

# Mobile-SIS Utility

2.2

iPhone / iPod Touch



## Mobile Student Information System Utility

Create student / teacher demographic and schedule information for the Mobile-SIS iPhone / iPod Touch application.

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(documentation revision 7)

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# About This Guide

This user guide assumes that you have a basic knowledge of exporting student and teacher schedule data from PowerSchool, and an understanding of database table and field structure. Typically this program would be used by a database administrator.

## What's New in 2.2

- Ability to modify license information before expiration date.
- Improved importing, including foreign character support.
- Sample data include for demo.
- Performance enhancements and bug fixes
- New license file format.

## System Requirements

### **MacOS X Version:**

- MacOS X 10.5.8 or greater  
(may run on earlier systems, but it has not been tested, and is not supported)
- 1024 x 768 or greater resolution monitor

### **Windows Version:**

- Windows XP or greater  
(may run on earlier systems, but it has not been tested, and is not supported)
- 1024 x 768 or greater resolution monitor

# Installation

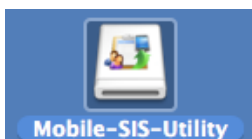
The Mobile-SIS Utility is normally distributed as an internet download. Once you have downloaded the appropriate file, follow the directions below for installing the software for each individual platform.

## MacOS X Version:

Find the downloaded file named "Mobile-SIS-Utility-XXX.dmg".  
The icon will look like this:



Double click on this image file. It will mount a virtual "disk" on your desktop named "Mobile-SIS-Utility". The icon of this virtual disk will look like this:



Double click on the virtual disk icon. It will open this window:



Open and review the Mobile-SIS license file.

Drag the "Mobile-SIS Utility" icon to the Applications folder on your hard drive, or any other location of your choice.

(optional) Drag the Mobile-SIS Utility User Guide to a location of your choice.

Once completed, eject the virtual disk. Select the virtual disk and choose File->Eject from the menu bar. Launch the application from the Applications folder.

## Windows Version:

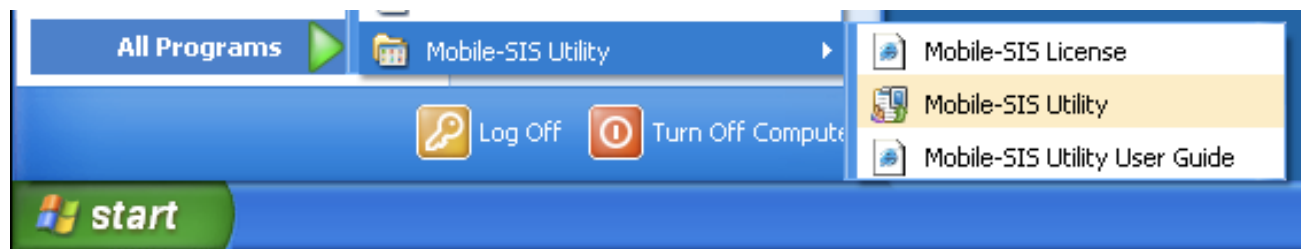
Find the downloaded file named “Mobile-SIS-Utility-xxx-Install.exe”.

The icon will look like this:



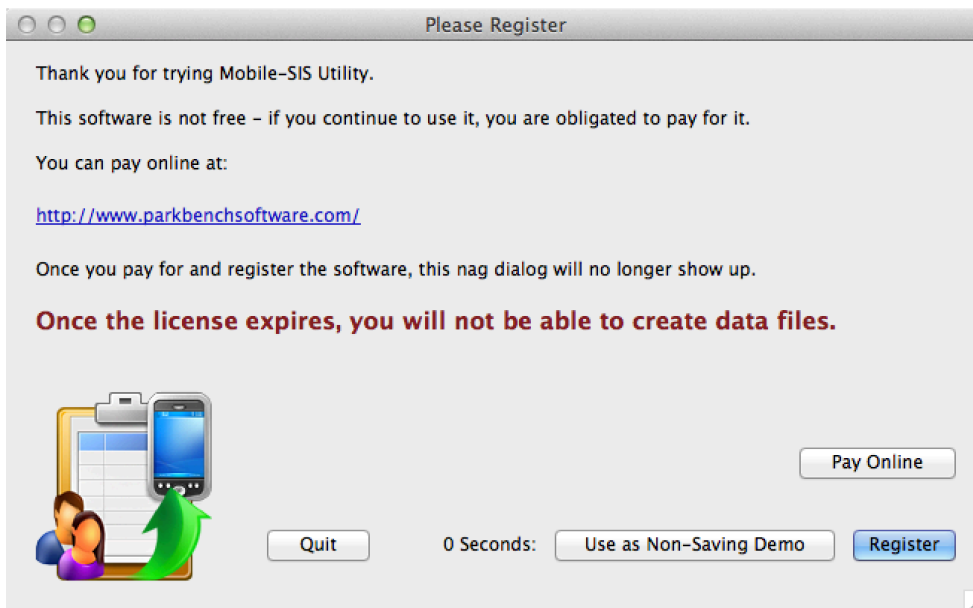
To install Mobile-SIS-Utility, double-click on this icon and follow any on-screen prompts.

Once completed, run Mobile-SIS-Utility by choosing Start->All Programs-> Mobile-SIS-Utility-> Mobile-SIS-Utility.



# Entering Your License

New to version 2.2 is a new license file format, that is imported when adding or updating a license. When you first launch Mobile-SIS you will be prompted to register your license.



Click "Register" to enter your license information or click "Use as a Non-Saving Demo" try the product with out the ability to save .

A screenshot of the "Register" dialog box with the "Serial Number" tab selected. It contains two input fields: "Name:" with the text "Any Town Schools" and "Serial Number:" with the text "psrgen1009-E55O-CJKA-P07X-4F05-X0FP". Below these is a "License File" section with a "Select..." button. At the bottom, there is a message "Please enter a valid name and matching serial number." and "Cancel" and "Register" buttons.A screenshot of the "Register" dialog box with the "License File" tab selected. It shows a list of fields: "Name:" (John Smith), "Company:" (AnyTown, MA), "Email:" (empty), "Start Date:" (2013-10-04), "Days:" (30), and "Expires:" (2013-11-03). A large green checkmark is on the right side. At the bottom, it says "Days remaining on this license: 27" and has "Cancel" and "Register" buttons.

Enter your serial number information or import a license file depending on which way you receive your license. To import a license file click "Select" under the "License File" section, navigate to your license file and click "Open".

If you need to enter a license code for all users on your computer see the section "Managing Your License"

Click "Done" when completed.



# Getting Started

Important encryption information: all of the data except for the schedule file (school schedule) and optionally the photos are encrypted by the Mobile-SIS Utility using the password that you choose for the files. Using a poor password (short, easy to guess) or not keeping the password secret can severely limit the effectiveness of any encryption, and could put your confidential data at risk.

## Mobile-SIS Utility

The Mobile-SIS Utility is used to create the Mobile-SIS iPhone / iPod Touch database. The Mobile-SIS iPhone / iPod Touch database is made up of four files. They are the following:

File Name	Description
mSIS_XXXXX_People.mobilesisB	Mobile-SIS iPhone / iPod Touch combined Student / Teacher file from the CC and Sections exports
mSIS_XXXXX_Schedule.mobilesisB	Mobile-SIS Schedule combined from Terms, Bell Schedule Items, Calendar Day exports
mSIS_XXXXX_StudentPhotos.mobilesisB	Mobile-SIS Student Photos file
mSIS_XXXXX_TeacherPhotos.mobilesisB	Mobile-SIS Teacher Photos file

Note: you cannot change the 5 digit school ID for the file by changing its name. You must remake the file with the Mobile-SIS Utility.

## ODBC Method

New in version 2.1 is the ability to use an ODBC connection to PowerSchool to import data directly into the Mobile-SIS Utility. If you are not able to connect to PowerSchool via ODBC, skip to the manual export section.

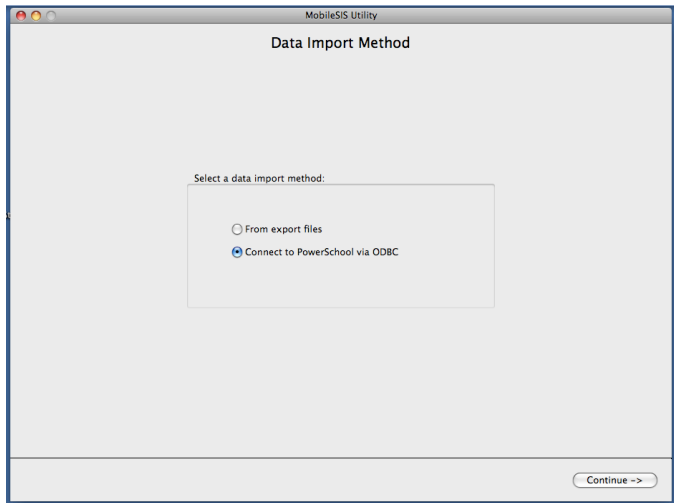
In order to use the ODBC import feature you must have a working ODBC connection to PowerSchool set up on the computer on which you have installed Mobile-SIS. If you need help setting up your ODBC connection you can reference PowerSource support article 57666.

## Creating the Mobile-SIS iPhone / iPod Touch files

To create the Mobile-SIS iPhone / iPod Touch files using ODBC:

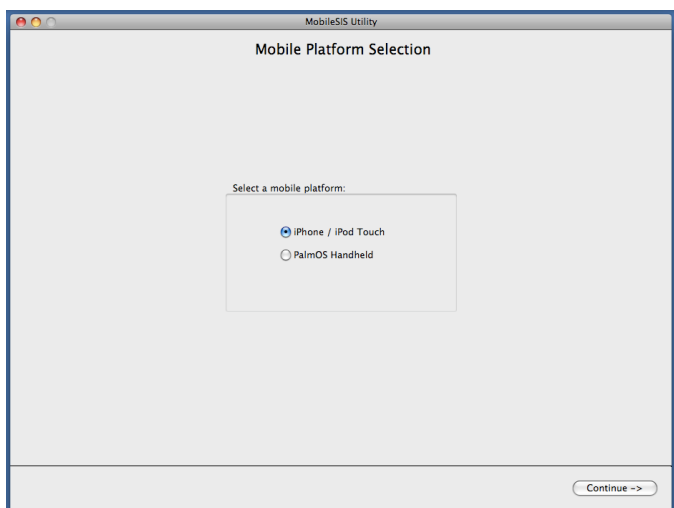
- Open the Mobile-SIS-Utility application.
- Follow the on screen instructions:

### Data Import Method



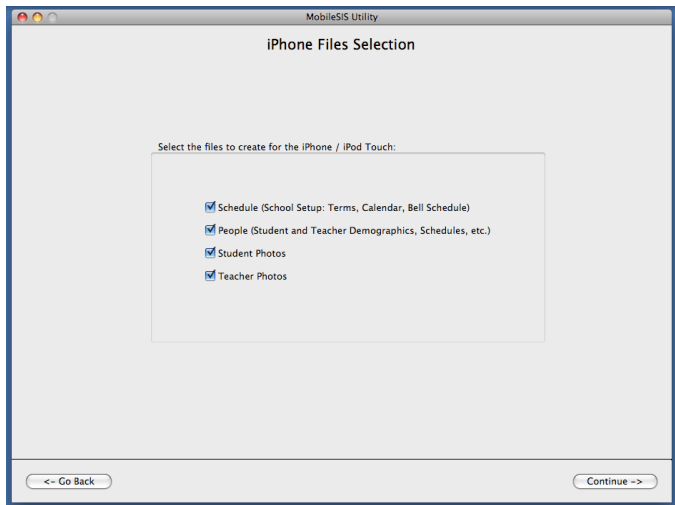
Select Connect to PowerSchool via ODBC and click “Continue”.

### Platform Selection



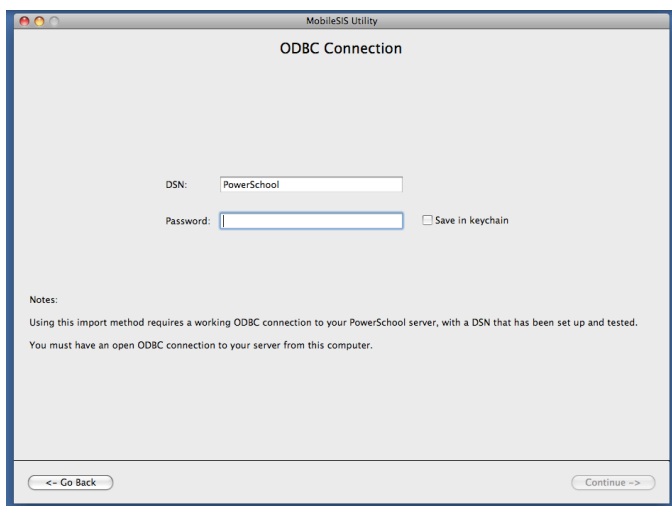
Select iPhone / iPod Touch / iPod Touch and click “Continue”.

## iPhone / iPod Touch Files Selection



Select the files you wish to create. For the initial setup you will need to select “Schedule” and “People” and if you want photos select these as well.

## ODBC Connection



Enter the name of DSN you set up for PowerSchool when you created your ODBC connection. The default name is PowerSchool. If your DSN name is different, enter it here.

Next enter your ODBC password and click “Continue”. (This is the psnavigator password)

## School and Term Selection

**Select School and Terms**

School:

- AnyTown High School
- AnyTown Middle School
- AnyTown Elementary
- Graduated Students

Terms:

TermID	Name	Abbrev	FirstDay	LastDay
2000	2010-2011	10-11	8/26/10	6/30/11
2001	Term 1	T1	8/26/10	1/28/11
2002	Term 2	T2	1/29/11	6/30/11
1900	2009-2010 School Year	09-10	8/26/09	6/30/10
1901	Term 1	T1	8/26/09	1/28/10
1902	Term 2	T2	1/29/10	6/30/10
1800	2008-2009	08-09	8/26/08	6/30/09
1801	Term 1	T1	8/26/08	1/24/09
1802	Term 2	T2	1/26/09	6/30/09
1700	2007-2008	07-08	8/26/07	6/30/08
1701	Term 1	T1	8/26/07	1/26/08
1702	Term 2	T2	1/28/08	6/30/08
1600	2006-2007	06-07	8/26/06	6/30/07
1601	Term 1	T1	8/26/06	1/26/07
1602	Term 2	T2	1/29/07	6/30/07
1500	2005-2006	05-06	8/26/05	6/30/06
1501	Term 1	T1	8/26/05	1/28/06
1502	Term 2	T2	1/31/06	6/30/06
1400	2004-2005	04-05	9/3/04	6/29/05
1401	Term 1	T1	9/3/04	1/28/05
1402	Term 2	T2	1/31/05	6/29/05
1300	2003-2004	03-04	9/3/03	6/24/04
1301	Term 1	T1	9/3/03	1/23/04

☒ Auto-select term groups Date Range: 8/26/10 - 6/30/11

<- Go Back Continue ->

Select the school and term you which to use. By default Mobile-SIS selects the terms in groups by year. If you wish to make the files for an individual term you can uncheck “Auto-select term groups” at the bottom. This will allow you to select the terms individually. Then click “Continue”.

## Student Field Selection

**Student Fields**

Decode:

504 Expires  
504\_Text  
ACT\_composite  
ACT\_date  
ACT\_english  
ACT\_math  
ACT\_reading  
ACT\_science  
Afterschool\_Inc  
ALERT\_DISCIPLINE  
ALERT\_DISCIPLINEEXPIRES  
ALERT\_GUARDIAN  
ALERT\_GUARDIANEXPIRES  
ALERT\_MEDICAL  
ALERT\_MEDICAL\_EXPIRES  
ALERT\_OTHER  
ALERT\_OTHEREXPIRES  
APPLIC\_RESPONSE\_RECVD\_DATE  
APPLIC\_SUBMITTED\_DATE  
area  
ATE\_skill\_cert  
ATEX  
AUP\_Signed  
Autosend\_attendancedetail  
Autosend\_balancealert  
Autosend\_gradedetail  
Autosend\_howoften

Edit Decode ->

-> Select ->

<- Remove <-

Load Save

<- Go Back Continue ->

**Student Fields**

Decode:

ALERT\_MEDICAL  
ALERT\_MEDICAL\_EXPIRES  
ALERT\_OTHER  
ALERT\_OTHEREXPIRES  
APPLIC\_RESPONSE\_RECVD\_DATE  
APPLIC\_SUBMITTED\_DATE  
area  
ATE\_skill\_cert  
ATEX  
AUP\_Signed  
Autosend\_attendancedetail  
Autosend\_balancealert  
Autosend\_gradedetail  
Autosend\_howoften  
Autosend\_schoolannouncements  
autosend\_summary  
BALANCE1  
BALANCE2  
BALANCE3  
BALANCE4  
Bomb\_Squad  
BUILDING  
Bus\_45  
BUS\_ROUTE  
Bus\_SpecInst  
BUS\_STOP  
CAMPUSID  
CITY

Edit Decode ->

-> Select ->

<- Remove <-

Load Save

<- Go Back Continue ->

By default Mobile-SIS imports these PowerSchool Student fields:

Student\_Number, Last\_Name, First\_Name, Middle\_Name, Gender and Grade\_level.

In the student field selection window you may select up to 100 custom fields to import from PowerSchool. On the left pane of the screen is a list of the custom student fields from your PowerSchool database. Once you select a field, by either double clicking on it or highlighting and clicking “Select”, it will appear in the right pane. The right pane becomes your list of imported fields. You can save this list as a template for subsequent imports by clicking “Save”. If you have a previously saved list you can load it by clicking “Load”.

## Decode Student Fields

You can use the decode function by selecting the field you wish to decode in the right pane, then click “Edit Decode” to open the Edit Decode dialog box.

If	Then
1	Green
2	Blue
3	Red

Default:

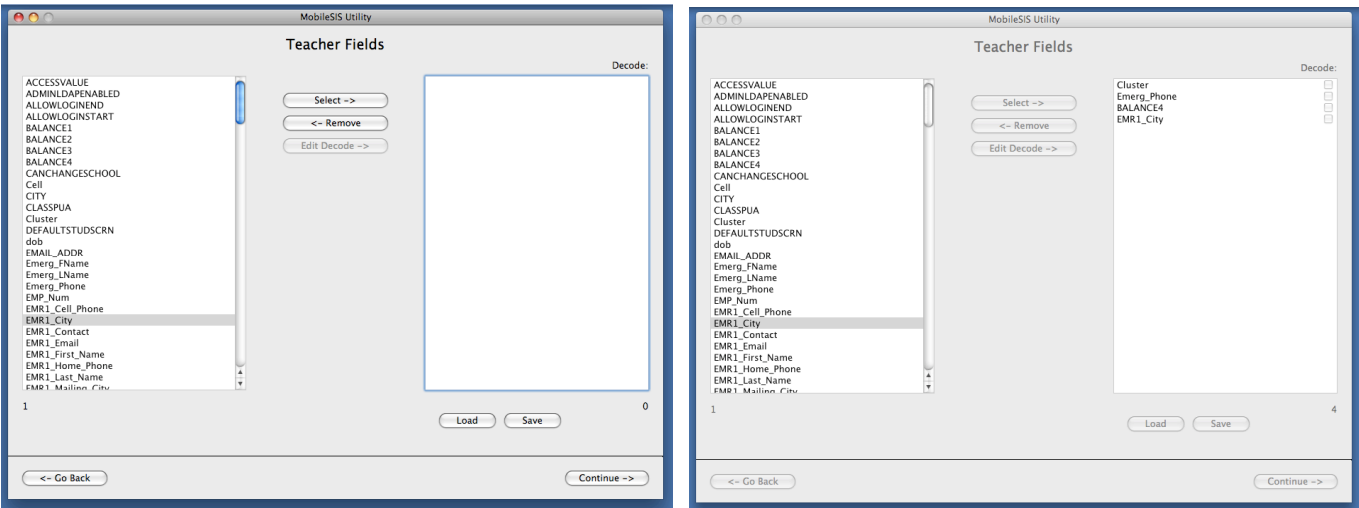
This function works like a PowerSchool decode tag - or in other terms like an if/then statement. So in this case if the “cluster” field output is “1” you can make the field read “Green” by clicking “Add” and entering “1” in the If box and “Green” in the Then box. You can add as many If/Then statements as you need. If you enter anything in the Default box it will be rendered if none of the If/Then arguments are true. Click “Save” when you are done.

Once you have entered a decode for a field, a check will appear in the checkbox to the right of the field. You can control whether Mobile-SIS uses the decode you have created for this field or not by checking or unchecking this box. When you save a student field import template, the decode information is saved as well.

You can edit the decode by double clicking on the field.

Once you have finished your student field selection click “Continue”

# Teacher Field Selection



By default Mobile-SIS imports these PowerSchool Teacher fields:

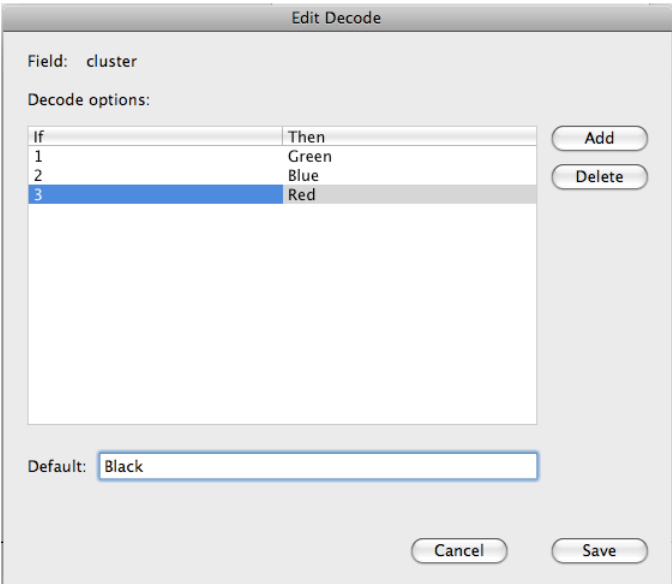
Teacher\_Number, Last\_Name, First\_Name and Middle\_Name.

In the Teacher field selection window you may select up to 100 custom fields to import from PowerSchool. On the left pane of the screen is a list of the custom teacher fields from your PowerSchool database. Once you select a field, by either double clicking on it or highlighting and clicking “Select”, it will appear in the right pane.

The right pane becomes your list of imported fields. You can save this list as a template for subsequent imports by clicking “Save”. If you have a previously saved list you can load it by clicking “Load”.

## Decode Teacher Fields

You can use the decode function by selecting the field you wish to decode in the right pane, then click “Edit Decode” to open the Edit Decode dialog box.



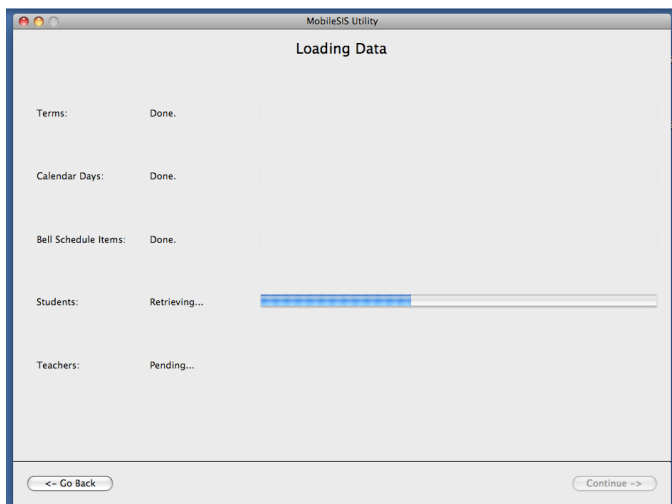
This function works like a PowerSchool decode tag - or in other terms like an if/then statement. So in this case if the “cluster” field output is “1” you can make the field read “Green” by clicking “Add” and entering “1” in the If box and “Green” in the Then box. You can add as many If/Then statements as you need. If you enter anything in the Default box it will be rendered if none of the If/Then arguments are true. Click “Save” when you are done.

Once you have entered a decode for a field, a check will appear in the checkbox to the right of the field. You can control whether Mobile-SIS uses the decode you have created for this field or not by checking or unchecking this box. When you save a teacher field import template, the decode information is saved as well.

You can edit the decode by double clicking on the field.

Once you have finished your teacher field selection click “Continue”

## Loading Data



Next Mobile-SIS will load all the data from PowerSchool. It will load data from the Terms, Calendar Days, Bell Schedule Items, Student and Teachers tables. It may take some time for the Student and Teacher data to load depending on how many custom fields you selected and decoded.

Once all the data has loaded, click “Continue”.

## Verifying Schedule Data

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**Terms Data**

Term ID	Abbreviation	First Day	Last Day
1900	09-10	8/28/2009	6/30/2010
1901	51	8/28/2009	1/29/2010
1902	52	2/1/2010	6/30/2010

<< Go Back      Continue >>

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**Calendar Days Data**

Date	Bell Schedule ID	Day Letter	Day Abbreviation	Day Name
9/1/2009	0	A	A	A
9/2/2009	689	B	B	B
9/3/2009	676	B	B	B
9/4/2009	677	C	C	C
9/5/2009	0			
9/6/2009	0			
9/7/2009	0			
9/8/2009	678	D	D	D
9/9/2009	679	E	E	E
9/10/2009	680	F	F	F
9/11/2009	681	C	C	C
9/12/2009	0			
9/13/2009	0			
9/14/2009	675	A	A	A
9/15/2009	676	B	B	B
9/16/2009	677	C	C	C
9/17/2009	678	D	D	D
9/18/2009	679	E	E	E
9/19/2009	0			
9/20/2009	0			
9/21/2009	680	F	F	F
9/22/2009	681	G	G	G
9/23/2009	675	A	A	A
9/24/2009	676	B	B	B
9/25/2009	677	C	C	C
9/26/2009	0			
9/27/2009	0			
9/28/2009	0			
9/29/2009	678	D	D	D
9/30/2009	679	E	E	E
10/1/2009	0			
10/2/2009	0			

<< Go Back      Continue >>

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**Bell Schedule Items Data**

Bell Schedule ID	Start Time	End Time	Period Number	Period Abbr	Period Name
1	7:45 AM	9:15 AM	1		Block 1
1	9:20 AM	9:50 AM	2	HR	Home Room
1	9:55 AM	11:05 AM	3		Block 2
1	11:10 AM	12:30 PM	4		Block 3
1	12:35 PM	1:25 PM	5		Block 4
1	1:30 PM	2:20 PM	6		Block 5
2	7:40 AM	7:45 AM	1	HR	Home Room
2	7:45 AM	8:35 AM	2	P1	Period 1
2	8:37 AM	9:21 AM	3	P2	Period 2
2	9:25 AM	10:09 AM	4	P3	Period 3
2	10:12 AM	10:57 AM	5	P4	Period 4
2	11:01 AM	11:45 AM	6	P5	Period 5
2	11:50 AM	1:05 PM	7	P6	Period 6
2	1:10 PM	1:55 PM	8	P7	Period 7
2	8:30 AM	9:50 AM	1	P5	Period 1
4	8:30 AM	11:00 AM	1		HRAM
4	12:00 PM	2:30 PM	2		HRPM
5	8:30 AM	11:00 AM	1		HRAM
5	12:00 PM	2:30 PM	2		HRPM
6	8:30 AM	11:00 AM	1		HRAM
7	8:30 AM	11:00 AM	1		HRAM
7	12:00 PM	2:30 PM	2		HRPM
8	8:30 AM	11:00 AM	1		HRAM
8	12:00 PM	2:30 PM	2		HRPM
1	2:30 PM	5:00 PM	7	AS	After School
9	9:00 AM	4:00 PM	1		1
10	8:00 AM	9:30 AM	1		1
10	9:35 AM	9:45 AM	9		HR
10	9:50 AM	11:20 AM	2		2
10	11:25 AM	12:45 PM	3		3
10	12:50 PM	1:40 PM	4		4

<< Go Back      Continue >>

On the next three screens you will be asked to verify the data from the Terms, Calendar Days and Bell Schedule Items tables. Click “Continue” on each screen.

## Verifying Student Data

Next you will be asked to verify the student data.

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**Student Data**

Number of Students: 1      Data lines in File: 1

File heading	Handheld long	Handheld short	File sample
[01]last Name	Last Name	Smith	
[01]first Name	First Name	Joan	
[01]middle Name	Middle Name	Christine	
[01]gender	Gender	F	
[01]grade Level	Grade	12	
Decode	Group1	1	
Decode	Group2	1	
Decode	Group3	1	
Expression	Expression	5(A-G)	
Termid	TermID	1902	
[13]abbreviation	TermAbbrev	T2	
[02]course Name	Course Name	DIRECTED STY 12 gr	
[03]room	Room	CAFE	
Sectionid	sectionID	19138	
[05]lastfirst	teacherName	"His Study Staff, Staff"	
Teacherid	teacherID	371	
[39]name	[39]name	AnyTown High School	
[01]street	[01]street	217 Bigdod Road	
[01]city	[01]city	AnyTown	
[01]home Phone	[01]home Phone	555-555-5555	
[01]home Room	Home Room	HR	
[01]ma Spedinfo	SPED	SPED	
[01]notes	[01]notes	[01]notes	

Load Field Names Template...      Save Field Names Template...

<< Go Back      Continue >>

Here you may change any of your custom field names to the name you choose to display. There are two field names displayed in the Mobile-SIS iPhone / iPod Touch database, “Handheld Long” and “Handheld Short”. The “Handheld Long” field name is the full name of each field, and has a 35 character limit. The “Handheld Short” field name is used to save display space on the iPhone / iPod Touch screen, and has a 15 character limit. The “iPhone / iPod Touch Short” field is shown above



highlighting “HR”, short for “Home Room”, which is displayed as the “iPhone / iPod Touch Long” to the left.

To modify these field names double-click on the field name and make the change.

File heading	Handheld long	Handheld short	File sample
[01]last Name	Last Name	-	Smith
[01]first Name	First Name	-	Joan
[01]middle Name	Middle Name	-	Christine
[01]gender	Gender	-	F
[01]grade Level	Grade	-	12
Decode	Group1	Group1	1
Decode	Group2	Group2	1
Decode	Group3	Group3	1
Expression	Expression	-	5(A-G)
Termid	TermID	-	1902
[13]abbreviation	TermAbbrev	-	T2
[02]course Name	Course Name	-	DIRECTED STY 12 gr
[03]room	Room	-	CAFE
Sectionid	sectionID	-	19138
[05]lastfirst	teacherName	-	"Hs Study Staff, Staff"
Teacherid	teacherID	-	371
[39]name	[39]name	[39]name	AnyTown High School
[01]street	[01]street	[01]street	217 Bigold Road
[01]city	[01]city	[01]city	AnyTown
[01]home Phone	[01]home Phone	[01]home Phone	555-555-5555
[01]home Room	Home Room	HR	78
[01]ma Spedinfo	SPED	SPED	0
[01]notes	[01]notes	[01]notes	

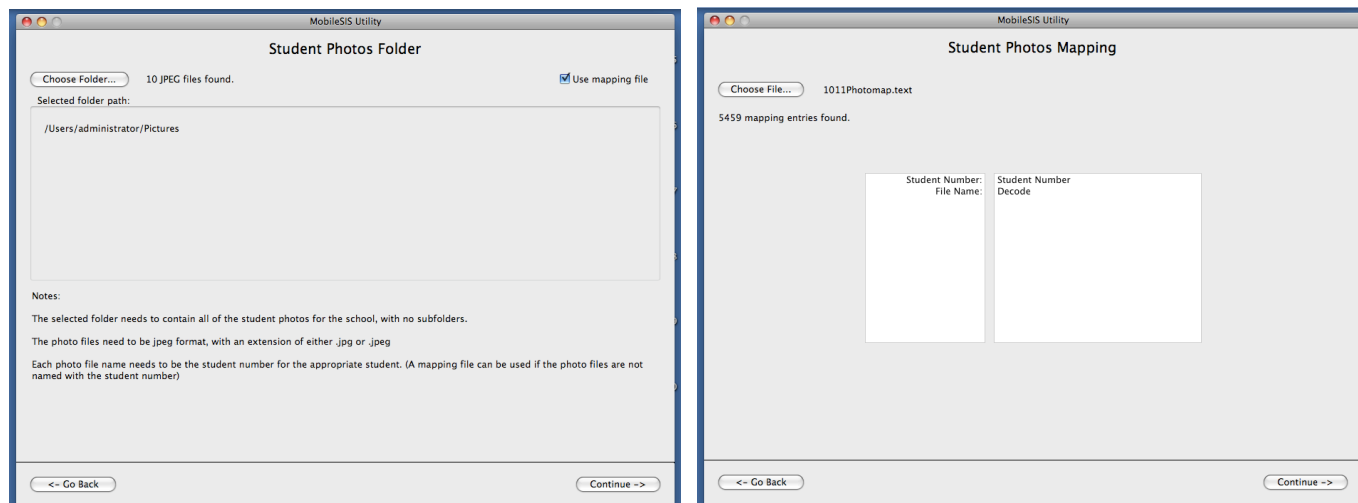
Once you have modified all of your custom field names, you can save the changes as a template for later use by clicking on the “Save Field Names Template” button. This will prompt you to save the template. The next time you import data, you can use this saved template by clicking the “Load Field Names Template” button. As long as your exported data has the same field order, the template will change all of your fields to the custom names. You may not change the name of the required fields (in grey).

## Verifying Teacher Data

File heading	Handheld long	Handheld short	File sample
Id	sectionID	-	19776
Termid	TermID	-	1900
[13]abbreviation	TermAbbrev	-	10-Sep
[2]course Name	Course Name	-	BIOLOGY ACC
Room	Room	-	908
Expression	Expression	-	4(A-G)
No Of Students	# Students	-	24
Teacher	teacherID	-	123
[05]teachernumber	teacherNumber	-	23467
[5]last Name	Last Name	-	Jones
[5]first Name	First Name	-	Richard
[5]middle Name	Middle Name	-	M.
[5]home Phone	[5]home Phone	[5]home Phone	5 Small Rd
[5]street	[5]street	[5]street	
[5]city	[5]city	City	AnyTown
[5]state	[5]state	[5]state	MA
[5]zip	[5]zip	[5]zip	29345

Here you may change any of your custom field names to the name you choose to display. Follow the same instructions for changing custom fields as previously detailed in the student data verification section.

## Importing Students Photos



Next, if you selected Student photos in the previous file selection window, you can import photos from a folder on your computer.

Student photos must be in JPEG format (.jpg or .jpeg). They must be placed in a single folder before import.

Click "Choose Folder".

Navigate to your selected folder and then click "Choose".

By default Mobile-SIS assumes that you have named your files using the PowerSchool "Student\_number" field. Example: 234567.jpg. If this is true, click "Continue".

If the photos are not named this way you must use a tab separated mapping file with the Student Number and the file name.

Check the "Use Mapping File" box.

Click "Continue".

Click "Choose File"

Navigate to the mapping file.

Click "Choose".

Click "Continue".

## Importing Teacher Photos

Follow the same instructions listed above for importing student photos. By Default Mobile-SIS assumes the photos are named with the Teacher number field. If not, you will need to use a mapping file.

### School Info

MobileSIS Utility

School Info

School Name: AnyTown High School School Name should match for all files.

School ID: ANY19 SchoolID is used to uniquely identify a school and must always match for all files. It will be visible in various places, but cannot be changed except by rebuilding the file(s).

Password: \*\*\*\* Confirm Password: \*\*\*\* Password must be at least 4 characters, but a decent length, hard to guess choice is recommended.

<- Go Back Continue ->

The School Info page is used to set three parameters in the iPhone / iPod Touch database: School Name, School ID and Password. The parameters are explained below.

Field	Description	Field Length
School Name	Used to name schools in iPhone / iPod Touch database	N/A
School ID	Unique ID for each school in iPhone / iPod Touch database	Must be exactly five characters (numbers and or letters )
Password	Used to encrypt database  Choose something that will not be easily guessed!	Minimum 4 characters (numbers and or letters)

Once you have set these parameters, click the “Continue” button.

## Creating the iPhone / iPod Touch Files

MobileSIS Utility

Create Files for iPhone / iPod Touch

**Schedule File**

mSIS\_AHS20\_Schedule.mobilesisB DO NOT rename the files for any reason Save

**People File**

mSIS\_AHS20\_People.mobilesisB DO NOT rename the files for any reason Save  
(will be encrypted)

**Student Photos File**

mSIS\_AHS20\_SPhotos.mobilesisB DO NOT rename the files for any reason Save  
☐ Encrypt (slower performance on handheld and MUST use EXACT same password for all files)

**Teacher Photos File**

mSIS\_AHS20\_TPhotos.mobilesisB DO NOT rename the files for any reason Save  
☐ Encrypt (slower performance on handheld and MUST use EXACT same password for all files)

Licensed to create files only for: Any Town Public Schools  
Serial number expires in 218 day(s). (2011-08-20)

<- Go Back

Now you are ready to create the Mobile-SIS iPhone / iPod Touch data files. Click on the “Save” button next to each of the Schedule, People, Student Photos and Teacher Photos files, then choose a location to save each file and click “Save”. You have the option to encrypt the student and teacher photos by checking the appropriate box before you save the photo files.

Next skip to the section titled “Installing iPhone / iPod Touch Files” on Page 28

# Exported Files Method

In order to create the Mobile-SIS iPhone / iPod Touch database you need to export data from PowerSchool. The exports need to be in a tab delimited format. You will need to make five exports from five different tables using Direct Data Export DDE (See PowerSchool documentation for instructions on using DDE). They are the following:

CC[4]	Sections[3]	Terms[13]	Calendar Day[51]	Bell Schedule Items[134]
[01]Student_Number	Id	Id	Date	Bell_Schedule_Id
[01]Last_Name	Termid	Abbreviation	Bell_Schedule_Id	Start_Time
[01]First_Name	[13]Abbreviation	Firstday	[135]Letter	End_Time
[01]Middle_Name	[2]Course_Name	Lastday	[135]Abbreviation	[138]Period_Number
[01]Gender	Room		[135]Day_Name	[138]Abbreviation
[01]Grade_level	Expression			[138]Name
Expression	No_Of_Students			
TermID	Teacher			
[13]Abbreviation	[5]Teachernumber			
[02]Course_Name	[5]Last_Name			
[03]Room	[5]First_Name			
SectionID	[5]Middle_Name			
[05]Lastfirst				
TeacherID				

These are the required fields for each export. You may add up to 100 custom fields for each of the student and teacher exports.

Before exporting from each table, be sure to find/select only the appropriate data for the export. For example, only the students from the particular school, only the terms/calendar days/bell schedule items from the particular school, and for the current year.

When exporting from PowerSchool, choose “Delimited” with a Field Delimiter “Tab” and an End-of-line (Record) delimiter “CR”.

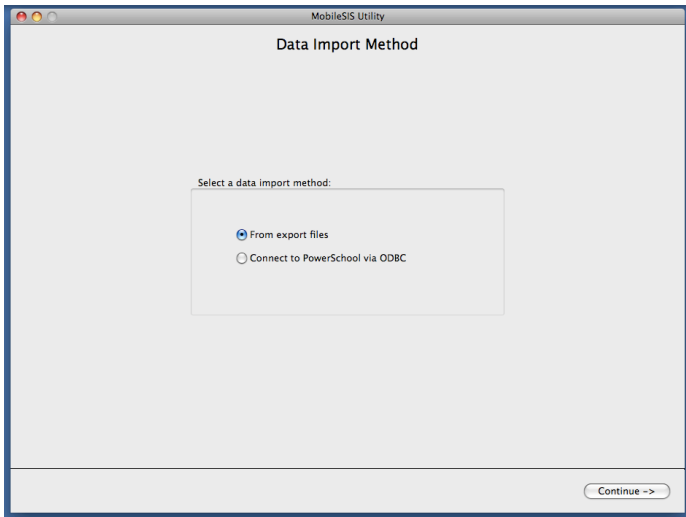
Once you have created the five export files, you are ready to use the Mobile-SIS Utility.

## Creating the Mobile-SIS iPhone / iPod Touch files

To create the Mobile-SIS iPhone / iPod Touch files using exported files:

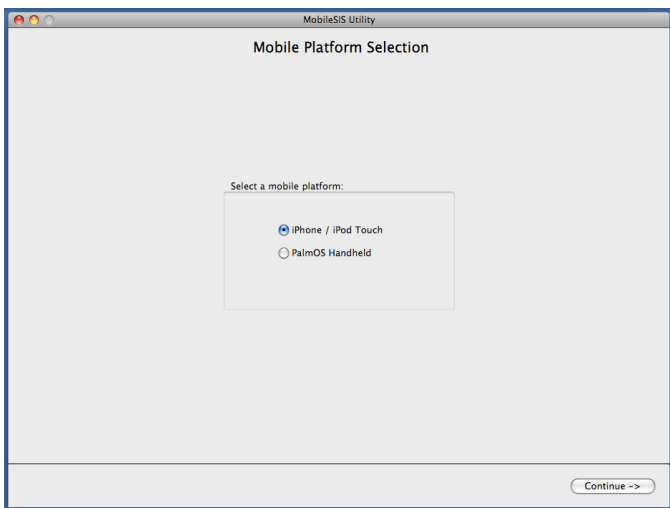
- Open the Mobile-SIS-Utility application.
- Follow the on screen instructions:

### Data Import Method



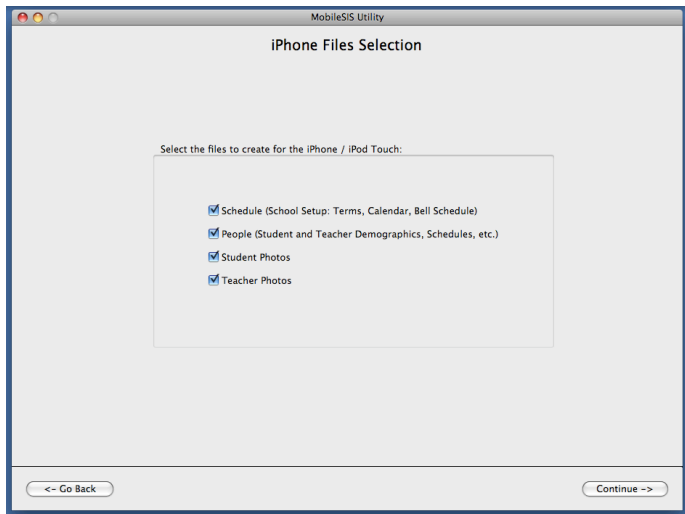
Select “From export files” and click “Continue”.

### Platform Selection



Select iPhone / iPod Touch / iPod Touch and click “Continue”.

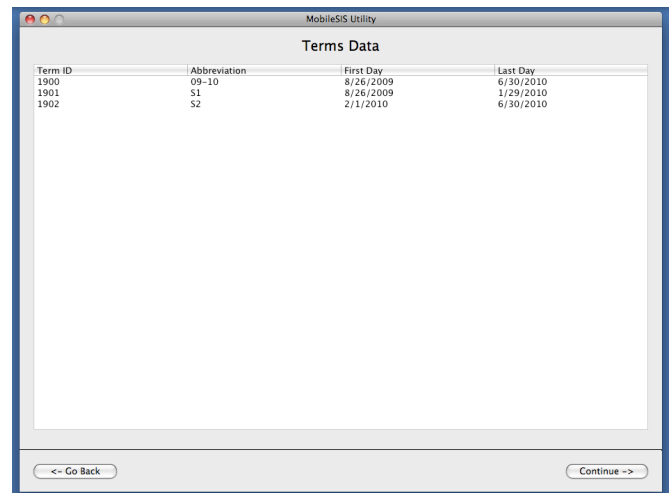
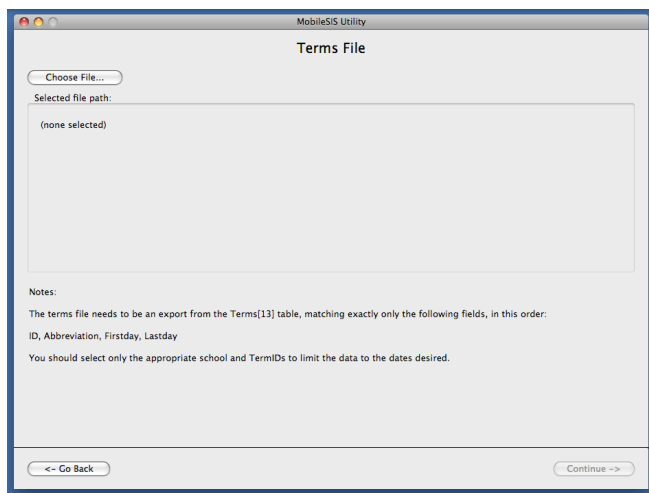
## iPhone / iPod Touch Files Selection



This page is used to select which files you want to create. For this example we will select all the files and click “Continue”.

## Creating the Schedule File

The Schedule for each school is created from three export files; Terms, Calendar\_Days and Bell\_Schedule\_Items. First is the Terms file.

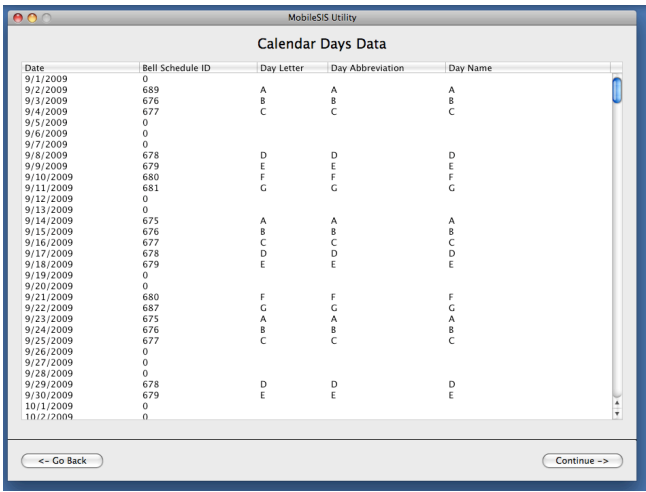
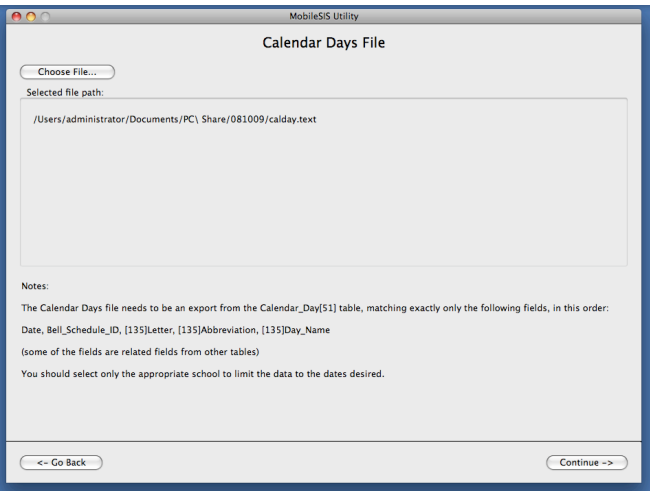


Click “Choose File”, locate your Terms file in the open file dialog box and click “open”.

Click “Continue”.

Verify the data and click “Continue”.

Second is the Calendar\_Days file.

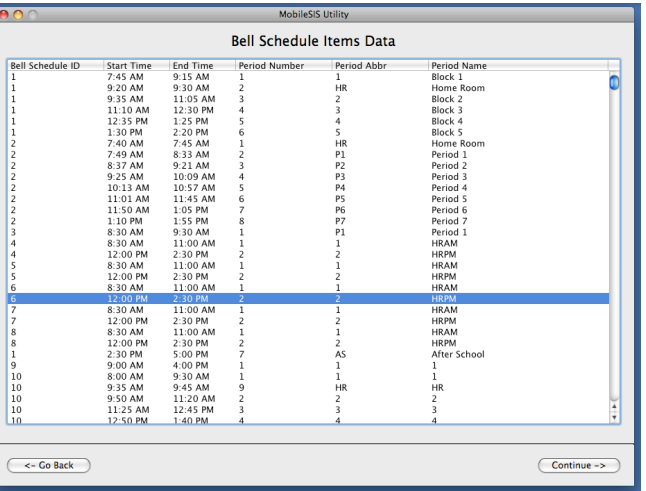
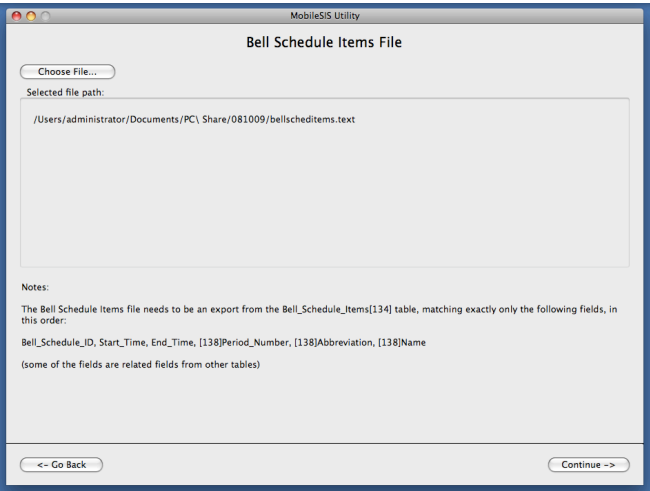


Click “Choose File”, locate your Calendar\_Days file in the open file dialog box and click “open”.

Click “Continue”.

Verify the data and click “Continue”.

Third is the Bell\_Schedule\_Items file.



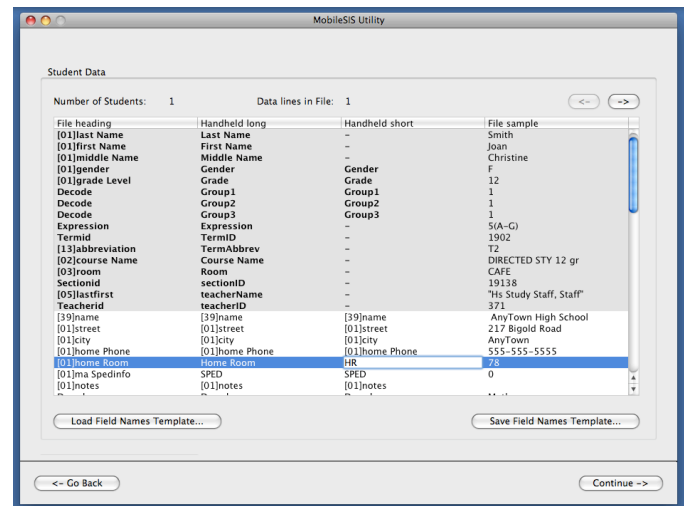
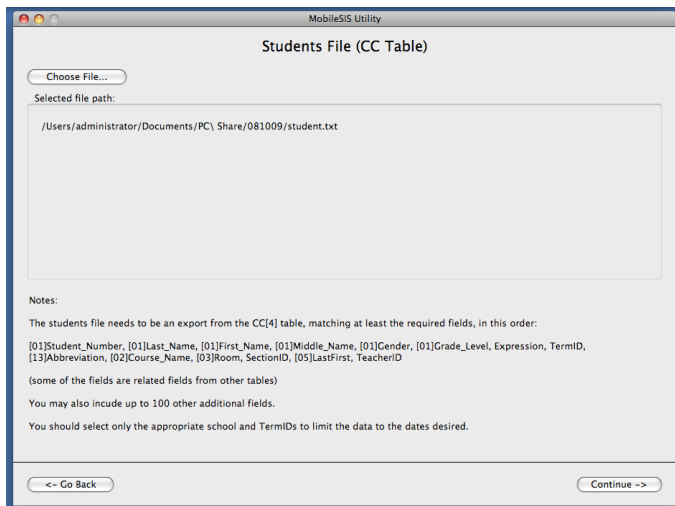
Click “Choose File”, locate your Bell\_Schedule\_Items file in the open file dialog box and click “open”.

Click “Continue”.

Verify the data and click “Continue”.



## Importing the Student (CC) File



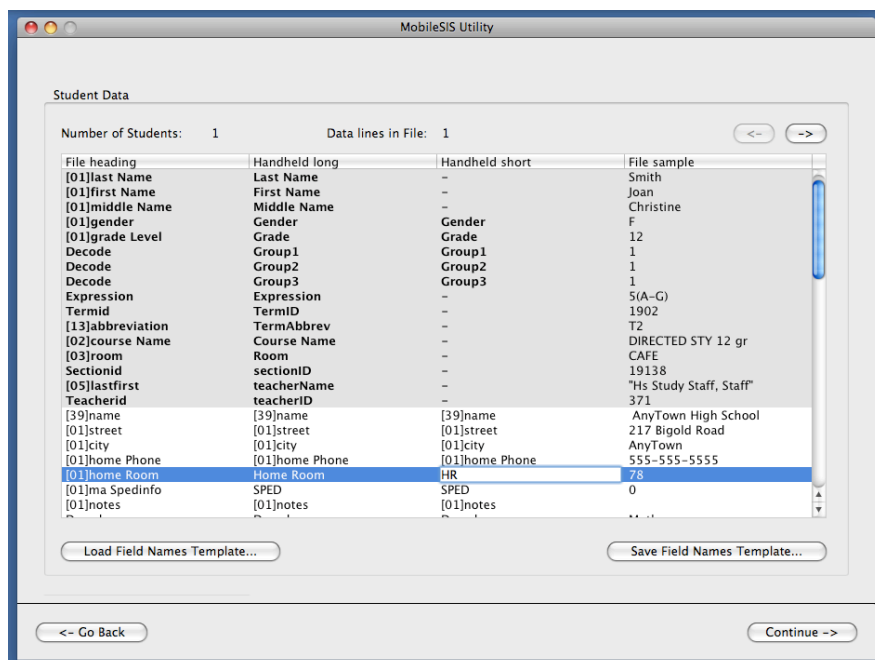
Click "Choose File", locate your CC export file in the open file dialog box and click "open".

Click "Continue".

The utility will import the CC data and display an import map.

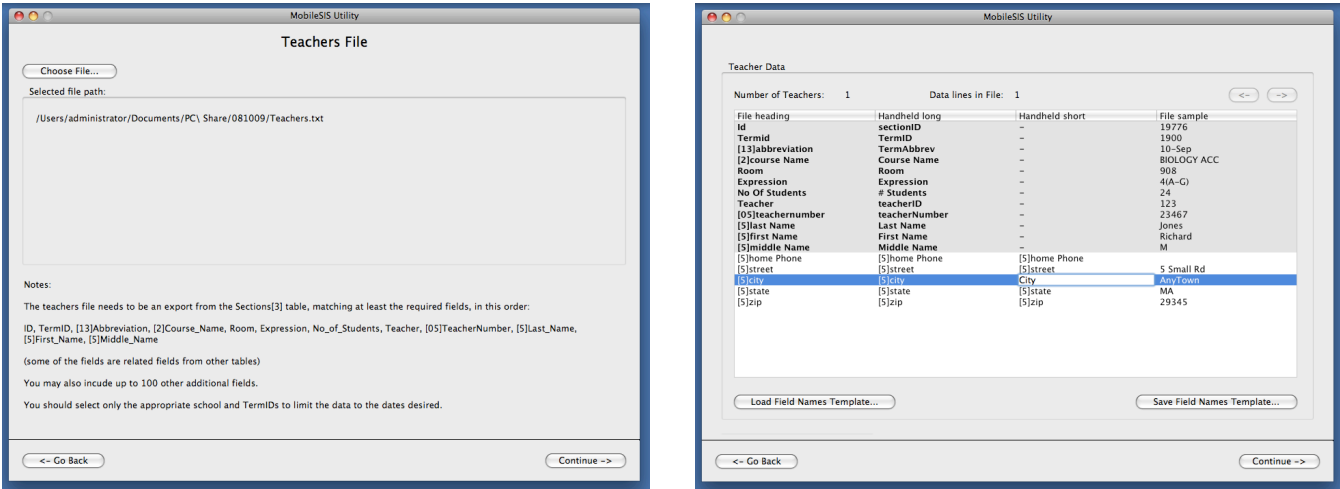
You may change any of your custom field names to the name you choose to display. There are two field names displayed in the Mobile-SIS iPhone / iPod Touch database, "Handheld Long" and "Handheld Short". The "Handheld Long" field name is the full name of each field, and has a 35 character limit. The "Handheld Short" field name is used to save display space on the iPhone / iPod touch screen, and has a 15 character limit. The "iPhone / iPod Touch Short" field is shown above highlighting "HR", short for "Home Room", which is displayed as the "iPhone / iPod Touch Long" to the left.

To modify these field names double-click on the field name and make the change.



Once you have modified all of your custom field names, you can save the changes as a template for later use by clicking on the “Save Field Names Template” button. This will prompt you to save the template. The next time you import data, you can use this saved template by clicking the “Load Field Names Template” button. As long as your exported data has the same field order, the template will change all of your fields to the custom names. You may not change the name of the required fields (in grey).

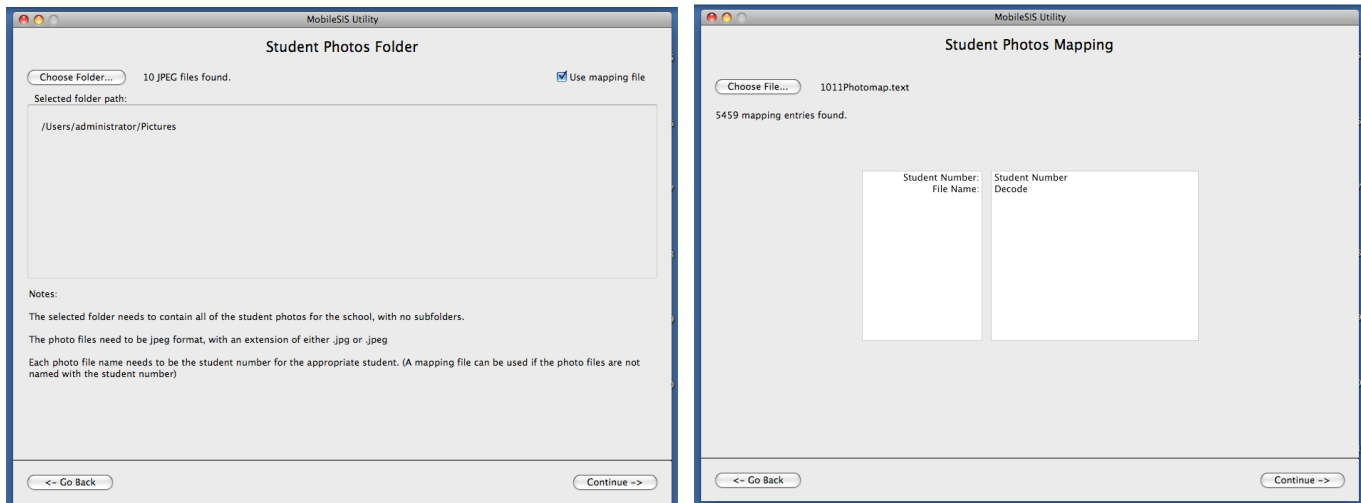
### Importing the Teacher (Sections) File



Click the “Choose File” button. An open file dialog box will appear.

Navigate to your Sections table export and click “Open”. The utility will import the Sections data and display an import map. Follow the same instructions for custom fields as previously detailed in the student import section.

## Importing Students Photos



Next, if you selected Student photos in the previous file selection window, you can import photos from a folder on your computer.

Student photos must be in JPEG format (.jpg or .jpeg). They must be placed in a single folder before import.

Click "Choose Folder".

Navigate to your selected folder and then click "Choose".

By default Mobile-SIS assumes that you have named your files using the PowerSchool "Student\_number" field. Example: 234567.jpg. If this is true, click "Continue".

If the photos are not named this way you must use a tab separated mapping file with the Student Number and the file name.

Check the "Use Mapping File" box.

Click "Continue".

Click "Choose File"

Navigate to the mapping file.

Click "Choose".

Click "Continue".

## Importing Teacher Photos

Follow the same instructions listed above for importing student photos. By Default Mobile-SIS assumes the photos are named with the Teachernumber field. If not you will need to use a mapping file.

## School Info

MobileSIS Utility

School Info

School Name:  School Name should match for all files.

School ID:  SchoolID is used to uniquely identify a school and must always match for all files. It will be visible in various places, but cannot be changed except by rebuilding the file(s).

Password:  Confirm Password:

Password must be at least 4 characters, but a decent length, hard to guess choice is recommended.

<- Go Back      Continue ->

The School Info page is used to set three parameters in the iPhone / iPod Touch database: School Name, School ID and Password. The parameters are explained below.

Field	Description	Field Length
School Name	Used to name schools in iPhone / iPod Touch database	N/A
School ID	Unique ID for each school in iPhone / iPod Touch database	Must be exactly five characters (numbers and or letters )
Password	Used to encrypt database  Choose something that will not be easily guessed!	Minimum 4 characters (numbers and or letters)

Once you have set these parameters, click the “Continue” button.

## Creating the iPhone / iPod Touch Files

The screenshot shows a window titled "MobileSIS Utility" with a subtitle "Create Files for iPhone / iPod Touch". The window contains four sections for creating different file types, each with a filename, a warning, and a "Save" button.

- Schedule File:** Filename is "mSIS\_AHS20\_Schedule.mobilesisB". Warning: "DO NOT rename the files for any reason".
- People File:** Filename is "mSIS\_AHS20\_People.mobilesisB". Warning: "DO NOT rename the files for any reason". A note below the filename says "(will be encrypted)".
- Student Photos File:** Filename is "mSIS\_AHS20\_SPhotos.mobilesisB". Warning: "DO NOT rename the files for any reason". There is an unchecked checkbox labeled "Encrypt" with the text "(slower performance on handheld and MUST use EXACT same password for all files)".
- Teacher Photos File:** Filename is "mSIS\_AHS20\_TPhotos.mobilesisB". Warning: "DO NOT rename the files for any reason". There is an unchecked checkbox labeled "Encrypt" with the text "(slower performance on handheld and MUST use EXACT same password for all files)".

At the bottom of the window, there is a license notice: "Licensed to create files only for: Any Town Public Schools" and "Serial number expires in 218 day(s). (2011-08-20)". A "<- Go Back" button is located at the very bottom left.

Now you are ready to create the Mobile-SIS iPhone / iPod Touch data files. Click on the “Save” button next to each of the Schedule, People, Student Photos and Teacher Photos files, then choose a location to save each file and click “Save”. You have the option to encrypt the student and teacher photos by checking the appropriate box before you save the photo files.

# Installing iPhone / iPod Touch Files

Once you have created the four Mobile-SIS iPhone / iPod Touch database files, they need to be placed on a server that is accessible to your users with their iPhone / iPod Touch devices. This can be your own server, or from an appropriate service provider. Any http or https web server with or without authentication can be used, but we highly recommend using both https and authentication (username and password).

If you use authentication, the server or service must support standard web authentication (as opposed to alternative logins through a web based form). You should not use the same password for web authentication as you do for the password for your data files, as you risk this being exposed through the network.

If you use https, you must have a valid SSL certificate on the server (NOT self-signed) that can be validated by the iPhone / iPod Touch. (If unsure, ask the seller of the certificate if it supports the iPhone without any certificate warnings.)

Once you have the server set up, you need to create a directory called “mobilesis” -- and inside this, one directory per school with the exact School ID as the directory name. All of the files for the school go into this directory. The mobilesis directory can be within any other accessible directory, if desired. NOTE: DO NOT change the name of any of the data files for any reason.

For example, if you have an accessible SSL enabled server named “www.example.com”, have a school with School ID “ABC12”, and you place the mobilesis directory at the root of the server, the full address of the school files would be: <https://www.example.com/mobilesis/ABC12/>

The information you need to give your iPhone / iPod Touch users is (for this example):

The School ID: ABC12

The server: [www.example.com](http://www.example.com)

The base directory (the top level directory excluding “mobilesis” and the School ID) : in this example, there is none, and your users will leave that info blank.

If instead of the root directory, you had a directory called “mywebdirectory” in which you created your “mobilesis” directory, the full address of the school files would be:

<https://www.example.com/mywebdirectory/mobilesis/ABC12/>

The information you need to give your iPhone / iPod Touch users would then be (for this example):

The School ID: ABC12

The server: [www.example.com](http://www.example.com)

The base directory: mywebdirectory

In addition to the School ID, server and base directory, your users will also need to know the server type (http or https), the web authentication username and password, and the password for the data files (which should be different).

As a convenience for getting all this information to them, you can create a special URL that encapsulates all but the username and passwords. All you need to do is add “msis” in front of the http

or https in the full url to the school data folder. Using the second example above, you would make the URL:

msis<https://www.example.com/mywebdirectory/mobilesis/ABC12/>

You could then send this URL to the user, and if they click on it in an email or web page on the iPhone / iPod Touch, it will automatically launch Mobile-SIS and add or update the school with the required server information.

Once the files are accessible, refer to the “Mobile-SIS User Guide” for instructions on downloading the files to the iPhone / iPod Touch.

# Updating iPhone / iPod Touch Files

iPhone / iPod Touch Files are updated by creating new exports from PowerSchool, creating new iPhone / iPod Touch database files, then updating the files on your server. You need only update and install the files that have changed. The Mobile-SIS iPhone / iPod Touch application will update the data from the server. THE SCHOOL NAME, SCHOOL ID AND PASSWORD MUST MATCH THE ORIGINAL FILES, AND MUST MATCH EACH OTHER FOR THE DATA TO UPDATE ON THE iPhone / iPod Touch. Under no circumstances should you change the name of any of the data files.



# Managing Your License

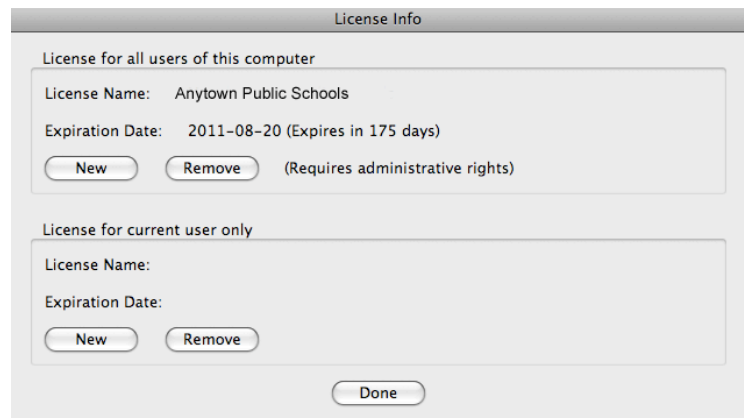
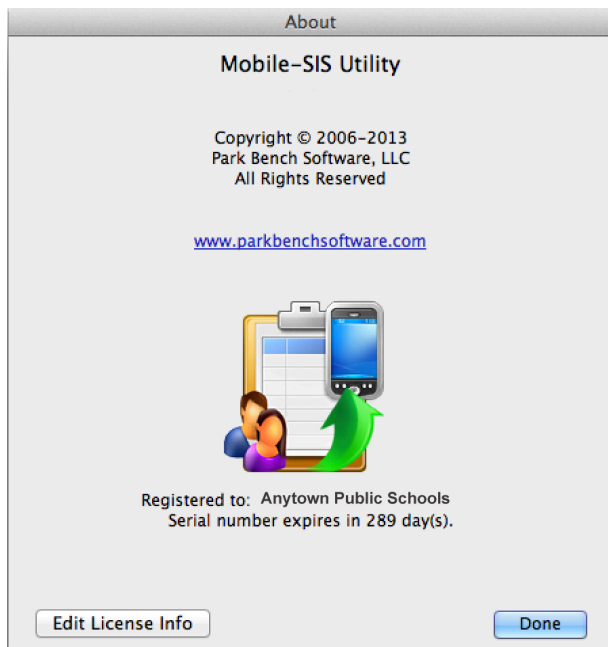
New to version 2.2 is a new license file format, that is imported when adding or updating a license.

To manage your license:

1 - On Mac OSX click on the Mobile-SIS Menu and then select “About Mobile-SIS”

On Windows click on the Help Menu and select “About Mobile-SIS”.

2 - On the lower left of the about window click “Edit License Info”.



3 - Here you can either enter a new license by selecting “New” or remove a license by selecting “Remove”. You can do this for all users if you have administrative rights to the computer or the current user by selecting from the appropriate area.

4 - When clicking “New” you will be prompted to enter your serial number information or import a license file depending on which way you receive your license. To import a license file click “Select” under the “License File” section, navigate to your license file and click “Open”.

Register

☒ Serial Number

Name:

Serial Number:

☐ License File

Please enter a valid name and matching serial number.

Register

☐ Serial Number

Name:

Serial Number:

☒ License File

Name: John Smith  
Company: AnyTown, MA  
Email:  
Start Date: 2013-10-04  
Days: 30  
Expires: 2013-11-03

Days remaining on this license: 27

5 - Click “Done” when completed.

# Troubleshooting

Please report all problems via our support portal at: <https://support.parkbenchsoftware.com>

Please be as specific as possible.