

SIMS

SIMS Learning Gateway 2 for System Administrators

Applicable to 7.122 Onwards

Handbook



CAPITA
CHILDREN'S SERVICES

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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Introduction

This handbook provides the information required to configure SIMS Learning Gateway 2 (SLG2), at a hosting organisation, such as a Local Authority (LA) or Single Site School. It is intended for System Administrators with MCSE certification on Microsoft Windows Server 2003, or MCTS certification on Microsoft Windows Server 2008 Network Infrastructure and Application Infrastructure (or an equivalent level of knowledge and experience).



NOTE: Information on MCSE and MCTS training and certification is available from the Microsoft Learning Website:

<http://www.microsoft.com/uk/learning/>.

This handbook is applicable to all users of SLG2, although the sections *External Provider Sites* on page 46 and *Providing Agents With Access to External Provider Sites* on page 47 only apply to those who have purchased a license to use the optional external provider site functionality.

This handbook does not cover information on Active Directory Provisioning. Please refer to the *SIMS Active Directory Provisioning 2* Technical Guide and the *SIMS Active Directory Provisioning 2 for System Administrators* handbook for installation information.

For further information on SLG2 technical specifications, please refer to the *SIMS Learning Gateway 2 Technical Guide*.

These documents are available from the SupportNet Home page:

<http://support.capitaes.co.uk>

Click the **Documentation** button on the Home page then select **SIMS Handbooks** from the **Category** drop-down list. Enter the required handbook name in the **Text Search** field then click the **Search** button.

What's New in this Handbook

The *Planning your Upgrade* section on page 25 has been updated.

The SLG User Details Web Part now enables the administrator to unconsolidate consolidated user accounts. Please see *SLG User Details Web Part* on page 63.

Where to Find Microsoft SharePoint Documentation

The scope of this handbook is to help you to configure and run SLG2 but you may encounter situations in which you will need to consult the SharePoint documentation provided online by Microsoft. Links to relevant Microsoft documentation are provided throughout this handbook and links to the documentation homepages for WSS3 and MOSS 2007 are provided in the following paragraphs.

WSS3 Documentation

<http://technet.microsoft.com/en-us/library/cc288070.aspx>

Documentation relevant to running SLG2 on WSS3:

- Getting started for Windows SharePoint Services 3.0 technology
- Planning and architecture for Windows SharePoint Services 3.0 technology
- Security and protection for Windows SharePoint Services 3.0 technology
- Downloadable book: Installation guide for Windows SharePoint Services 3.0

MOSS 2007 Documentation

<http://technet.microsoft.com/en-us/library/cc303422.aspx>

Documentation relevant to running SLG2 on MOSS 2007:

- Getting started with Office SharePoint Server 2007
- Planning and architecture for Office SharePoint Server 2007
- Video demos and training for Office SharePoint Server 2007
- Downloadable book: Installation guide for Office SharePoint Server 2007
- Downloadable book: Design and build sites for Office SharePoint Server 2007

Terminology

This section provides a list of definitions for the abbreviations found throughout this handbook:

Abbreviation	Definition
AD	Active Directory
DMZ	Demilitarised Zone
IIS	Internet Information Services
MOSS2007	Microsoft Office SharePoint Server 2007
SIMS	Schools Information Management System (SIMS)
SLG	SIMS Learning Gateway 2
SQL	Structured Query Language
WSS3	Windows SharePoint Services Version 3

Permissions

Permissions are specific access rights that are used to grant access to individual areas of functionality in SIMS and SLG2. Permissions are defined in System Manager and control both functionality and access to information. Data is not displayed in web parts if you do not have the appropriate permissions. Please refer to the *SLG2 Web Parts* handbook for full information about web part permissions.

To use the functionality of the web parts detailed in this handbook, you must be a SIMS user who is a member of the System Manager user group.

For more information on setting up Permissions, please refer to the *System Manager* handbook, accessed from the **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required category, then click the required handbook from the **Handbooks** page.

Caching of Permissions Data

In order to maximise system performance, the SLG application tier caches information that is regularly needed but does not frequently change (this includes System Manager permissions). This information is removed from the SLG cache and refreshed from the SIMS database when the IIS application pool for the SIMSWebServices site is recycled. By default, the IIS application pool is configured to automatically recycle at a time when the system is not under heavy load (usually around 1:00am).

If you require the cache to be refreshed more frequently, we recommend that you choose a frequency that does not cause the IIS application pool to be recycled when the system is under heavy load. When the IIS application pool is recycled the system needs to re-acquire the data that was previously cached. If the system is also handling a high number of users at this time, those users may experience time-outs or similar related errors.



NOTE: If your system uses multiple SLG Application Tiers, information is cached on each separate Application Tier machine, modifications to the frequency of IIS application pool recycling must be made on each separate machine.

SIMS Learning Gateway Explained

SLG is a portal for SIMS. It provides access, over the Internet, to relevant information stored in a SIMS database for teachers, pupils/students and parents.

SLG is deployed from Microsoft Office SharePoint Server 2007 (MOSS2007) or Windows SharePoint Services version 3 (WSS3).

Microsoft SharePoint

SharePoint provides the portal that hosts web parts and portal content.

When deployed into a SharePoint installation, SLG installs a number of SIMS web parts and sample themes appropriate to pupil/student, parent and teacher websites.

SLG supports deployment into a web farm environment. To take the best advantage of such an environment, it is recommended that a session state server is installed and configured.

SIMS Web Parts

Web parts are web applets that can be added to a SharePoint portal by an administrator. SIMS web parts provide an interface to the SIMS database and cover the main areas used by classroom teachers, as well as providing learning data for parents (restricted to their child or children) and allows pupils/students to view their own records in SIMS.

Microsoft Active Directory

Active Directory is used to provide authentication and authorisation services to SharePoint.

SIMS Active Directory Provisioning Client

The Provisioning Client tracks changes in a school's SIMS database or (in the case of a local authority hosted solution) each SIMS database.

SIMS Active Directory Provisioning Server

The Provisioning Server communicates with the school's SIMS databases and applies any changes (such as to users and groups) to the Active Directory, as achieved by the ADPS Client.

Microsoft SQL / SQL Express Server

The Microsoft SQL Server hosts the SharePoint content and configuration databases. It must be placed on the internal side of the demilitarised zone (an area to run servers visible from the Internet) and the appropriate port opened up to allow access between the SharePoint servers and the SQL Server.

SIMS Application Server

The SIMS Application Server hosts business logic (that would traditionally be held in the SIMS client application) in a server environment and exposes it to the web parts via web services. As well as providing this interface for the web parts, the application server acts as a router linking Active Directory users and SharePoint sites to the appropriate SIMS database(s) and also provides permission-based security.

SIMS Web Server

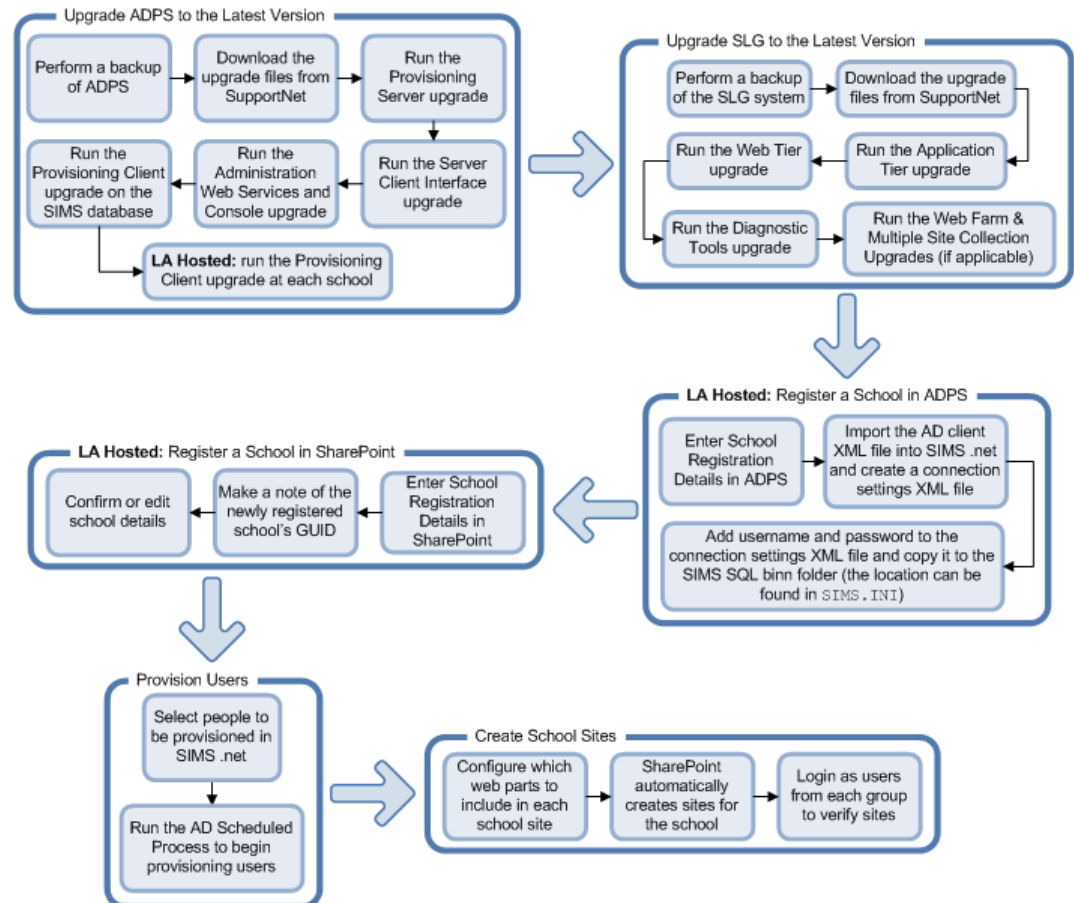
The Web Server is the front end machine with SharePoint Portal server installed. It is the entry point for users accessing SIMS Web Parts.

Microsoft ISA Server (for Windows Server 2008 users only)

In Windows Server 2003, an IIS website can be created that allows users to reset their password if it expires or if they are logging in for the first time and "user must change password at first login" has been activated on their account. Microsoft has removed this feature from Windows Server 2008 in favour of functionality in ISA Server. The result is that for a secure installation of SLG2 on Windows Server 2008, an ISA Server is required.

SLG2 Configuration Process Flow

The following flow diagram summarises the process (described in this handbook and the *Active Directory Provisioning 2 for System Administrators* handbook) that you must carry out after SLG2 and ADPS2 have been installed, in order to ready the system for schools to create their own sites.



02 | Preparing for SLG2

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Introduction

SLG2 displays live data held in your school's SIMS database securely and in real-time to teachers, parents and students. It is therefore vital that procedures are in place to ensure that data is accurate, up to date, complete and appropriate, both prior to and after issuing accounts. This section provides a list of example key data- and system-related issues that each school should consider before implementing SLG2. Also included is outline advice from Capita based on existing implementations in schools and Local Authorities.

Schools and Local Authorities should also use their own experience and expertise in these areas, especially in keeping up to date with guidance from Becta and UK legislation. In addition to this, Capita provides consultancy to schools and Local Authorities on these issues to help schools prepare.



NOTE: This section does not cover the technical requirements for ensuring secure storage and transmission of sensitive data over the Internet.

Issues, Considerations and Actions

Key Issues	Considerations & Actions
A. User Provisioning & Issuing Accounts	
Duplicate contacts When you enrol the sibling of an existing on-roll student, new contacts with the same details are sometimes incorrectly added to the SIMS database instead of the new student being linked to the existing contacts. If this is not detected, both versions of that contact receive different logins when user names and passwords are issued, each with access to just one of the siblings.	- Run the delete unlinked contacts routine. - Run the duplicate contacts check report and use it to help identify where such contacts exist. - If such contacts are found, rename one to identify it as being the one you wish to delete. - Attach the student to the correct version of the contact; remove the link to the incorrect duplicate contact. - Run the delete unlinked contacts routine again. <i>NOTE: This process does not need to be completed for all duplicate contacts before provisioning parents. However, the school should always check details of each parent before provisioning (please see Teachers who are also parents).</i>

Key Issues	Considerations & Actions
Teachers who are also parents Historically, teachers at the school who are also parents have usually been given a separate entry in SIMS for each role - one in Personnel and the other as a contact. When issuing logins in SLG, this causes two separate logins to be issued, one with access to the Teacher site, the other with access to the Parents site.	As with <i>Duplicate contacts</i>. Link the student to the contact marked in SIMS as an employee and delete the other one so that the teacher has access to, and appropriate permissions for, the teacher and parent sites once they have been issued with a login.
Incorrect parental responsibility flag Check that Parental Responsibility flags are correctly assigned to contacts in SIMS to ensure that appropriate contacts get access to, and appropriate permissions for, the Parent site. At some schools there have been contacts shown as having parental responsibility for students who are not their own children. This may be correct but it is worth checking. If logins are issued, contacts who have parental responsibility for a student have access to details of that student.	- Run a report to identify anomalies, such as students with contacts who are not their mother or father being recorded as having parental responsibility, or where the contact is shown as being a parent but does not have parental responsibility. Such a report is available for download from SupportNet. Go to User Posts File sharing Download File and download resource number 395. - Check and correct such anomalies. <i>NOTE: As with the Duplicate contacts issue, it is not necessary to have corrected all entries before provisioning parents but you must check permissions before provisioning individual contacts.</i> - The school must also ensure that any parents with a court order against them have that flag ticked in the database so that they are immediately denied access to the child's data, even if they have previously been issued with a login.
Distributing Accounts Ensure that user names and passwords are securely distributed to the intended recipients.	The process of issuing and maintaining parental login details should be carefully managed. Even if the data has been checked as above, it is recommended that the following process (or similar) is followed: - Choose a year group at a time. - Send a general letter asking if parents want online access to their children's data. Some schools first issue logins, then ask parents to apply for their password, thereby introducing an opportunity for further data checks and vetting of applicants. - Send an Acceptable Use Policy to interested parents, along with documents they must sign to confirm their acceptance, the accuracy of their details and details of the children for whom they have parental responsibility.

Key Issues	Considerations & Actions
	4. Request valid parental email addresses and enter this data into SIMS before provisioning. 5. Check and if necessary, amend all gathered parental data. 6. Provision the parents and issue the logins and passwords, using adapted versions of the reports provided in SIMS. 7. Distribute user names and passwords separately. <i>NOTE: Some schools have decided to send the user names and passwords separately by post, some have asked parents to collect them and some have given them out at parents' evening, where parents can immediately access the site and be given a demonstration.</i> 8. In all cases, given the potential for difficulty, especially with first-time logins, it is important to provide clear instructions and help to try to avoid problems. 9. If a parent loses or forgets their password, the school can reset it, but must have a clear procedure as to how this happens and how the new password is delivered to the parent.
B. Overall Strategy and Safeguards	
Access to Data Ensure that you have an appropriate strategy, data policy and in-school procedures.	■ Develop an internal administration policy that outlines key procedures and practices. This should include identifying what data to share and what to be kept private, and school processes to ensure that information is kept up to date and accurate. This must ensure that your school implementation adheres to the Data Protection Act, protects young children and that it follows current guidelines and UK legislation. For example, ensure that you have acceptance or agreement with students, where necessary, to share data with their parents(s) or carer(s) in line with the Data Protection Act. ■ Ensure that the school staff involved are aware of their responsibilities. ■ Refer to Becta advice at http://schools.becta.org.uk/index.php?section=ch&client=mi

Key Issues	Considerations & Actions
C. Data Specific Issues	
Attendance data Data for session and/or lesson attendance (the latter if the school has purchased Lesson Monitor) is available to parents as soon as it is saved in SIMS. It is therefore vital that such information is as accurate as possible.	- It is good practice to pre-enter all known reasons for absence into the system. These include things like holidays, but also internal reasons why students may not be in their lessons but still be at school, such as inclusion rooms, lessons for special needs, music lessons etc. Internal codes for such reasons can be created. - The school needs to ensure that as near to 100% of registers are taken at all times and that students with unauthorised absences are picked up immediately. The reports, front screen missing registers panel and today's unauthorised absences can quickly identify such issues, but there must be systems in place to ensure that these reports are followed up immediately. - If there are technical reasons why registers cannot be taken such as in PE, where it may be more difficult to take a register, then these need to be addressed. There are various solutions for such issues, not least the use of a web enabled phone. Set parents' expectations that there may be some instances where attendance data is not immediately published online. Ensure, for example, that 'no mark' is not seen as an immediate cause for concern by parents. - If staff suspect a truancy from a lesson, systems must be in place to immediately address this internally, perhaps using the 'SIMS send message' routine.
Achievement and Behaviour A member of staff can enter a behaviour incident or achievement event via SIMS and these can be immediately available online for a parent to view. Such information is sensitive and systems must be in place to ensure that information is entered appropriately.	- Decide whether to share behaviour and achievement information online with parents. You can change your mind or phase this in later. - Consider using the web part properties to remove the ability for parents to see entries until staff have been trained to enter incidents. - Consider using web part properties to define what information columns are available to parents. SLG2 2009 June Main Release (7.120) onwards allows schools to show or hide behaviour columns as required. <i>NOTE: The ability to display the student report card is scheduled for the SLG2 Autumn 2009 Release (7.124), as is the ability to enter report card and behaviour incidents via the register in SLG, as in SIMS.</i> - Train staff on the appropriate way to enter incident details, particularly the use of comments, so as to avoid use of other students' names and personal opinion. - Some schools set up behaviour management in such a way as to minimise free text data entry, using the school's own systems in the lookup options.

Key Issues	Considerations & Actions
Assessment	■ As far as the teachers are concerned, the marksheets they have permission to view in SIMS (via their SIMS and group supervisor permissions) are the same marksheets they can view in SLG with no further action necessary. <i>NOTE: The Display results in Learning Gateway check box in the template design screen refers to the <u>parents</u>' ability to view the aspects, rather than that of the teacher.</i> ■ Any template where the Display results in Learning Gateway check box has been selected immediately displays any results that students have in the aspects on that template on the Student Summary screen. However, it is unlikely that the templates used by teachers to enter data are suitable to display to parents as there are too many aspects and may be difficult for parents to understand. The best advice is for the school to make one template per year group, containing the 15-20 aspects that the school feels are most important for parents to view. In this scenario, the column headings can also be adjusted to make them easier to understand. ■ For more information, refer to <i>Publishing Assessment Information to Parents</i> (SupportNet Resource Number 15052). <i>NOTE: The ability to publish students' reports to parents, generated as a PDF, including data entered via SIMS Assessment, is scheduled for release in the SLG2 Autumn 2009 Release (7.124).</i>
Profiles	As with SIMS Assessment, there is no further action required in SIMS for the same Profiles reporting session to appear to the class teachers via SLG2. However, in order to make best use of Profiles, we advise that training is taken on how to set it up in SIMS. <i>NOTE: The ability to publish students' reports to parents, generated as a PDF, including data entered via Profiles is scheduled for release in the SLG2 Autumn 2009 Release (7.124).</i>

Key Issues	Considerations & Actions
Student Personal Details	- It is imperative that schools ensure the safety of children in their care at all times. It is necessary to ensure that data, particularly sensitive data, is safeguarded from those that should not be receiving it. - Students' personal details held in SIMS are available to parents via SLG2 unless the school decides to hide specific web parts. Web parts that have proved to be contentious include Student address, Student phone number and Student medical details. - It depends on what data the school decides to store in, for example, the medical information fields as to whether it is appropriate to display it to parents.
Staff Personal Details	Only staff with Personnel permissions in SIMS can view more than staff timetables via SLG2. Ensure that these permissions are correctly set.

In general, all of the above are issues that the schools should be addressing in any case, and are not specific to SLG2. However, it is the introduction of Parental Online Reporting that has highlighted these data accuracy, information access rights and related issues.

03 | System Management

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System Requirements

For more information on the system requirements needed to run SLG2, please refer to the *SIMS Learning Gateway 2 Technical Guide*.

Security

It is the responsibility of the Network and System Administrator to ensure that adequate security is in place throughout the deployment of SLG.

Security considerations should include (but are not limited to):

- Microsoft Best Practice security policies
- Firewall and anti-virus protection
- Network data encryption
- Security patch management
- Auditing
- Intrusion detection.

Information on Microsoft Windows Server 2003 Security Services is available at:

<http://technet2.microsoft.com/WindowsServer/en/technologies/featured/gensec/default.aspx>

Information on Microsoft Security Architecture for SharePoint Products and Technologies is available at:

<http://www.microsoft.com/technet/windowsserver/SharePoint/V2/reskit/c0661881x.msp>

Enabling Secure Sockets Layer

The SIMS Application Tier is hosted within Microsoft Internet Information Services (IIS) 6.0 (7.0 in Windows Server 2008), in a website named SLG Web Services (IIS is a component of Windows Server 2003/2008). It is strongly recommended that the SLG Web Services site is configured to require a secure connection. This is achieved from within IIS Manager, from the **Directory Security** tab. When Secure Sockets Layer (SSL) is enabled for the Application Tier, then the SSL port must be entered into IIS Manager in the **Web Site Configuration** tab.

It is strongly recommended that access to the SLG Web Services site be restricted to:

- The local machine
- The Web Server (if this is a separate machine)
- The machine where the Active Directory Provisioning Service is installed (for every school).

This must be done from within IIS using the **IP Address and Domain Name Restrictions** configuration and by using a firewall to restrict access to the port on which the web services will run.



NOTE: If SSL is used, this must be the SSL port as configured in IIS Manager.

Allocating IP Addresses

In order for SLG to function, access to the remote SIMS databases is required. When setting up your (VPN) connection to the databases, it is recommended that you allocate a static IP address to the remote machine. If a dynamic IP address is used, you will need to manually update the connection information for SLG.



NOTE: If you are using dynamically allocated IP addresses, then it is recommended that you place an entry in your DNS server that maps to that IP address and refer to the database using that host name, rather than the IP address during school registration in SLG.

Network Ports

It is the responsibility of the System Administrator to ensure the network ports used by SLG and its components are correctly configured and that the correct permissions have been set to allow communication between the SLG components. All network ports that are not in use must be closed.

Backup and Recovery

It is the responsibility of the System Administrator to schedule backups of SLG and its components. Backups must also be carried out prior to any upgrade.

Firewall Settings

Firewall settings must be configured for the following:

- Between the DMZ and the worldwide web.
- Between the Trusted Zone and the DMZ.
- Between the Trusted Zone of the LA and the schools (if applicable).

Licensing Requirements

In order to license the SLG web parts, Patch **12022** must be applied.

In order to license the Profiles web parts, Patch **12023** must be applied.

License patches must be applied using the SIMS Database Upgrade Utility, which is available from **Start | All Programs | SIMS Applications | dbUpgrade**.

Setting up the IIS Password Change Utility

The web-based IIS Password Change Utility must be set up in order to change passwords.



NOTES: The IIS Password Change Utility must be set up on the Web Tier/SharePoint machine.

Windows Server 2003 Service Pack 2 or Windows Server 2008 must be installed before carrying out this procedure.

Register the **IISpwchg.dll** file in the **iisadmpwd** directory:

1. In Windows, click the **Start** button then select **Run**.
2. In the **Open:** field, enter the following:
`regsvr32 c:\windows\system32\inetsrv\iisadmpwd\iispwchg.dll`
3. Click the **OK** button.

Ensure the Password Change flag is enabled by configuring the **PasswordChangeFlags** property in the metabase:

4. Open a command prompt and locate the following directory:
`c:\Inetpub\Adminscripts`

5. Enter the following into the command prompt:

```
cscript.exe adsutil.vbs set
w3svc/[MOSSWebsiteID]/passwordchange flags 1
```

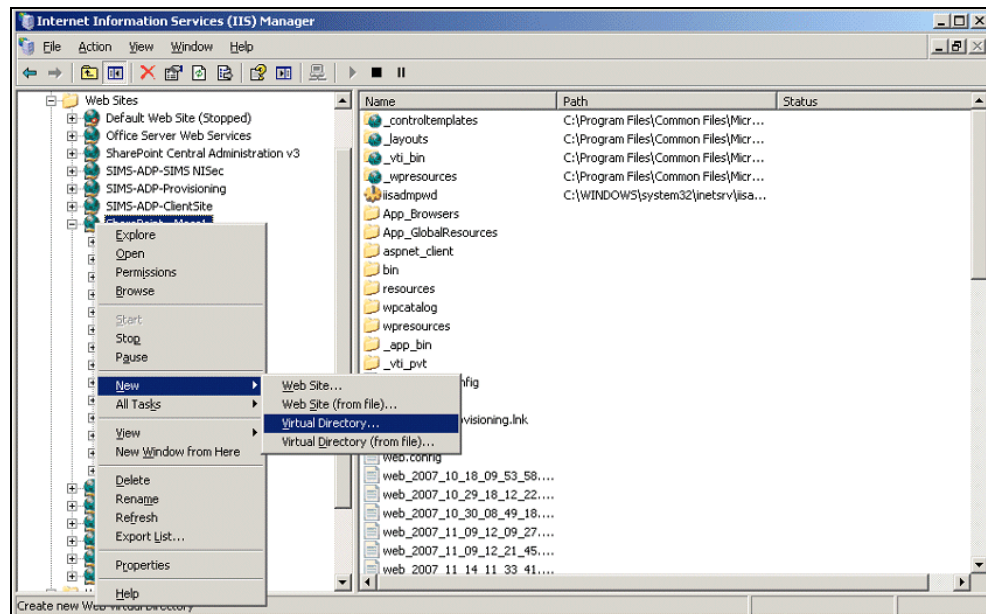


NOTE: To locate the *MOSSWebsiteID*, click the **Web Sites** folder in IIS Manager, where it is displayed in the **Identifier** column.

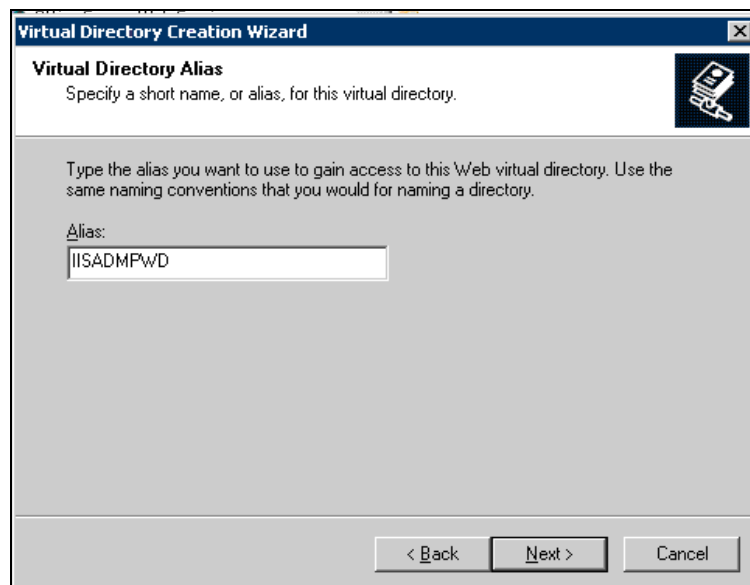
Description	Identifier	State	Host header value	IP address
Default Web Site (Stopped)	1	Stopped		
Office Server Web Services	1720207907	Running		* All Unassigned *
SharePoint Central Administration v3	1735467260	Running		* All Unassigned *
SIMS-ADP-SIMS NISec	1910552311	Running		* All Unassigned *
SIMS-ADP-Provisioning	2	Running		* All Unassigned *
SIMS-ADP-ClientSite	3	Running		* All Unassigned *
SharePoint - Moss1	351913597	Running		* All Unassigned *
SIMS-ADP-Management	4	Running		* All Unassigned *
SLG - 210	499512942	Running		* All Unassigned *
SIMSWebServices	5	Running		* All Unassigned *
SIMS-ADP-Admin	6	Running		* All Unassigned *
SIMS-ADP-SIMS	7	Running		* All Unassigned *
SharePoint - 5044	1751019484	Running		* All Unassigned *

Create a virtual directory for the iisadmpwd directory:

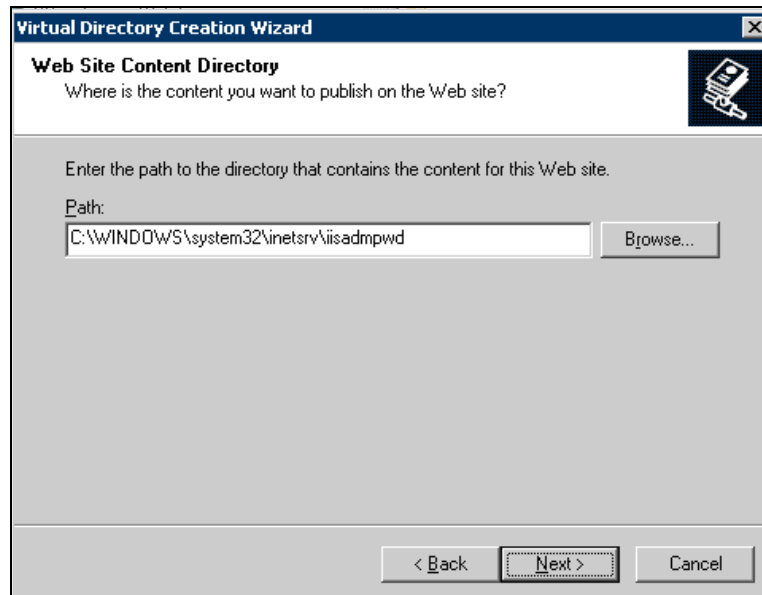
6. In Windows, click the **Start** button and select **Programs | Administrative Tools | Internet Information Services (IIS) Manager**.



7. Right-click the web site in which you want the iisadmpwd folder, then select **New | Virtual Directory** to display the **Virtual Directory Creation** wizard.

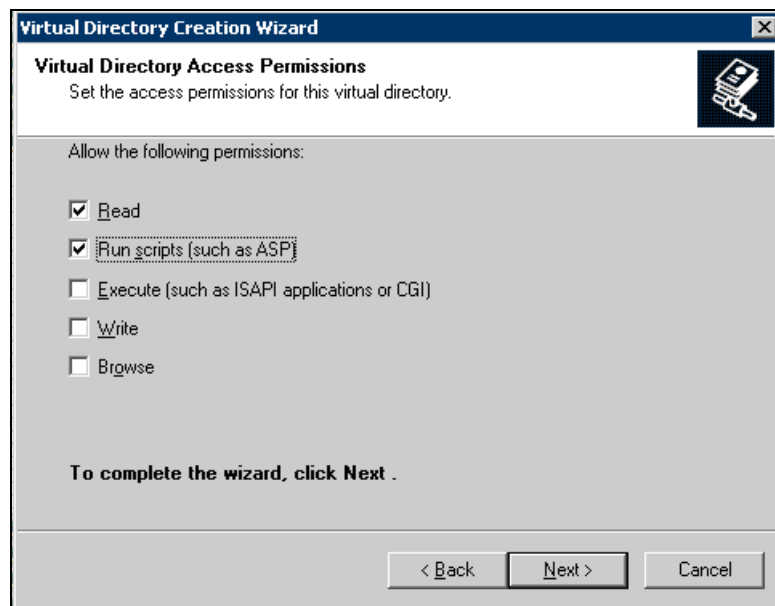


8. In the **Alias** field, enter IISADMPWD and click the **Next** button.

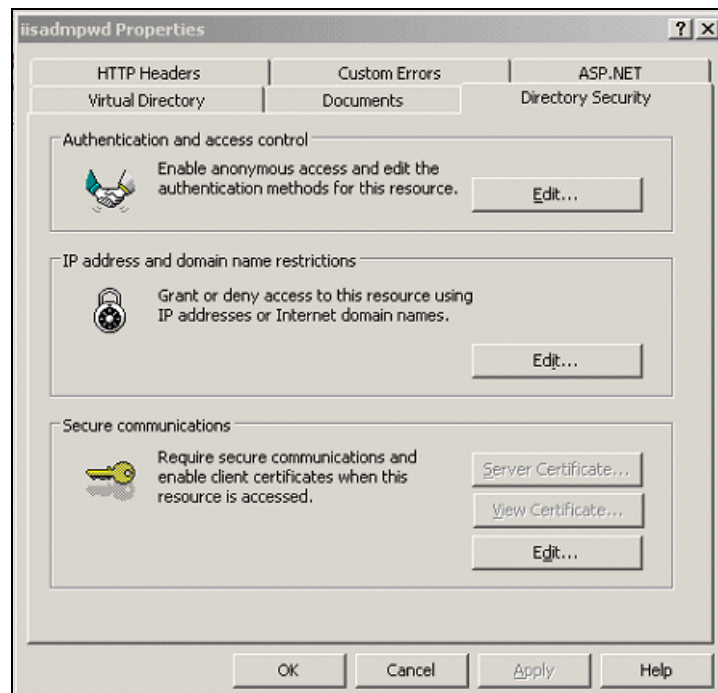


9. Ensure that the path points to the following directory:
Windows/System32/Inetsrv/Iisadmpwd

10. Click the **Next** button.



11. Ensure that the **Read** and **Run scripts (such as ASP)** check boxes are selected and click the **Next** button.
12. Click the **Finish** button. The IISADMPWD virtual directory is now created.
13. Return to IIS Manager. Find and right-click the IISADMPWD virtual directory you have created then select **Properties**.



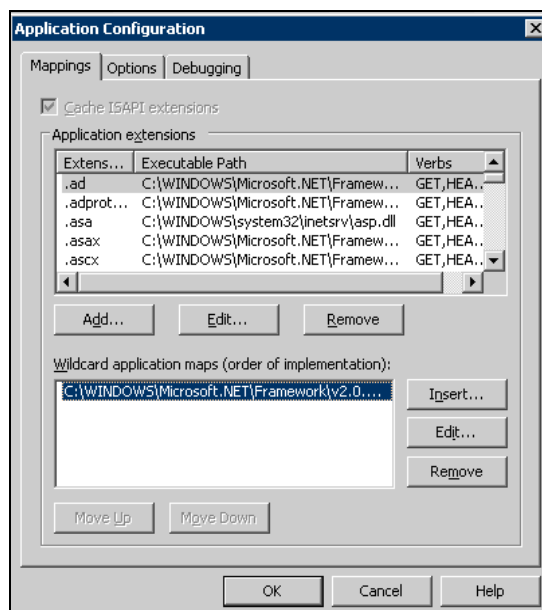
14. Click the **Directory Security** tab then click the **Edit** button in the **Authentication and access control** panel to display the **Authentication Methods** dialog.



15. Select the **Enable anonymous access** check box and click the **OK** button to return to the **IISADMPWD Properties** dialog.

Check whether wildcard mapping is set for **aspnet_isapi.dll**:

16. In the **IISADMPWD Properties** dialog, click the **Virtual Directory** tab then click the **Configuration** button to display the **Application Configuration** dialog.

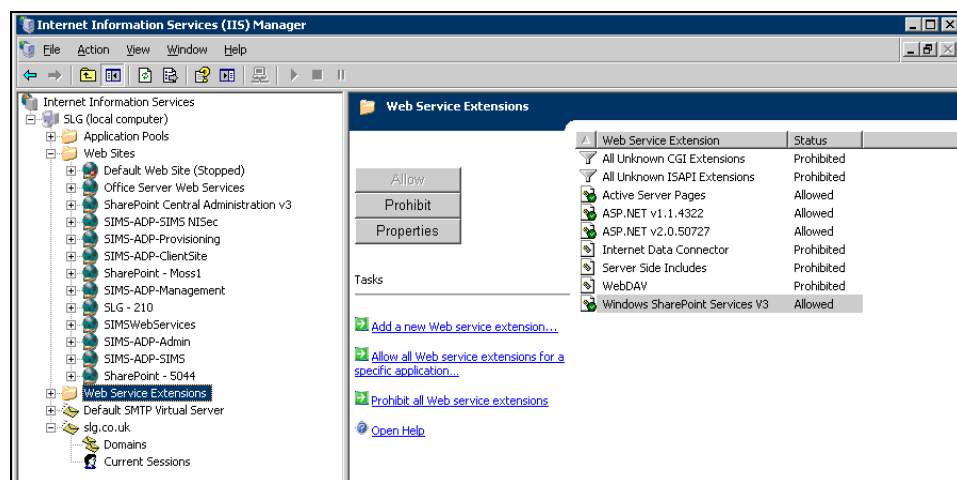


17. Click the **Mappings** tab.
18. If aspnet_isapi.dll is listed the **Wildcard application maps** panel, select it and click the **Remove** button.



NOTE: The path may be too long for the filename to be visible in the **Wildcard application maps** panel, so select an entry and click the **Edit** button to open the **Add/Edit Application Extension Mapping** dialog. The full path and filename will be displayed in the **Executable** field.

19. Click the **OK** button to return to the **IISADMPWD Properties** dialog then click the **OK** button.



20. Under the **Web Service Extensions** folder, ensure that the **Active Server Pages** are **Allowed**. If not, select the **Active Server Pages** and click the **Allow** button.

Setting up New Password Requests

Users at a school can be set up with the ability to request new passwords. This is an optional feature which is maintained by the System Administrator.



NOTE: Before setting up new password requests, SLG users must have an email address recorded in their Active Directory account.

The System Administrator will need to:

- Create additional sub sites with anonymous access at root level.
- Deploy the Request New User Account Password web part into the sub sites.
- Edit the relevant configuration file.



NOTE: Prior to setting up new password requests, you must enable anonymous access in IIS Manager before you can select anonymous access on the SharePoint site. More information is available from Microsoft at: <http://technet2.microsoft.com/Office/en-us/library/dfe0087e-b25c-4737-8463-800db7447f9d1033.aspx?mfr=true>

Creating a Sub Site on the Portal Site

1. From the SharePoint portal site, click the **Site Actions** tab and select **Create** from the drop-down list to display the **Create** page.

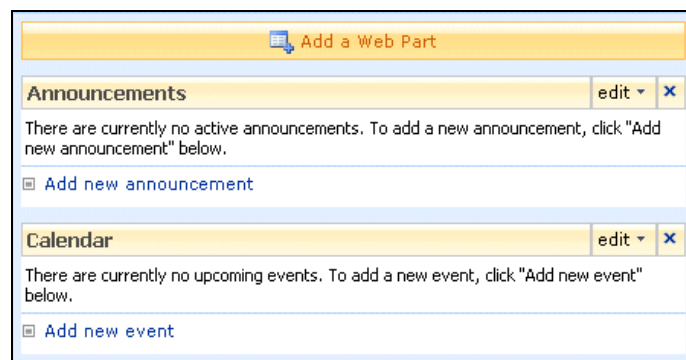
2. In the **Web Pages** panel, click **Sites and Workspaces** to display the **New SharePoint Site** page.

3. Enter the details and click the **Create** button.
4. Ensure that the sub site has Anonymous Access enabled.

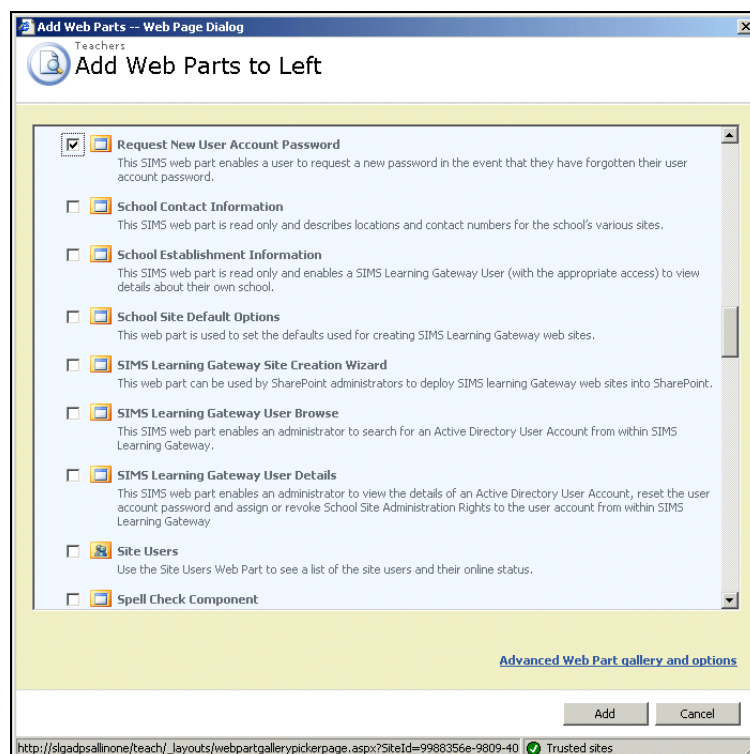
Details on setting up anonymous access on the SharePoint site is available at <http://office.microsoft.com/en-us/SharePointtechnology/HA101130181033.aspx?pid=CH100649861033>

Adding the Request New User Account Password Web Part

1. Click the **Site Actions** tab and select **Edit Page** from the drop-down list.
2. Click the **Add a Web Part** bar to display the **Add Web Parts to Left** dialog.



3. Select the **Request New User Account Password** check box and click the **Add** button. The **Request New User Account Password** web part is added to the page.



Editing the Configuration File

In order to utilise the Request New User Account Password web part, it is necessary for the System Administrator to edit the configuration file, as the change password utility in Active Directory and SMTP mail are non-transactional.

Editing the Active Directory Web Service web configuration file

The SMTPServer application setting must be manually entered, as highlighted in bold in the following example:

```
<appSettings>
  <add key="SMTPServer" value="213.129.90.169"/>
  <add key="SMTPFrom" value="Learning-Gateway@capita-cso.co.uk"/>
  <add key="SMTPSubject" value="Hosted Learning Gateway User
Account Password"/>
  <add key="SMTPBody" value="Your new SIMS Learning Gateway
password is: {Password} You will be prompted to change this on
next login."/>
</appSettings>
```


04

Upgrading SLG2

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Upgrading the Web Tier 29

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Web Farm and Multiple Site Collection Upgrades 33

Planning your Upgrade

The AD Server is compatible with any previous version of the AD Provisioning Client. The AD Provisioning Client only ever needs upgrading if you want to take advantage of new functionality.

When upgrading SLG2, you must upgrade all components in one session, in the sequence shown in the *Upgrade Process Flow Diagram* on page 27. Expect and plan for some downtime while the upgrade takes place.

SLG2 is always compatible with the three previous SIMS main releases.



NOTE: If you are upgrading an SLG2 installation that runs on a secure network environment, it may be necessary to open network ports for the upgrade to succeed. Please refer to SIMS Learning Gateway 2 Solution Design & Deployment (the document supplied by the installation team when SLG2 was deployed). Always remember to close the ports after the upgrade has completed.

Dependencies

The following table lists the SLG2 and ADPS2 components and the servers they must be running on:

Provisioning server	Intranet IIS Server (web server)	SIMS Database Server (at school)	DMZ IIS Server
AD Provisioning Server (port 1100)	AD Administration Web Services (port 1102)	SLG Application Tier (port 90)	AD Server Client Web Services (port 1101) Installed on Provisioning Server if no DMZ available
AD Server Client Web Services (Port 1101)	ADPS Management Console (port 1103)	AD Provisioning Client (change tracking service)	
AD Administration Web Services (port 1102) Installed on Intranet IIS Server if available.	SLG Web Tier		
ADPS Management Console (port 1103) Installed on Intranet IIS Server if available.	SLG Diagnostic Tools		

Before Upgrading



TIP: Although the upgrade process creates a backup of the SharePoint IIS Virtual Directories (in the case of a web farm, on each server), we recommend that you also perform a manual backup of the C:\Inetpub\wwwroot\wss\VirtualDirectories\80 directory. In the unlikely event of a web.config upgrade failure, you can restore the previous web.config file and attempt the upgrade again.

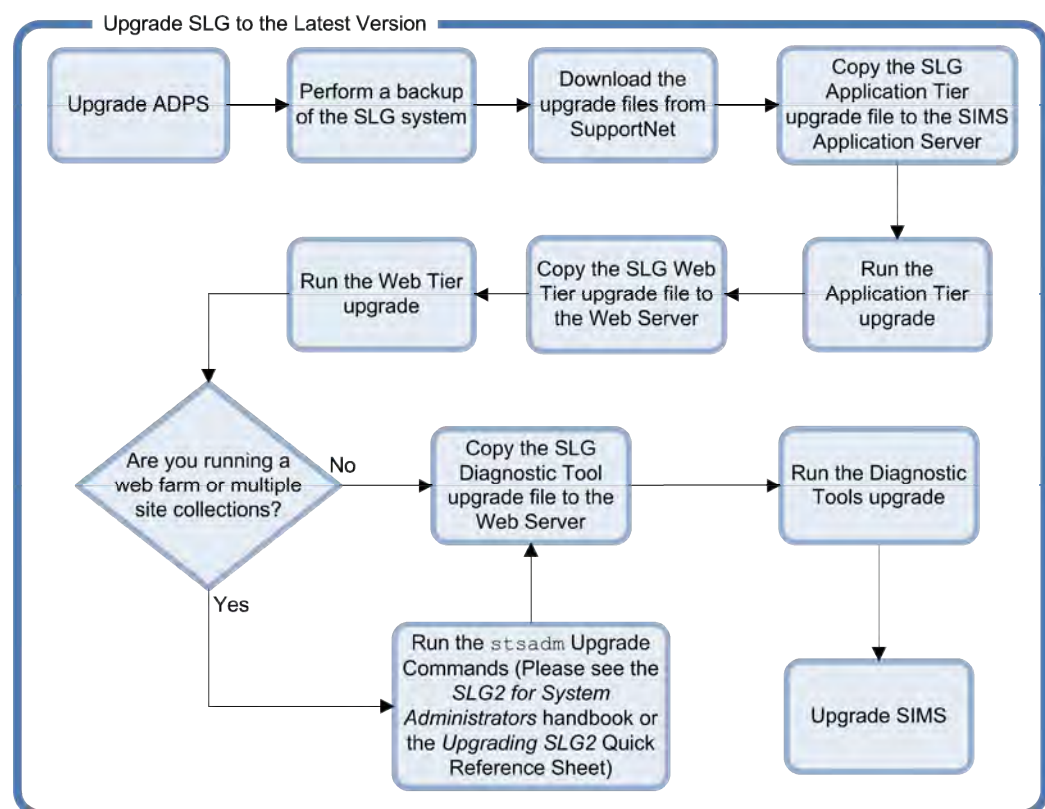
Before upgrading the SIMS Application and Web Tiers, ensure that:

- you have upgraded ADPS2.
- if using Microsoft Windows Server 2003, Service Pack 2 has been downloaded and installed.
- Microsoft .NET Framework Version 2 is being run.



NOTE: Internet Information Services (IIS) 6 or 7 must be installed on the SLG Application server. Where the Application Tier is provided on the same server as the Web Tier, IIS will already be installed.

Upgrade Process Flow Diagram



Upgrading the SIMS Application Tier

The SIMS Application Tier acts as a bridge between the SIMS server and the SharePoint Web Server. The SharePoint Web Server accepts requests from users via SharePoint (when accessing SIMS web parts), then communicates via the application tier with the respective SIMS database to fetch the information and return it back via the same root.

The SIMS Application Tier must run in a trusted zone, with the SLG Application Tier and web services installed on it.



NOTE: When two or more Application Tier installations use the same security bridge database, it is recommended that a separate user and password is created for each web service. The security database will then have to permit access to each web service user.

The SIMS Application Tier consists of a set of web services that expose SIMS business functionality to the SharePoint web servers and are therefore installed on to IIS.

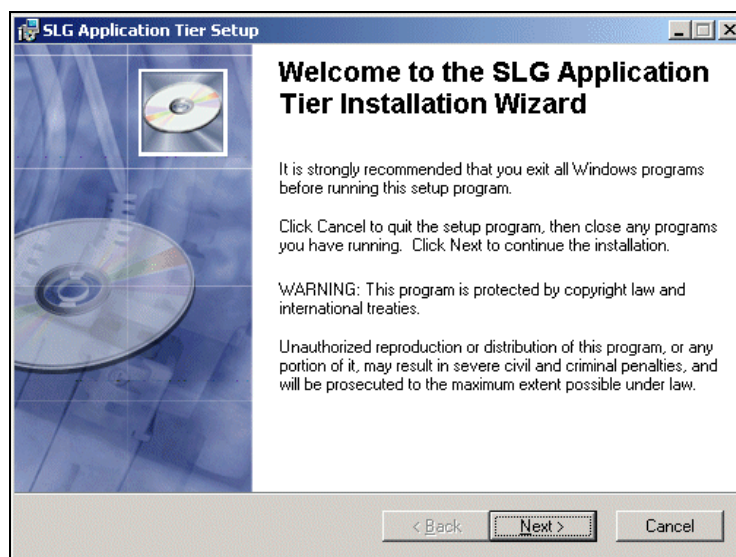
The Application Tier implements the SIMS business logic and validation (where server based access is required) to one or more schools SIMS databases.

To upgrade the Application Tier:

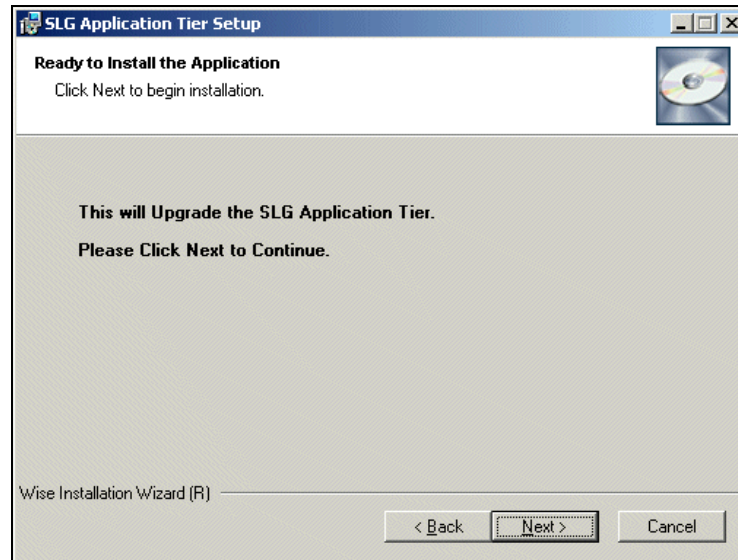


TIP: To confirm which server is running the Application Tier, check the IIS Management Console for a website running on port 90.

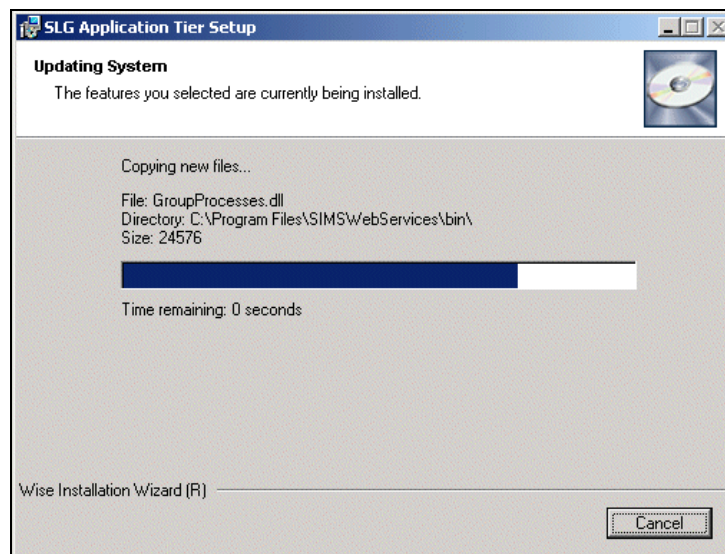
1. Copy the SLGAppTierSetup.msi (SLGAppTier64.msi for 64-bit servers) file to the SIMS application server.
2. Double-click the SLGAppTierSetup.msi (SLGAppTier64.msi for 64-bit servers) installer file to display the **Welcome** screen.



- Click the **Next** button to display the **Ready to Install the Application** wizard.



- Click the **Next** button to perform the upgrade.



- When the upgrade has completed, click the **Finish** button.

Upgrading the Web Tier

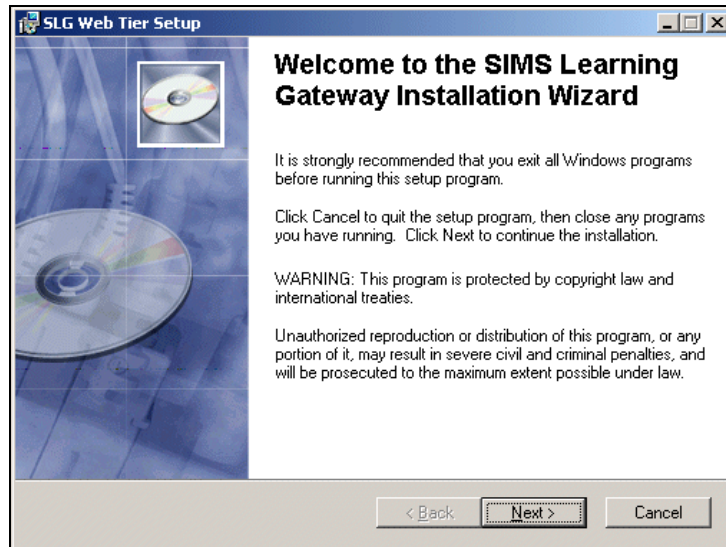
The Web Tier installs the SLG SharePoint site into MOSS2007 or WSS3, hosted on a standalone computer or a server farm. The Web Server is the front end machine and is the starting point for users accessing SIMS web parts.

The Web Tier will have been configured to ensure that it can communicate with the Application Tier during the original installation.

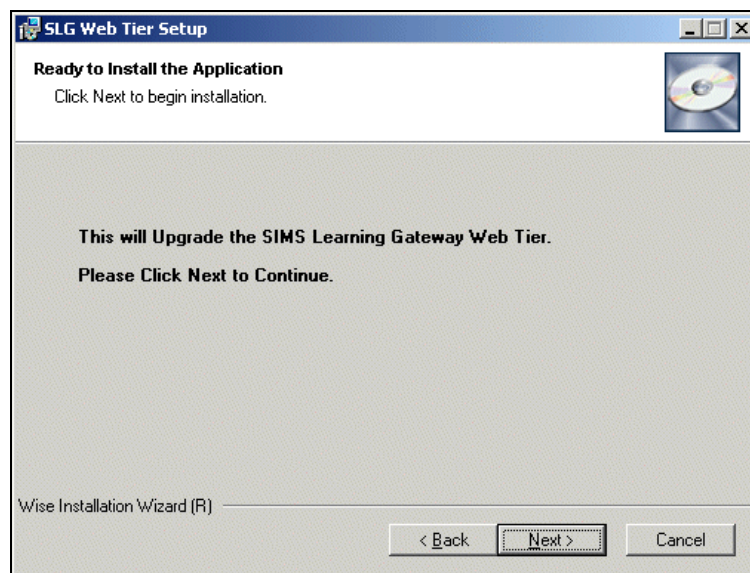


TIP: To confirm which server is running the Web Tier, check Add or Remove Programs in the Control Panel for the SLG Web Tier.

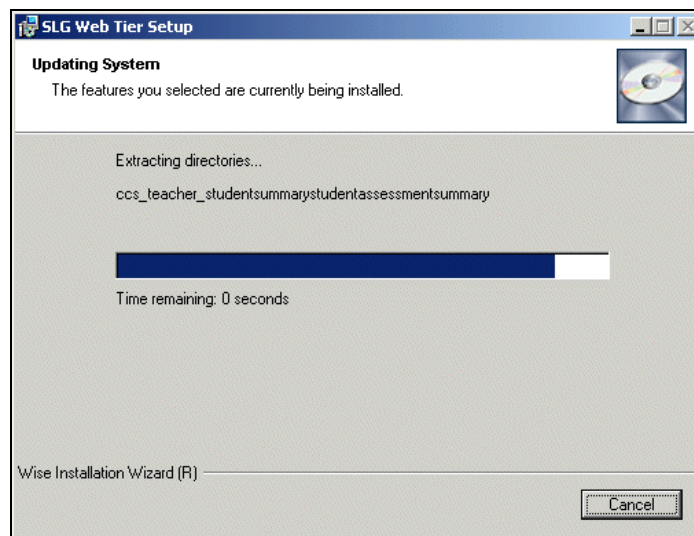
1. Copy the SLGWebTierSetup.msi (SLGWebTier64.msi for 64-bit servers) file to the web server.
2. Double-click the SLGWebTierSetup.msi (SLGWebTier64.msi for 64-bit servers) installer file to display the **Welcome** screen.



3. Click the **Next** button. The **Ready to Install the Application** wizard is displayed.



- Click the **Next** button to perform the upgrade.



- When the upgrade has completed, click the **Finish** button.

Upgrading the SLG Diagnostic Tool

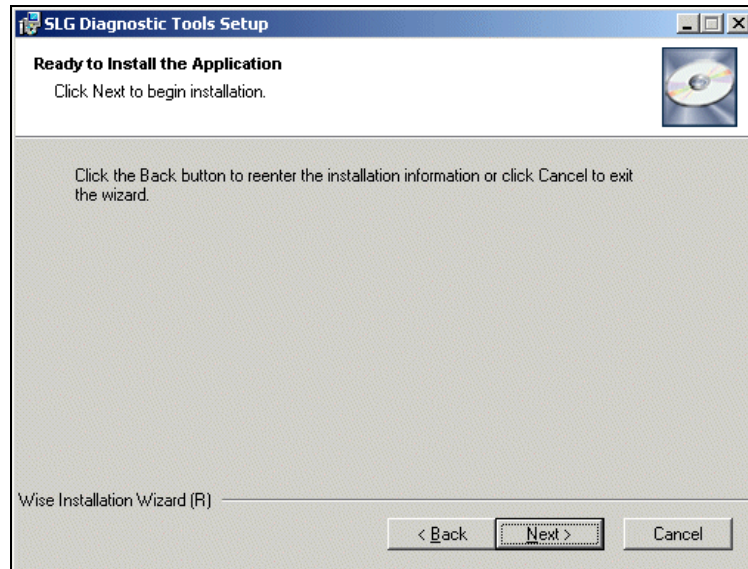
The SLG diagnostic tool is a command line application for diagnosing issues with the SLG system by validating the configuration, communication between various system components and by checking for the supported file and database versions.

To upgrade the diagnostic tool:

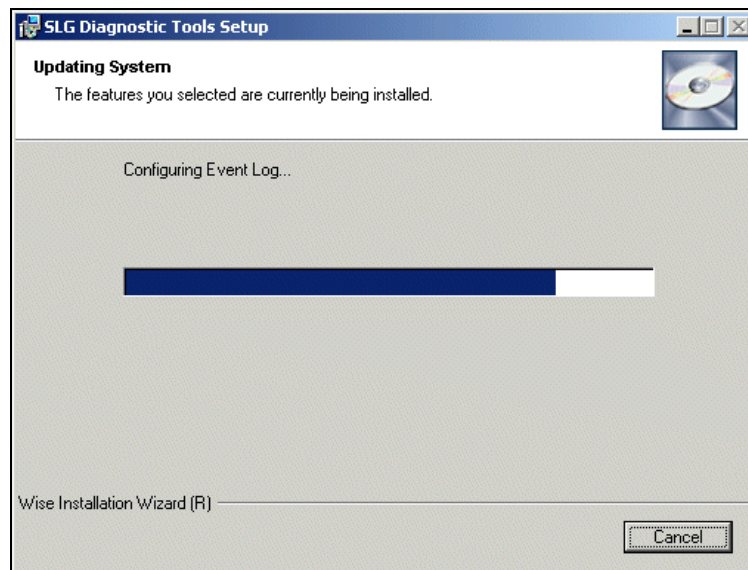
- Copy the Diagnostic Tools.msi (Diagnostic Tools 64.msi for 64-bit servers) file to the web server.
- Double-click the Diagnostic Tools.msi (Diagnostic Tools 64.msi for 64-bit servers) file to display the **Welcome** screen.



- Click the **Next** button to display the **Ready to Install the Application** screen.



- Click the **Next** button to perform the installation.



- When the installation has completed, click the **Finish** button.



NOTE: For information about how to use the SLG Diagnostic Tools, please see Appendix C: Using the SLG Diagnostic Tools on page 67.

Web Farm and Multiple Site Collection Upgrades

A web farm or multiple site collection deployment will not automatically upgrade SLG into the SharePoint environment. After installing the upgrade files, a number of manual steps must be performed. The Web Tier Upgrade creates a solution package (.wsp) file which contains the upgraded SLG runtime. This must be manually deployed into SharePoint using the stsadm command line tool.



More Information:

<http://technet.microsoft.com/en-us/library/cc261956.aspx> (MOSS 2007)

<http://technet.microsoft.com/en-us/library/cc288981.aspx> (WSS3)

Web Farm and Multiple Site Collection Upgrade Commands



NOTES: The upgrade stsadm commands described in this procedure are examples. You may need to tailor them to work with your configuration.

If you are upgrading an SLG2 installation that runs on a secure network environment, it may be necessary to open network ports for the upgrade to succeed. Please refer to SIMS Learning Gateway 2 Solution Design & Deployment (the document supplied by the installation team when SLG2 was deployed). Always remember to close the ports after the upgrade has completed.

This upgrade process is automatic for standalone sites.

This procedure changes slightly if you are upgrading to the SLG2 2009 June Release (7.120). Please refer to the relevant release note.

1. On the SharePoint server, open a command prompt.
2. Navigate to the SharePoint bin folder, usually located at: C:\Program Files\Common Files\Microsoft Shared\web server extensions\12\BIN (when you run the stsadm commands your command prompt must be at this folder location).
3. Enter stsadm -o enumsolutions at the command line and look for a line in the output that says <Solution Name="SLGWebPackage.wsp"> (there may also be a version number indicated in the file name). Make a note of the .wsp filename as you will need it for the next command.
4. Enter the following command:



NOTE: Where SLGWebPackage_n_nnn.wsp occurs, you must include the version number of the installer (so for version 7.122 you will input SLGWebPackage_7_122.wsp).

Where PACKAGENAME.wsp occurs, substitute it for the name of the package reported in step 3.

```
stsadm -o upgradesolution -filename C:\SLGWebPackage_n_nnn.wsp -
name PACKAGENAME.wsp -immediate -allowgacdeployment -
allowcaspolices
```

5. Enter the following commands. You must substitute `http://mysharepoint` with your SLG2 site URL (if you have multiple site collections, this must be the root of the SLG2 SharePoint site and you must repeat the commands for each site collection).

```
stsadm -o deactivatefeature -name CCS_SLGConfigurationFeature -url http://mysharepoint
```

```
stsadm -o activatefeature -name CCS_SLGConfigurationFeature -url http://mysharepoint
```

05 | Registering a School in SharePoint

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Selecting a School to be Removed	37
Registering School Sites in Separate Site Collections	39

Introduction

Registering a school creates a SharePoint site for that school.

During the registration process, you can:

- Set up a connection for a school's database and database server.
- Automatically create sites for **Teacher**, **Student** and **Parent** SLG users.
- Place web parts in the site.

SIMS External Access Account Utility

The SIMS External Access Account Utility is used to create two accounts:

1. An account which is used by AD Provisioning to access the SIMS database.
2. An account which is used by SLG to access the SIMS database.



More Information:

The *Registering a School* chapter of the *Active Directory Provisioning 2 for System Administrators* handbook

Registering a School



NOTES: To register schools in separate site collections, please see Registering School Sites in Separate Site Collection on page 39.

You must be logged in as a site Administrator to perform this procedure.

1. From SharePoint, click the **Site Actions** tab then select **SIMS Learning Gateway | Register a New School** to display the **Edit School Registration Details** page.

Team Site | Welcome SLGALLINONE\administrator | This Site | Site Actions

Register a School

Use this page to register a school with SLG.

School Server
Type the address of the school's server that you would like to register.

Server Address:
e.g. 127.1.1.1\sims

School Database
Type the name of the school's database.

Database Name:
e.g. sims

User Name and Password
Type the user name and password to connect to the school's database. This should be a user name and password specifically set up by the school.

User Name:
Password:

[Connect](#)

2. Enter the **Server Address**, **Database Name** and the **User Name** and **Password** for the school.
3. Click the **Connect** button to display the **Register a School** page.

Team Site | Welcome SLGALLINONE\administrator | This Site | Site Actions

Register a School

School Details

Head Teacher: Mr Adrian Blacker

Site Name	Address	Telephone	Fax	Email	Web Site
Green Abbey School	Monkmoor Road, Bedford, SI2 5AP	851234	786542	office@ga.org.uk	

Connection Information
These are the parameters used to connect to school's database.

Server Address: slgadpsallinone\SIMS
Database Name: SIMS
User Name: adp.external
Password: *****

Additional Information (optional)
Please type any additional information regarding this school.

Additional information (200 max):

Provisioning Server
Select the provisioning server for the school to be associated with.

Provisioning Service

[Back](#) [Register](#) [Unregister](#)



NOTE: An error message is displayed if the school cannot connect or be or contacted.

4. The **School Details** are displayed. Ensure the details are correct and click the **Register** button.
5. This **School has been registered** page is displayed to confirm that the school is now registered (if the school has already been registered, a message is displayed informing you that you can unregister the school). To create school sites, please see *Creating School/Establishment Sites* on page 45.



IMPORTANT NOTE: Please make a note of the school's unique identifier (also known as a Globally Unique Identifier or GUID).

Selecting a School to be Removed

To select a school to be removed from the SharePoint site:

1. Select the **Site Actions** tab then select **Site Actions | SIMS Learning Gateway | Register a New School** to display the **Register a School** page.

Team Site

Welcome SLGALLINONE\administrator

This Site

Site Actions

Home

View All Site Content

Documents

- Shared Documents

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

Recycle Bin

Register a School

Use this page to register a school with SLG.

School Server
Type the address of the school's server that you would like to register.

Server Address:

e.g. 127.1.1.1\sims

School Database
Type the name of the school's database.

Database Name:

e.g. sims

User Name and Password
Type the user name and password to connect to the school's database.
This should be a user name and password specifically set up by the school.

User Name:

Password:

Connect

2. Enter the **School Server** address, **School Database**, **User Name** and **Password** of the school you wish to unregister.

- Click the **Connect** button. The details of the school you wish to unregister are displayed.

Team Site Welcome SLGALLINONE\administrator | This Site

Register a School << Back

- School has already been registered. Click the **Back** button to return to connect to another school or the **Unregister** button to unregister the school.

School Details

Head Teacher: Mr Adrian Blackler

School Addresses:

Site Name	Address	Telephone	Fax	Email	Web Site
Green Abbey School	Main Office, Monkmoor Road, Bedford, Bedfordshire, SI2 5AP, United Kingdom	851234	786542	office@ga.org.uk	

Back Register Unregister

- Click the **Unregister** button.

Team Site Welcome SLGALLINONE\administrator | This Site

Register a School << Back

Warning

You are about to unregister Green Abbey School. This will remove the access key details from Green Abbey School's database. It will also remove the school's entry from the Security Bridge database.

Unregistering the school will not remove the school's site from SharePoint. Nor will it remove any users from Active Directory.

[Unregister this school](#)

A warning message is displayed stating that you are about to unregister a school which will remove it from the school's database but not from the school's SharePoint site.

Registering School Sites in Separate Site Collections

SLG2 supports multiple site collections in SharePoint, to provide an option at the point of registering each school, to isolate schools' accounts or to allow regional collaboration. For example:

- A local authority may group schools by region and register each group of schools into a separate site collection.
- To enhance security, a school may create separate site collections for parent, teacher and student sites.

Microsoft's TechNet site provides information about creating site collections in SharePoint.



More Information:

<http://technet.microsoft.com/en-us/library/cc288969.aspx> (WSS3)

<http://technet.microsoft.com/en-us/library/cc263165.aspx> (MOSS 2007)

To enable SLG2 to create sites in separate site collections, you must perform manual steps to activate the SLG2 School Registration feature into each SharePoint site collection using the stsadm command line tool.



NOTE: For separate site collections to be supported, SLG2 must have been originally installed in Web Farm mode.

1. On the SharePoint server, open a command prompt.
2. Navigate to the SharePoint bin folder.



NOTE: The stsadm executable can be found in the SharePoint bin folder, located at: C:\Program Files\Common Files\Microsoft Shared\web server extensions\12\BIN. When you run the stsadm commands your command prompt must be at this folder location.

3. Enter the following commands for each site collection (you must substitute http://mysharepoint/site1/collectionX/ with each site collection's URL):

```
stsadm -o activatefeature -name CCS_PortalSchoolRegistration -url http://mysharepoint/site1/collectionX/
```

```
stsadm -o activatefeature -name CCS_SLGConfigurationFeature -url http://mysharepoint/site1/collectionX/
```

```
stsadm -o activatefeature -name CCS_SLGMasterPages -url http://mysharepoint/site1/collectionX/
```

```
stsadm -o activatefeature -name CCS_SLGContentTypes -url http://mysharepoint/site1/collectionX/
```

The **Site Actions** menu in each SharePoint site collection now contains the **Register a new School** option as described in *Registering a School* on page 35.

06 | Setting School SharePoint Site Defaults

Introduction 41

Creating Default Settings for School SharePoint Sites 41

Introduction

This chapter describes how to set up default options in SharePoint that will be used when registering schools sites.

Setting up default options ensures that you do not have to select the same options each time a SharePoint site and associated web parts are created for a school.

Creating Default Settings for School SharePoint Sites



NOTE: As of the SLG2 2009 June Main Release (SIMS 7.120), you must be logged in as a **domain administrator** or a member of the **SLG Site Creators** group to perform this procedure.

1. From SharePoint, click the **Site Actions** tab then select **SIMS Learning Gateway | Setup Site Creation Options**. The **Site Creation template Wizard** welcome page is displayed. Click the **Next** button to display the **Teacher Site** page.

Default Setup	
Teacher Site Use the check boxes on this page to determine which web parts will appear on each of the web pages. If all web parts are removed from a particular page then the page will not be created when the template is used for site creation.	
Teacher's Home Page	☒ My Planner
My Account Page	☒ My User Account Details ☒ Change My User Account Password ☒ Change My SIMS Learning Gateway Security Question and Password ☒ Consolidate My User Accounts
School Details Page	☒ School Establishment Information ☒ School Contact Information
Attendance Registers Page	☒ Attendance Register

- The default options for the Teacher site are displayed. For each page listed (for example, **My Account Page**), select the default web parts you wish to create (for example, **Change My User Account Password**) and click the **Next** button to display the **Student Site** page.

Team Site | Welcome SLGALLINONE\administrator | This Site | Site Actions

Default Setup << Back

Use the check boxes on this page to determine which web parts will appear on each of the web pages. If all web parts are removed from a particular page then the page will not be created when the template is used for site creation.

Student's Home Page	☒ My Planner
My Account Page	☒ My User Account Details ☒ Change My User Account Password ☒ Change My SIMS Learning Gateway Security Question and Password ☒ Consolidate My User Accounts
School Details Page	☒ School Establishment Information ☒ School Contact Information

- The default options for the Student site are displayed. For each page listed (for example, **School Details Page**), select the default web parts you wish to create (for example, **School Contract Information**) and click the **Next** button to display the **Parent Site** page.

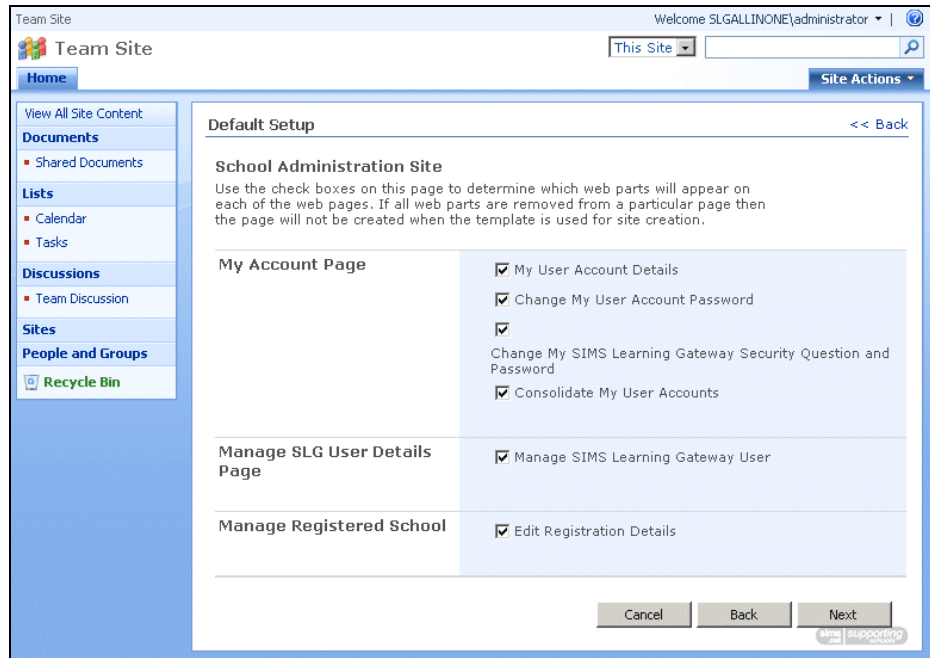
Team Site | Welcome SLGALLINONE\administrator | This Site | Site Actions

Default Setup << Back

Use the check boxes on this page to determine which web parts will appear on each of the web pages. If all web parts are removed from a particular page then the page will not be created when the template is used for site creation.

My Account Page	☒ My User Account Details ☒ Change My User Account Password ☒ Change My SIMS Learning Gateway Security Question and Password ☒ Consolidate My User Accounts
School Details Page	☒ School Establishment Information ☒ School Contact Information
My Children Page	☒ My Children

4. The default options for the Parent site are displayed. For each page listed (for example, **My Children Page**), select the default web parts you wish to create (for example, **My Children**) and click the **Next** button to display the **School Administration Site** page.



5. The default options for the School Administration site are displayed. For each page listed, select the default web parts you wish to create and click the **Next** button.
6. The Template of the default site is displayed. Enter a **Template Name** for the site and click the **Save** button.
7. The **Site Creation template Wizard** page is displayed. Click the **Next** button. The default SharePoint site options are now set up.

You will automatically be returned to the **Teacher Site** page so that you can begin to create another template. If you do not wish to do so, you can exit this part of the site.

07 Creating School/Establishment Sites

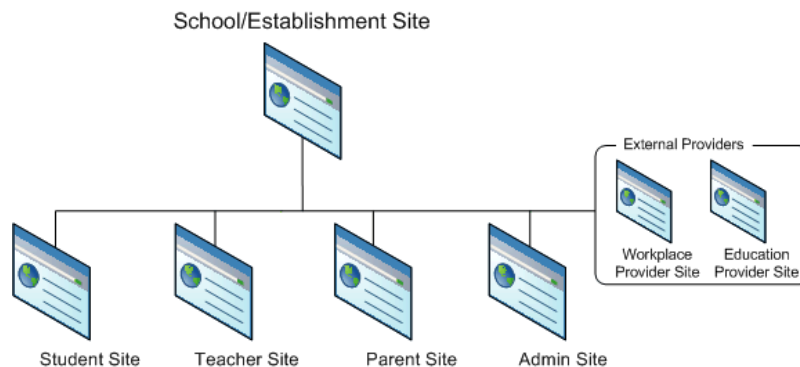
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Creating Full SLG2 Sites in a new SharePoint School Site	49
Registering an Existing School SharePoint Site.....	55
Specifying a Domain	57

Introduction

This introduction describes two scenarios; a full SLG installation (with the optional addition of external education/workplace provider sites) or a simplified version that provides only the functionality necessary to facilitate the education/workplace provider sites and an administration site.

Full SLG Installation

Once you have registered a school and created the school SharePoint site, you can create sites for students, teachers, parents and school administrators. If you are licensed for the optional additional functionality, external education/workplace provider sites can also be created.



During the full SLG site creation process, you can:

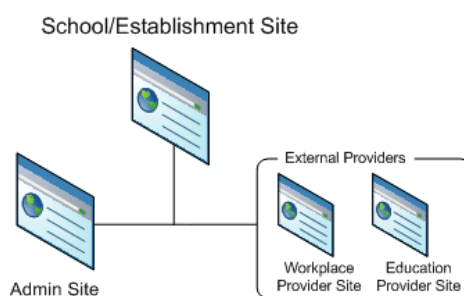
- Define the URL for each site.
- Set the title displayed in the title bar of the web browser while the site is being viewed.
- Choose the appearance of each site from a list of pre-set (or customised) themes.
- Select which AD groups will have owner permissions on each site.
- Select which AD groups will have visitor permissions on each site

- Customise which pages and web parts will be used for each site (outside of the default options).
- Specify a sub-domain if you are running an Active Directory forest (please refer to *Specifying a Domain* on page 57).

External Provider Sites

SLG2 provides the functionality necessary to enable external education or workplace providers such as FE colleges, non-SIMS schools and work experience placements to view and provide relevant SIMS data about students who are taking courses or work experience in their organisation.

The external education/workplace provider sites can provide access for multiple external providers. The workplace provider site is intended to be accessed by workplace providers such as hairdressers, garages and cafés and the education provider site can be accessed by non-SIMS schools and FE colleges. The data they have access to is limited to the students individuals in these organisations have responsibility for. For example, Ben Abbot has taken a work placement at a café and a construction course at an FE College. Ben's supervisor at the café can access his information via the workplace provider site and his construction tutor at the FE college can access his information via the education provider site.



The consultant responsible for installing your system will have set up the sites based on your requirements at the time of purchase. To provide education and workplace providers with access to the sites:

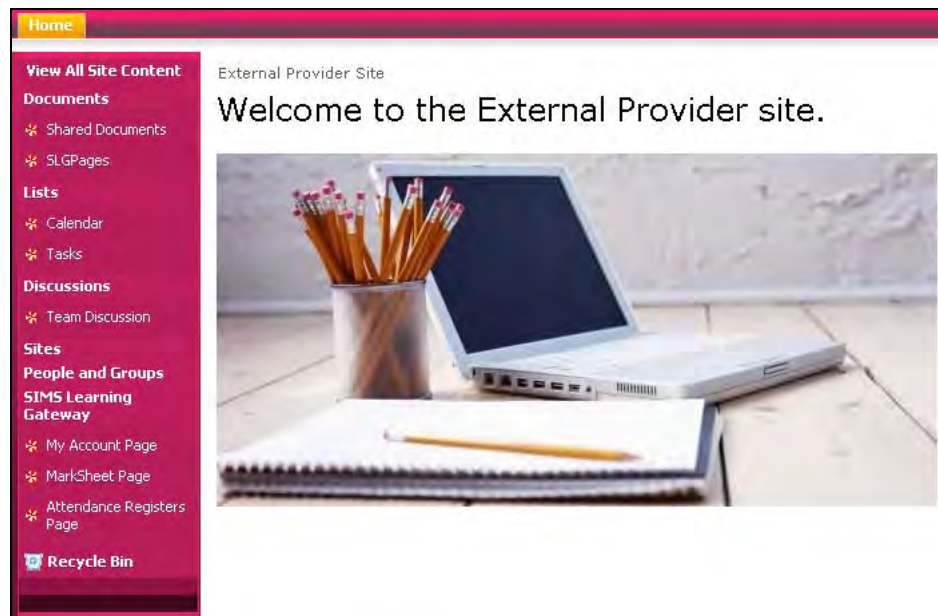
1. Agencies representing the education and workplace provider organisations must be created in SIMS. Please refer to *Creating an Agency to Represent an Education/Workplace Provider* in the *Adding Education/Workplace Provider Details to the SIMS Database* chapter of the *Partnership Xchange: Setting up Workplace Providers* mini guide.
2. Agents representing individuals in the education and workplace provider organisations must be created in SIMS. Please refer to *Adding an Agent to an Education/Workplace Provider* in the *Adding Education/Workplace Provider Details to the SIMS Database* chapter of the *Partnership Xchange: Setting up Workplace Providers* mini guide.
3. Agents must be provisioned using ADPS2. Please refer to *Selecting Agents to be Provisioned* in the *User Management* chapter of the *ADPS2 for System Administrators* handbook.

4. Agents must be provided with access to Education/Workplace provider sites. For more information, please see *Providing Agents With Access to External Provider Sites* on page 47.

Providing Agents With Access to External Provider Sites

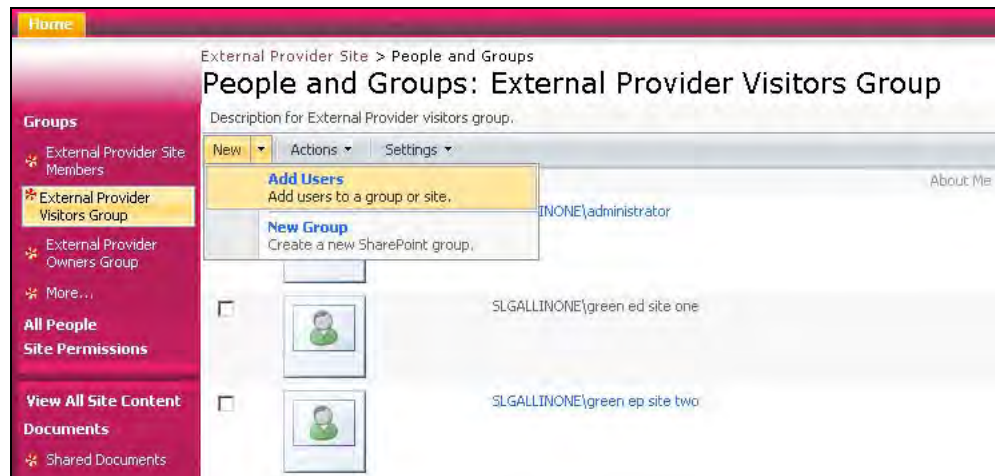
After creating each new Agency and provisioning the Agents (please refer to the *ADPS2 for System Administrators* handbook), you must provide them with access to the relevant External Provider site and School Site (because access is granted to the school site and any sites residing under it) by performing some steps in SharePoint.

1. Log into the Workplace Provider or Education Provider site as an Administrator.

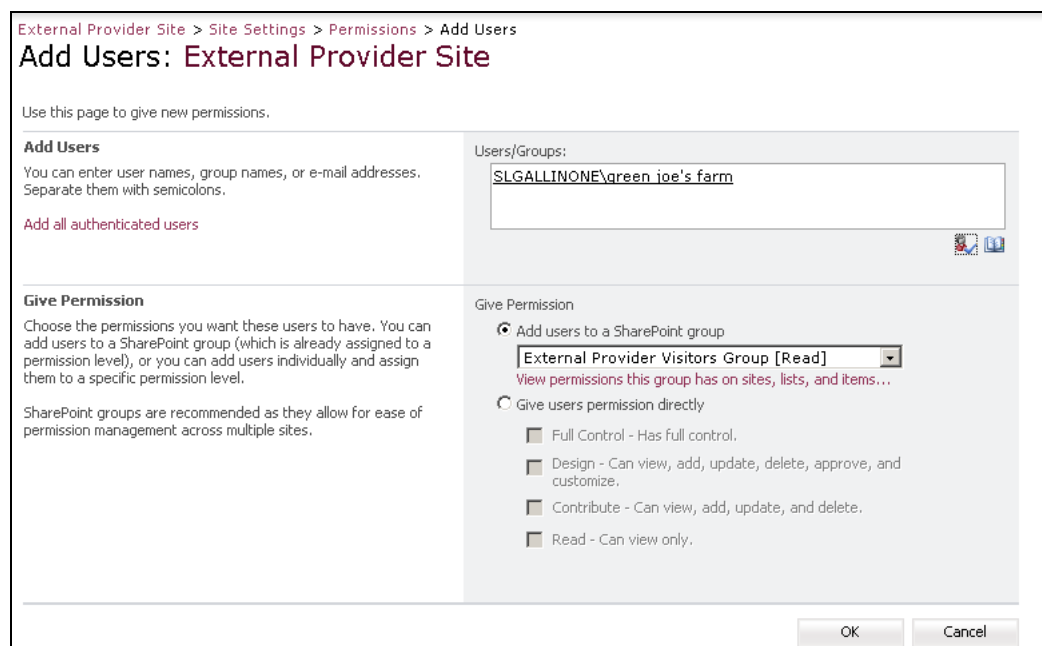


2. Click the **People and Groups** link on the left-hand navigation bar to display the **People and Groups: <site name> Site Members** page.
3. Click the **<site name> Visitors Group** link on the left-hand navigation bar to display the **People and Groups: <site name> Visitors Group** page.

- Click the **New** button and select **Add Users** from the drop-down list to display the **Add Users: <site name>** page.

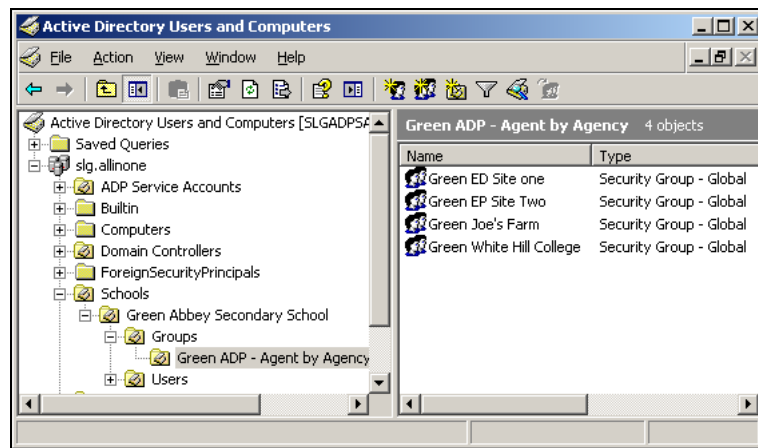


- Type the AD group name of the Agency into the **Users/Groups** field and click the **Check Names** icon to confirm that you have entered it correctly (this will be confirmed by the group name becoming underlined (otherwise, No exact match was found is displayed)).





NOTE: You can find out the exact name of the Agency's AD group via **Active Directory Users and Computers | Schools | <your school> | Groups | Agent by Agency**.



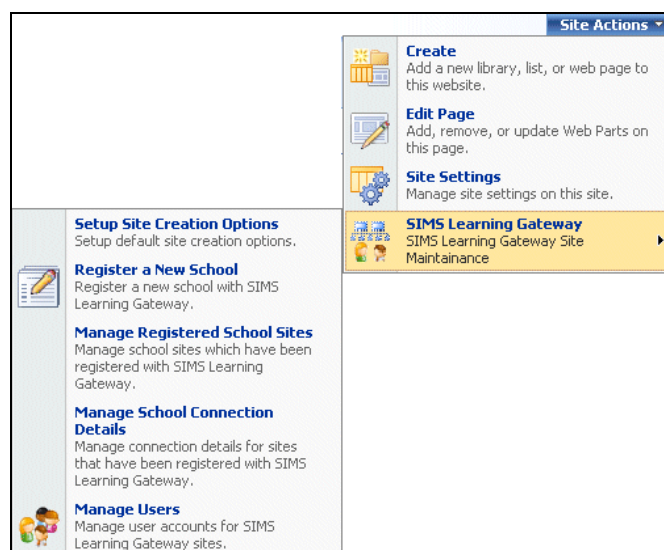
6. Click the **OK** button.
7. Repeat the above process for each new Agency.
8. Login to the School Site as an Administrator.
9. Repeat steps 2 to 6 for each new Agency.

Creating Full SLG2 Sites in a new SharePoint School Site

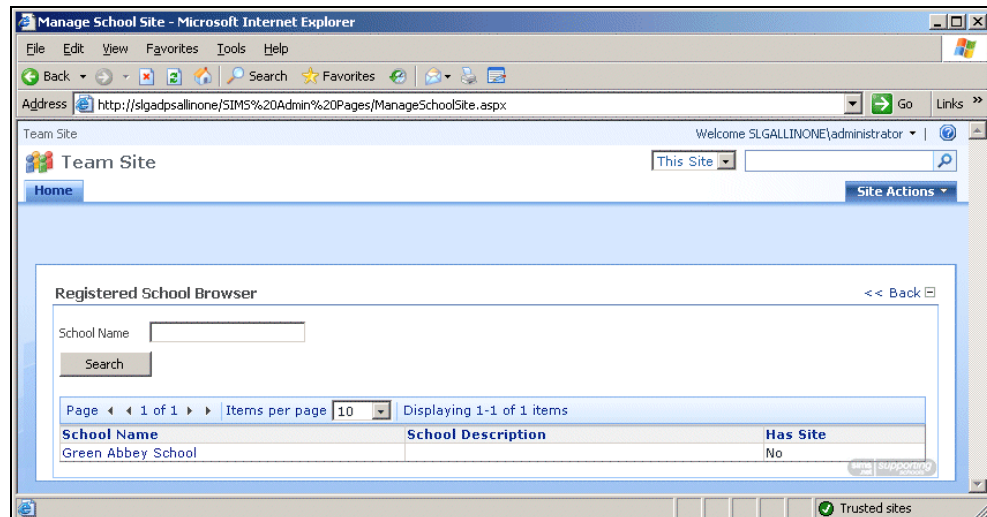


NOTE: As of the SLG2 2009 June Main Release (SIMS 7.120), you must be logged in as a **domain administrator** or a member of the **SLG Site Creators** group to perform this procedure.

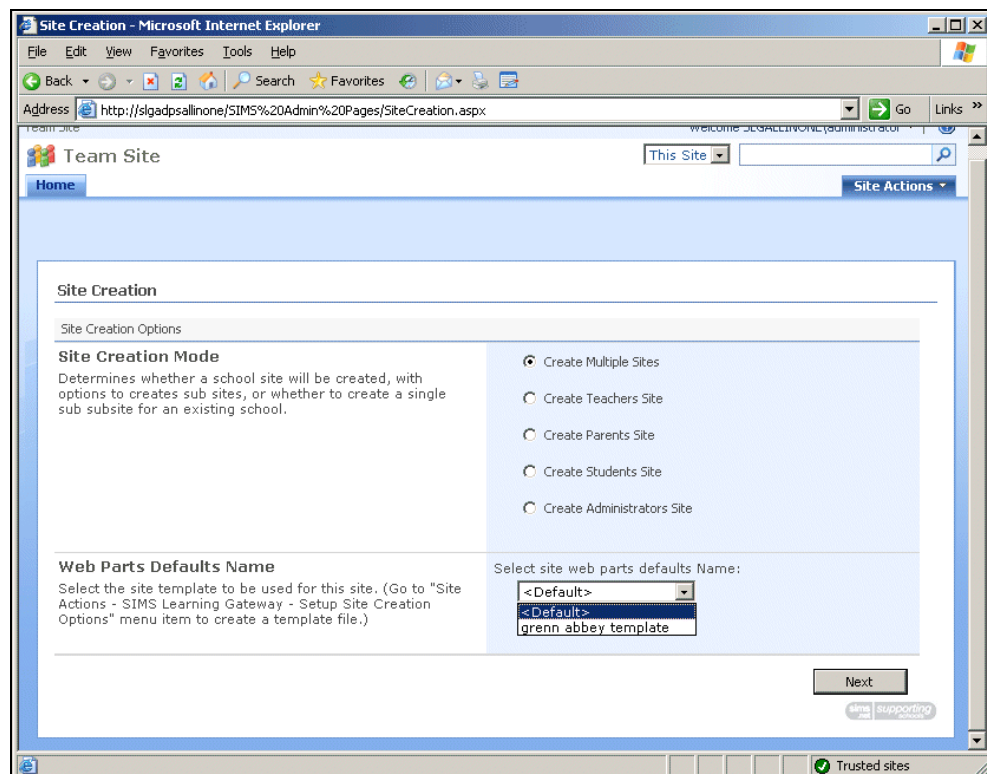
1. Open the SLG SharePoint site, click the **Site Actions** button and select **SIMS Learning Gateway | Manage Registered School Sites** from the drop-down menu to open the **Registered School Browser**.



- Click the **Search** button to display a list of registered schools. If there are a large number of registered schools, enter an appropriate search term into the **School Name** field before clicking the **Search** button.



- Click the name of the school you wish to create sites for to display the **Site Creation Options** page.
- If you are running an AD forest, you may need to specify a domain. Please see *Specifying a Domain* on page 57 before proceeding to step 5.



5. Select the radio button of the type of site you wish to create in the **Site Creation Mode** panel. Selecting the **Create Multiple Sites** radio button will create the top level school site and provides the option to create sites for teachers, parents, students and administrators.



NOTE: If you have not already created the top level school site, you cannot create sites for teachers, parents, students and administrators. You may for example want to create the school site and a teacher site to begin with and then revisit this process later to add sites for parents, students and administrators.

6. Select a template that was created during the set up of the default SharePoint site (as described in *Setting School SharePoint Site Defaults* on page 41) from the **Select site web parts defaults Name** drop-down list and click the **Next** button.



*NOTE: Selecting **<Default>** will deploy all pages to each site.*

The screenshot shows a web browser window titled "Site Creation - Microsoft Internet Explorer". The address bar shows "http://slgadpsallinone/SIMS%20Admin%20Pages/SiteCreation.aspx". The page content includes a "Team Site" header with a "Home" button and a "Site Actions" dropdown. Below this is the "Site Creation" section with the instruction "Select subsites to create for the school". It contains a table with four rows, each representing a site type with a checkbox:

Site Type	Checkbox
Teachers site Create a Teachers sub site.	☒
Parents Site Create a Parents sub site.	☒
Students Site Create a Students sub site.	☒
Administrators Site Create an Administrators sub site.	☒

At the bottom of the form are "Back" and "Next" buttons, and a "siml supporting" logo. The status bar at the bottom shows "Done" and "Trusted sites".

7. Select the check boxes of the sites you wish to create and click the **Next** button to display the **Supply site details** page.

Site Creation - Microsoft Internet Explorer

Address: http://slgadpsallinone/SIMS%20Admin%20Pages/SiteCreation.aspx

Welcome SLGALLINONE\administrator

Team Site

Home

Site Actions

Site Creation

Supply site details for School site

School Site Name The URL for the site, made up of the parent URL and the site name.	Site Name http://slgadpsallinone/ Green Abbey School
School Site Title A caption that will be displayed on the site to indicate what site it is.	Site Title: Green Abbey School
School Site Theme The theme that will be used for the appearance of the site.	Site Theme: Default Theme
School Site Owners Permissions Define the Active Directory groups that will have owner permissions on the site.	Site Owners Group: Green Abbey School - School Owners Select Active Directory groups to give owner permissions to:
School Site Visitors Permissions Define the Active Directory groups that will have visitor permissions on the site.	Site Visitors Group: Green Abbey School - School Visitors ☒ Use Default Visitor Groups ☐ Select Groups Select Active Directory groups to give visitor permissions to: SLGALLINONE\Green ADP - SLG Site Administrators; SLGALLINONE\Green ADP - All Parents; SLGALLINONE\Green ADP - All Staff; SLGALLINONE\Green ADP - All Students;

Back Next

Done Trusted sites

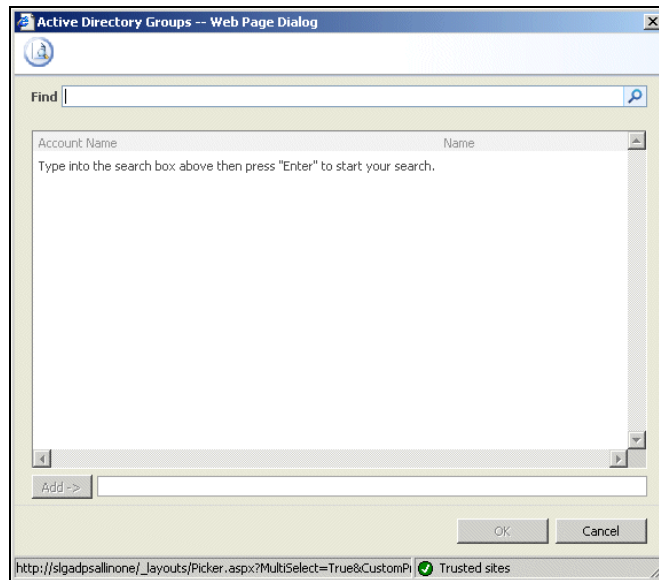
8. Enter the required **Site Name** to define the URL for the site. This defaults to the name of the school.



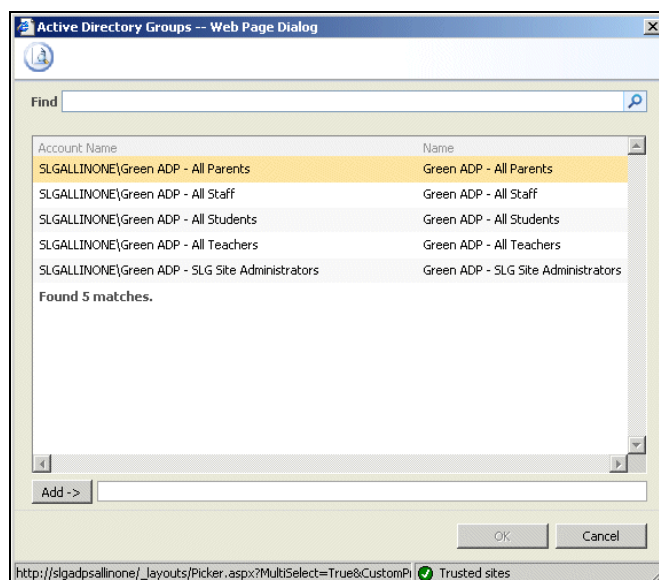
NOTE: Do not put spaces in the **Site Name** field as this will create a complicated URL in which the spaces are substituted %20.

9. Enter the required **Site Title**. This defaults to the name of the school.
10. Choose the appearance of the site by selecting a theme from the **Site Theme** drop-down list.

11. To define the Active Directory groups that will have owner permissions (people who are able to edit SharePoint pages, add and remove web parts, etc.):
 - a. Click the **Browse** button beneath the **Select Active Directory groups to give owner permissions to** field to display the **Active Directory Groups** dialog.

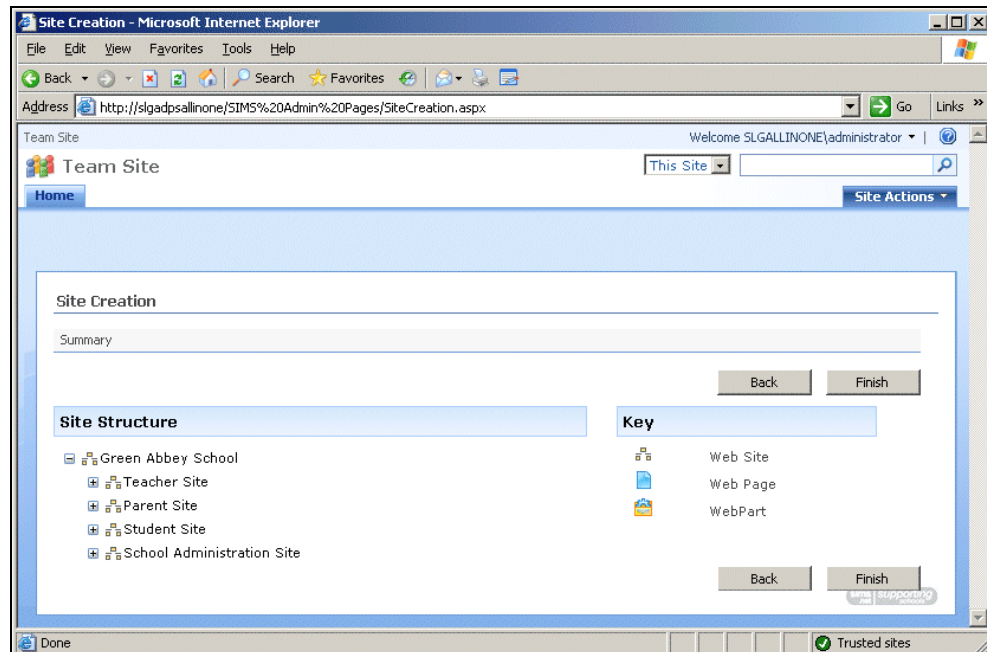


- b. Enter search criteria in the **Find** field or leave it blank to display all the available groups and click the **Search** button.



- c. Select the group (or groups) you wish to add (CTRL + click to select multiple groups) and click the **Add** button, then click the **OK** button to add them to the **Select Active Directory groups to give owner permissions to** field.

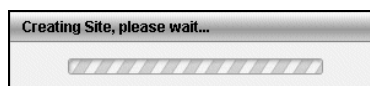
12. In the **School Site Visitors Permissions** panel, the default visitor groups (people who can only view and interact with SharePoint pages without editing or them) are defined automatically. If you want to select groups manually, select the **Select Groups** radio button to add groups in the same way as described in step 11.
13. Repeat steps 8 to 12 for each site you are creating until you reach the **Summary** page, on which you can view the **Site Structure**. Click the **+** to expand and view the structure of each site.



14. Click the **Finish** button to create the site. A progress bar will be displayed.



NOTE: If the progress bar does not display correctly, click the **Refresh** button on your web browser after the process has finished (this is due to the browser caching and older template file and does not affect the process in any other way).



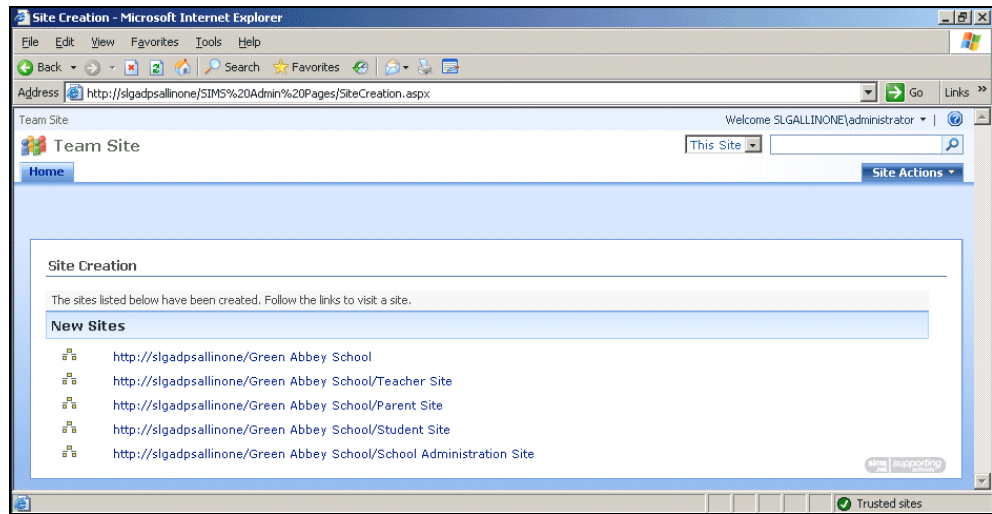
On completion, you will be presented with a list of links to the newly created sites, for example:

<http://yoursite/GreenAbbeySchool/Teachers>

<http://yoursite/GreenAbbeySchool/Parents>

<http://yoursite/GreenAbbeySchool/Students>

<http://yoursite/GreenAbbeySchool/Administrators>



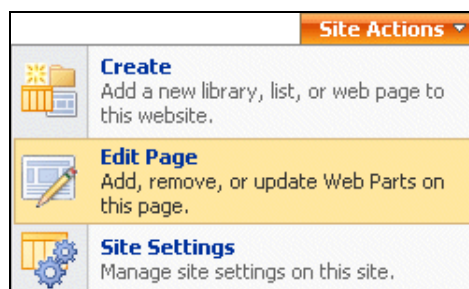
Registering an Existing School SharePoint Site



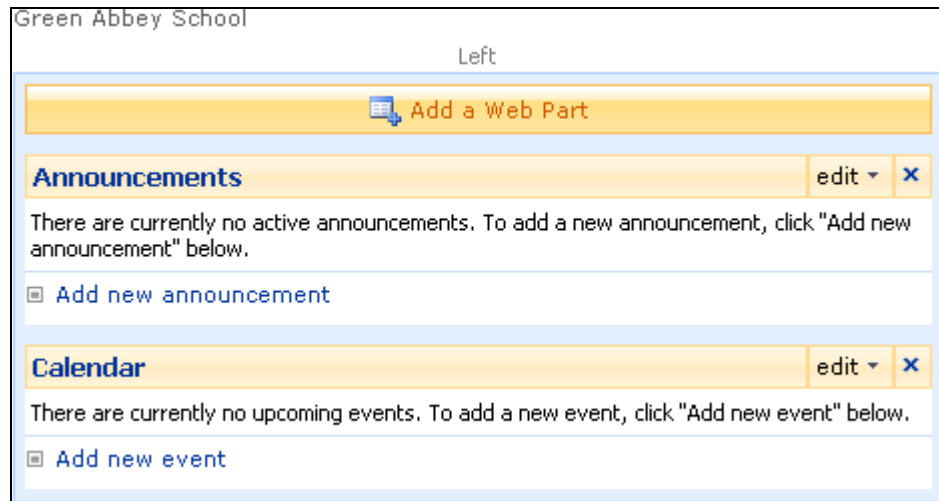
NOTE: As of the SLG2 2009 June Main Release (SIMS 7.120), you must be logged in as a **domain administrator** or a member of the **SLG Site Creators** group to perform this procedure.

If the school has an existing SharePoint site, you will need to register the school on the SLG SharePoint site using the school's unique identifier (created when the school was registered).

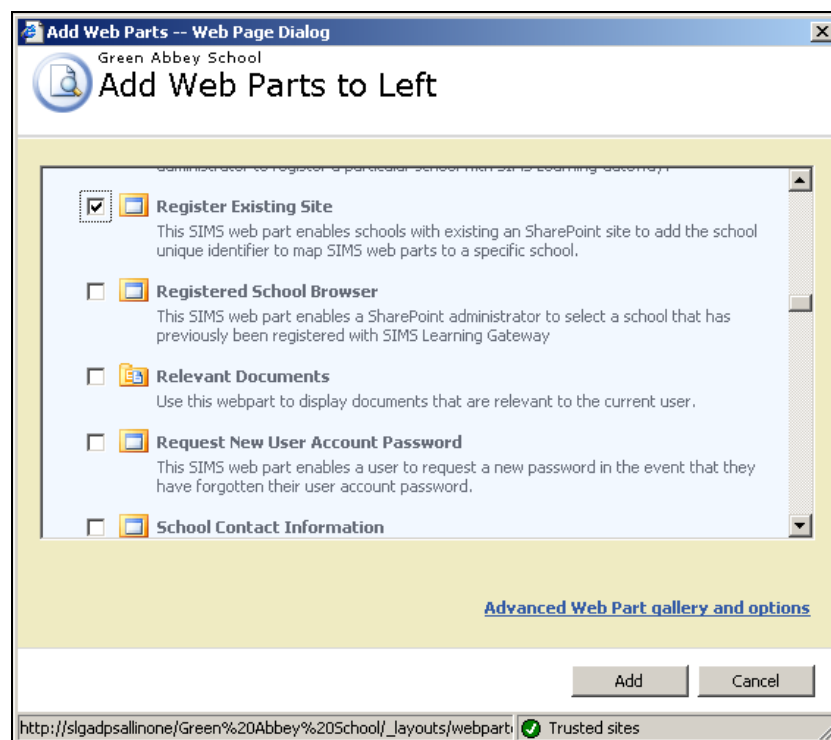
1. Ensure that you are in the existing, non-SLG2 SharePoint site.
2. Open the SLG SharePoint site and click the **Site Actions** tab.
3. Select **Edit Page** from the drop-down list.



- In the left portion of the page, click the **Add a Web Part** button to display the **Add Web Parts to Left** dialog.



- Select the **Registering Existing Site** check box and click the **Add** button.



- Click the **Exit Edit Mode** link.

7. In the **Register Existing Site** panel, enter the **School Unique Identifier** (the GUID created when the school was registered – please see step 5 of *Registering a School* on page 37) and click the **Save** button.

SLG root site collection > LA PORTAL

Register Existing Site

School Unique Identifier

Each school site contains a unique identifier that connects a particular school to a specific site

School Unique Identifier:

The school identifier is a GloballyUnique Identifier (GUID) with the format 00000000-0000-0000-0000-000000000000

Announcements

Get Started with Windows SharePoint Services! NEW 12/5/2007 9:03 AM
by SLG USER

Microsoft Windows SharePoint Services helps you to be more effective by connecting people, information, and documents. For information on getting started, see Help.

8. You can now follow the procedure for creating school sites as described in *Creating Full SLG2 Sites in a new SharePoint School Site* on page 49.



NOTE: If creating school sites in this way results in some SLG2 web parts giving errors or not displaying correctly, please see Appendix B: Resolving Errors Caused by Registering an Existing School SharePoint Site on page 64.

Specifying a Domain

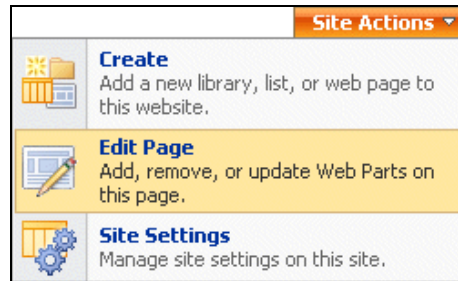


NOTE: As of the SLG2 2009 June Main Release (SIMS 7.120), you must be logged in as a **domain administrator** or a member of the **SLG Site Creators** group to perform this procedure.

If your Active Directory structure has multiple domains (otherwise known as a forest), you must specify the address of the Global Catalog in the Site Creation web part to enable the selection of Active Directory groups. The Global Catalog is a data store that contains a partial replica of every object in a forest and allows searches in multiple domains. The Global Catalog listens on port 3268 (or 3269 when using SSL).

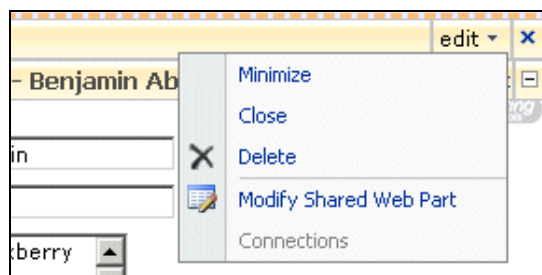
1. Begin the site creation process by following steps 1 to 4 in *Creating Full SLG2 Sites* on page 49 to display the **Site Creation Options** page.

- Click the **Site Actions** button and select **Edit Page** from the drop-down list.



The **Site Creation** panel is a web part and you must modify its properties in order to specify the domain in which to create the site.

- In the **Site Creation** title bar, click the **Edit** button and select **Modify Shared Web Part** from the drop-down list to reveal the web part properties.



- Click the **SIMS Learning Gateway WebPart Properties** link to expand it.

 A screenshot of the 'SIMS Learning Gateway WebPart Properties' dialog box. It has a title bar with a minus sign and the text 'SIMS Learning Gateway WebPart Properties'. The form contains several fields and checkboxes:

- 'Domain Controller' with an empty text box.
- 'Administration Document Library Name' with a text box containing 'SLGAdminDocLib'.
- 'Administration Document Library Url' with a text box containing a forward slash '/'.
- A checkbox labeled 'Show Sub Title' which is unchecked.
- A checkbox labeled 'Enable Collapsing' which is unchecked.
- 'Webpart Links' with an empty text box.

5. Enter the address of the Global Catalog in the **Domain Controller** field in the format `yourservername:3268` (or `yourservername:3269` if you are using SSL), substituting `yourservername` for the name of the server that contains the Global Catalog.

Click the **OK** button to save the change and close the web part properties.

A Appendices

Appendix A: Administration Web Parts Explained	61
Appendix B: Resolving Errors Caused by Registering an Existing School SharePoint Site.....	64
Appendix C: Using the SLG Diagnostic Tools	67

Appendix A: Administration Web Parts Explained

This section details the web parts that are created as part of registering a school with SLG. In order to utilise these web parts, you must be logged on to the SharePoint site and have access rights.

Registered School Browse Web Part



*NOTE: As of the SLG2 2009 June Main Release (SIMS 7.120), you must be logged in as a **domain administrator** or a member of the **SLG Site Creators** group to access this web part.*

Purpose

The Registered School Browse web part is read only and enables a SharePoint administrator to select a school that has previously been registered with SLG by viewing the school name, school address and establishment number.

Location

The Registered School Browse web part is accessible from the following pages:

- Manage School SharePoint Site Page
- Manage School Connection Details Page
- Manage SLG Users Page

Web Part Properties

School Details URL

A configurable hyperlink that determines the page displayed when a school name hyperlink is selected. If the property is not configured, the school name hyperlink is not displayed.

Paging

A configurable parameter that determines the number of schools displayed for each page.

Register a School Web Part



NOTE: As of the SLG2 2009 June Main Release (SIMS 7.120), you must be logged in as a **domain administrator** or a member of the **SLG Site Creators** group to access this web part.

Purpose

The **Register a School** web part provides the interface that enables the SharePoint administrator to register a particular school with SLG.

Location

The **Register a School** web part is accessible from the **Register a New School** page.

Edit School Registration Details Web Part



NOTE: As of the SLG2 2009 June Main Release (SIMS 7.120), you must be logged in as a **domain administrator** or a member of the **SLG Site Creators** group to access this web part.

Purpose

The **Edit School Registration Details** web part provides the interface that enables the SharePoint administrator or School Site administrator to change the registration details for a school.

Location

The **Edit School Registration** web part is accessible from the **Manage School Connection Details** page.

School Contact Information Web Part

Purpose

The **School Contact Information** web part details locations and contact numbers for the school's various sites. It can be deployed on the same page as the school establishment details or on a separate page. The **School Contact Information** web part can be accessed by parents, teachers and students.

Location

The **School Contact Information** web part is accessible from the **Manage School Connection Details** page.

Define Web Site Structure Web Part

Purpose

The **Define Web Site Structure** web part provides the interface that enables the SharePoint administrator to choose which SharePoint websites and pages are to be created when a site is registered.

Defining the web site structure ensures that the administrator can set up different defaults for different types of schools (primary, secondary etc.)

Default settings can be changed for the school, teacher, pupil/student and parent sites by removing or adding sub-sites, pages within each sub-site and web parts from the individual pages.

Location

The **Define Web Site Structure** web part is accessible from the **Site Creation Set Defaults** page.

SLG User Browse Web Part



*NOTE: As of the SLG2 2009 June Main Release (SIMS 7.120), you must be logged in as a **domain administrator** or a member of the **SLG Site Creators** group to access this web part.*

Purpose

The **SLG User Browse** web part enables an administrator to search for an Active Directory user account from within SLG.

Location

The **SLG User Browse** web part is read only and can be accessed from the **SLG User Details** page.

Web Part Properties

User Details URL

Configurable hyperlink that determines the page displayed when a user hyperlink is selected. If the property is not configured, the user hyperlink is not displayed.

Paging

A configurable parameter that determines the number of schools displayed for each page.

SLG User Details Web Part



*NOTE: As of the SLG2 2009 June Main Release (SIMS 7.120), you must be logged in as a **domain administrator** or a member of the **SLG Site Creators** group to access this web part.*

Purpose

The SLG User Details web part enables an administrator to view the details of an Active Directory user account, reset the user account password, assign or revoke School Site Administration Rights and unconsolidate the user account from within SLG.

Location

The SLG User Details web part can be accessed from the SLG User Details page.

Appendix B: Resolving Errors Caused by Registering an Existing School SharePoint Site

Web Parts Return "Unable to Find School" Error

The Register Existing Site web part must be placed one site higher in the hierarchy than the one you wish to add web parts to. For example, if you have a Green Abbey school site with a teacher site beneath it, you must place the Register Existing Site web part on the root of the Green Abbey school site.

My Planner Web Parts Show no Data

You may need to manually configure the web parts using stsadm commands.



NOTE: The *stsadm* executable can be found in the SharePoint bin folder, located at: *C:\Program Files\Common Files\Microsoft Shared\web server extensions\12\BIN*. When you run the *stsadm* commands, your command prompt must be at this folder location.

1. When using these commands, you must substitute `http://myteachersite` with your SLG2 teacher site URL:

```
stsadm -o activatefeature -name CCS_Teacher_MyPlannerList -url http://myteachersite
```

```
stsadm -o activatefeature -name CCS_Teacher_StudentTimetableList -url http://myteachersite
```

```
stsadm -o activatefeature -name CCS_StaffTimetableList -url http://myteachersite
```

2. When using these commands, you must substitute `http://mystudentsite` with your SLG2 student site URL:

```
stsadm -o activatefeature -name CCS_Student_MyPlannerList -url http://mystudentsite
```

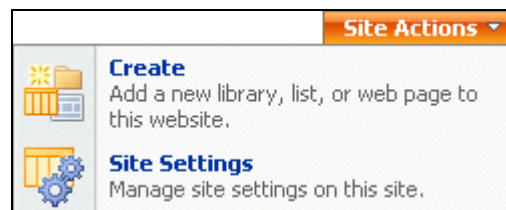
```
stsadm -o activatefeature -name CCS_Student_StudentTimetableList -url http://mystudentsite
```

- When using this command, you must substitute `http://myparentsite` with your SLG2 parent site URL:

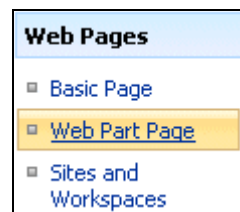
```
stsadm -o activatefeature -name CCS_Parent_StudentTimetableList
--url http://myparentsite
```

Profiles and Marksheets Web Parts Return RapidSpell Errors

- Log into the School SharePoint site as an Administrator.
- Click the **Site Actions** button and select **Create** to display the **Create** page.



- Select the **Web Part Page** link to display the **New Web Part Page** page.



- Enter a name for the page (such as Spellcheck) in the **Name** field.
- Select **Full Page, Vertical** from the **Choose a Layout Template** list and click the **Create** button to create and display the new page.

Name:

spellcheck.aspx

☐ Overwrite if file already exists?

Choose a Layout Template:

Full Page, Vertical

Header, Left Column, Body

Header, Right Column, Body

Header, Footer, 3 Columns

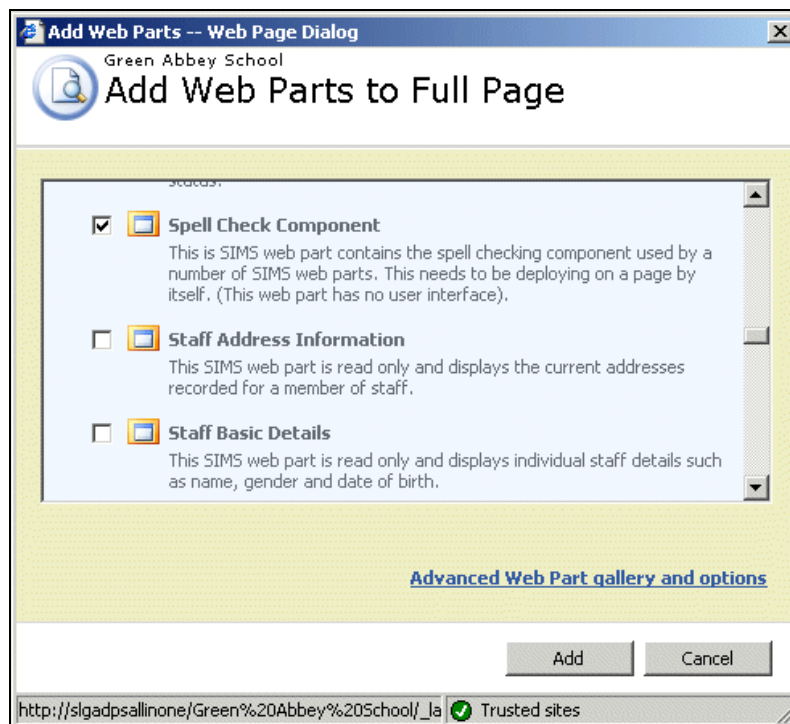
Header, Footer, 2 Columns, 4 Rows

Header, Footer, 4 Columns, Top Row

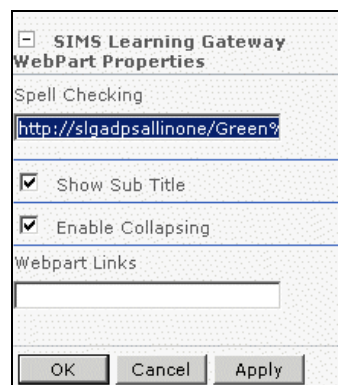
Left Column, Header, Footer, Top Row, 3 Columns

Right Column, Header, Footer, Top Row, 3 Columns

6. Click the **Add a Web Part** button to display the **Add Web Parts** dialog.

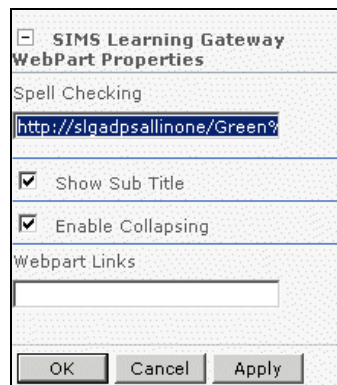


7. Select the **Spell Check Component** check box and click the **Add** button.
8. Copy the URL of the new page to the clipboard.
9. Navigate to the **Profiles** page in the Teacher site.
10. Click the **Site Actions** button and select **Edit Page**.
11. On the **Profiles** web part, click the **Edit** button and select **Modify Shared Web Part** from the drop-down list to display the web part properties.
12. Expand the **SIMS Learning Gateway WebPart Properties** panel and paste the URL of the **Spell Check Component** page into the **Spell Checking** field.



13. Click the **OK** button.

14. Navigate to the **Marksheet** page in the Teacher site.
15. Click the **Site Actions** button and select **Edit Page**.
16. On the **Marksheet** web part, click the **Edit** button and select **Modify Shared Web Part** from the drop-down list to display the web part properties.
17. Expand the **SIMS Learning Gateway WebPart Properties** panel and paste the URL of the Spell Check Component page into the **Spell Checking** field.

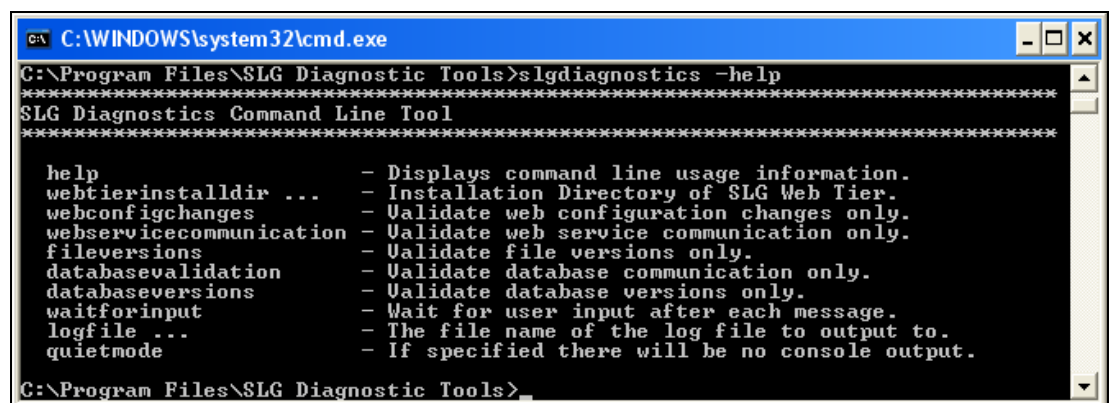


18. Click the **OK** button.

Appendix C: Using the SLG Diagnostic Tools

1. Open a command prompt.
2. Change the current directory to the installation directory of the SLG diagnostic tools. (By default this is C:\Program Files\SLG Diagnostic Tools\).
3. Enter the command `SLGDiagnostics -help`.

All the supported command line options supported by the diagnostic tools are displayed.



Usage Examples for the Diagnostic Tool

To run diagnostics against an SLG installation, the `WebTierInstallDir` parameter must be provided. This parameter must be the file system location of the SharePoint web site in which SLG has been deployed (for a typical installation this will be:

```
C:\inetpub\wwwroot\wss\VirtualDirectories\80\).
```

This command will run all diagnostics against the SLG installation and show the results in the command prompt window:

```
SLGDiagnostics -WebTierInstallDir  
"C:\inetpub\wwwroot\wss\VirtualDirectories\80\"
```

To output the results to a file, use the `LogFile` parameter (this parameter must include the full path of the output file):

```
SLGDiagnostics -WebTierInstallDir  
"C:\inetpub\wwwroot\wss\VirtualDirectories\80\" -LogFile  
"C:\LogFiles\MyLog.xml"
```

Use one of the additional command line parameters to run a specific diagnostic check. For example, to check the communication between the SLG Application tier and each SIMS database, use the `DatabaseValidation` parameter:

```
SLGDiagnostics -WebTierInstallDir  
"C:\inetpub\wwwroot\wss\VirtualDirectories\80\" -LogFile  
"C:\LogFiles\MyLog.xml" -DatabaseValidation
```

G | Glossary

Active Directory

The windows-based directory service. Active Directory stores information about objects on a network and makes this information available to users and network administrators. Active Directory gives network users access to permitted resources anywhere on the network using a single logon process. It provides network administrators with an intuitive, hierarchical view of the network and a single point of administration for all network objects.

Active Directory Provisioning Service

SIMS Product that enables school to create and maintain Active Directory user accounts and groups using the Student, Staff and Parent records stored within SIMS.

AD

Acronym for Active Directory.

ADPS

Acronym for Active Directory Provisioning Service.

Demilitarised Zone

A computer network that is accessible from two other computer networks that have no direct contact with each other. Often, one of these networks is the Internet and the other is a local, internal network.

DMZ

Acronym for Demilitarised Zone.

DNS

Acronym for Domain Name System.

Domain Name

A name that identifies one or more IP addresses. For example, the domain name capita.co.uk represents about a dozen IP addresses. Domain names are used in URLs to identify particular Web pages. For example, the domain name is capita.com in the following URL:
`http://capita.com/Products/tabid/84/Default.aspx`

Domain Name System

The Internet is based on IP addresses, and not domain names. Therefore, every Web server requires a Domain Name System (DNS) server to translate domain names into IP addresses.

The domain name system (DNS) is the way that domain names are located and translated into IP Addresses.

External Provider Site / Web Parts

A collective term for sites and web parts that are applicable to education and workplace providers. An extension to SIMS Learning Gateway enables external education providers such as FE colleges, non-SIMS schools and work experience placement providers to view and provide relevant SIMS data about students who are guests in their organisation.

Firewall

A firewall is a system that secures a network, shielding it from access by unauthorised users. Firewalls can be implemented in software, hardware or a combination of both.

IIS

Acronym for Internet Information Services.

IP Address

Internet Protocol Address – All machines on a network (a local network, or the Internet must be assigned an IP Address). An IP Address is a unique number that identifies the computer in a similar fashion as a telephone number identifies a telephone on a telephone network. Each set of numbers may be in the range 0 to 255. A typical IP address looks like this:
216.27.61.137

Microsoft Internet Information Services

A web server for Windows operating systems, developed by Microsoft.

Microsoft Office SharePoint Server

Microsoft Office SharePoint Server 2007 is an integrated suite of server capabilities that provides content management and information sharing. It supports intranet, extranet, and web applications.

Microsoft SQL / SQL Express Server

The SQL server hosts the SharePoint content and configuration databases. It should be placed on the internal side of the demilitarised zone and the appropriate port opened up to allow access between the SharePoint servers and the SQL server.

MOSS2007

Acronym for Microsoft Office SharePoint Server 2007.

Parent

A 'Parent', for the purposes of SLG, is one or more of the Contacts defined for a Student, who has Parental Responsibility for that child and who does not have a Court Order for that child. In order to see details of their children in the Learning Gateway, the Parent must have an AD Account, which means that the School must have exported the Contact record from SIMS and issued the Parent with a User name and Password.

Secure Sockets Layer

A commonly-used protocol for managing the security of a message transmission on the Internet.

Server Farm

A centralised grouping of network servers maintained by an enterprise or, often, an Internet Service Provider (ISP). A server farm provides a network with load balancing, scalability and fault tolerance. Individual servers may be connected in such a way that they appear to represent a single resource.

SharePoint

A web-based collaboration and document management platform developed by Microsoft. The term 'SharePoint' is commonly used to refer to one of the following products:

Windows SharePoint Services (WSS)

Microsoft Office SharePoint Server (MOSS)

SIMS Active Directory Provisioning Client

The Provisioning Client tracks changes in a school's SIMS database or (in the case of a local authority hosted solution) each SIMS database.

SIMS Active Directory Provisioning Server

The Provisioning Server communicates with the school's SIMS databases and applies any changes (such as to users and groups) to the Active Directory, as achieved by the ADPS Client.

SIMS Application Server

The SIMS Application Server hosts business logic (that would traditionally be held in the SIMS client application) in a server environment and exposes it to the web parts via web services. As well as providing this interface for the web parts, the application server acts as a router, linking Active Directory users and SharePoint sites to the appropriate SIMS database(s) and also provides permission-based security.

SIMS Application Tier

The SIMS Application Tier is a component of SLG and consists of a set of web services that expose SIMS business functionality to the SharePoint web server.

SIMS Learning Gateway

The brand name for the web portal products developed by CES. SIMS Learning Gateway provides teachers, pupils/students and parents with Internet access to relevant information stored in a SIMS database. Two separate, non-compatible products are currently supported by CES as follows:

SIMS Learning Gateway 1

SIMS Learning Gateway 2

SIMS Learning Gateway 1

Initial release of SIMS Learning Gateway compatible with Windows Server 2000 SharePoint Portal Server and WSS2.

SIMS Learning Gateway 2

Second release of SIMS Learning Gateway. SLG2 supersedes SLG1 and is compatible with Windows Server 2003/2008, MOSS 2007 and WSS3.

Site

A group of related web pages that is hosted by an HTTP server on the World Wide Web or an Intranet. The pages in a web site generally cover one or more topics and are interconnected through hyperlinks. Most web sites have a home page as their starting point.

SLG

Acronym for SIMS Learning Gateway.

SLG Web Tier

Terms used to describe the SIMS Learning Gateway user interface components which are hosted within SharePoint.

SLG1

Acronym for SIMS Learning Gateway 1.

SLG2

Acronym for SIMS Learning Gateway 2.

SSL

Acronym for Secure Sockets Layer.

Sub-site

A named subdirectory of the top-level web site that is a complete web site. Each sub-site can have independent administration, authoring and browsing permissions from the top-level web sites and other sub-sites.

Theme

A theme is a unified set of design elements that influence the fonts and colour schemes, when applied to a web site based on Microsoft Windows SharePoint Services.

Uniform Resource Locator

An address that specifies a protocol (such as HTTP or FTP) and a location of an object, document, World Wide Web page, or other destination on the Internet or an Intranet. For example: <http://www.capita.com/>

URL

Acronym for Uniform Resource Locator.

Virtual Private Network

A secure and private data network that makes use of the public telephone infrastructure.

Virtual Server

A virtual computer that resides on an HTTP server but appears to the user as a separate HTTP server. Several virtual servers can reside on one computer, each capable of running its own programs and each with individualized access to input and peripheral devices. Each virtual server can have its own domain name and IP address.

VPN

Acronym for Virtual Private Network.

Web Part

A modular unit of information that consists of a title bar, a frame and content. Web parts are the basic building block of a web part page. A web part is the combination of a web part description file (.dwp) and a web part assembly file (.dll).

Web Part Page

A special type of web page that contains one or more web parts. A web part page consolidates data (such as lists and charts) and web content (such as text and images) into a dynamic information portal built around a common task or special interest.

Web Portal

A web site that provides a starting point to access designated resources on a network.

Web Server

A computer connected to the Internet for the purpose of serving a web site's web pages to visitors on the World Wide Web. Also known as an HTTP server. A web server stores files whose URLs begin with <http://>.

Windows Server

A brand name for the server operating systems developed by Microsoft. Versions include:

Windows 2000 Server

Windows 2003 Server

Windows 2008 Server

Windows SharePoint Services

Windows SharePoint Services is the basic SharePoint product which Microsoft currently bundles with Windows Server. It provides collaboration and document management functionality by means of web portals.

WSS2

Acronym for Windows SharePoint Services Version 2.

WSS3

Acronym for Windows SharePoint Services Version 3.

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