

Blackboard Engage™



# *User Guide* *LiveLink*

*Version: 3.4*

*August 12, 2014*

## Copyright Statements:

LiveLink, GradeQuick Web, Edline, and SiteReporter software are trademarks of **Blackboard Engage**. Copyright © 2013-2014.

All other trademarks and copyrights are the property of their respective holders.


# Content

<b>Content .....</b>	<b>2</b>
<b>Welcome to LiveLink Version 3.4.....</b>	<b>3</b>
<b>LiveLink Installation .....</b>	<b>4</b>
LiveLink Requirements.....	4
Setting Up LiveLink.....	4
<b>Database Configuration .....</b>	<b>6</b>
<b>Managing Schools .....</b>	<b>7</b>
<b>Configuring Reports and Running the Initial Upload.....</b>	<b>10</b>
Run the School Data Upload Report .....	10
Run Database Reports.....	12
<b>Setting Report Definitions .....</b>	<b>14</b>
Set a Report Definition .....	14
Reports Available .....	16
<b>Scheduling LiveLink to Run (Automatically).....</b>	<b>26</b>
Schedule Uploads to Edline .....	26
Schedule When to Run Database Reports.....	28
<b>Reviewing Report Logs .....</b>	<b>30</b>

# Welcome to LiveLink Version 3.4

The LiveLink tool allows your district/school to transfer information from your Student Information System (SIS) to your Edline website, and/or any Edline based gradebooks — GradeQuick Web, including My Gradebooks, or Easy Grade Pro Web. LiveLink 3.4 is a very flexible program that works with your district's or school's needs.

LiveLink works with many different SIS tools available, and this documentation has been customized for your specific SIS integration.

 **Special Note:** For a full list of bug fixes available in version 3.4, see the Edline Education Center topic, [LiveLink 3.4](#).

# LiveLink Installation

Please review your *Quick-Start Guide* and *Welcome to GradeQuick*, *Welcome to Easy Grade Pro*, or *Welcome to Edline* email before installing LiveLink.

## LiveLink Requirements


Before beginning the installation, determine where you want to install LiveLink:

- LiveLink must run from the computer where it was installed.
- This computer can be either a workstation or a server with the following system requirements:
  - o Operating system Windows 8, Windows 7, Windows 2000 Pro, Windows XP Pro, Windows 2000, 2003, 2005 and 2008 Server.
  - o Minimum 512 MB RAM.
  - o Minimum processor speed 1 GHz.
  - o LiveLink Web can be installed on both 32 and 64-bit computers.
  - o LiveLink Web will run on a Novell Netware network; however processes must be run manually and cannot be scheduled.
- The user running LiveLink must be logged on to the computer as local administrator.
- The computer where LiveLink is running should have access to read the input files from your Student Information System (SIS) and to read grade and attendance files downloaded from the web. You may want to send the SIS files directly to this computer.

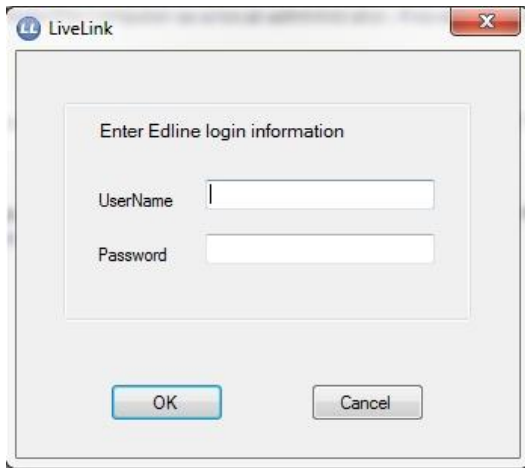
When you are ready to install, make sure that you are logged in to the computer as a local administrator. You are now ready to begin the installation. Follow the instructions on the page where you access the installation.

## Setting Up LiveLink

When you run LiveLink, you will be prompted to enter your special Edline screen name and password that is used **ONLY** when you run LiveLink. This is **NOT** the personal screen name and password that you will use when you actually log into Edline to use Edline or the web gradebook.

 **Important:** Both your standard Edline activation code and your LiveLink-only code are available in your *Welcome to GradeQuick*, *Welcome to Easy Grade Pro*, or *Welcome to Edline*

email with your setup materials. **Do NOT combine your screen names with each other or any other login you may have.** Each screen name should be completely separate.

A screenshot of a Windows-style dialog box titled "LiveLink". The dialog box has a title bar with a red close button. Inside, there is a section titled "Enter Edline login information". Below this title, there are two input fields: "UserName" and "Password". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

**Notes for district administrators:**

If you are responsible for running LiveLink for more than one school at your district, you will be given a district LiveLink activation code to use whenever you run LiveLink.

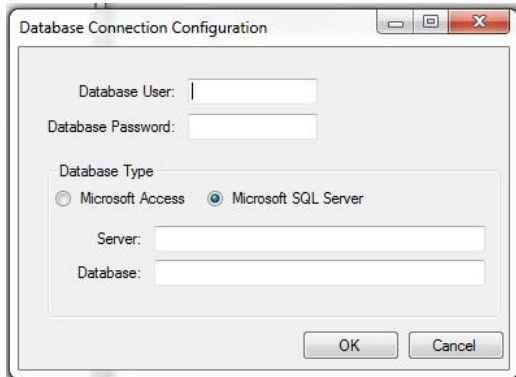
- Be sure you have entered your **School IDs** on Edline. To verify that your school IDs are correct, login to Edline with your personal district screen name. Hover over the **Home** icon in the menu bar, and select **Schools**. You will see a list of the schools in your district on Edline. If the **School ID** is missing or incorrect, click the school name. From the home page of that school, select **Manage School** from **Tools** menu and enter the correct **School ID**.
- When you run LiveLink it will automatically collect the names of schools and their IDs from Edline, and then you will be ready to use LiveLink to transfer data between your SIS and Edline.

# Database Configuration

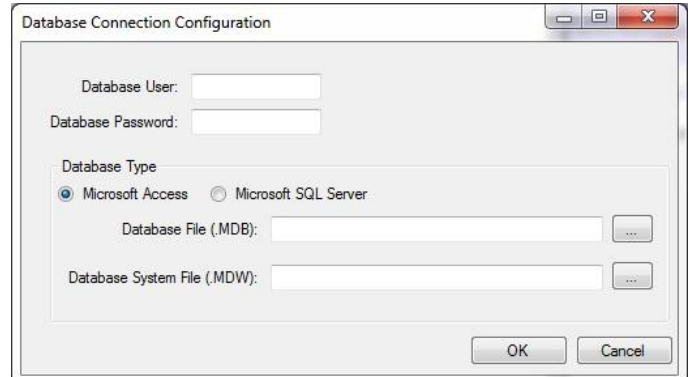
You must setup the connection to your district's or school's SIS database.

1. Click **Tools** and then **Setup Database Configuration**.

You can setup your database information as required. Depending on your database and SIS configuration, there will be different fields of information.



*Database Connection Configuration Example 1*



*Database Connection Configuration Example 2*

2. Enter your database information for your Student Information System (SIS).
3. Click **OK**.

## **Note:**

This user name and password is a SQL Server login, typically **NOT** the user name and password that you use to log in to your Student Information System.

If you do not have such an account created, or are unsure, you can create a new one:

- Open your **SQL Server Management Studio**.
- In the **Object Explorer**, expand the **Security** section and look at **Logins**.  
Assign a name to the login, and be sure to choose to use **SQL Server authentication**, not Windows Authentication.  
Enter a password for the login.  
Leave enforce password policy checked, but uncheck the box next to **User must change password at next login**.  
Next, click on **User Mapping** in the left of the **Login Properties** box.  
Select the live database for your Student Information System, and then make sure that the boxes for **db\_datareader** and **db\_owner** are checked.

If you would like to use an existing login rather than a new one, you can do so:

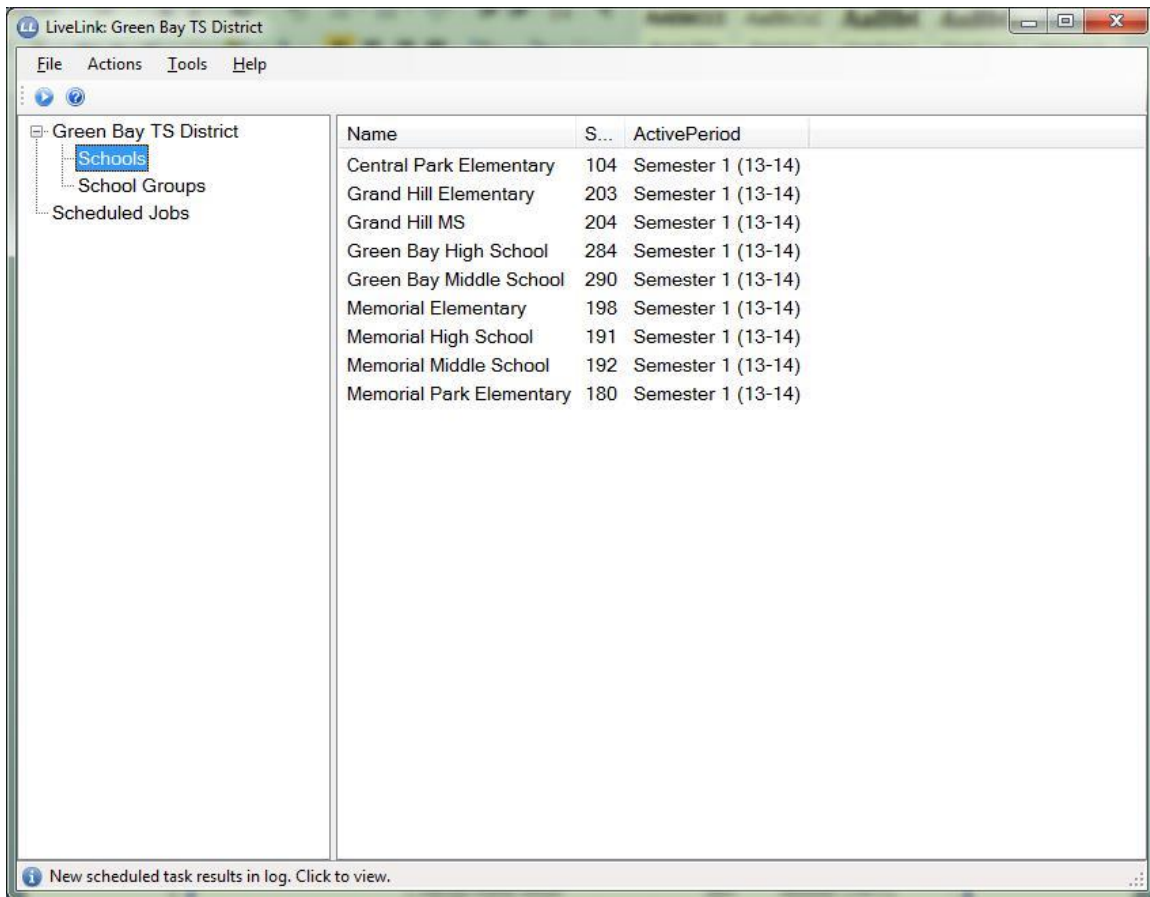
- Right-click on the **Login** and choose **properties**.
- Make sure that it uses **SQL Authentication**, that it has a password known to you, and that in the **User Roles** section, it is mapped to the appropriate database, with the **db\_datareader** and **db\_owner** roles checked.

# Managing Schools

Before you can begin the upload of information, you should ensure you have the list of schools available in LiveLink. If you are using LiveLink as a district user, you will see all of the district's schools listed when you open LiveLink. The schools can be grouped to run various processes, manually or scheduled.

## List of Schools

- Click **Schools** on the left to display the list of schools in your district. Each school is displayed on the right with their **School ID** and the **Current Active Period** [if applicable] set in the Edline program.

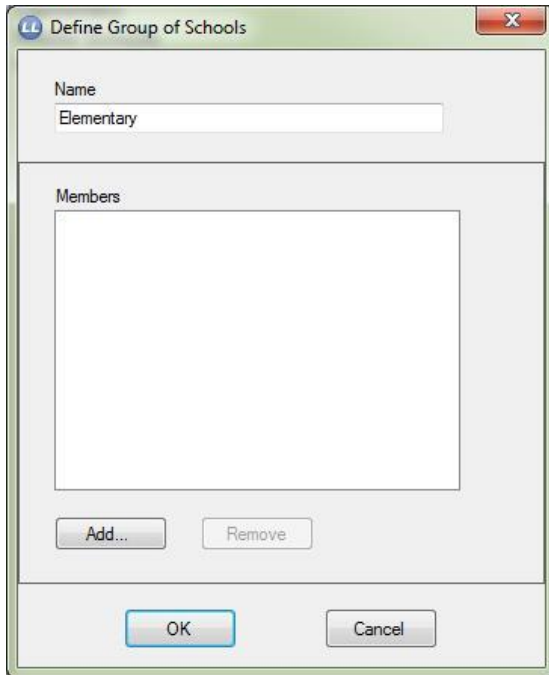


## Grouping Schools

If using LiveLink at the district-level, you can create groups of schools for the options you want to run or schedule. For example, if you want to upload information from only your high schools at specific times, you can group the schools together for that purpose. If some of your schools

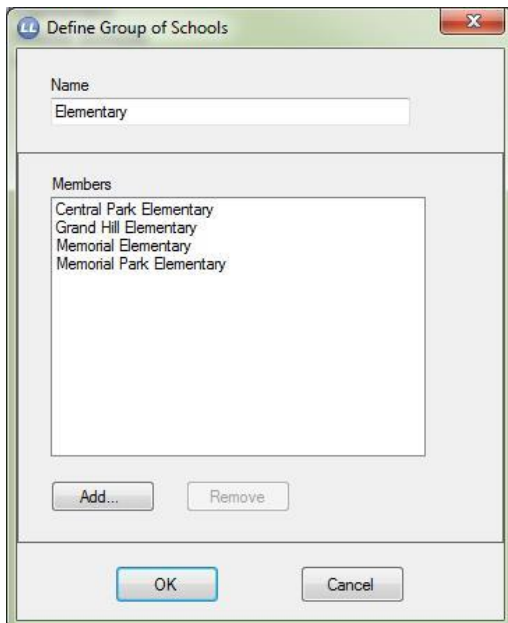
have defined Currently Active Periods, and some do not, then you must group these sets of schools together.

1. From the **Actions** menu, select **New School Group**.
2. Enter a name for the grouping.



The dialog box is titled "Define Group of Schools". It has a "Name" field with the text "Elementary" entered. Below the name field is a large empty rectangular box labeled "Members". At the bottom of the "Members" box are two buttons: "Add..." and "Remove". At the very bottom of the dialog box are two buttons: "OK" and "Cancel".

3. Click the **Add** button to choose the schools in the group.

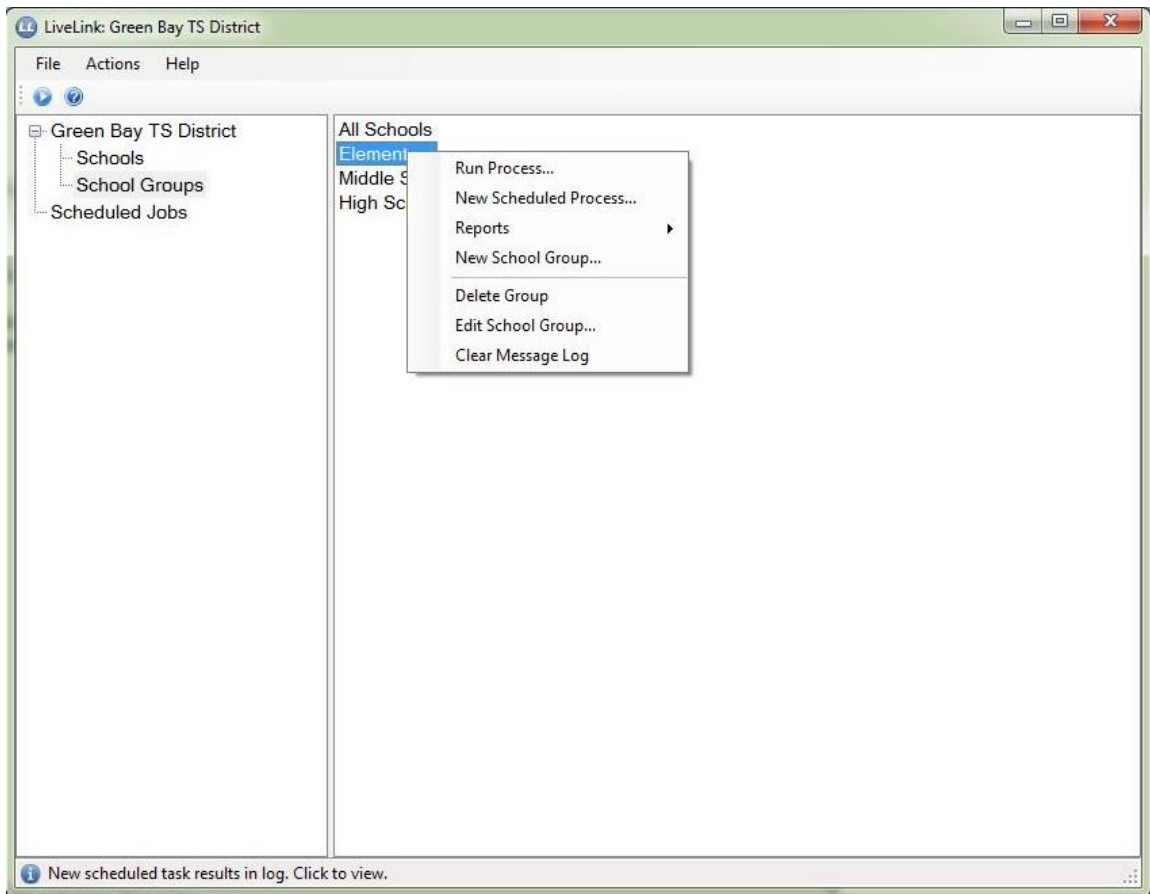


The dialog box is titled "Define Group of Schools". It has a "Name" field with the text "Elementary" entered. Below the name field is a large rectangular box labeled "Members" which now contains a list of four schools: "Central Park Elementary", "Grand Hill Elementary", "Memorial Elementary", and "Memorial Park Elementary". At the bottom of the "Members" box are two buttons: "Add..." and "Remove". At the very bottom of the dialog box are two buttons: "OK" and "Cancel".

4. Click **OK**.



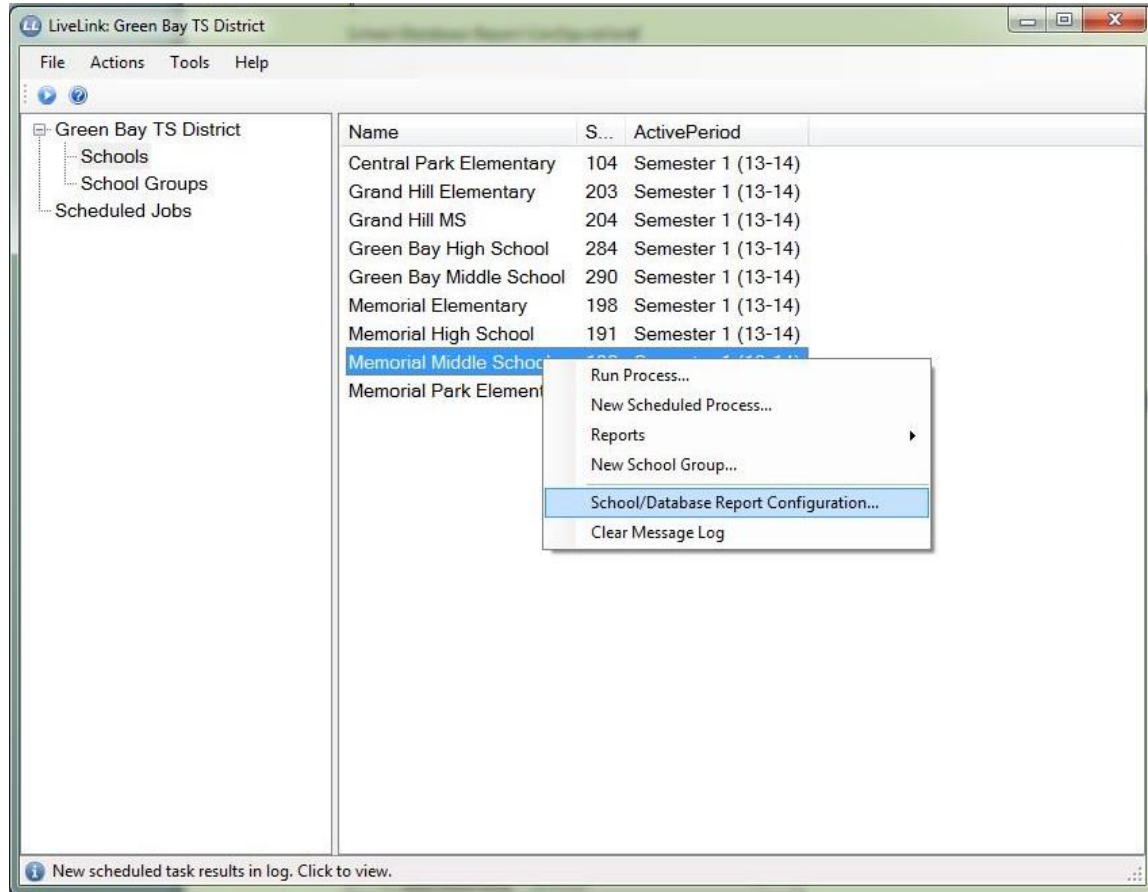
5. Click **School Groups** on the left. The list of groups is shown on the right.



- To delete a group, right-click the group name and choose **Delete Group**.
- To edit a group, double-click the group name, or right-click and choose **Edit Group**.

# Configuring Reports and Running the Initial Upload

You can upload data to Edline from your Student Information System (SIS) via LiveLink. After you have completed your database configuration, you need to setup the database report configuration for each school.



*School/Database Report Configuration (District Example)*

## Run the School Data Upload Report

You can manually run any report you configured with the Reports Definitions feature available in LiveLink. See the *Setting Report Definitions* section for more information. But the initial report to run is the School Data Upload.

1. If your school's Edline website does not exist within a district, you must set the ID code for the school from the Eagle database.
  - Click on the name of the school on the LiveLink screen.

- From the **Actions** menu, select **School Properties**.
  - Type the **School ID** and then click **OK**.
2. Set the report for the school.
- Click on the name of the school to configure.
  - From the **Actions** menu, select **School/Database Report Configuration**.

**Configure School**

School Configuration | **Report Configuration**

**Course ID**  
Identify courses as:  
☒ Course code and section number  
☐ Section number only

**Teacher ID**  
Use for Teacher ID:  
☒ Teacher Number  
☐ District Staff ID  
☐ Apply prefix 'T' to Teacher IDs

**Student ID**  
Use for Student ID:  
☒ Student Number  
☐ Student ID

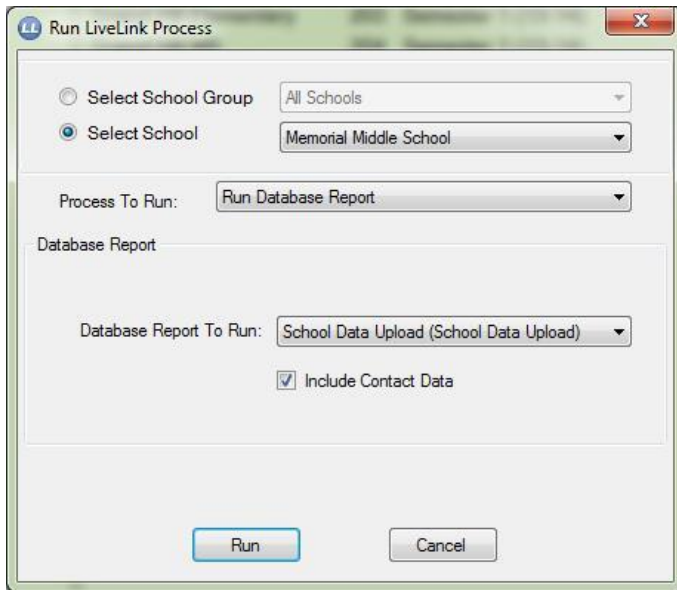
**Teacher Status**  
Include the following:

**Student Status**  
Include the following:  
☒ Active  
☐ Pre-Enrolled  
☐ Inactive  
☐ Left  
☐ No Show  
☐ Retain

**Terms**  
Include the following:  
☒ 1 - (08/23/2012 - 10/26/2012)  
☒ 2 - (10/29/2012 - 01/14/2013)  
☒ 3 - (01/14/2013 - 03/22/2013)  
☒ 4 - (04/02/2013 - 06/07/2013)  
☒ F - (08/23/2012 - 12/21/2012)  
☒ S - (01/14/2013 - 06/07/2013)  
☒ Y - (08/23/2012 - 06/07/2013)

OK Cancel

- Select the school year/term of the data you want to send to Edline. You also have the ability to extract user data from the database using either the Student ID (default) or the Student Number.
  - Click **OK**.
3. Run the database report.
- Click **Actions** and then **Run Process**.
  - Select **Run Database Report** from the drop-down list of processes to run.

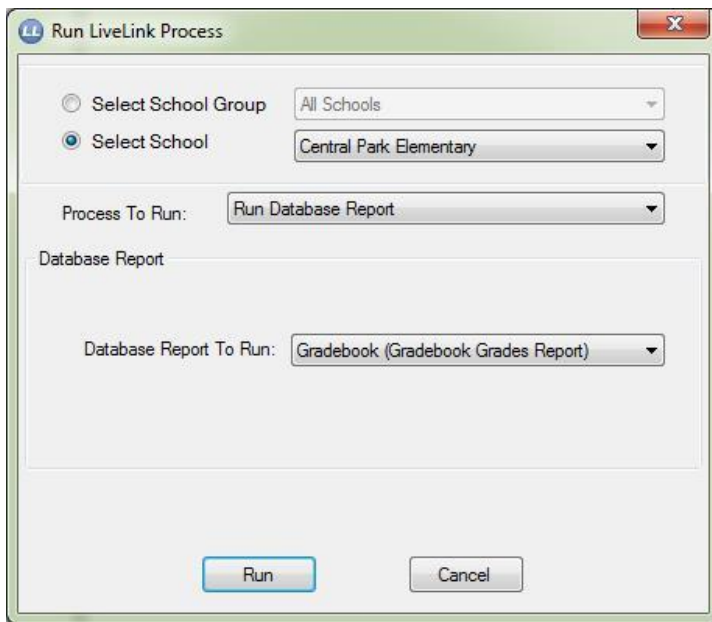


- Select the **School Data Upload** report from the **Database Report to Run** field. (You can also select other reports you configured in the Manage Report Definitions dialog - see the *Setting Report Definitions* section.)
- To include the user contact data, check **Include Contact Data**.
- Click **Run**.

## ***Run Database Reports***

You can manually run any report you configured with the Reports Definitions feature available in LiveLink. See the *Setting Report Definitions* section for more information. Once you configure the report definitions, you can run the database reports by completing the following Steps

1. Click **Actions** and then **Run Process**.
2. Select **Run Database Report** from the drop-down list of processes to run.



3. Select the report you want to run. The reports available depend upon the SIS for your district/school.
4. Click **Run**.

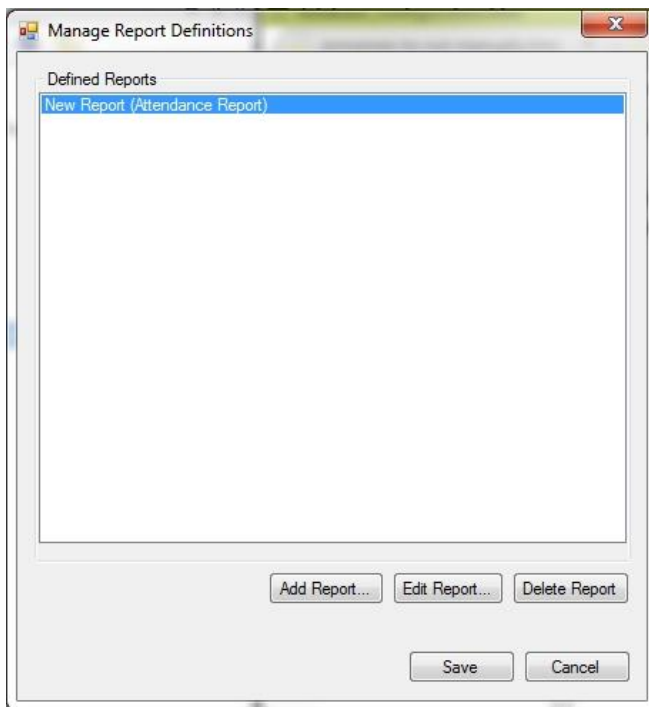
# Setting Report Definitions

Using the Manage Report Definitions feature available in LiveLink, you can determine which reports to run based on the information available in your Student Information System (SIS). You can manage the reports you are uploading from your SIS and downloading to Edline.

## *Set a Report Definition*

1. Click **Tools** and then **Manage Report Definitions**.

You can setup your report information as required.



2. Click **Add Report** to create a new report definition.

**Add Report**

Report Type: Attendance Report

Report Name:

Extract full school year attendance reports for students with any attendance entries

from: Thursday, May 30, 2013

through: Thursday, May 30, 2013

Contact email address:

Attendance Type

☐ Daily Attendance ☐ Period Attendance ☒ Both

Cancel OK

3. Select the type of report you want to create from the **Report Type** field.

Report Type: Grade Report

Report Name:

Extract full school year attendance reports for students with any attendance entries

from: Thursday, May 30, 2013

through: Thursday, May 30, 2013

Contact email address:

Attendance Type

☐ Daily Attendance ☐ Period Attendance ☒ Both

Cancel OK

Depending on the type of report you select, you will have different fields of information to enter on the Add Report dialog.

**Add Report**

Report Type: Grade Report

Report Name: New Report

Select the components to display in the academic summary of the report:

<input type="checkbox"/> Acad GPA (9 - 12) Non-Weighted	Display As: <span>Acad GPA (9 - 12) Non-Weighted</span>
<input type="checkbox"/> Acad GPA (9 - 12) Weighted	Display As: <span>Acad GPA (9 - 12) Weighted</span>
<input type="checkbox"/> Acad GPA (10 - 12) Non-Weighted	Display As: <span>Acad GPA (10 - 12) Non-Weighted</span>
<input type="checkbox"/> Acad GPA (10 - 12) Weighted	Display As: <span>Acad GPA (10 - 12) Weighted</span>
<input type="checkbox"/> Total GPA (9 - 12) Non-Weighted	Display As: <span>Total GPA (9 - 12) Non-Weighted</span>
<input type="checkbox"/> Total GPA (9 - 12) Weighted	Display As: <span>Total GPA (9 - 12) Weighted</span>
<input type="checkbox"/> Credit Attempted	Display As: <span>Credit Attempted</span>
<input type="checkbox"/> Credit Completed	Display As: <span>Credit Completed</span>
<input type="checkbox"/> Class Size	Display As: <span>Class Size</span>
<input type="checkbox"/> Class Rank	Display As: <span>Class Rank</span>
<input type="checkbox"/> 10 - 12 Rank	Display As: <span>10 - 12 Rank</span>

Cancel OK

4. Type the name of the report in the **Report Name** field. The name you enter will be the name of the report as it posts to Edline (such as *Current Grades*, *Attendance*, etc.)
5. Set any other field you require for the specific report.
6. Click **OK** when finished.
7. Click **Save** on the Manage Report Definitions dialog.

## Reports Available

You must first perform the necessary steps to create users, classes, and schedules on Edline before you send school wide reports. To upload one of these reports, you must first add the report by setting the report definition and then upload the database report either manually or scheduling it to run automatically.

This section contains examples of how you can add reports specific to your Student Information System (SIS). This section also includes some examples of finished reports. Your reports may appear different based on different styles and the information available at your district/school.

Eagle\_Aeries SIS includes these reports: Attendance Reports, Conduct Reports, Grade Reports, Student Standards Based Grade Report, Transcript Reports, LiveLink Roster Data, Gradebook Grades Reports, and Notification Report.

### Attendance Report — Absence Summary, Daily Absence Details

The Attendance Report provides absence information for each student listed in your database. This report contains two tables — the attendance summary and details by date.



### To Add an Attendance Report

**Report Type** – Set to **Attendance Report**.

**Report Name** – Type the name as it is to appear in Edline.

**Dates** – Specify a date range for the report. The date range you select determines which student reports are generated. For example, if a student does not have any attendance events during the date range that you select, a report will not be generated for that student. If the student does have an attendance event during the date range you select, the report will include all previous attendance information, including the new attendance event (i.e. absence or tardy) information for the date range. We suggest that the first time you send attendance reports that you put the first day of school as the **From** date. That will post a complete report for each student. The next time you post reports, set the **From** date to be the date that you last posted reports. That will publish new reports for all students who had attendance events on their record since you last sent reports. The report will contain the full year's record for those students. The **Through** date is normally set to today's date.

**Contact Email Address** – You can specify an email address for users to contact with questions or concerns about the report.

**Attendance Type** – Select the type of attendance data to include in the report – **Daily Attendance**, **Period Attendance**, or **Both**.

Absence Summary													
Category	Code	Description	Period										
			Day	0	1	2	3	4	5	6	7	8	9
Excused	EXC	Excused	2		3	2	2	2	2	2	3	3	2
School Activity	ACT	Activity									1	1	5
Unexcused Tardy	TDY	Tardy									1		

Sample Summary Report

Daily Absence Details													
Date	Code	Description	Period										
			Day	0	1	2	3	4	5	6	7	8	9
09/17/04 Fri	ACT	Activity										X	
09/28/04 Tue	ACT	Activity										X	
10/05/04 Tue	EXC	Excused			X								
	ACT	Activity										X	
10/08/04 Fri	EXC	Excused									X	X	
10/12/04 Tue	ACT	Activity									X	X	X
10/14/04 Thu	EXC	Excused	X		X	X	X	X	X	X	X	X	X
10/15/04 Fri	EXC	Excused	X		X	X	X	X	X	X	X	X	X
10/18/04 Mon	ACT	Activity										X	
12/08/04 Wed	TDY	Tardy									X		

This report contains absence and tardy info up to Sunday, April 3, 2005.  
Please email [clerk@myschool.org](mailto:clerk@myschool.org) if you have any questions.

Sample Detail Report

## Conduct Report

The Conduct Report provides conduct information for each student listed in your database.

Add Report

Report Type: Conduct Report

Report Name: Eagle\_A

Contact email address:

Cancel OK

### To Add a Conduct Report

**Report Type** — Set to Conduct Report.

**Report Name** — Type the name as it is to appear in Edline.

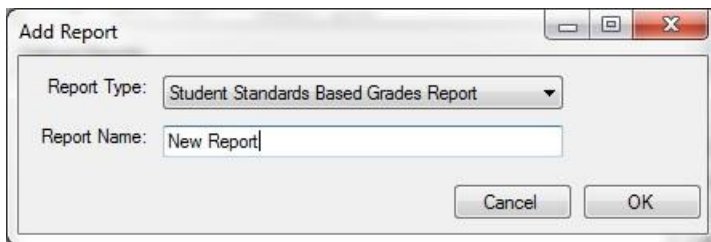
**Contact Email Address** — You can specify an email address for users (school personnel or parents) to contact with questions or concerns about the report.

Conduct			
Incident Name	Date	Action	Begin
Behavior, Defiance (S) 48900 (k)	03/22/2000	Detention	
Class, Leave without Permission	01/03/2001		01/03/00
Information	01/10/2001	Parent Notification	
Information	11/10/2001	Parent Notification	

*Sample Conduct Report*

## Student Standards Based Grade Report

The Student Standards Based Grade report provides the grades for each Common Core or state standard as well as an overall grade for the course. The report requires a term to have been completed before results for that term can show on the report.



The screenshot shows a standard Windows-style dialog box titled "Add Report". It has a title bar with minimize, maximize, and close buttons. Inside the dialog, there are two labels: "Report Type:" and "Report Name:". The "Report Type:" is followed by a dropdown menu currently showing "Student Standards Based Grades Report". The "Report Name:" is followed by a text input field containing the text "New Report". At the bottom right of the dialog, there are two buttons: "Cancel" and "OK".

### To Add a Student Standards Based Grade Report

**Report Type** — Set to Student Standards Based Grade Report.

**Report Name** — Type the name as it is to appear in Edline.

Student Standards Based Grades						
Std ID	Subject	Mark 1	Mark 2	Mark 3	Mark 4	Valid Marks
0001	Days Enrolled	61	55	59		
0002	Days Absent	3	2	1		
0003	Days Tardy	1	0	0		
1114	1.10 Evaluation and Revision					4,3,2,1,X
1199	1.4-1.5 Punctuation					4,3,2,1,X
1200	1.6 Capitalization					4,3,2,1,X
1201	1.7 Spelling					4,3,2,1,X
1000	MATHEMATICS					
1094	1.1-1.4 Write, round, order, compare numbers through millions					4,3,2,1,X
1202	1.2 Order and compare decimals to two decimal places					4,3,2,1,X
1203	1.8 Apply concepts of negative numbers					4,3,2,1,X
1106	3.1-3.2 Use parallel and perp lines, circle radius/diameter					4,3,2,1,X
1107	3.7, 3.8 Define different triangles and quadrilaterals					4,3,2,1,X
1108	3.5 Define right, acute, and obtuse angles					4,3,2,1,X
1109	1.1 Represent and analyze data in graphs and tables					4,3,2,1,X
1110	1.2-1.3 Identify mode, median, outliers for data sets					4,3,2,1,X
1111	2.0 Analyze possible/actual probability outcomes					4,3,2,1,X
1186	READING	B	A-	B-		A,B,C,D,F
1187	WRITING	B-	A	B		A,B,C,D,F
1188	MATH	B-	C-	C-		A,B,C,D,F
1189	SPELLING	B	A-	A		A,B,C,D,F
1165	SOCIAL STUDIES	D	B	A-		A,B,C,D,F
1168	SCIENCE	A-	B	B-		A,B,C,D,F
1025	PHYSICAL EDUCATION	E	E	E		E,G,S,N,U
1190	ACADEMIC EFFORT	S	S	S		E,G,S,N,U
1029	PERSONAL RESPONSIBILITY					
1030	Completes and returns homework on time	S	G	G		E,G,S,N,U
1149	Acts responsibly	G	S	G		E,G,S,N,U
1150	Behaves respectfully	E	E	E		E,G,S,N,U
1151	Creates a safe environment	E	E	E		E,G,S,N,U
1183	Child at risk of retention					4,3,2,1,X
1185	Grade placement next year					4,3,2,1,X
1296	Parent Signature					4,3,2,1,X

*Sample Standards Based Grade Report*

## Grade Report

The Grade Report provides a summary of grades for each student for the current year, and the academic summary.

**Add Report**

Report Type: Grade Report

Report Name: Eagle-A

Select the components to display in the academic summary of the report:

<input type="checkbox"/> Acad GPA (9 - 12) Non-Weighted	Display As: <span>Acad GPA (9 - 12) Non-Weighted</span>
<input type="checkbox"/> Acad GPA (9 - 12) Weighted	Display As: <span>Acad GPA (9 - 12) Weighted</span>
<input type="checkbox"/> Acad GPA (10 - 12) Non-Weighted	Display As: <span>Acad GPA (10 - 12) Non-Weighted</span>
<input type="checkbox"/> Acad GPA (10 - 12) Weighted	Display As: <span>Acad GPA (10 - 12) Weighted</span>
<input type="checkbox"/> Total GPA (9 - 12) Non-Weighted	Display As: <span>Total GPA (9 - 12) Non-Weighted</span>
<input type="checkbox"/> Total GPA (9 - 12) Weighted	Display As: <span>Total GPA (9 - 12) Weighted</span>
<input type="checkbox"/> Credit Attempted	Display As: <span>Credit Attempted</span>
<input type="checkbox"/> Credit Completed	Display As: <span>Credit Completed</span>
<input type="checkbox"/> Class Size	Display As: <span>Class Size</span>
<input type="checkbox"/> Class Rank	Display As: <span>Class Rank</span>
<input type="checkbox"/> 10 - 12 Rank	Display As: <span>10 - 12 Rank</span>

Cancel OK

## To Add a Grade Report

**Report Type** — Set to **Grade Report**.

**Report Name** — Type the name as it is to appear in Edline.

**Academic Summary** — Check the information to include in the grade report. You can either include or exclude certain components of information that are pulled from your Eagle database (for example, **Acad GPA (9-12) Non-Weighted**). You can also change the title of the information that will appear for each component in the reports on Edline.

Grade Report for School Year 2005-2005					
1st Quarter Progress Report					
Period	Course Code	Course Title	Grade	Conduct	Credits
1	2710_159	9th PE - Co-Ed	A	S	5.0
2	1013_200	English I	A	S	5.0
3	1453_389	Global Studies	B	S	5.0
4	5143_469	Woodworking	B	S	5.0
DOING WELL/ESTA HACIENDO BIEN POSITIVE ATTITUDE					
5	3043_580	Biology	D+	S	5.0

Sample Grade Report (without the Academic Summary)

## Transcript Report – Academic Summary, Transcript

The Transcript Report contains a full list of classes, grades, and credits earned for each student, and the academic summary, just as the Grade Report.

**Add Report**

Report Type: Transcript Report

Report Name: EagleA

Select the components to display in the academic summary of the report:

<input checked="" type="checkbox"/> Acad GPA (9 - 12) Non-Weighted	Display As: <span>Acad GPA (9 - 12) Non-Weighted</span>
<input type="checkbox"/> Acad GPA (9 - 12) Weighted	Display As: <span>Acad GPA (9 - 12) Weighted</span>
<input type="checkbox"/> Acad GPA (10 - 12) Non-Weighted	Display As: <span>Acad GPA (10 - 12) Non-Weighted</span>
<input type="checkbox"/> Acad GPA (10 - 12) Weighted	Display As: <span>Acad GPA (10 - 12) Weighted</span>
<input type="checkbox"/> Total GPA (9 - 12) Non-Weighted	Display As: <span>Total GPA (9 - 12) Non-Weighted</span>
<input type="checkbox"/> Total GPA (9 - 12) Weighted	Display As: <span>Total GPA (9 - 12) Weighted</span>
<input type="checkbox"/> Credit Attempted	Display As: <span>Credit Attempted</span>
<input type="checkbox"/> Credit Completed	Display As: <span>Credit Completed</span>
<input type="checkbox"/> Class Size	Display As: <span>Class Size</span>
<input type="checkbox"/> Class Rank	Display As: <span>Class Rank</span>
<input type="checkbox"/> 10 - 12 Rank	Display As: <span>10 - 12 Rank</span>

Cancel OK

To Add a Transcript Report

**Report Type** – Set to Transcript Report.

**Report Name** – Type the name as it is to appear in Edline.



**Academic Summary** – Check the information to include in the transcript report. You can either include or exclude certain components of information that are pulled from your Eagle database (for example, **Acad GPA (9-12) Non-Weighted**). You can also change the title of the information that will appear for each component in the reports on Edline.

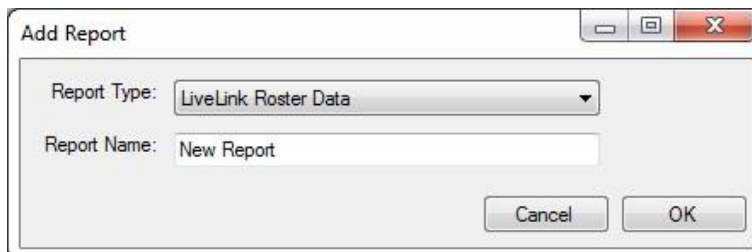
<b>Academic Summary</b>	
Total GPA:	3.4615
Academic GPA:	3.3636
Class Rank:	1
Class Size:	0
Completed Credits:	32.50

<b>Transcript</b>						
<b>School Year</b>	<b>Grade Level</b>	<b>Sem-ester</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Grade</b>	<b>Credits Earned</b>
02-03	9	2	0011	PE	A	5.00
02-03	9	2	0607	Algebra Cp	B+	5.00
02-03	9	2	0652	Phys Science	B-	5.00
02-03	9	2	0701	World Hist. Cp	A-	5.00
02-03	9	2	0980	Gen Elective	A-	2.50
02-03	9	2	0980	Gen Elective	B+	2.50
02-03	9	2	0980	Gen Elective	B+	5.00
02-03	9	2	1209	Mass Media	A-	2.50

*Sample Transcript Report (with Academic Summary)*

## LiveLink Roster Data

The LiveLink Roster Data is a file that LiveLink processes to create rosters, users, and class information for Edline.



The screenshot shows a standard Windows-style dialog box titled "Add Report". It has a "Report Type:" label followed by a dropdown menu currently showing "LiveLink Roster Data". Below that is a "Report Name:" label followed by a text input field containing "New Report". At the bottom right, there are two buttons: "Cancel" and "OK".

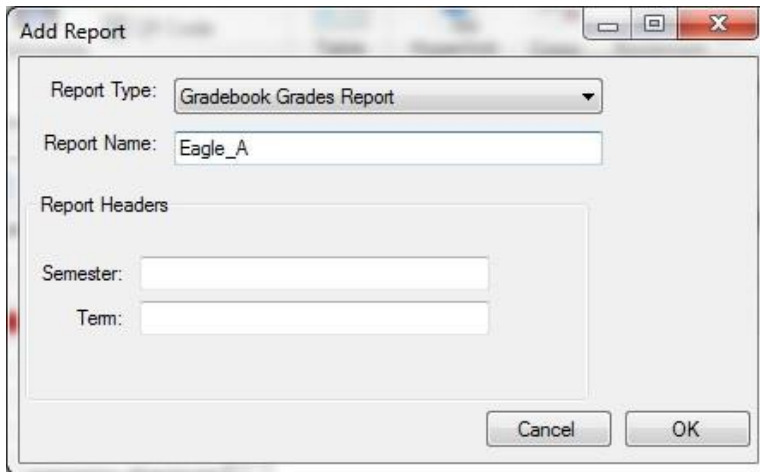
### To Add a LiveLink Roster Report

**Report Type** — Set to **LiveLink Roster Data**.

**Report Name** — Type the name as it is to appear in Edline.

### Gradebook Grade Report (from Aeries Gradebook)

The Gradebook Grades report displays assignment scores. No calculations about overall grades or percentages can appear in this report, because these pieces of information are not stored in the gradebook in a way that is accessible to the Edline.



The screenshot shows a window titled "Add Report". Inside, there is a "Report Type:" dropdown menu currently showing "Gradebook Grades Report". Below it is a "Report Name:" text input field containing the text "Eagle\_A". Underneath the name field is a section titled "Report Headers" which contains two text input fields: "Semester:" and "Term:". At the bottom right of the window are two buttons: "Cancel" and "OK".

### To Add a Gradebook Grades Report

**Report Type** — Set to **Gradebook Grades Report**.

**Report Name** — Type the name as it is to appear in Edline.

**Report Headers** — Specify a **Semester** and **Term**. These do not affect the data contained in the report—they are merely labels displayed on the report.



**Assignment Report - Economics (P)**

10/02/2008

**Student:** Shae ~~Wright~~  
**Class:** Economics (P)  
**Teacher:** Ed ~~Edwards~~

Date	Assignment	Category	Score	Possible Score
08/25/2008	Class rules signature	Quizzes	25	0
08/27/2008	Personal Essay	Homework	81	100
09/04/2008	Class rules quiz	Quizzes	15	18
09/04/2008	Chapter One Quiz	Quizzes	90	100
09/04/2008	Ch. 1 & 2 Alternative Assignments	Quizzes	50	0
09/10/2008	Chapter 1 Test	Tests	32	38
09/15/2008	Chapter 2 quiz	Quizzes	70	100
09/16/2008	Ch. 1 & 2 Test	Tests	78	100
09/22/2008	Chapter 3 group quiz	Quizzes	102	100
09/24/2008	Chapter 3 quiz	Quizzes	50	100
09/29/2008	Chapter 3 Test	Tests	85	100
10/02/2008	Kidpower Article	Quizzes	14	22

*Sample Gradebook Report*

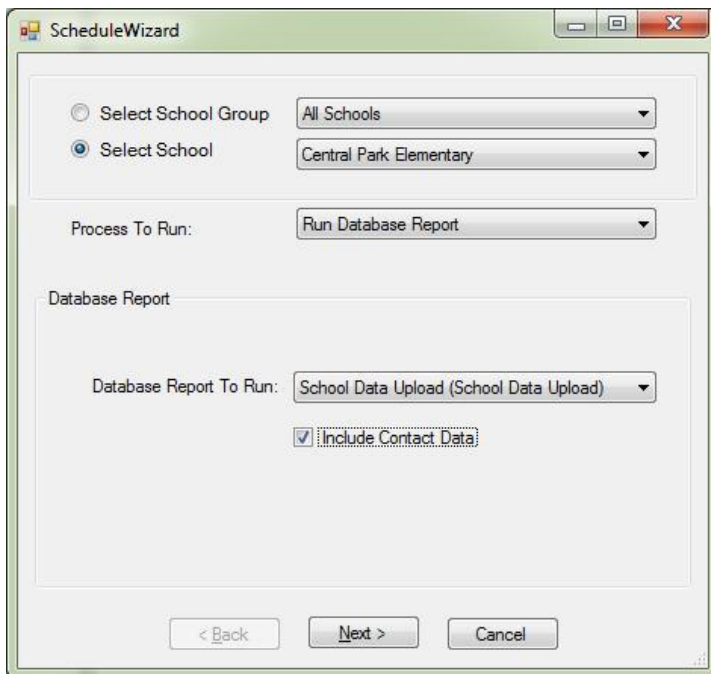
# Scheduling LiveLink to Run (Automatically)

LiveLink has the ability to upload and download data on a scheduled basis. You can schedule when to run processes on a consistent basis instead of manually running the data uploads.

## *Schedule Uploads to Edline*

The upload to Edline process can be scheduled for the **School Upload Data** or any database reports available for the tool..

1. From the **Actions** menu, select **New Scheduled Process**.



The screenshot shows the 'ScheduleWizard' window. It has two radio buttons: 'Select School Group' (unselected) and 'Select School' (selected). Below 'Select School' is a dropdown menu showing 'Central Park Elementary'. Below that is a 'Process To Run:' dropdown menu showing 'Run Database Report'. Under the heading 'Database Report', there is a 'Database Report To Run:' dropdown menu showing 'School Data Upload (School Data Upload)'. Below this dropdown is a checked checkbox labeled 'Include Contact Data'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

2. Select a school to run the process for a specific school, or select a school group.
3. Select **Run Database Report** in the **Process to Run** field.
4. Select the items you want to upload from the list. In the **Database Report to Run** field, select **School Data Upload**. Check **Include Contact Data** if you want to include user contact information.
5. Click **Next**.

**ScheduleWizard**

**Occurs**

☐ Daily

☒ **Weekly**

☐ Monthly

Weekly

Every 1 week(s) on:

☐ Mo ☐ Tue ☐ We ☐ Thu ☐ Fri ☐ Sat ☒ Sun

**Daily Frequency**

☒ Occurs once at: 2:33:00 PM

☐ Occurs every: 1 Hour(s)

Starting at: 2:33:00 PM

Ending at: 11:59:59 PM

**Duration**

Start Date: Thursday, May 30, 2013

End Date: Thursday, May 30, 2013 ☒ No end date

< Back   Next >   Cancel

6. Set up the schedule for the process from the choices shown.
7. Click **Next** to continue.

**ScheduleWizard**

Process Properties for Central Park Elementary

Name: Run Database Report (Central\_Park\_Elementary) ☒ Enabled

**User Information**

Enter Name and Password of the Windows User that process should run under.


Enter User Name:

Password:

Confirm Password:

< Back   Finish   Cancel

8. Enter a user name and password for a user who has network permissions to access all of the locations that LiveLink will need to access in order to run its processes.

 **Note:** You will not need to be logged on as this user when the LiveLink scheduled processes run, but this user's credentials will be passed to the network for

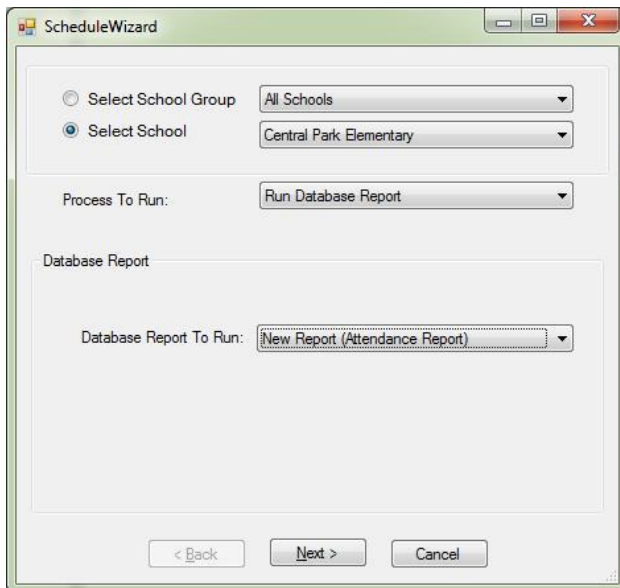
authentication. This information is **NOT** your screen name and password used with Edline and the gradebook.

9. Click **Finish**.

## ***Schedule When to Run Database Reports***

You can set any of the reports you configured using Report Definitions to run automatically.

1. From the **Actions** menu, select **New Scheduled Process**.
2. Select the school or school group you want to schedule.



The screenshot shows the 'ScheduleWizard' dialog box. It has a title bar with a green icon and standard window controls. Inside, there are two radio buttons: 'Select School Group' (unselected) and 'Select School' (selected). Next to 'Select School Group' is a dropdown menu showing 'All Schools'. Next to 'Select School' is a dropdown menu showing 'Central Park Elementary'. Below these is a 'Process To Run:' label and a dropdown menu showing 'Run Database Report'. Underneath is a section titled 'Database Report' containing a 'Database Report To Run:' label and a dropdown menu showing 'New Report (Attendance Report)'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

3. Select **Run Database Report** in the **Process to Run** field.
4. Select the report from the **Database Report to Run** field.
5. Click **Next**.

ScheduleWizard

Process Properties for Central Park Elementary

Name:  ☒ Enabled

User Information

Enter Name and Password of the Windows User that process should run under.


Enter User Name:

Password:

Confirm Password:

< Back Finish Cancel

6. Enter a user name and password for a user who has network permissions to access all of the locations that LiveLink will need to access in order to run its processes.

 **Note:** You will not need to be logged on as this user when the LiveLink scheduled processes run, but this user's credentials will be passed to the network for authentication. This information is **NOT** your screen name and password used with Edline and the gradebook.

7. Click **Finish**.

# Reviewing Report Logs

You can use the Reports feature available in the **Actions** menu of LiveLink to review any missing or old data.

## Message Log

The message log provides information about the processes that were run either manually or automatically. You can change the amount of information that is collected by choosing a different date range.

1. From the **Actions** menu, select **Reports**, and then **Message Log** for manually run reports or **Message Log for Scheduled Tasks** for reports automatically run.



2. Set the dates for the report and click **OK**.

The Message Log report is shown below. The report can be saved as a PDF file if you choose the **Save** icon from the toolbar.

