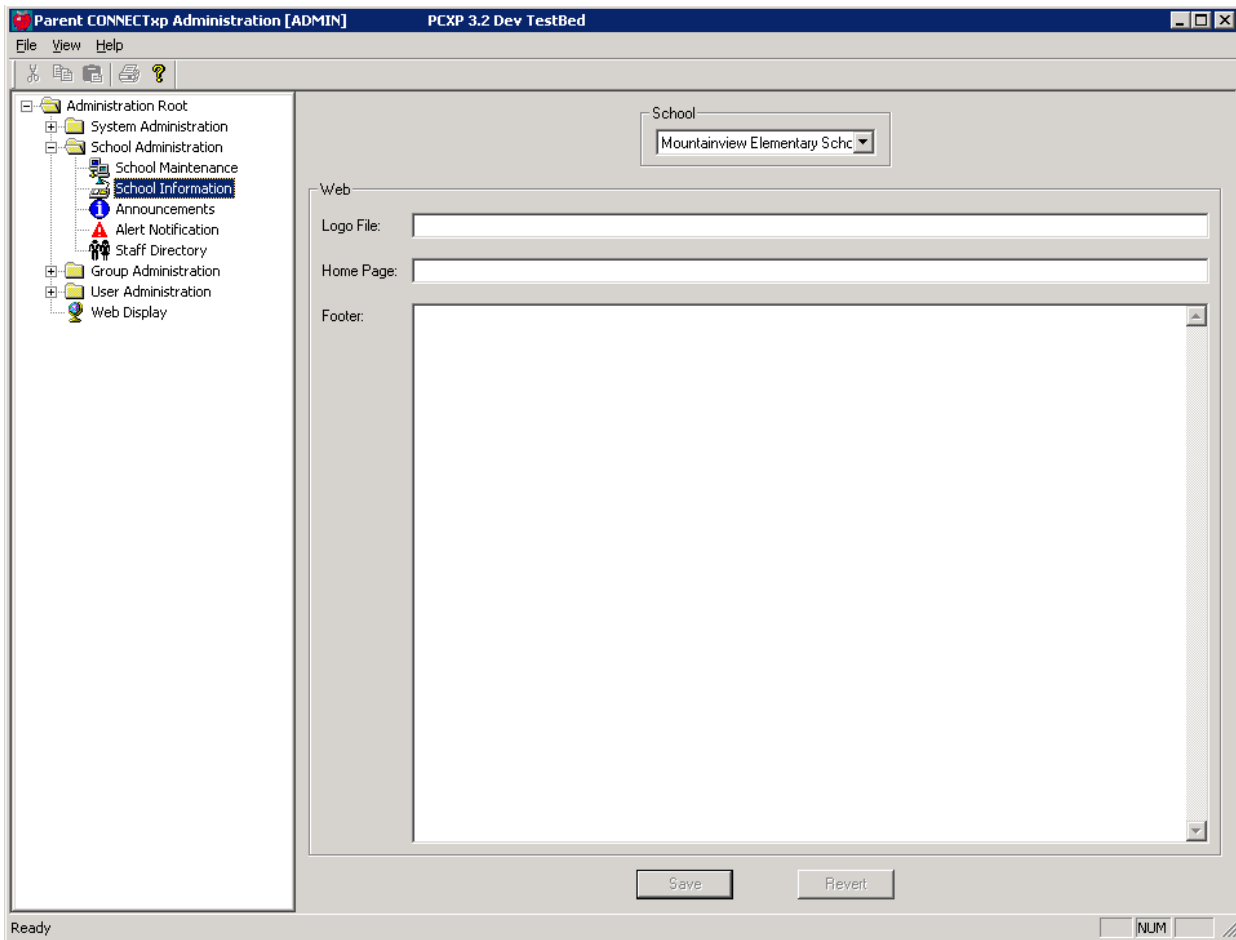
Figure 6-2. Process pending course requests

Submit all pending course requests to Chancery SMS and close off the grade level.

Grade Level	Submission End Date	Submission Window	Grade Level Status
<input type="checkbox"/> 9	03/14/2012	Closed	Processed
<input type="checkbox"/> 10	03/14/2012	Closed	Not Processed
<input type="checkbox"/> 11	03/21/2012	Open	Not Processed
<input type="checkbox"/> 12	03/28/2012	Open	Not Processed

School Information

Figure 6-3. School Information screen



Use the School Information screen to add a logo, school website link, and/or custom footer to the ParentCONNECTxp website. To do so, click School Information under the School Configuration folder.

Make sure you have the correct school selected in the School list before entering your information.

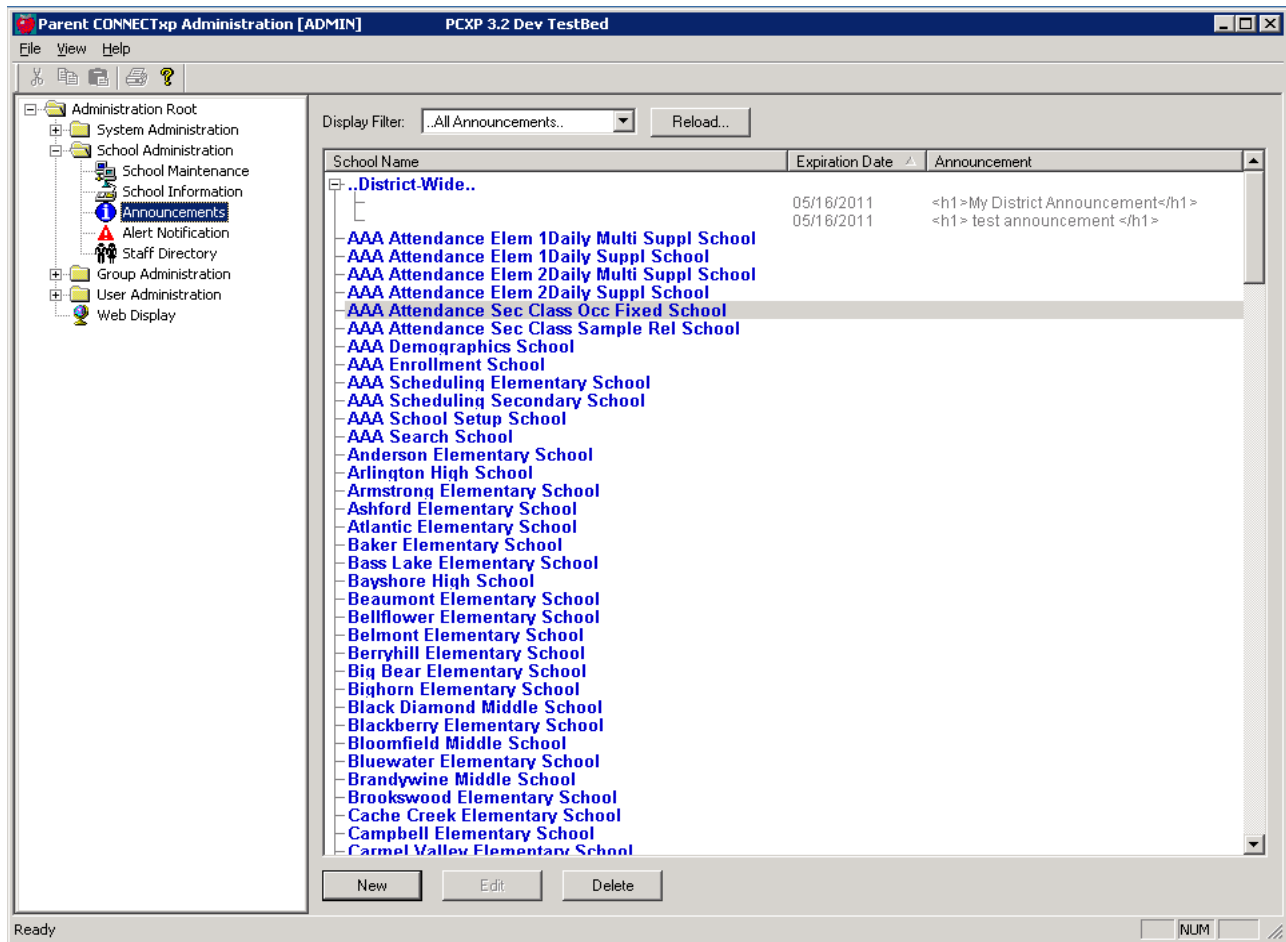
The school logo must be either a GIF or a JPG file. This file must be copied into the Web\CONNECTxpSecure\Schoolwebfiles\Images folder under the root folder of where the ParentCONNECTxp software is installed on the Display Server. The Logo File field should only reference the name of the file, not the entire path to the file.

Use the Footer box to add text that will appear beneath the school logo.

Announcements

Use the Announcements screen to create, modify, or delete custom school messages for display on the ParentCONNECTxp website. If the option to e-mail announcements is enabled in System Options, you can also e-mail the announcement to users associated with the selected school or district.

Figure 6-4. Announcements screen



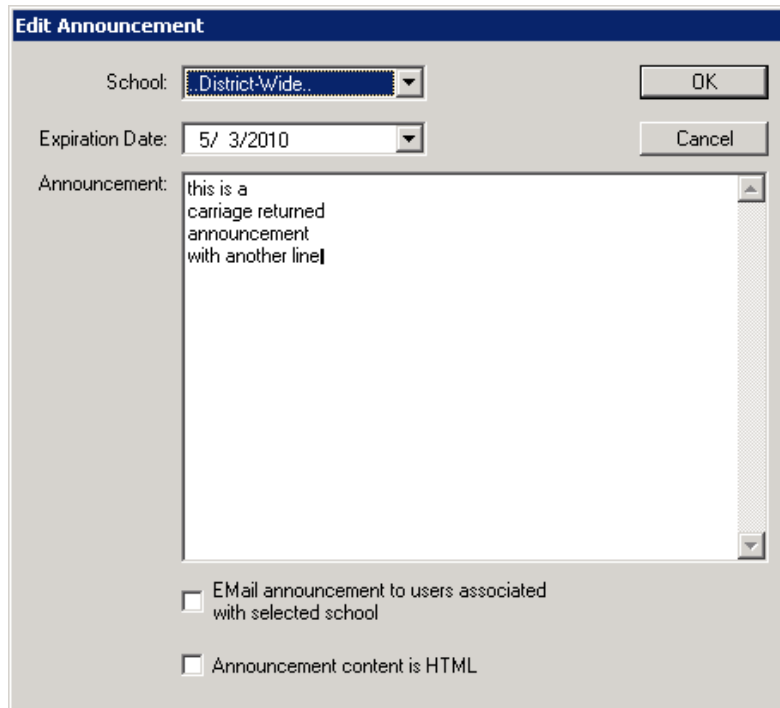
The Announcements screen serves as bulletin board to post announcements or messages for the district or an individual school. You can set an expiration date for announcements to determine when the announcement will no longer appear on the website.

You can use this screen to:

- Create a new announcement.
- Edit an existing announcement.
- Delete an existing announcement.
- View all announcements in a scrollable list.

New/Edit Announcements Dialog Box

Figure 6-5. New/Edit Announcements dialog box



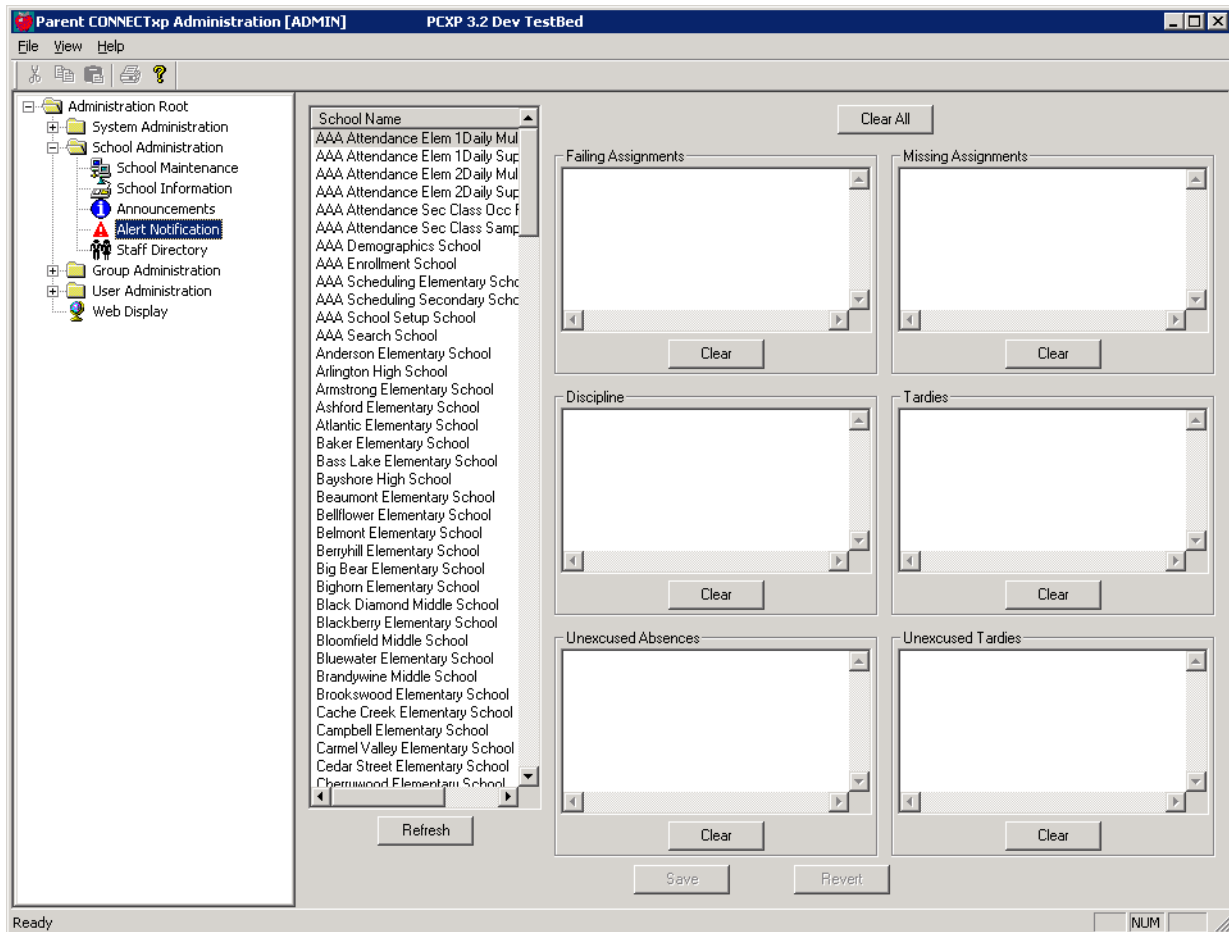
To add or modify an announcement:

1. On the Announcements screen, do one of the following:
 - To create a new announcement, click the **New** button.
 - To edit an announcement, select an announcement from the list and click the **Edit** button.
2. Select the school that the announcement is applicable to or **..District-Wide..** if the announcement is for all schools in the district.
3. Select the date that you want the announcement to expire.
4. Select whether to e-mail the announcement (in addition to having it appear on the website) and whether the content will use HTML formatting. For HTML formatting, you will need to include the appropriate HTML tags (such as ``) or copy the HTML code from an HTML editor (with the HTML tags visible).
5. Type or modify the announcement text.
6. Click **OK** to save the announcement.

Alert Notification

Use the Alert Notification tools to create, modify, or remove custom alert text that will be added to alert e-mail messages sent from ParentCONNECTxp.

Figure 6-6. Alert Notification screen



Use the Alert Notification screen to add customized text (up to 1024 characters) to the automated e-mail alerts sent from ParentCONNECTxp. The custom messages apply only to the selected school.

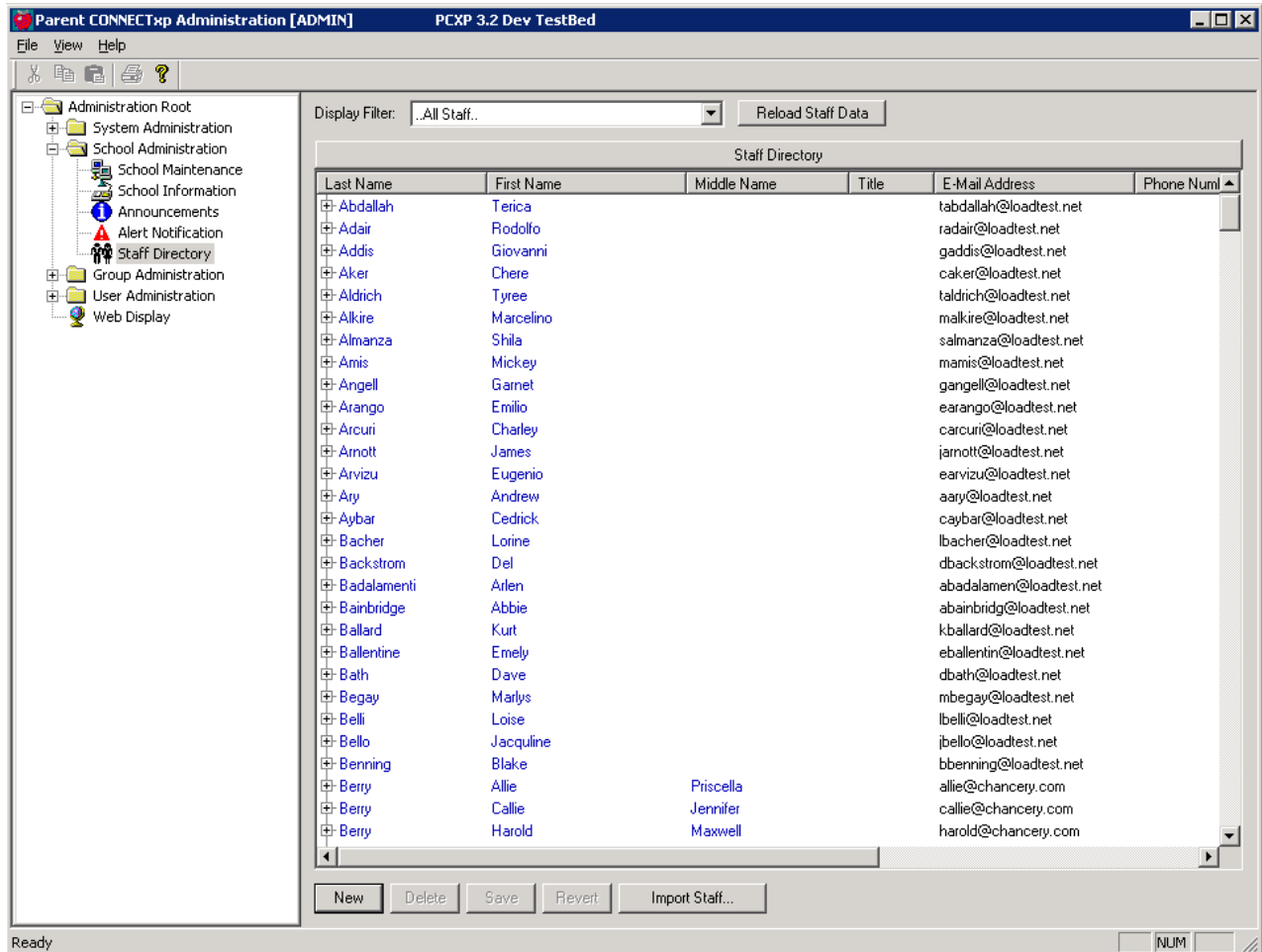
Custom alert message text is available for the following alert types for the data modules identified in parentheses:

- Discipline Incident (Discipline)
- Failing Grade (Assignments)
- Missing Assignment (Assignments)
- Tardy (Attendance)
- Unexcused Absence (Attendance)
- Unexcused Tardy (Attendance)

Staff Directory

Use the Staff Directory tools to configure a directory of contact information that can be made available on the ParentCONNECTxp website.

Figure 6-7. Staff Directory screen



Use the Staff Directory screen to:

- Import staff records from Chancery SMS.
- Maintain staff directory contact information.
- Create and delete staff records.

You can click on any column heading to sort the display by that column. The Staff Directory displays on the School Info > Contacts tab on the website.

E-mail addresses provided in the Staff Directory are also used to provide hyperlinks throughout the website for Web user to staff e-mail generation within ParentCONNECTxp. You can check the validity of staff e-mail addresses by clicking the Email Address Checker button.

Import Staff

ParentCONNECTxp supports the import of staff information into the Staff Directory.

If you want to allow parents to e-mail staff members, make sure that staff members have valid e-mail addresses and that the School Info > Staff Directory is set to be visible on the website. Teacher information also appears on the Grades > Student Schedule page. Clicking a staff member's name opens the e-mail form on the website (to use the e-mail hyperlink functionality on the website, the teacher number from Chancery SMS is required).

To set up the Staff Directory, you can either manually create each record, or you can import some or all of that information from your student information system. To manually create these records, click the New button and fill out the information for each line of the Staff Directory screen that you want to add. Click Save when you are done. To import the information from the student information system, click the Import Staff button. After the information is imported, you may want to edit the records to provide information that was not imported.

DataRefresher and the Staff Directory

DataRefresher can dynamically update certain pieces of information in the Staff Directory from the student information system. DataRefresher will only attempt to update records that exist in the Staff Directory. It will not add new records or delete stale records from the Staff Directory. These operations must be performed through AdminApp. DataRefresher dynamically updates the information in the Staff Directory if it exists in the student information system.

7

Group and User Administration

This chapter shows how to use the Group Administration area in AdminApp.

Administrative Groups

Use the Administrative Groups screen to manage administrative groups for AdminApp. See [Figure 7-1 on page 49](#).

An Administrative Group is a collection of administrative users who are permitted to perform a specific set of configuration operations within AdminApp. Selecting an administrative group will display the permissions and list of administrative users assigned to the group.

The permissions that can be assigned to a group directly correspond to the configuration objects found in the tree display of AdminApp. You can only assign configuration permissions to administrative groups.

Administrative Groups must be created before administrative users can be created and assigned to an administrative group.

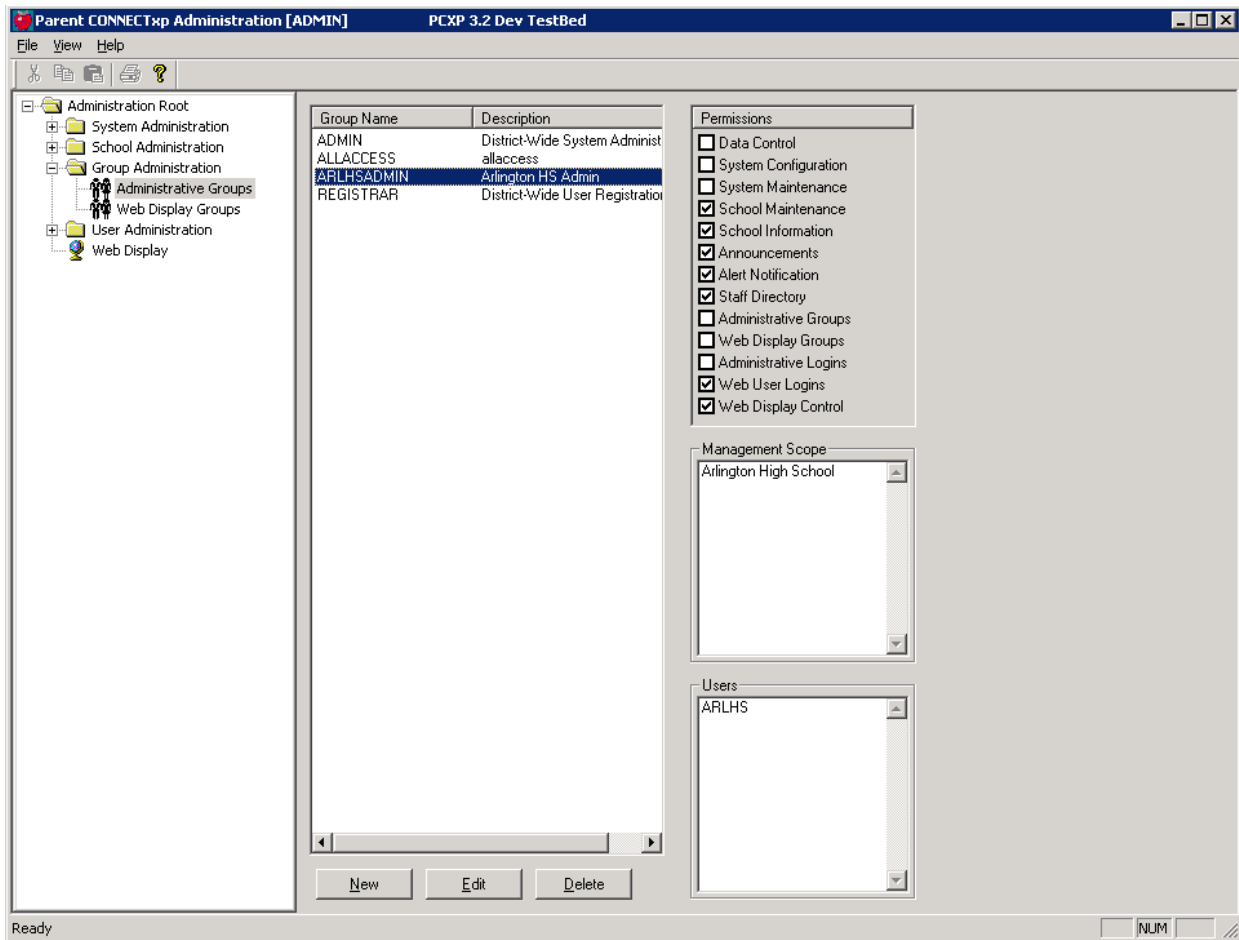
To create a new administrative group, click New and fill in the New Administrator Group dialog box with the desired name and permissions.

To edit an existing administrative group, select the group and click Edit. Modify the Edit Administrator Group dialog box with the desired name and permissions.

To delete an administrative group, select the group and click Delete.

CAUTION Deleting a group will delete all users in that group.

Figure 7-1. Administrative Groups screen



New/Edit Administrator Group

On the Administrative Groups screen, click New to add a new group or Edit to edit an existing group. The same information appears on both screens. The following groups are created by default during a ParentCONNECTxp installation and cannot be modified:

- ADMIN
- REGISTRAR

Administrative Groups can have a district-wide scope or school-specific scope (multiple schools can be selected). If you select a school-level scope for the administrative group, the System Administration and Group Administration permissions cannot be selected. The Permissions on the screen correspond to areas of administration in AdminApp.

Figure 7-2. New/Edit Administrator Group screen

Web Display Control at the School Level

School-level administrators with the Web Display Control permission will only be able to make hide/show changes for Web Display Groups that are uniquely assigned to the school(s) associated with their Administrative Group.

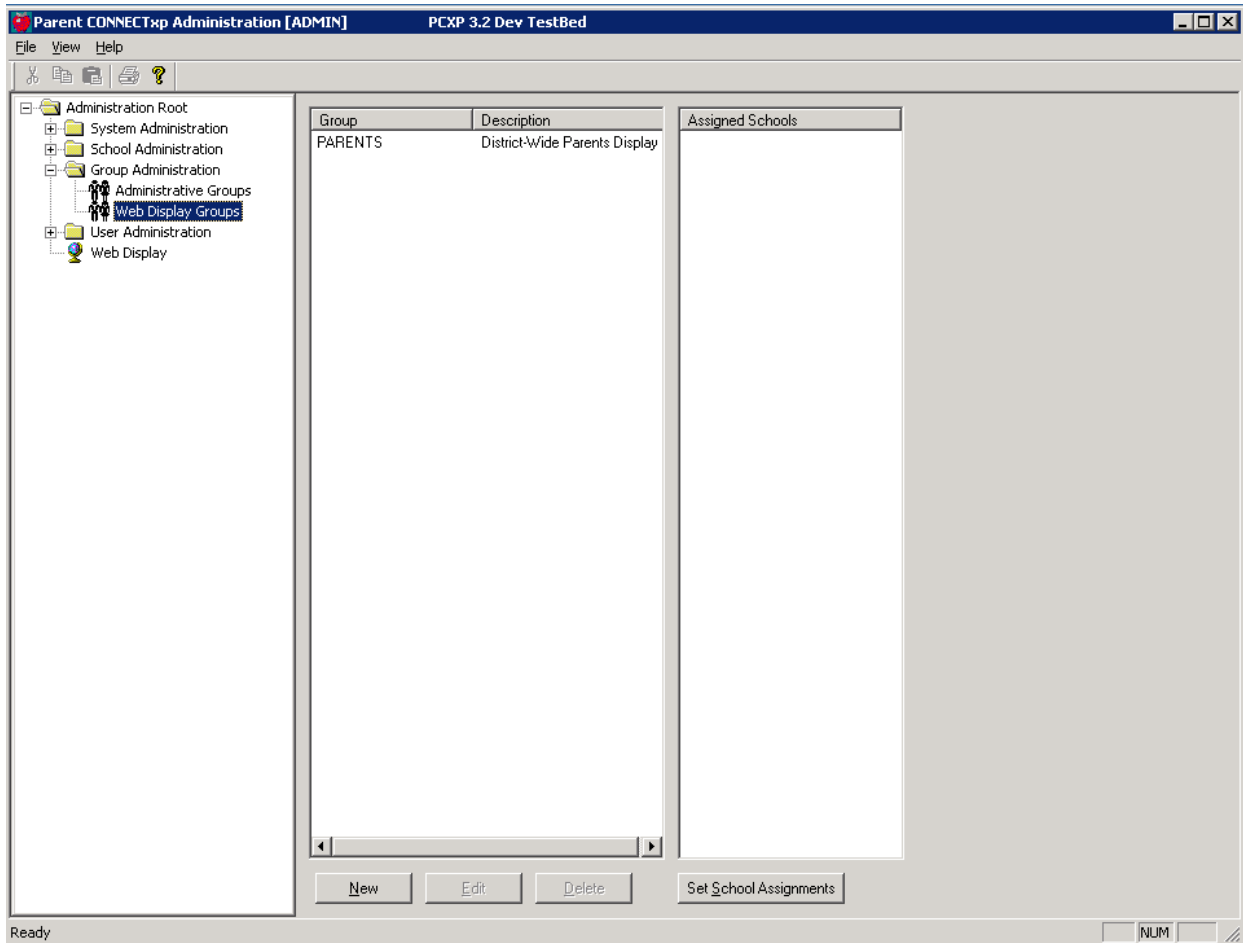
To give a school-level administrator the ability to hide/show website elements:

1. Create a Web Display Group.
2. Assign the Web Display Group to the schools that are to be managed by the school-level administrator.
3. Create a school-level Administrative Group for the school(s).
4. Create an Administrative Login and assign it to the school-level Administrative Group.

Web Display Groups

Use the Web Display Groups screen to add, edit, or delete Web Display Groups and manage certain Web Display Group parameters.

Figure 7-3. Web Display Groups screen



A Web Display Group is a collection of Web users that are permitted to view a specific set of information on the ParentCONNECTxp website. Selecting a group on this screen displays a list of schools assigned to the group.

The data that can be viewed by a group is managed through the Web Display screen and the User Group Settings portion of the System Configuration screen.

Web Display Groups must be created before Web users are created and assigned to a group. To create a new group, click New and enter the desired information.

Web Display Groups can be used for schools, groups of schools, or district-wide users.

User Group Association

Use the User Group Association dialog to associate Web Display Groups to schools. Schools can have multiple groups, and groups can be assigned to multiple schools.

To set up schools with their Web display groups and default group:

1. Click the **Set School Assignments** button on the Web Display Groups page.
2. Select the school or schools you want to assign groups to. You can select multiple schools using standard Windows select functionality.
3. Select the appropriate **Associated User Group(s)** for the school.
4. Select the **Default Display Group for Web Users**. The default group is used for display purposes for any Web user accessing data from that school who does not have an explicit group override assigned.
5. Select the **Default Display Group for Students**. The default group is used for display purposes for any student accessing data from that school who does not have an explicit group override assigned.
6. Click **Accept Configuration**.
7. Click **Save**.

Figure 7-4. User Group Association dialog

School Name
Anderson Elementary School
John Overton High School

Group Name	Description
<input checked="" type="checkbox"/> COUNSELORS	Counselors
<input checked="" type="checkbox"/> PARENTS	District-Wide Parents Dis
<input checked="" type="checkbox"/> STUDENTS	Students

Default Display Group for Web Users: PARENTS

Default Display Group for Students: STUDENTS

Accept Configuration

Undo Changes

Save Changes

Administrative Logins

Administrative Users are logins created to permit the use of AdminApp. The operations that an administrative user will be able to perform are controlled by the permissions associated with the administrative group the user belongs to.

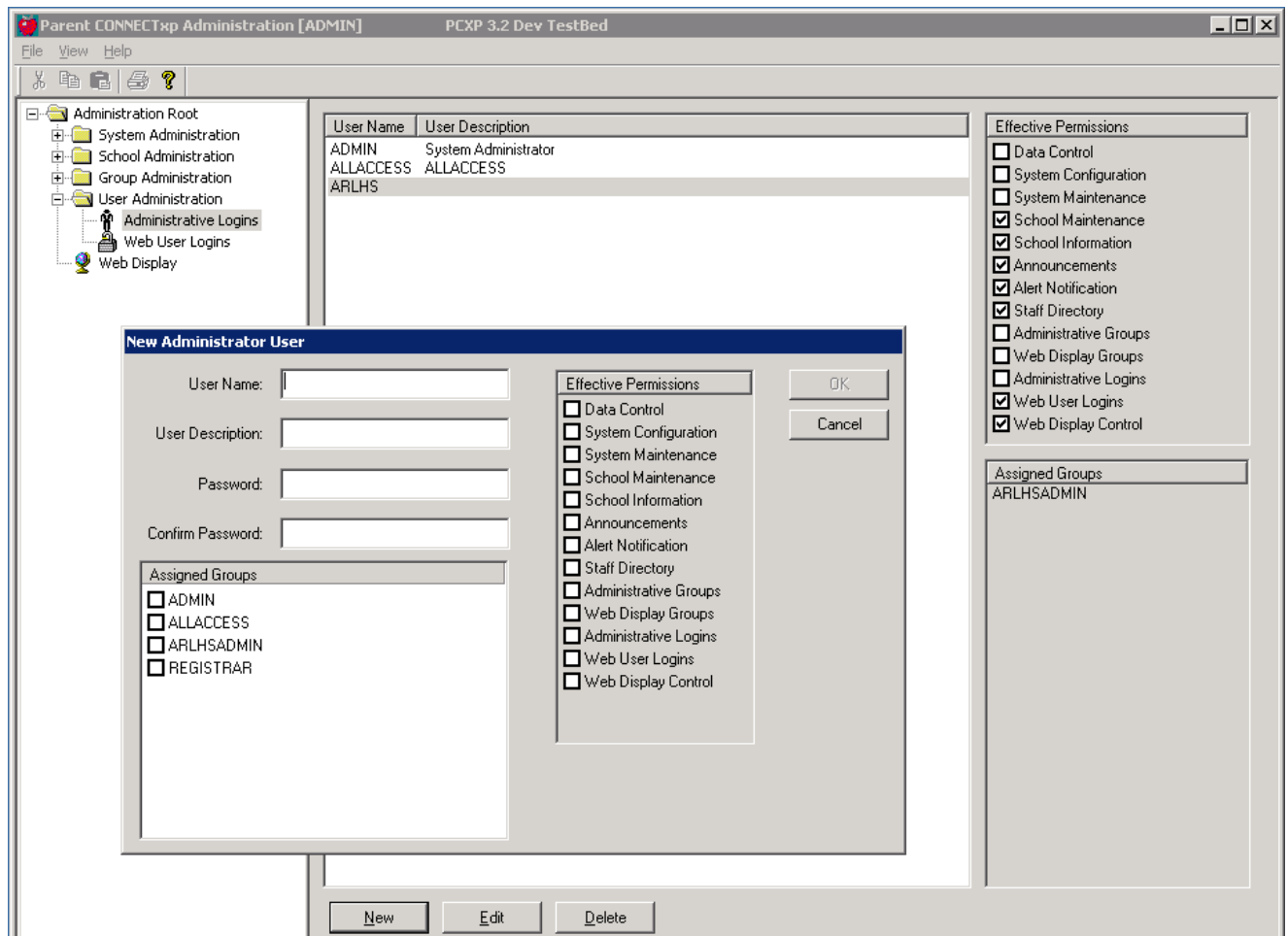
Administrative Groups must be created before administrative users can be created and assigned to an administrative group.

To create a new administrative user, click New and fill in the New Administrator User dialog box with the desired user ID, name, password, and administrative group name.

To edit an existing administrative user, select the user and click Edit. Modify the Edit Administrator User dialog box with the desired name, password, and/or administrative group name. To delete an administrative user, select the user and click Delete.

Permission required: Only district-level ParentCONNECTxp administrators with the appropriate permission can make changes to Administrative Logins.

Figure 7-5.



Web User Logins

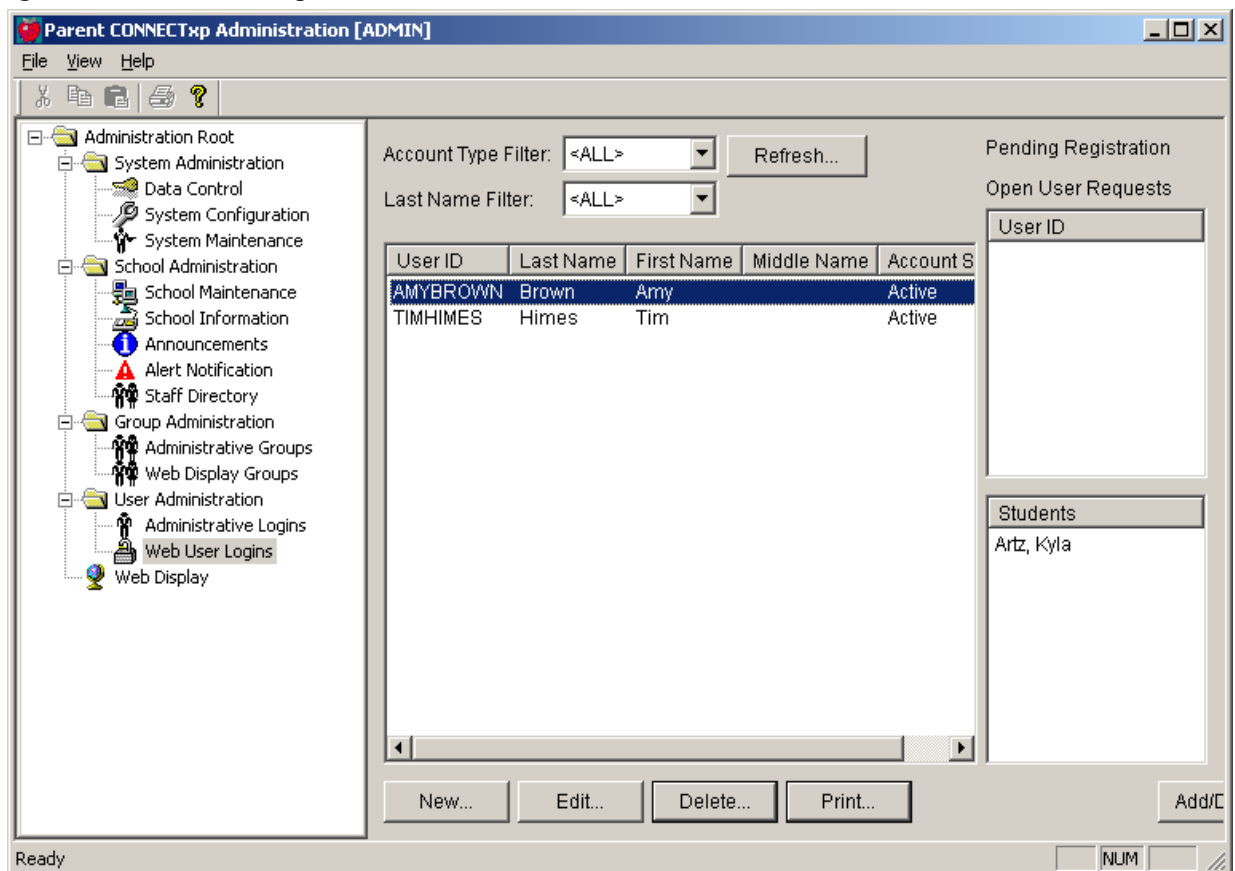
Use the Web User Logins screen to create, modify, or delete Web User and Student login accounts. A Web user is anyone who will log in to the ParentCONNECTxp website. Student accounts are used for students to access the Online Course Request system. Only the student himself or herself should be assigned to their own account.

You can use the Account Type Filter to view only Web User or only Student accounts.

The number of pending registration requests submitted from the ParentCONNECTxp website appears in the top-right corner of the screen.

IMPORTANT With Chancery SMS, you can run the Web User Login Account Generation utility to automatically generate Web user logins and assign students to the logins based on custodial contact information. See the *ParentCONNECTxp Utilities Guide*. Use the Web User Logins screen in AdminApp to review and edit the logins.

Figure 7-6. Web User Logins screen



You can also use this screen to:

- Print the account information to give to Web users.
- Change user account information such as passwords and demographics.
- View and process parent registration requests.
- Change the display group to which a Web user belongs for a particular school. By default, this is the group assigned as the Default Display Group for Web Users in Web Display Groups > User Group Association. To override a user's Web Display Group for a particular school, see ["Web User Information Wizard \(for Adding User Accounts\)" on page 59](#).
- View the students associated with a user.
- Add or delete student associations for a user.
- Activate or deactivate a selected user.
- Delete an existing user account.
- Check the validity of user e-mail addresses.
- View all Web users.

If there are more than 5000 user logins in the ParentCONNECTxp database, this screen automatically enters a filtered display mode. In this mode, the list of Web users displays based on the Last Name Filter Selection setting. Choose the alphabetical grouping of the first character of the last name to view the desired Web user. The Y- selection displays all users with last names starting with Y, Z, or any non-alpha character.

If you leave this screen and return to it after making changes to any Web user or Web display group, click the Refresh button to update the display.

You can only delete or print Web user accounts from this screen. Perform all other additions or changes through the dialog boxes that appear after clicking the New, Edit, or Add/Delete Students buttons.

Special Characters in Login Names

Web user login names can contain up to 128 characters and support the following special characters:

- space
- " quotation mark
- & ampersand
- @ at symbol
- . period
- - dash
- _ underscore

Online Registration Requests

Potential Web users can submit a request for registration directly from the unsecure (HTTP) ParentCONNECTxp website. The process works as follows:

Step 1. Users request an account. Web users click the **Request Account** button on the ParentCONNECTxp home page, fill out the screen, and submit their information for review and approval by a ParentCONNECTxp Administrator who has been granted Web User permissions.

Note that parents can request that multiple students be added to their accounts by clicking the **Add to List** button after entering each student's information.

Figure 7-7. ParentCONNECTxp Home Page (non-secure site)

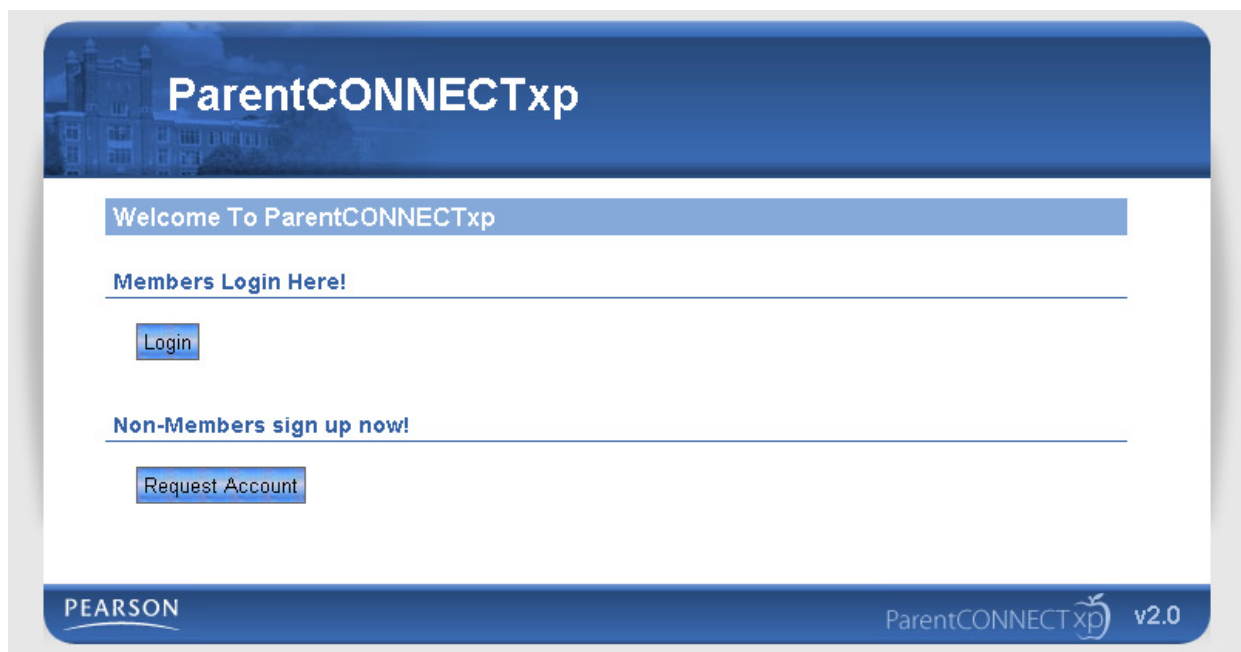


Figure 7-8. ParentCONNECTxp Web User Registration Page

ParentCONNECTxp Account Registration Request

Request ParentCONNECTxp Account

Please fill in the form and press the submit button when you are finished.

Registration Information

First Name:*

Last Name:*

Mailing Address:*

City:*

State:*

Zip Code:*

Home Phone:*

Work Phone (optional):

Email Address:*

* Required Field

Student Information

Please enter the requested information for each of the students to be associated with your registration request.

Click on *Add to List* button to save your entries before submitting the form.

First Name:

Last Name:

School:

Grade:

FirstName	Last Name	School	Grade

PEARSON
ParentCONNECTxp v2.0

Step 2. Registrars process account requests. In the Web User Information wizard (accessed from the New button of the Web User Logins screen in AdminApp), the registrar initiates the process to create a new user but uses the Query Registration Request Information section of the dialog box to query, locate, and register the desired registration request. After displaying and selecting the desired registration request, clicking the Create Login button will populate the information in the request into the Web User Login Information portion of the dialog box. The registrar can then complete the process of creating a Web user account from the registration request information.

For full instructions on using the Web User Information wizard, see ["Web User Information Wizard \(for Adding User Accounts\)" on page 59.](#)

Figure 7-9. Web User Information wizard showing pending registration requests

Web User Information

Web User Login Information (Fields marked with * are Required)

Account Type: Web User

User ID: *

Last Name: *

First Name: *

Middle Name:

Email:

Mailing Address: *

City: *

State: *

Zip Code: *

Home Phone: *

Work Phone:

Password: *

Assign School Display Overrides... Generate

Query Registration Request Information

Filter By: All registration requests

Status: Pending

Last Name:

First Name:

Email:

Mailing Address:

City:

Zip Code:

Last Name	First Name	Email	Address	City	State	Zip Code	Home Phone	Work Phone	Status
-----------	------------	-------	---------	------	-------	----------	------------	------------	--------

Query Create Login

< Back Next > Cancel

Web User Information Wizard (for Adding User Accounts)

This section shows how to add new Web or Student users. Note that users do not need to be manually assigned to a Web Display Group; instead the default display group for the school is used. You can, however, override the default display group (see the following steps).

Important note about passwords: ParentCONNECTxp does not display passwords in clear text in the AdminApp user interface. Unencrypted passwords for Web user accounts can only be displayed by printing out the Web user registration information from the Print button in the Web User Information wizard. You can change the password by editing the user record after it is created, typing the new password, and then clicking Apply.

To add Web users and assign students to them:

1. Click the **Web User Logins** icon, and then click the **New** button.
2. Optionally, click the **Query** button to populate the list with any pending registration requests from the ParentCONNECTxp website. Then select a user and click **Create Login**. The information entered on the website is populated automatically.
3. In the **Account Type** list, select whether the user is a **Web User** or a **Student**.
4. Type the required information and any additional information as needed.
5. Click the **Generate** button to generate a password. You can view the password by printing the user record on the Groups and Activation page of the wizard. You can change the password by editing the user record after it is created, typing the new password, and then clicking **Apply**.
6. If you want to override the user's default Web user or student display group (which determines what they can view on the ParentCONNECTxp website), click the **Assign School Display Overrides** button. Then, select the school and select the appropriate **Override Group** (Web Display Group).

New users are automatically assigned to the "Default Display Group for Web" Users or the "Default Display Group for Students" for each school. Note that users can be assigned to different groups for different schools. For example, a user may be a parent in one school, and a counselor in another. In this situation the user could be assigned an override to the COUNSELOR group for the second school (the COUNSELOR group would first need to be created and permissions assigned).

7. Click **Next**.
8. In the **Query Students** area, select the appropriate filters. Note that performing a District-Wide search can be time consuming.
9. Click the **Query Students** button. The list of students appears.
Note that for registration requests from the ParentCONNECTxp website, a list of students entered by the parent will appear in the **Requested Student Assignments** list.
10. Select the appropriate student or students (using CTRL+click or SHIFT+click), and then click the **Assign Student** button. (See the following pages for more information.)
Note: You can assign multiple students from different schools to the same Web User. For Student accounts, you can assign only one student (himself or herself).
11. Click **Next**.
12. Optionally, click **Print** if you want to print the user's information. This printout shows the user's unencrypted password.
13. Click **Finish**.

Adding or Deleting Students from Web User Accounts

This section shows how to add or delete students from Web User accounts.

Note: This functionality is similar for Student accounts; however, the SMS Relationships button is not available, and no more than one student may be added to a Student account.

To add or delete students from a Web user account:

1. Click the **Web User Logins** icon.
2. Select the appropriate Web user, and click the **Edit** button.
3. Click the **Add/Delete Students** tab.
4. To delete a student from an account, select the student in the **Assigned Students** list, and then click **Unassign Student**.
5. To add a student, use the appropriate filters in the **Query Students** area, and then click **Query Students**. Note that performing a District-Wide search can be time consuming.
6. Select the appropriate student(s) and then click **Assign Student**.

Defining Chancery SMS Contact Information

This section shows how to define Chancery SMS contact relationships for ParentCONNECTxp Web User accounts. The selected contact will be the one that defines the ParentCONNECTxp permissions for that user, for example the “lives with” or “has custody” flag.

To define a Chancery SMS contact:

1. Click the **Web User Logins** icon.
2. Select the appropriate Web user, and click the **Edit** button.
3. Click the **Add/Delete Students** tab.
4. Click the **SMS Relationships** button (this button is available only after students are assigned in the Assigned Students list).
5. Select the appropriate student.
6. In the SIS Contact list, select the appropriate contact to link to the Web User account. You can select only one contact. This contact will define the ParentCONNECTxp permissions for the Web User.
7. Click **OK**.

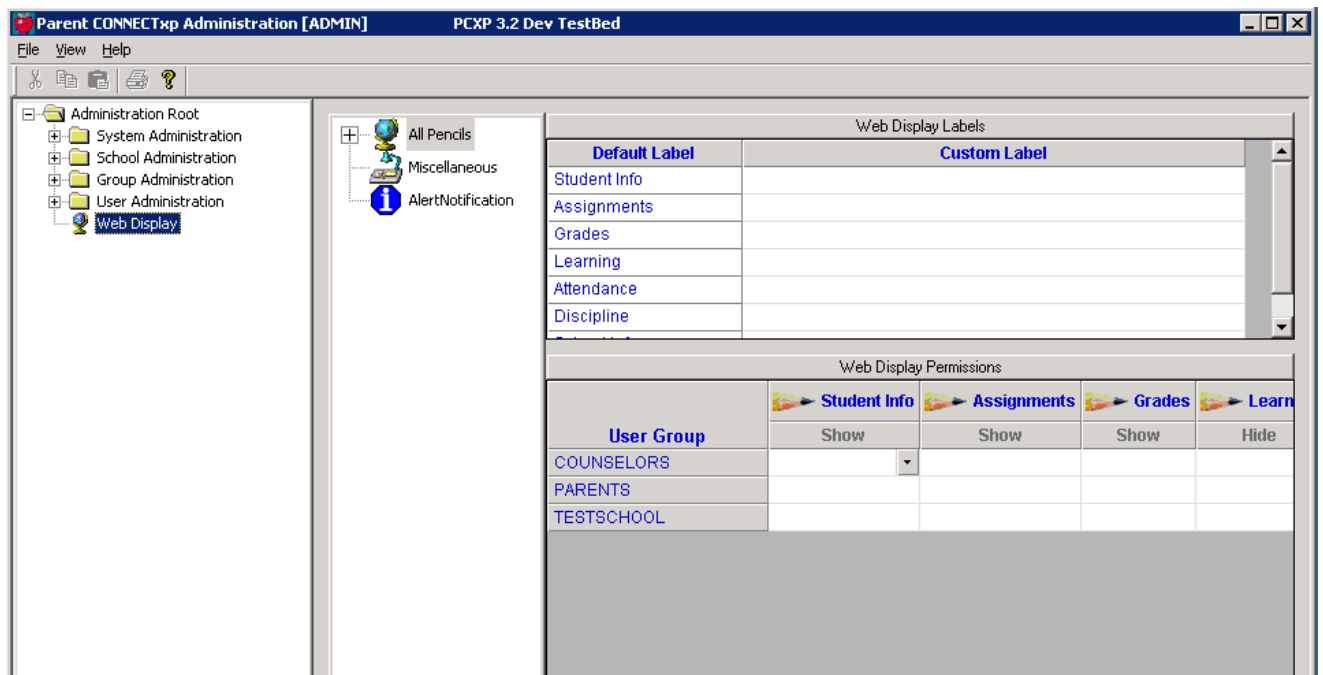
8

Web Display

Use the Web Display screen to configure what information will be made available to Web users on the ParentCONNECTxp website.

Permission required: District-level and school-level ParentCONNECTxp administrators with the appropriate permission can make changes to the Web Display options. Note that school-level administrators with the Web Display Control permission will only be able to make hide/show changes for Web Display Groups that are uniquely assigned to the school(s) associated with their Administrative Group.

Figure 8-1. Web Display screen



Use the Web Display screen to customize the items that will appear on the ParentCONNECTxp Web page. You can:

- Specify whether pencils or other data are shown to or hidden from a Web user group (based on the availability of the data source and district policy).
- Change the field labels that appear on a ParentCONNECTxp Web page.

NOTE After saving changes on the Web Display screen, you must restart the IIS service on the ParentCONNECTxp Display Server. Instructions for restarting the IIS service are on page 65.

If a data module has not been selected for replication for all of the schools that are part of the ParentCONNECTxp environment, you should use this screen to hide the pencil for that module. You should not hide a module for a user group unless you do not want that type of data displayed for all schools that might be viewed by that user group.

The ParentCONNECTxp Web pages are divided into eight categories, each of which appears as a pencil on the website. Each category has subcategories, as shown in [Table 8-1 on page 63](#).

The eight categories of information are:







- Student Info
- Assignments (see important note below)
- Grades (see important note below)
- Course Plan (see important note below)
- Attendance (see important note below)
- Discipline (see important note below)
- School Info
- Home Page

Within a pencil, information is categorized into pages, which the user accesses by clicking tabs. Within pages are tables, which in turn have columns. At each of these levels—pencil, page, table, or column—you can choose to hide or show the data for certain user groups.

To control of the display of this information, navigate the tree view of the Web Display screen to locate the level within the hierarchy that you want to configure. Typically, the topmost level of the tree display will be the All Pencils folder, from which you can hide or display an entire category of information by hiding the pencil itself.

IMPORTANT: For Assignments, Grades, Attendance, and Discipline, all settings are strictly for those pages and do not affect other pages. For example, if you want to hide all discipline items, you will need to hide the Discipline pencil, hide the Discipline summary on the Household Summary page, and hide the Discipline summary on the Student Info page. If only the Discipline pencil is hidden, the Discipline summary will still appear on the Household Summary and Student Info pages until those settings are also changed.

Table 8-1. Web Display screen elements

Display Element	Description
Pencil 	A pencil (or category of information) can be hidden or you can assign a custom label for a pencil.
Page 	Pages exist within pencils to provide display of a specific subset or view of the information available within the pencil and can be hidden and have a custom label assigned to them.
Table 	Tables can be displayed as part of a page. Tables can be hidden and have a custom label assigned to them.
Column 	Columns are displayed within tables. Columns can be hidden and have a custom label assigned to them.
Section 	Sections are logical groupings of information within a page. Sections can be hidden and have a custom label assigned to them.
Element 	Elements are individual items within a section. Elements can be hidden and have a custom label assigned to them.

Hiding Pencils and Other Screen Elements

To hide pencils and other screen elements:

1. Click the **Web Display** icon.
2. In the tree view, expand the **All Pencils** item.
3. Navigate to the pencil, page, or other element that you want to hide or show.
4. Select whether to hide or show elements for each user group.

User Group	Date	Description
	Show	Show
PARENTS	Show	Show
TEACHERS	Hide	Hide

The default setting is indicated by the gray text above the column. Blank cells use the default setting. You can right-click in the column heading to change the settings for all groups in the column.

5. After making your changes, click **Save**.
6. Click **OK** to the warning message.
7. Repeat this process to show or hide other screen elements.
8. Restart IIS services per the instructions on page 65.

Displaying Alert Notification Options

If you want to manage which alerts a particular user group can sign up for on the Settings page on the ParentCONNECTxp website, use the AlertNotification area in the Web Display folder in AdminApp to show or hide the check boxes.

Figure 8-2. ParentCONNECTxp User Settings Web page

Alert Notifications

Select the events you would like to subscribe to. If any of the selected events occur for a student that you are able to view, a notification will be sent to the e-mail address identified on this page.

<input checked="" type="checkbox"/>	Discipline Incidents
<input checked="" type="checkbox"/>	Unexcused Absences
<input checked="" type="checkbox"/>	Tardies
<input checked="" type="checkbox"/>	Missing Assignments
<input checked="" type="checkbox"/>	Failing Assignments

Figure 8-3. Showing or hiding Alert Notification options in AdminApp

- All Pencils
- Miscellaneous
- AlertNotification

Web Display Labels	
Default Label	Custom Label
Discipline Incidents	
Failing Assignments	
Missing Assignments	
Unexcused Absences	
Tardies	

Web Display Permissions			
User Group	Discipline Incidents	Failing Assignments	Missing Assignments
	Show	Show	Show
COUNSELORS	▼		
PARENTS			
TESTSCHOOL			

Restarting IIS Services

If you change any settings on the Web Display screen, you must stop and restart the Internet Information Server (IIS). The changed settings do not take effect until you do.

To restart IIS:

1. On the ParentCONNECTxp Display Server, click **Start**, point to **Administrative Tools**, and then click **Internet Information Services (IIS) Manager**.
2. Right-click on the server object for the ParentCONNECTxp Display Server, point to **All Tasks**, and click **Restart IIS**.
3. Click **OK**.
4. Click **Restart**.
5. Click **End Now** and wait for the dialog box to disappear.
6. Close the IIS Manager application.

9

DataRefresher

This chapter shows how to use the manual processing operations provided in the DataRefresher application. See the following pages for instructions on operating each utility:

- Abort an active data refresh operation - See page 67.
- Manually initiate a data refresh operation - See page 68.
- Manually initiate a data refresh operation for selected schools - See page 69.

Overview

DataRefresher is the application that populates the ParentCONNECTxp database with information from the student administration system. Normally, DataRefresher runs with no user intervention based on how it was configured in AdminApp.

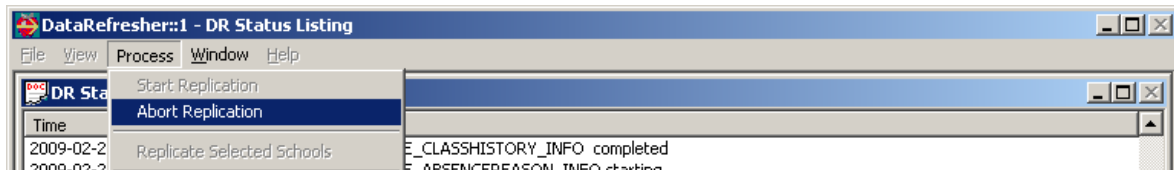
DataRefresher does provide some manual operations that system administrators may find useful from time to time. The manual features provided in DataRefresher are:

- Abort an active data refresh operation.
- Manually initiate a data refresh operation for all schools assigned to the DataRefresher.
- Manually initiate a data refresh operation for a user-selected list of schools assigned to the DataRefresher.

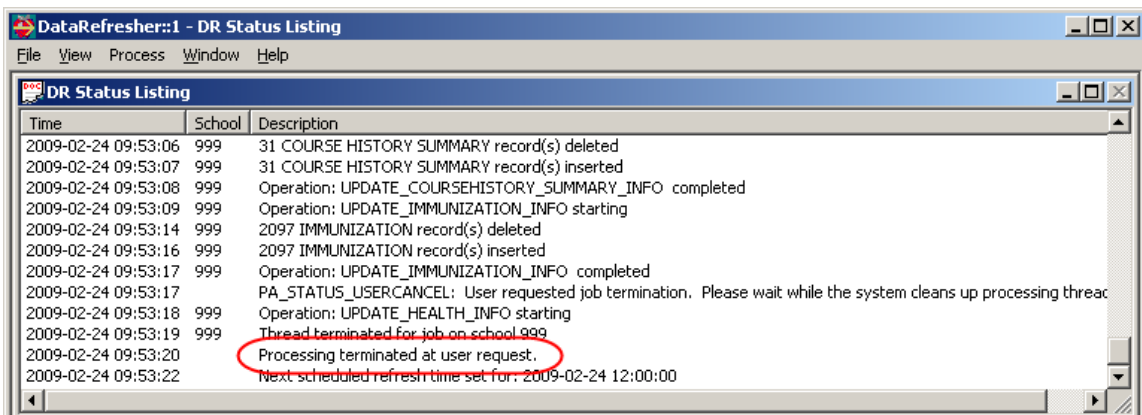
Aborting an Active Data Refresh

To stop a data refresh operation that is actively running:

1. On the **Process** menu, click **Abort Replication**.



2. Verify the status message indicating that the job has been terminated.



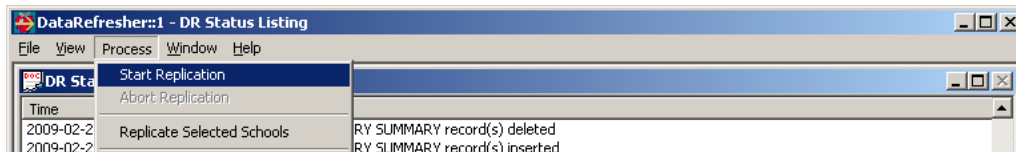
IMPORTANT Always allow DataRefresher to properly terminate each processing thread that it has created. Depending on what phase of data population it is performing, this could take a considerable amount of time. Manually terminating the DataRefresher application before the processing threads are cleaned up could lead to memory leaks and unstable system operation.

Manually Initiating a Data Refresh

You can start a data refresh operation at any time provided that DataRefresher is not already performing one.

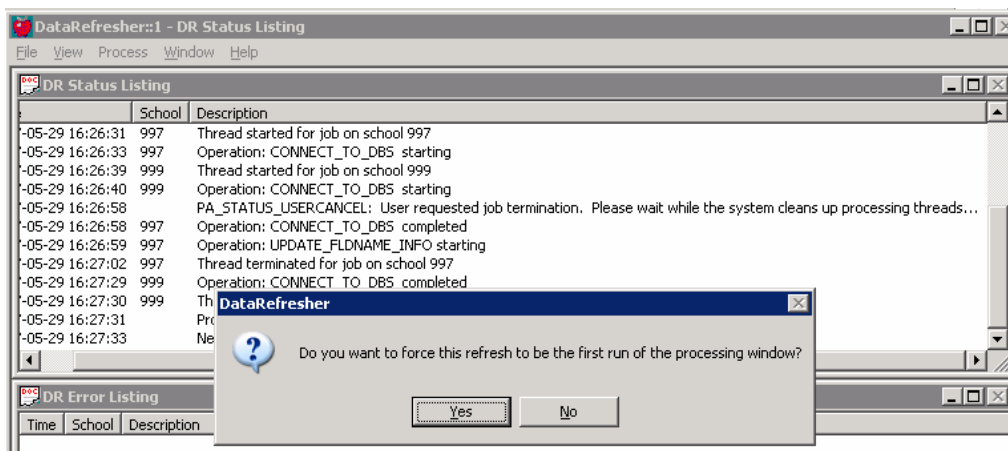
To manually start a data refresh operation:

1. On the **Process** menu, click **Start Replication**. A message appears asking whether the request should be treated as the first run of the processing window.



2. Do one of the following:

- Click **Yes** for all selected data modules to be processed regardless of the Run Once selection of the modules.
- Click **No** to have only those modules that do not have the Run Once selection checked to be processed if the current system time is greater than the start time of the process window. Otherwise, all selected modules will be processed.

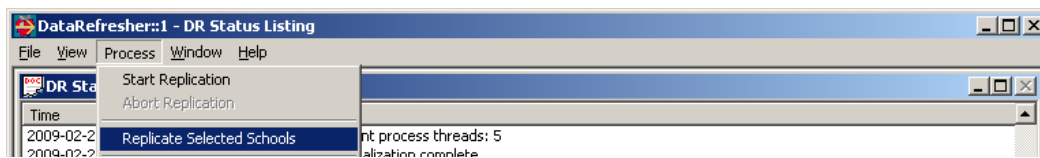


Manually Initiating a Data Refresh for Selected Schools

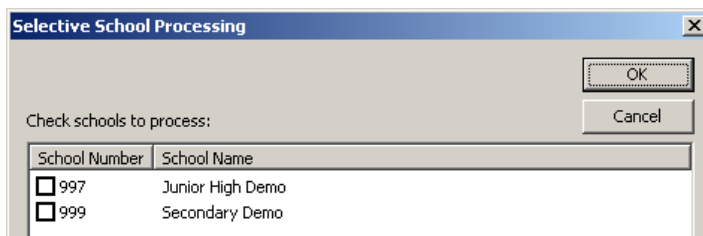
You can start a data refresh operation for a selected list of schools at any time provided that DataRefresher is not already performing a data refresh operation.

To manually start a selective data refresh operation:

1. On the **Process** menu, click **Replicate Selected Schools**. A message appears asking whether the request should be treated as the first run of the processing window.



2. Do one of the following:
 - Click **Yes** for all selected data modules to be processed regardless of the Run Once selection of the modules.
 - Click **No** to have only those modules that do not have the Run Once selection checked to be processed if the current system time is greater than the start time of the process window. Otherwise, all selected modules will be processed.
3. In the **Selective School Processing** dialog box, select the schools you want to process.



4. Click **OK**. DataRefresher processes the selected schools.



www.PearsonSchoolSystems.com