



Drupal Parent Portal Documentation

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Overview

The Installation process involves these steps:

1. Verify you meet all the Prerequisites
2. Run the PowerShell script to provision needed Azure components
3. Install and configure the Azure Parent Portal App
4. Install and configure Drupal Modules (in your Drupal environment)

1. Prerequisites

- A commercial Azure tenant
- An account with permissions to administer your Azure tenant
- Drupal 8 installed on-prem or in cloud. If on-prem, the Drupal server must be able to communicate with the Azure Parent Portal App

2. PowerShell Script

The PowerShell script will ask a few questions and attempt to build the required Azure components.

The first component built will be creating or connecting to a resource group.

The second step is to create the application service plan. By default the service plan will be a basic tier, small worker size with one worker count.

The third item built will be Azure SQL. You will need to know your external, public, IP address as this is used to build a firewall rule that will allow your computer to access the database during the user and database creation process.

The fourth and final piece created is an Azure Storage Account.

Client requirements

In order to run the provided PowerShell script, the machine you run it from must have these items installed:

- PowerShell v2 (or newer)
- Azure PowerShell: <https://github.com/Azure/azure-powershell>
- Execution policy set to allow running PowerShell scripts
- Internet access

Steps

1. Download the AzureServicesBuilder.ps1 from <https://github.com/go-planet/azure-drupalparentportal>.
2. Execute the AzureServicesBuilder.ps1 script

Other tasks

Additional steps you may need to perform manually are as follows. Please consult Azure tenant

- Apply SSL certificate
- Register domain name

More information on this topic can be found at <https://docs.microsoft.com/en-us/azure/app-service-web/web-sites-configure-ssl-certificate>.

3. Install & Configure Azure Parent Portal App

Install the Azure Parent Portal App

1. Download and open the Visual Studio 2015 solution from Github here:
<https://github.com/go-planet/azure-drupalparentportal>.
2. Browse to your tenant's Registered Apps page, here:
https://portal.azure.com/#blade/Microsoft_AAD_IAM/ActiveDirectoryMenuBlade/RegisteredApps
3. Open and modify the web.config in the Drupal.ParentPortal project to update the connectionString or value attributes of the following entries. You can find values for some of these from the App Registration screen you opened in the previous step.

```
<add name="DefaultConnection" connectionString="" providerName="System.Data.SqlClient" />
<add key="ida:ClientId" value="" />
<add key="ida:ClientSecret" value="" />
<add key="ida:Domain" value="" />
<add key="ida:TenantId" value="" />
<add key="ida:PostLogoutRedirectUri" value="" />
```

4. Follow the instructions from <https://docs.microsoft.com/en-us/azure/app-service-web/web-sites-deploy> to deploy the Drupal.ParentPortal project to your Azure tenant (the App Service for it was created by the PowerShell script you already ran above).

Configure App Settings

Before any of the modules will work on your Drupal site, the following application settings need to be configured within the Azure Parent Portal App and they must match the values entered in the Drupal Module Configuration section further down in this document.

App Management Id: a GUID


Client Secret: like a password that gets passed with the App Management ID from the Drupal server to the Azure Parent Portal App in Azure to ensure access is only allowed from your Drupal site

Steps


1. Browse to your Drupal Parent Portal Administration site and log in.
2. Click on Application Settings link.
3. Enter a GUID in the App Management Id field or click the pencil icon on the right to generate a new GUID.
4. Enter a complex string in the Client Secret or click the pencil icon on the right to generate a new secret.
5. Click save.

Application Settings

App Management Id

1a89f23e27a643c6ba61f744416dc797


Client Secret

IIB4@TOV


Save

Configure the App Modules

Each Drupal Parent Portal Module has its own management page for setting the pertinent configuration settings. Browse to your Drupal Parent Portal Administration site and sign in to gain access to the Module Management pages.

Module Management

- [Manage Documents](#)
- [Manage Events](#)
- [Manage Office](#)
- [Manage My Students](#)

Manage Documents

Documents can be shared in the Documents Drupal module in one of two ways. An administrator can manually upload individual documents from the Manage Documents page or they can configure the Drupal Parent Portal app to get documents from a SharePoint Online document library.

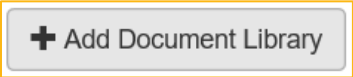
Upload Documents

1. Click on the Manage Documents link from the Drupal Parent Portal administration site's home page.
2. In the Add Documents Manually section, click on the Browse button.
3. Navigate to and select the document you want to share with users on the Drupal site.
4. If you only want users of a particular audience to see this document then select that audience from the Audience drop-down menu.
5. Click the Add button.

Sync Documents from New SharePoint Library

Documents can be pulled from one or even many different SharePoint Online document libraries. First, you must configure a new Document Library.

1. Click on the Manage Documents link from the Drupal Parent Portal administration site's home page.
2. Click the Add Document Library button.

 A rectangular button with a light gray background and a thin orange border. It contains a black plus sign icon followed by the text "Add Document Library" in black.

3. In the Site URL field, type or paste in the URL to the SharePoint site where the document library resides.
4. Enter the user name and password that the system will use when it retrieves the documents from the library. Drupal site users do not need to have access to the document library.
5. Enter the name of the document library.
6. If all the documents in this library only pertain to Drupal users belonging to a specific audience then select it from the Audience drop-down.
7. Click Save.

SharePoint Library Information

Site Url

Username

Password

Library Name

Audience

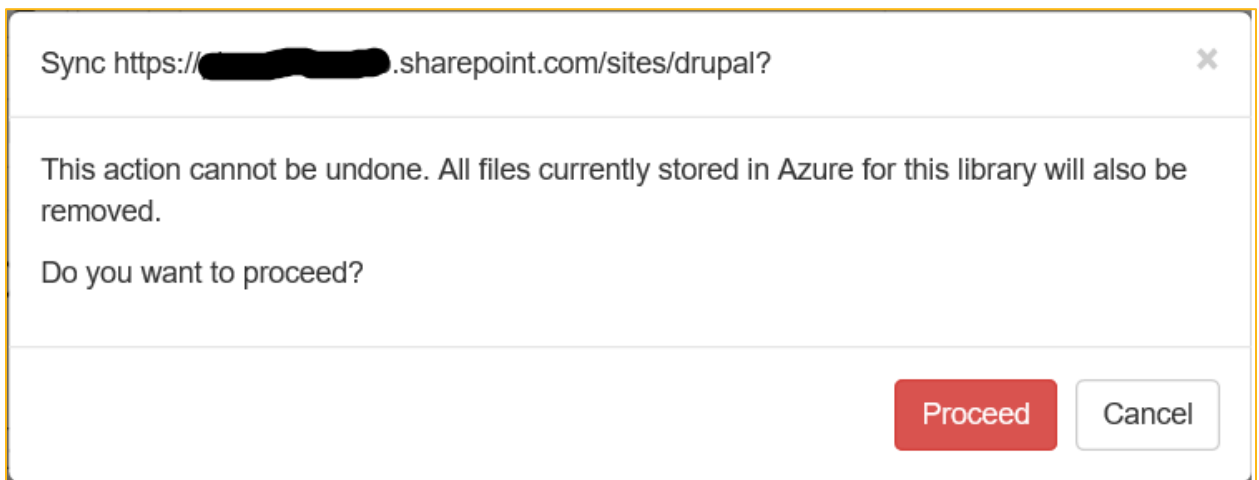
Save

8. Assuming the supplied information is valid, the system will immediately copy all documents from the document library to Azure blob storage.

Update Documents from SharePoint Library

Any time documents are changed, added or removed from a SharePoint library, an administrator will need to synchronize those changes to Azure via the Drupal Parent Portal administration site if Drupal users are to see the changes. Synchronizing the SharePoint library will remove the documents from Azure blob storage which were previously sync'd from that SharePoint library and then will copy all the documents from that SharePoint library to Azure blob storage.







1. Click on the Manage Documents link from the Drupal Parent Portal administration site's home page.
2. Click on the Sync button next to the library.
3. Click the Proceed button.



Delete SharePoint Library Connections

If you no longer want documents from a SharePoint library to be available in the Drupal Documents module follow these steps.

1. Click on the Manage Documents link from the Drupal Parent Portal administration site's home page.
2. Click on the Delete button in the SharePoint Libraries list in the row for the SharePoint library you want to remove. All documents synchronized from that library will be removed from Azure immediately and no longer available to Drupal users.

SharePoint Libraries			
Actions	Site URL	Library Name	Audience
  	https://yourdomain.sharepoint.com	Shared Documents	
  	https://yourdomain.sharepoint.com	Shared Documents	

Manage Events

Management of this module enables you to do the following:

- Configure settings needed so the system is able to send email notifications
- Create, modify and delete events
- View event volunteers

Each of these are described in the next sections.

Configure Settings

1. Click on the Manage Events link from the Drupal Parent Portal administration site's home page.
2. Click on the Settings bar below the Calendar to expand the setting fields.
3. Enter the SMTP Server, Login User, Password the Events Module will use to send email notifications.
4. The address you enter in the Send From Email will be the address user will see as the sender of all Event Module notifications.
5. Click Save.

Settings

SMTP Server

SMTP Login User

SMTP Login Password

Send From Email

Save

If an SMTP server is not already configured and available within your infrastructure, consider using SendGrid. At the time this document is being written, Azure customers are allowed to send up to 25,000 emails each month for free using this service. For more information, see <https://sendgrid.com> and <https://docs.microsoft.com/en-us/azure/app-service-web/sendgrid-dotnet-how-to-send-email>.

Create, modify and delete events

1. Click on the Manage Documents link from the Drupal Parent Portal administration site's home page.
2. Click the Add Event button below the calendar.
3. Enter all the relevant information in the form that appears.
4. Click Save.

Event Information ✕

Title

Start

End

Location

Description

Primary Contact's Email

Is Volunteer Opportunity

☐

Max Volunteers

0

Action Button Text

Action Link

Audience

▼

Save

Cancel

- **Primary Contact's Email:** Users of the Parent Portal Drupal Module will have access to this email address. This email address will also receive email notifications when users volunteer for the event (assuming the Is Volunteer Opportunity field is checked), when users cancel their volunteer registration and any time the event is modified or deleted by an administrator and they choose to send an optional notification.
- **Is Volunteer Opportunity:** When checked, users of the Drupal site will have the option of volunteering for this event.
- **Max Volunteers:** The number of users allowed to volunteer for this event will be capped at this amount. Setting this field to a value of 0 (zero) will allow an unlimited number of users to volunteer.
- **Action Button Text:** A dynamic link button can be placed on the Event details form for this event and viewable by Drupal site users. The value in this field defines what text will appear on that button.
- **Action Link:** This is the URL users will be taken to when they click on the button with the text on it from the Action Button Text field.
- **Audience:** If this event should only be visible to a specific audience, then choose the desired Audience from this drop-down.

View event volunteers

1. Click on the Manage Documents link from the Drupal Parent Portal administration site's home page.
2. Find the event in the calendar that you want to see who has volunteered for and click on it.
3. Click the Show Volunteers button.

Delete
Save
Cancel
Show Volunteers

First Name	Last Name	Email	Phone	Address
Jane	Doe	jdoe@doe.com	123-456-7890	123 S Fourth St Townsville, MD 80120

Total Volunteers | 1

Manage Office 365 ProPlus

For schools/districts that have Office 365 ProPlus setup, this module will embed the online form users need to register and receive the benefits of their ProPlus accounts.

1. Click on the Manage Office link from the Drupal Parent Portal administration site's home page.
2. Enter the URL to your Office 365 ProPlus registration site. Append "?nochrome=true&NoChrome=true" (without parenthesis) to the site's URL in order to hide the site's banner.
3. Click Save.

Office

URL

Save

If you do not configure a URL for this module, then the default Office 365 download page will appear in this Office Drupal module like this.



Step 1: [Install Office](#) (Need help? Read the [Installation and Support Guide](#))

Step 2: Activate with your Office 365 Organizational Account from your school







Manage My Students

The My Students Drupal module enables parents to associate their children with their Drupal account. Parents must fill out a form with information about their student which needs to get validated against your student verification web service before getting saved in the system. Management of the My Students module simply stores the URL to your student verification web service.

1. Click on the Manage Office link from the Drupal Parent Portal administration site's home page.
2. Enter the URL to your student verification web service.
3. Click Save.

Manage My Students

Student Verification Web Service URL

RESTful Web Service Definition:

- Inputs: string studentId, string school, DateTime doB, string grade, string firstName, string lastName, string teacher
- Outputs: JSON in this format (Success should equal false if supplied data does not match a valid student record)-

```
{
  "Success": true,
  "StudentId": "31234",
  "School": "Brooklyn Elementary School",
  "DoB": "VDate(946684800000)",
  "Grade": "12",
  "FirstName": "Amy",
  "LastName": "Powers",
  "Teacher": "Ms. Smart"
}
```

Save

The My Students module will pass the information supplied by the parent user to this web service and expects a JSON response. The parent user will be prompted to modify their information in the form and try again if the value of the returned Success field is false. If Success comes back as true then the student's information will be added to that parent user's list of students which looks like this.

My Students

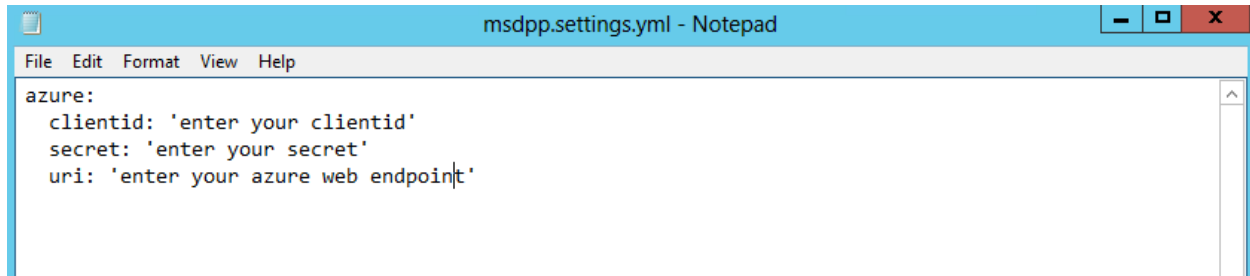
Name	Grade	Teacher	School	
Abdul Muhammad	9th Grade	Ms. Jones	Beryl High School	✖
Laura Wilder	4th Grade	Mr. Murphy	Doe Elementary School	✖
James Wilder	6th Grade		Doe Elementary School	✖

+ Student

Your student verification web service can use any of the values entered by the parent to evaluate whether they should be allowed to add the student to their account. In addition to returning a Success value, the web service can return different values from what the parent submits for any of the fields. Whatever values the web service returns will automatically override the values supplied by the parent when saved by this module. This allows for data consistency across all students. For example, the web service could allow parents to submit "Beryl High School", "Beryl HS" or "BHS" in the school field but always return "Beryl High School" in the JSON response for School. This is especially important for the School, Grade and Teacher fields because those fields are what determine the audience names and definitions (see Audiences section for more details).

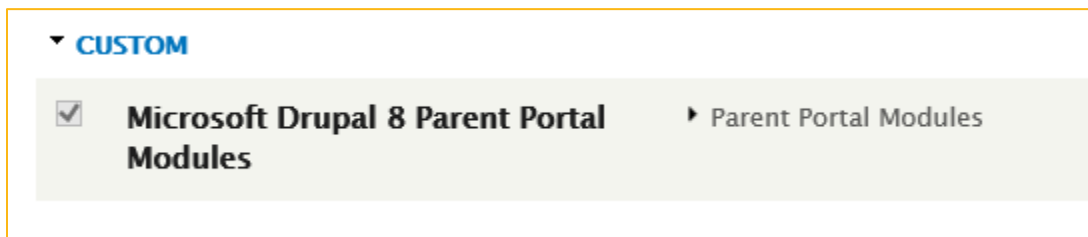
4. Install & Configure Drupal Modules

- Download the msdpp-master folder from Github: <https://github.com/go-planet/azure-drupalparentportal>. It is in the Drupal folder.
- Edit the config file msdpp-master\config\install\msdpp.settings.yml and enter the appropriate values within single quotes for the following properties:
 - Clientid: must match the value entered in the Azure Parent Portal App's "Application Settings" screen
 - Secret: must match the value entered in the Azure Parent Portal App's "Application Settings" screen
 - URI: is the address of the Azure Parent Portal App



```
msdpp.settings.yml - Notepad
File Edit Format View Help
azure:
  clientid: 'enter your clientid'
  secret: 'enter your secret'
  uri: 'enter your azure web endpoint'
```

3. Upload the msdpp-master folder to the modules root folder of your Drupal 8 installation.
4. Log into the Drupal site with an administrator account.
5. Click on the Manage menu and then Extend.
6. Check box next to Microsoft Drupal 8 Parent Portal Modules.



7. Click the Install button at bottom.
8. Now you can add any of the Drupal 8 Parent Portal blocks to any of your Drupal pages. Go to Structure > Block Layout and place the blocks where desired.

Document Block	Microsoft Drupal 8 Parent Portal Modules	Place block
Event Block	Microsoft Drupal 8 Parent Portal Modules	Place block
My Students Block	Microsoft Drupal 8 Parent Portal Modules	Place block
Office Pro-Plus Block	Microsoft Drupal 8 Parent Portal Modules	Place block

Other General Information

Email Notifications

The Events module sends these four email notifications:

- New Volunteer: email goes to the email address entered by the volunteer and to the primary contact for the event
- Canceled Volunteer: email goes to the email address entered by the volunteer and to the primary contact for the event
- Updated Event (optional): email is sent to all event volunteers and to the primary contact for the event
- Canceled Event (optional): email is sent to all event volunteers and to the primary contact for the event

Audiences

The Drupal Parent Portal defines four kinds of audiences.

- School (all grades and all teachers)
- School – Teacher
- School – Grade
- Grade (all schools)

Every time a parent successfully adds a student to their My Students module, the system checks to see if one audience exists for each of the four audience types and creates them if not. For example, when a parent user adds their student who is a 9th grader in Ms. Jones class at Beryl High School, the system will create the following audiences if they do not already exist.

- Beryl High School
- Beryl High School – Ms. Jones
- Beryl High School – 9th Grade
- 9th Grade

The Events and Documents modules allow for audience targeting. Administrators can target individual events and documents to a single audience. For a parent to be in an audience, one or more of the students in their My Students list would need to match the audience assigned to the content. For example, say there is an upcoming field trip for 9th grade students at Beryl High School. The school administrator who added the event in the Event Module would select the "Beryl High School – 9th Grade"

audience. This event would only appear in the Events Module for parents of 9th graders attending Beryl High School. In the same way, documents can be targeted to parents using these audiences.