

## Work Instructions

## Maintenance Operations

This section will define the various maintenance operations required to keep the KIPP SAMs program operational for years to come. Database backup is an essential process for ensuring that if something goes wrong, that administrators can quickly recover and get on with their normal daily tasks. This section will demonstrate two methods to perform database backups: automatically on a pre-determined schedule, and manually on an as-needed basis.

### Backup Database

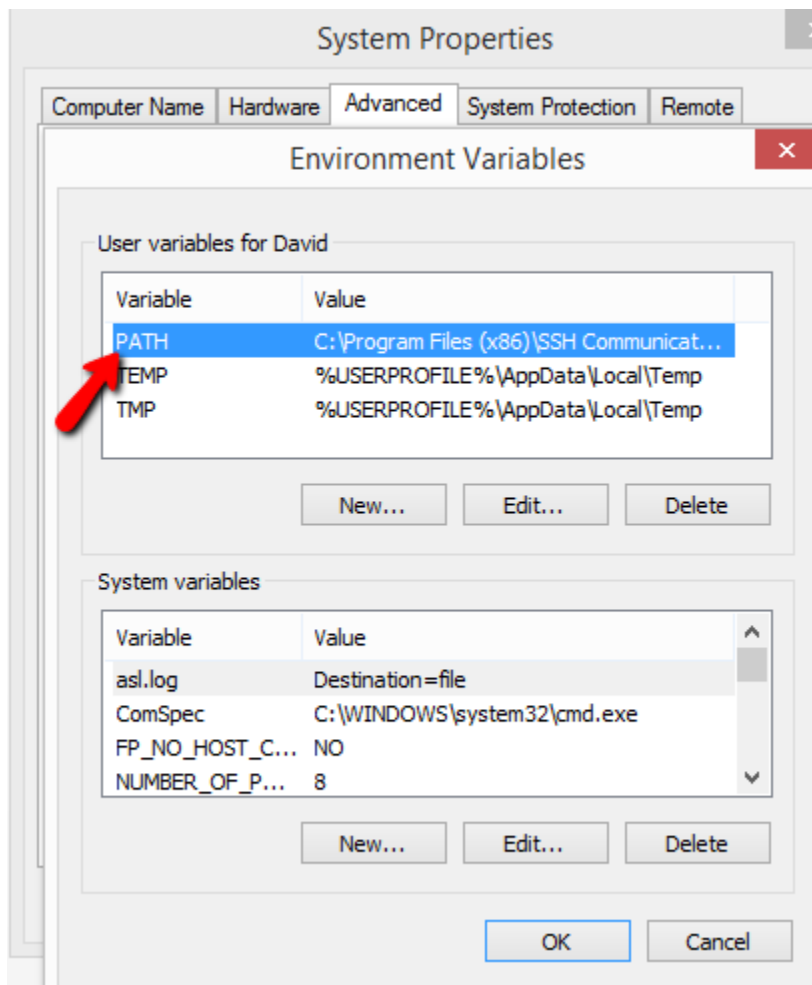
#### Backup Database Automatically:

In order to backup a database automatically, some pre-setup is required. This can be performed by an IT administrator at the time the UNF team begins loading the web site onto the system.

#### Setup PATH in Environmental Variables.

The first process that must be done is ensuring that the MySQL bin directly is setup in the environmental variables section on Windows. Go to Control Panel >> System >> Advanced System Settings. Select the Advanced tab and then select Environmental Variables.

Select the PATH in the environmental variables dialog.



Select Edit and add the following at the end of the line:

```
; C:\Program Files\MySQL\MySQL Server 5.7\bin
```

Select Ok >> Ok >> Ok to exit.

Save the following attached batch file to where you want to save the backups to. In this case I'm saving to C:\source\Backups.

Next, go to Windows Task Scheduler and schedule the task to run.

- Create Basic Task
- Name it something like SAMs MySQL Backup
- Weekly or whatever schedule you prefer. I did every Saturday at 1AM.
- Browse to the test.bat file.
- Select Next
- Select Finish

Backup is now setup for weekly runs.

### Backup Database Manually:

To run the database backup manually, just go to the test.bat file you saved earlier and run that.

### Restore Database:

To restore a database go to command line – Start >> CMD

Now type the following:

```
mysql -u KIPPDemo –password=thePassword samsjacksonville;
```

This will start mysql in command mode. Now to run the backup run the following:

```
Source c:\source\Backups\filenametorestore.sql;
```

System will then restore the database based on that last backup. Keep in mind, if you restore say on a Friday, and you haven't backed up since the previous Sunday – YOU WILL LOSE EVERYTHING ENTERED FOR THAT WEEK!

## School Year Operations

Once a year – after the current school year has completely finished, an administrator will need to activate the website for the new school year. Failure to do this will associate all data entered to the 2015-2016 school year or whatever school year is currently selected.

Once the school year has ended – go to Admin >> School Year. The current school year selection will show at the top of the drop down. Select the drop down, and select the next consecutive school year. This will change all of the data over to the next school year while preserving all the previous year's data in the database.

To verify ensure that all office visits, dashboards, students, homerooms, and contacts show no data when you go to their associated pages.

## Import Data Operations

There is a way to import contacts and students based on the files provided by Miles.

### Students

#### File Type

File should be tab delimited and can have any filename or extension you wish.

Field Name	Data Type	Description	Example
Student ID	VARCHAR	Field of studentID assigned by KIPP to every student. Every ID should be unique, but could be alphanumeric.	S11681611
Last	VARCHAR	Last name of the student.	Collins
First	VARCHAR	First name of the student.	David
School	VARCHAR	School the student is assigned to. In the example a code was used to identify the school in this case 1271 represents KIPP Impact. This code should be included to match schools properly.	C-KIPP Impact School – 1271
Gender	VARCHAR	Gender of the student. In the examples all students were provided a gender.	F – Female M – Male

Example file provided.



KJE Info.txt

#### How to import students:

- 1) Go to Admin >> Import Data
- 2) Browse for the file you wish to import.
- 3) Select the drop down menu and select Students.
- 4) Select Add and the file will import.

## Contacts

### File Type

File should be tab delimited and can have any filename or extension you wish. The example file I received originally was an excel file and needed some modifications.

Original Field Name	Changed Field Name	Data Type	Description	Example
Last Name	lastname	VARCHAR	Last name of the contact.	Rollings
First Name	firstname	VARCHAR	First name of the contact.	Samantha
Position	position	VARCHAR	Position the contact holds at the school.	Administrator
Class	classroom	VARCHAR	Class the contact teaches/resides in.	- A&M
School	school	VARCHAR	School the contact works for.	KIPP
Room #	room	VARCHAR	Room number the contact teaches/resides in.	322
Room Extension	roomextension	VARCHAR	Phone Extension for the room the contact teaches/resides in.	322
Email	email	VARCHAR	Email of the contact.	srollings@kippjax.org
Cell	cell	VARCHAR	Cell phone number of the contact.	904-555-5555

### Example Contact Sheet (Prior Transformation)



2015-2016 Contact  
List.xlsx

### Example Contact Sheet (After Transformation)



2015-2016 Contact  
List.txt

## How to Import Contacts and Homerooms

- 1) Save the excel file as a tab delimited text file.
- 2) Some modifications must be made to the headers in order to import properly. As a result of this I have included an extra column – one for the original field name, and one for the changed field name.
- 3) Go to Admin >> Import Data
- 4) Browse for the file you wish to import.
- 5) Select the drop down menu and select Contacts.
- 6) Select Add and the file will import.
- 7) \*Note\* Importing contacts will also import homerooms into the homeroom table based on data in the contact file. If homeroom already exists, it will not be duplicated.

## Importing Code of Conduct Violations

### File Type

Though there is no official process for importing code of conduct violations, it can be done. The code of conduct handbook can be downloaded from [duvalcountyschools.org](http://duvalcountyschools.org) for the given grade set (one for elementary and one for high school).

The only way I could get this to work is copy and paste each field into a field in excel. Once I had it all in there, I saved it as a tab delimited file that I could force the data into MySQL through import database scripts. I – David Kolln – volunteer to do this for the 2016-2017 period should you decide to use this program at KIPP. You can reach me to perform this transformation at [dkolln@gmail.com](mailto:dkolln@gmail.com). This is the extent as to which I will support this product going forward. Perhaps if you have a way to export the code of conduct violations out of your FOCUS system, I could then develop something that would work similar to the students and contacts.

Field Name	Data Type	Description	Example
Duval_violation_code	VARCHAR	Numeric style code indicating type of offense (1 – minor, 2 – middle, 3 – major, 4 – criminal) and the various violations associated under that category.	1.04 for example shows it's a class 1 offense, and the 04 is the 4 <sup>th</sup> offense in the code of conduct booklet.
Short_code	VARCHAR	Short code used to help identify grouped offenses.	FIT represents fighting which can be a 2.09, 2.10, or 2.11 offense code.
Name	VARCHAR	Long description of offense.	Initiating a Fight.



2015-16\_DCPS\_Elem  
entary\_Code\_of\_Cor

## All other Data Tables

All other data tables are expected to be entered as needed.

Table	Expectation
Office Visit	Entered one at a time by administrators.
Profile	Entered by an admin to allow a new contact to use the website.
Content Course	Entered by an admin to allow a content course to be used by the website when entering office visits.
Gender	Semi-Permanent table listing all available genders. Not meant to be changed.
Grade	Semi-Permanent table listing all available grades. Not meant to be changed.
Homeroom	Homeroom of the students however student import does not have homerooms. Administrator can add them as needed. Also imported during part of the contact import process.
Office Visit Offense Association	Links Office Visits to Code of Conduct Violations.
Office Visit Remedial Association	Links Office Visits to Remedial Actions
Remedial Action	Table listing all possible remedial actions. Office Visits contain a comments section in case remedial actions are not entered so at the end of the year, decisions can be made based off to the comments to add or remove remedial actions.
School	List of available schools. Admin can add new schools as necessary in the admin management area.
School Year	See School year in the import section.
Student	See Student in the import section.
Contact	See Contact in the import section.