Universal Connector Setup Guide
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This guide covers all available Blackboard Schoolwires features and functionality. Features included in your contract may vary.
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Introduction

The Universal Connector uses data provided by a source such as a Student Information System (SIS) to populate Schoolwires. You create CSV files containing the source data that you transfer to Schoolwires servers using Secure File Transfer Protocol (SFTP). When you run the Universal Connector, it uses the data contained in the files to update Schoolwires.

The Universal Connector includes these Connector Types.

- User Connector
- Group Connector
- User-Group Membership Connector
- Section Connector
- Membership Connector
- Family Relationship Connector

We recommend that you run the connectors in this order.

1. User Connector
2. Section Connector
3. Group Connector
4. User-Group Membership Connector
5. Membership Connector
6. Family Relationship Connector
Universal Connector Set Up

Here are the steps to set up the Universal Connector.

**Step 1—Set Up SFTP**

Contact your assigned Schoolwires representative to set up SFTP. When completed, you will receive an email that includes your username, password and the name of the site to which you will upload your export files.

For security reasons, you can only upload files to the FTP server—no file names display. Because of this we suggest that you use an FTP client that displays the 200 response after a successful file transmission. Once you have transferred files, we will verify that you placed the correct files in the correct folder. After initial testing, you should configure automatic FTP.

**Step 2—Set Up Passports and Assign Privileges**

After the Universal Connector is active for your site, create or edit a passport and to it assign the Extended Privilege *Manage Universal Connectors*. Assign this passport to users that are administering the Universal Connector.
Step 3—Access the Universal Connector Workspace
Here’s how you access the Universal Connector Workspace.

7. In Site Manager, expand CONFIGURE within the Content Browser.

8. Click Universal Connector. The Connectors Workspace displays.

Step 4—Create and Edit Connectors
These are the Connectors you can create.

- User
  You must set up Passport Mappings so that Schoolwires passports are assigned to users. You can use any value you would like as an Identifier in the mapping to point to specific passports.

- Group

- User-Group Membership

- Section
  You must set up Section Mappings for each section being synced from the export file. This tells the connector where to place the sections. All you need to do is set up the locations where the teacher sites will reside and assign each a unique number that corresponds to your export file.

- Membership

- Family Relationship
The Universal Connector Connectors Tab

Connectors you create display on the Connectors tab. For each connector, you can set the STATUS to ACTIVE or INACTIVE, edit a connector by clicking on its name, see the STATE of the connector and see the SCHEDULED RUN TIME. You can delete a connector. With a STATE of READY, you have the option to run the connector immediately by clicking Run Now.

The Universal Connectors Settings Tab

Use the Settings tab to specify the email address that is used when the Universal Connector sends completion notification emails. You can also specify who should receive the notifications. You can specify both individual users and groups.
Creating Connectors

In order to pass information between your SIS and Schoolwires, you must create connectors.

User Connector

Here’s how you create a User Connector.

1. In Site Manager, expand CONFIGURE within the Content Browser.
2. Click Universal Connector. The Connectors Workspace displays.
3. Click New Connector. The New Connector dialog displays.

4. Enter a Connector Name. We recommend that you choose a name that makes it easy to identify the connector.
5. From the Connector Type drop-down list, select User Connector and click Save.
6. On the **General** tab, enter a File Name for the connector. This is the file that you transfer to the FTP server. The file name can be no longer than 100 characters, including the file extension and it can include special characters. Note that once you upload this file to the FTP server, you will be able to select the file name from the drop-down.

![Connector Setup Screen]

7. Check **Column header is in the first row** if the first row in the source file is the names of the columns and should be ignored.

8. Select a File Type. Choose Delimited and specify a delimiter from the drop-down list. Options include *Comma, Tab, Semicolon, Space* and *Other*. If you select *Other*, a Delimiter field displays that you use to indicate the character separating data within the file.

9. Specify the Run Order for the connector. This field tells the Universal Connector the order in which to run the connectors.

10. Specify in hours how often the connector should run and select a start time from the drop-down list. We recommend that you schedule all of the connectors to run at the same time and allow the connector run order that you specified control the sequence of execution.

11. If you activate the **Delete previously imported records if they are not included in the latest import file** check box, records in Schoolwires not included in the current file being imported are deleted.

   Note that this option is particularly useful if implemented correctly. Most often, it is only used once per school year or once per term.

12. Check **Automatically email new users their user name and password** if you wish the users to be emailed this information.
13. Click the **Mappings** tab. Use this tab to map fields to columns within the connector source file.

Count the number of columns from the left to the column that contains the data you wish to map. Begin counting columns from the left starting with 0. Fields that must be mapped display with a red triangle.

If you have uploaded the source file to the FTP server and you indicated that the first row of the file is column headers, you can use drop-down lists to map the fields—column headers display on the drop-down lists.

If you have not uploaded the source file to the FTP server or your source file does not include a heading row, you map each field using the column number of the field within the source file. The first column in your source file is 0 (zero); the second column is 1 (one), and so on.

Here is an example source CSV file.
14. Click the **Exceptions** tab. Use this tab to identify records in the connector source file that should be ignored. Select a field from the drop-down list and enter a value for the field. Note that Exceptions are optional.

15. Click **Add Exception**. Select a field from the drop-down, specify a value for the field and click **Add**.

Click **Add Exceptions** again if you need to specify additional exceptions. To delete an exception, click **Remove**.
16. Click the **Passport Mappings** tab. Use this tab to map a Passport Code to an actual Schoolwires Passport. You can use any value you would like as a Passport Code. The Passport Code must be included in your User Connector source file.

17. Click **New Passport Mapping**. Enter a value for the Passport Code and assign a corresponding Schoolwires passport using the Assign Passport drop-down and click **Save**.

Click **New Passport Mapping** if you need to specify additional passport mappings. To delete a mapping, click **Remove**.
18. When finished completing all of the tabs, click **Save**.

**Manage a User Connector**

Click the **Status** button to toggle the connector between **ACTIVE** and **INACTIVE**. Click the name of the connector to edit it. Click **Delete** to permanently remove a connector and then click **Yes** on the confirmation dialog.

If you cannot activate the connector, be sure that the connector configuration is complete.
User Connector Data Constraints
The User Connector creates, updates and potentially removes users. This connector can also work in tandem with Lightweight Directory Access Protocol (LDAP).

<table>
<thead>
<tr>
<th>C2 Field</th>
<th>SIS Field (Column)</th>
<th>Max Length</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>SIS First Name</td>
<td>50 Characters</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>SIS Last Name</td>
<td>50 Characters</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>User Name</td>
<td>SIS User Name</td>
<td>50 Characters</td>
<td>Yes</td>
<td>Must be unique</td>
</tr>
<tr>
<td>User Number</td>
<td>SIS Unique User ID</td>
<td>20 Characters</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td>SIS Email</td>
<td>100 Characters</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Passport Identifier</td>
<td>Not an SIS field, use the Passport ID from Schoolwires</td>
<td>100 Characters</td>
<td>No</td>
<td>If not mapped, no passports are assigned</td>
</tr>
<tr>
<td>Password</td>
<td>SIS Password</td>
<td>100 Characters</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>SIS Phone Number</td>
<td>30 Characters</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Group Connector
Here’s how you create a Group Connector.

1. In Site Manager, expand CONFIGURE within the Content Browser.
2. Click Universal Connector. The Connectors Workspace displays.
3. Click New Connector. The New Connector dialog displays.
4. Enter a Connector Name. We recommend that you choose a name that makes it easy to identify the connector.
5. From the Connector Type drop-down list, select Group Connector and click Save.
6. On the General tab, enter a File Name for the connector. This is the file that you transfer to the FTP server. The file name can be no longer than 100 characters, including the file extension and it can include special characters. Note that once you upload this file to the FTP server, you will be able to select the file name from the drop-down.
7. Click *Column header is in the first row* if the first row in the source file is the names of the columns and should be ignored.

8. Select a File Type. Choose Delimited and specify a delimiter from the drop-down list. Options include *Comma, Tab, Semicolon, Space* and *Other*. If you select *Other*, a Delimiter field displays that you use to indicate the character separating data within the file.

9. Specify the Run Order for the connector. This field tells the Universal Connector the order in which to run the connectors.

10. Specify in hours how often the connector should run and select a start time from the drop-down list. We recommend that you schedule all of the connectors to run at the same time and allow the connector run order that you specified control the sequence of execution.

11. If you activate the *Delete previously imported records if they are not included in the latest import file* check box, records in Schoolwires not included in the current file being imported are deleted.

   Note that this option is particularly useful if implemented correctly. Most often, it is only used once per school year or once per term.
12. Click the **Mappings** tab. Use this tab to map fields to columns within the connector source file. Count the number of columns from the left to the column that contains the data you wish to map. Begin counting columns from the left starting with 0.

If you have uploaded the source file to the FTP server and you indicated that the first row of the file is column headers, you can use drop-down lists to map the fields—column headers display on the drop-down lists.

If you have not uploaded the source file to the FTP server or your source file does not include a heading row, you map each field using the column number of the field within the source file. The first column in your source file is 0 (zero); the second column is 1 (one), and so on.

Here is an example source CSV file.

```
0   1
Group Name Group Number
Grade1     111
Grade2     222
Grade3     333
```
13. Click the **Exceptions** tab. Use this tab to identify records in the connector source file that should be ignored. Select a field from the drop-down list and enter a value for the field. Note that Exceptions are optional.

![Add Exception](image)

14. Click **Add Exception**. Select a field from the drop-down, specify a value for the field and click **Add**.

![Add Exception](image)

Click **Add Exception** if you need to specify additional ones. To delete an exception, click **Remove**.
15. When finished completing all of the tabs, click **Save**.

Manage a Group Connector
Click the **Status** button to toggle the connector between **ACTIVE** and **INACTIVE**. Click the name of the connector to edit it. Click **Delete** to permanently remove a connector—click **Yes** on the confirmation dialog.

Group Connector Data Constraints
The Group Connector is used to manage new groups to which users may be assigned.

<table>
<thead>
<tr>
<th><strong>C2 Field</strong></th>
<th><strong>SIS Field (Column)</strong></th>
<th><strong>Max Length</strong></th>
<th><strong>Required</strong></th>
<th><strong>Notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Name</td>
<td>SIS Course/Class</td>
<td>100 Characters</td>
<td>Yes</td>
<td>Must be unique</td>
</tr>
<tr>
<td>Group Number</td>
<td>SIS Course/Class</td>
<td>20 Characters</td>
<td>Yes</td>
<td>Must be unique</td>
</tr>
</tbody>
</table>
User-Group Membership Connector

Here’s how you create a User-Group Membership Connector.

1. In Site Manager, expand CONFIGURE within the Content Browser.
2. Click Universal Connector. The Connectors Workspace displays.
3. Click New Connector. The New Connector dialog displays.

4. Enter a Connector Name. We recommend that you choose a name that makes it easy to identify the connector.
5. From the Connector Type drop-down list, select User-Group Membership Connector and click Save.
6. On the General tab, enter a File Name for the connector. This is the file that you transfer to the FTP server. The file name can be no longer than 100 characters, including the file extension and it can include special characters. Note that once you upload this file to the FTP server, you will be able to select the file name from the drop-down.
7. Click Column header is in the first row if the first row in the source file is the names of the columns and should be ignored.
8. Select a File Type. Choose Delimited and specify a delimiter from the drop-down list. Options include Comma, Tab, Semicolon, Space and Other. If you select Other, a Delimiter field displays that you use to indicate the character separating data within the file.
9. Specify the Run Order for the connector. This field tells the Universal Connector the order in which to run the connectors.
10. Specify in hours how often the connector should run and select a start time from the drop-down list. We recommend that you schedule all of the connectors to run at the same time and allow the connector run order that you specified control the sequence of execution.

11. If you activate the Delete previously imported records if they are not included in the latest import file check box, records in Schoolwires not included in the current file being imported are deleted.

Note that this option is particularly useful if implemented correctly. Most often, it is only used once per school year or once per term.
12. Click the **Mappings** tab. Use this tab to map fields to columns within the connector source file. Count the number of columns from the left to the column that contains the data you wish to map. Begin counting columns from the left starting with 0.

If you have uploaded the source file to the FTP server and you indicated that the first row of the file is column headers, you can use drop-down lists to map the fields—column headers display on the drop-down lists.

If you have not uploaded the source file to the FTP server or your source file does not include a heading row, you map each field using the column number of the field within the source file. The first column in your source file is 0 (zero); the second column is 1 (one), and so on.

Here is an example source CSV file.
13. Click the **Exceptions** tab. Use this tab to identify records in the connector file that should be ignored. Select a field from the drop-down list and enter a value for the field. Note that Exceptions are optional.

14. Click **Add Exception**. Select a field from the drop-down, specify a value for the field and click **Add**.

Click **Add Exception** if you need to specify additional exceptions. To delete an exception, click **Remove**.
15. When finished completing all of the tabs, click **Save**

**Manage a User-Group Membership Connector**

Click the **Status** button to toggle the connector between **ACTIVE** and **INACTIVE**. Click the name of the connector to edit it. Click **Delete** to permanently remove a connector—click **Yes** on the confirmation dialog.
User-Group Connector Membership Data Constraints

This connector is used to assign users to groups. A user can be assigned membership to more than one group. Each group membership must be specified as a separate record.

<table>
<thead>
<tr>
<th>C2 Field</th>
<th>SIS Field (Column)</th>
<th>Max Length</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Number</td>
<td>SIS Course/Class</td>
<td>20</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>User Number</td>
<td>SIS unique User ID</td>
<td>20</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Section Connector

Here’s how you create a Section Connector.

1. In Site Manager, expand CONFIGURE within the Content Browser.
2. Click Universal Connector. The Connectors Workspace displays.
3. Click New Connector. The New Connector dialog displays.
4. Enter a Connector Name. We recommend that you choose a name that makes it easy to identify the connector.
5. From the Connector Type drop-down list, select Section Connector and click Save.
6. On the General tab, enter a File Name for the connector. This is the file that you transfer to the FTP server. The file name can be no longer than 100 characters, including the file extension and it can include special characters. Note that once you upload this file to the FTP server, you will be able to select the file name from the drop-down.
7. Check *Column header is in the first row* if the first row in the source file is the names of the columns and should be ignored.

8. Select a File Type. Choose Delimited, specify a delimiter from the drop-down list. Options include *Comma, Tab, Semicolon, Space* and *Other*. If you select *Other*, a Delimiter field displays that you use to indicate the character separating data within the file.

9. Specify the Run Order for the connector. This field tells the Universal Connector the order in which to run the connectors.

10. Specify in hours how often the connector should run and select a start time from the drop-down list. We recommend that you schedule all of the connectors to run at the same time and allow the connector run order that you specified control the sequence of execution.
11. Click the **Mappings** tab. Use this tab to map fields to columns within the connector file. Count the number of columns from the left to the column that contains the data you wish to map. Begin counting columns from the left starting with 0.

If you have uploaded the source file to the FTP server and you indicated that the first row of the file is column headers, you can use drop-down lists to map the fields—column headers display on the drop-down lists.

If you have not uploaded the source file to the FTP server or your source file does not include a heading row, you map each field using the column number of the field within the source file. The first column in your source file is 0 (zero); the second column is 1 (one), and so on.

Here is an example source CSV file.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Name</td>
<td>Section Code</td>
<td>Site Identifier</td>
<td>User Number</td>
</tr>
<tr>
<td>Eric Sparks</td>
<td>100</td>
<td>HVS</td>
<td></td>
</tr>
<tr>
<td>Mary Sparks</td>
<td>101</td>
<td>HVS</td>
<td>102</td>
</tr>
<tr>
<td>Bill Reed</td>
<td>102</td>
<td>HVS</td>
<td>103</td>
</tr>
</tbody>
</table>
12. Click the **Exceptions** tab. Use this dialog to identify records in the connector file that should be ignored. Select a field from the drop-down list and enter a value for the field. Note that Exceptions are optional.

13. Click **Add Exception**. Select a field from the drop-down, specify a value for the field and click **Add**.

Click **Add Exception** again if you need to specify additional exceptions. To delete an exception, click **Remove**.
14. Click the **Section Mappings** tab. Use this tab to determine where sections will be created on your site.

![Section Mappings Tab](image)

15. Click **New Section Mapping**. Complete the fields to determine the section location and click **Save**. Note that you also specify a section configuration, predetermined pages that will be created for each new section.

![New Section Mapping](image)
16. Click **New Section Mapping** if you need to specify additional passport mappings. To remove a mapping, click **Remove**.

![New Section Mapping](image1)

17. When finished completing all of the tabs, click **Save**.

![Connectors](image2)

**Manage a Section Connector**

Click the **Status** button to toggle the connector between **ACTIVE** and **INACTIVE**. Click the name of the connector to edit it. Click **Delete** to permanently remove a connector—click **Yes** on the confirmation dialog.

![Connectors](image3)
**Section Connector Data Constraints**

Use this connector to assign each teacher their own section, which is housed under each district’s Staff or similarly named channel. This method allows each teacher to have multiple pages and works best with Schoolwires. Often we use the same values for Section Code and User Number based on the staff member’s unique ID value.

<table>
<thead>
<tr>
<th>C2 Field</th>
<th>SIS Field (Column)</th>
<th>Max Length</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Name</td>
<td>SIS Last Name, First Name</td>
<td>100 Characters</td>
<td>Yes</td>
<td>Must be unique within a channel</td>
</tr>
<tr>
<td>Section Code</td>
<td>SIS unique User ID</td>
<td>100 Characters</td>
<td>Yes</td>
<td>Must be unique</td>
</tr>
<tr>
<td>Site Identifier</td>
<td>SIS School or Building Name in Site Manager</td>
<td>100 Characters</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>User Number</td>
<td>SIS Unique User ID</td>
<td>20 Characters</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Membership Connector**

Here’s how you create a Membership Connector.

1. In Site Manager, expand CONFIGURE within the Content Browser.
2. Click Universal Connector. The Connectors Workspace displays.
3. Click New Connector. The New Connector dialog displays.

![New Connector Dialog](image)

4. Enter a Connector Name. We recommend that you choose a name that makes it easy to identify the connector.
5. From the Connector Type drop-down list, select **Membership Connector** and click **Save**.

![Connector Setup Interface](image.png)

6. On the **General** tab, enter a File Name for the connector. This is the file that you transfer to the FTP server. The file name can be no longer than 100 characters, including the file extension and it can include special characters. Note that once you upload this file to the FTP server, you will be able to select the file name from the drop-down.

7. Check **Column header is in the first row** if the first row in the source file is the names of the columns and should be ignored.

8. Select a File Type. Choose Delimited and specify a delimiter from the drop-down list. Options include **Comma**, **Tab**, **Semicolon**, **Space** and **Other**. If you select **Other**, a Delimiter field displays that you use to indicate the character separating data within the file.

9. Specify the Run Order for the connector. This field tells the Universal Connector the order in which to run the connectors.

10. Specify in hours how often the connector should run and select a start time from the drop-down list. We recommend that you schedule all of the connectors to run at the same time and allow the connector run order that you specified control the sequence of execution.

11. If you activate the **Delete previously imported records if they are not included in the latest import file** check box, records in Schoolwires not included in the current file being imported are deleted.

   Note that this option is particularly useful if implemented correctly. Most often, it is only used once per school year or once per term.
12. Click the **Mappings** tab. Use this tab to map fields to columns within the connector source file. Count the number of columns from the left to the column that contains the data you wish to map. Begin counting columns from the left starting with 0.

If you have uploaded the source file to the FTP server and you indicated that the first row of the file is column headers, you can use drop-down lists to map the fields—column headers display on the drop-down lists.

If you have not uploaded the source file to the FTP server or your source file does not include a heading row, you map each field using the column number of the field within the source file. The first column in your source file is 0 (zero); the second column is 1 (one), and so on.

Here is an example source CSV file.

<table>
<thead>
<tr>
<th>0</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section Code</strong></td>
<td><strong>Group Number</strong></td>
</tr>
<tr>
<td>100</td>
<td>555</td>
</tr>
<tr>
<td>101</td>
<td>555</td>
</tr>
<tr>
<td>102</td>
<td>444</td>
</tr>
</tbody>
</table>
13. Click the **Exceptions** tab. Use this tab to identify records in the connector source file that should be ignored. Select a field from the drop-down list and enter a value for the field. Note that Exceptions are optional.

14. Click **Add Exception**. Select a field from the drop-down, specify a value for the field and click **Add**.

Click **Add Exceptions** again if you need to specify additional exceptions. To delete an exception, click **Remove**.
15. When finished completing all of the tabs, click **Save**.

**Manage a Membership Connector**
Click the **Status** button to toggle the connector between **ACTIVE** and **INACTIVE**. Click the name of the connector to edit it. Click **Delete** to permanently remove a connector and then click **Yes** on the confirmation dialog.

If you cannot activate the connector, be sure the connector configuration is complete.
Membership Connector Data Constraints
The Membership Connector assigns Groups to a Section.

<table>
<thead>
<tr>
<th>C2 Field</th>
<th>SIS Field (Column)</th>
<th>Max Length</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Code</td>
<td>SIS unique User ID</td>
<td>100 Characters</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Group Number</td>
<td>SIS Course/Class</td>
<td>20 Characters</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Family Relationship Connector
Here’s how you create a Family Relationship Connector.

1. In Site Manager, expand CONFIGURE within the Content Browser.
2. Click Universal Connector. The Connectors Workspace displays.
3. Click New Connector. The New Connector dialog displays.
4. Enter a Connector Name. We recommend that you choose a name that makes it easy to identify the connector.
5. From the Connector Type drop-down list, select Family Relationship Connector and click Save.
6. On the General tab, enter a file name for the connector. This is the file that you transfer to the FTP server. The file name can be no longer than 100 characters, including the file extension and it can include special characters. Note that once you upload this file to the FTP server, you will be able to select the file name from the drop-down.
7. Check Column header is in the first row if the first row in the source file is the names of the columns and should be ignored.
8. Select a File Type. Choose Delimited and specify a delimiter from the drop-down list. Options include Comma, Tab, Semicolon, Space and Other. If you select Other, a Delimiter field displays that you use to indicate the character separating data within the file.
9. Specify the Run Order for the connector. This field tells the Universal Connector the order in which to run the connectors.
10. Specify in hours how often the connector should run and select a start time from the drop-down list. We recommend that you schedule all of the connectors to run at the same time and allow the connector run order that you specified control the sequence of execution.
11. If you activate the Delete previously imported records if they are not included in the latest import file check box, records in Schoolwires not included in the current file being imported are deleted.
Note that this option is particularly useful if implemented correctly. Most often, it is only used once per school year or once per term.

12. Click the **Mappings** tab. Use this tab to map fields to columns within the connector file. Count the number of columns from the left to the column that contains the data you wish to map. Begin counting columns from the left starting with 0. Fields that must be mapped display with a red triangle. Fields that must be mapped display with a red triangle.

If you have uploaded the source file to the FTP server and you indicated that the first row of the file is column headers, you can use drop-down lists to map the fields—column headers display on the drop-down lists.

If you have not uploaded the source file to the FTP server or your source file does not include a heading row, you map each field using the column number of the field within the source file. The first column in your source file is 0 (zero); the second column is 1 (one), and so on.

Here is an example source CSV file.
13. Click the **Exceptions** tab. Use this tab to identify records in the connector file that should be ignored. Select a field from the drop-down list and enter a value for the field. Note that Exceptions are optional.

![](image1.png)

14. Click **Add Exception**. Select a field from the drop-down, specify a value for the field and click **Add**.

![](image2.png)

Click **Add Exceptions** again if you need to specify additional exceptions. To delete an exception, click **Remove**.

![](image3.png)
15. When finished completing all of the tabs, click Save.

**Manage a Family Relationship Connector**

Click the Status button to toggle the connector between ACTIVE and INACTIVE. Click the name of the connector to edit it. Click **Delete** to permanently remove a connector and click **Yes** on the confirmation dialog.

**Family Relationship Connector Data Constraints**

This connector associates student and parent accounts. A parent can have multiple children and a child can have multiple parents. The parent and student identifier is the User Number from the two accounts.

<table>
<thead>
<tr>
<th><strong>C2 Field</strong></th>
<th><strong>SIS Field (Column)</strong></th>
<th><strong>Max Length</strong></th>
<th><strong>Required</strong></th>
<th><strong>Notes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Identifier</td>
<td>SIS unique User ID</td>
<td>20</td>
<td>Yes</td>
<td>Should be the same number as the Schoolwires User Number</td>
</tr>
<tr>
<td>Student Identifier</td>
<td>SIS unique User ID</td>
<td>20</td>
<td>Yes</td>
<td>Should be the same number as the Schoolwires User Number</td>
</tr>
</tbody>
</table>
Connector Run Order

We recommend that you run the connectors in this order.

1. User Connector
2. Section Connector
3. Group Connector
4. User-Group Membership Connector
5. Membership Connector
6. Family Relationship Connector

Remember that you must run the User, Section and Group connectors before you run the User-Group Membership, Membership and Family Relationship connectors.

We recommend that you schedule all of the connectors to run at the same time and allow the connector run order that you specified control the sequence of execution.
Connector History

Use the **Connector History** tab to see information regarding the connectors you have run. If any errors occur when running a connector, you see the number of errors.

Click an arrow to expand and contract daily run information. Click **Show Errors** to display error details.

Errors display which on the **Errors** tab you use to determine what went wrong in the run.
Click the **Information** tab to display history detail for the connector.

There are many useful error reporting systems in place and we may see new errors from time to time as we encounter different types of data. We strongly recommend you work with us on your initial connector runs so that we can consult about any errors you may encounter and how to resolve them.
Setup Chart

Here is a chart to assist you with connector set up. Run the connectors in order as numbered. Also note the one-to-many relationships.

**KEY**
- FK = Data that is related to Data in Other Parts of the Connector
- U = This value must be unique for each record and may NOT have duplicates
Universal Connector Data Constraints

Here are the data restraint tables for each of the connectors.

### User Connector

<table>
<thead>
<tr>
<th>C2 Field</th>
<th>SIS Field (Column)</th>
<th>Max Length</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>SIS First Name</td>
<td>50 Characters</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>SIS Last Name</td>
<td>50 Characters</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>User Name</td>
<td>SIS User Name</td>
<td>50 Characters</td>
<td>Yes</td>
<td>Must be unique</td>
</tr>
<tr>
<td>Groups</td>
<td>Not an SIS field, use the Group ID from Schoolwires</td>
<td>No</td>
<td>A set of delimited values within a single field</td>
<td></td>
</tr>
<tr>
<td>User Number</td>
<td>SIS Unique User ID</td>
<td>20 Characters</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td>SIS Email</td>
<td>100 Characters</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Passport Identifier</td>
<td>Not an SIS field, use the Passport ID from Schoolwires</td>
<td>100 Characters</td>
<td>No</td>
<td>If not mapped, no passports are assigned</td>
</tr>
<tr>
<td>Password</td>
<td>SIS Password</td>
<td>100 Characters</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>SIS Phone Number</td>
<td>30 Characters</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

### Group Connector

<table>
<thead>
<tr>
<th>C2 Field</th>
<th>SIS Field (Column)</th>
<th>Max Length</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Name</td>
<td>SIS Course/Class</td>
<td>100 Characters</td>
<td>Yes</td>
<td>Must be unique</td>
</tr>
<tr>
<td>Group Number</td>
<td>SIS Course/Class</td>
<td>20 Characters</td>
<td>Yes</td>
<td>Must be unique</td>
</tr>
</tbody>
</table>

### User-Group Membership Connector

<table>
<thead>
<tr>
<th>C2 Field</th>
<th>SIS Field (Column)</th>
<th>Max Length</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Number</td>
<td>SIS Course/Class</td>
<td>20</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>User Number</td>
<td>SIS unique User ID</td>
<td>20</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

### Section Connector

<table>
<thead>
<tr>
<th>C2 Field</th>
<th>SIS Field (Column)</th>
<th>Max Length</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Name</td>
<td>SIS Last Name, First</td>
<td>100 Characters</td>
<td>Yes</td>
<td>Must be unique within a channel</td>
</tr>
<tr>
<td>Section Code</td>
<td>SIS unique User ID</td>
<td>100 Characters</td>
<td>Yes</td>
<td>Must be unique</td>
</tr>
<tr>
<td>Site Identifier</td>
<td>SIS School or Building Name in Site Manager</td>
<td>100 Characters</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>User Number</td>
<td>SIS Unique User ID</td>
<td>20 Characters</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
### Membership Connector

<table>
<thead>
<tr>
<th>C2 Field</th>
<th>SIS Field (Column)</th>
<th>Max Length</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Code</td>
<td>SIS unique User ID</td>
<td>100 Characters</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Group Number</td>
<td>SIS Course/Class</td>
<td>20 Characters</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

### Family Relationships

<table>
<thead>
<tr>
<th>C2 Field</th>
<th>SIS Field (Column)</th>
<th>Max Length</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Identifier</td>
<td>SIS unique User ID</td>
<td>20</td>
<td>Yes</td>
<td>Should be the same number as the Schoolwires User Number</td>
</tr>
<tr>
<td>Student Identifier</td>
<td>SIS unique User ID</td>
<td>20</td>
<td>Yes</td>
<td>Should be the same number as the Schoolwires User Number</td>
</tr>
</tbody>
</table>