



## **INSTALLATION AND CONFIGURATION GUIDE**

**BFK-Link® Community Edition**

*Updated: 03-23-2012*



# INSTALLATION AND CONFIGURATION GUIDE

## BFK•Link® Community Edition

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# INSTALLATION AND CONFIGURATION GUIDE

## BFK•Link® Community Edition

This document is provided by Battelle for Kids (BFK) and intended to provide the installation team with the steps necessary to install and configure the BFK•Link® Community Edition Web-based application and data loader tool for use.

### 1. Pre-installation Steps

#### Database Server

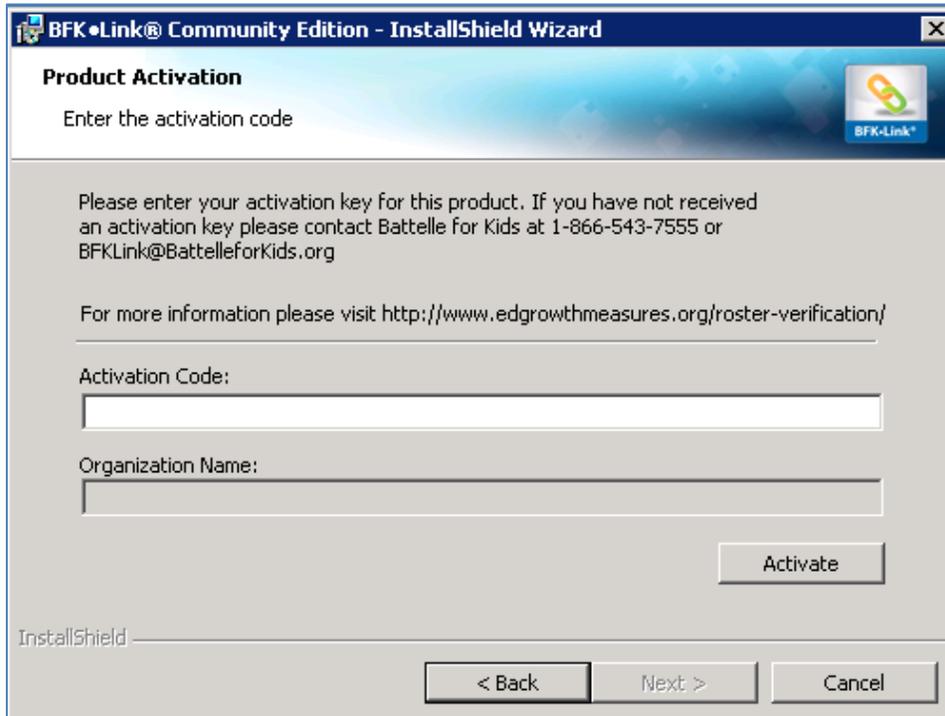
- Install SQL Server 2008 or SQL Server 2008 R2.
  - Make sure SQL Server is installed and configured properly.
  - Make sure that **Server Authentication** is set to “**SQL Server and Windows Authentication Mode**”
  - Enable the common language runtime (CLR) integration feature on the SQL Server.
    - Please refer to the following article on enabling CLR integration:  
<http://msdn.microsoft.com/en-us/library/ms131048.aspx>
  - Have a SQL administrator account available.

#### Web Server

- Install the operating system:
  - Windows 2008 Standard Edition SP2, or
  - Windows 2008 R2 Standard Edition SP2.
- Make sure Internet Information Services 7.0 is installed and working properly.
- Install SQL Server 2008 Native Client.
- Make sure the Web server can connect to the database server.
  - If you are having trouble connecting to the database, you can use the ODBC functionality to test the connection between the Web Application server and the Database server.

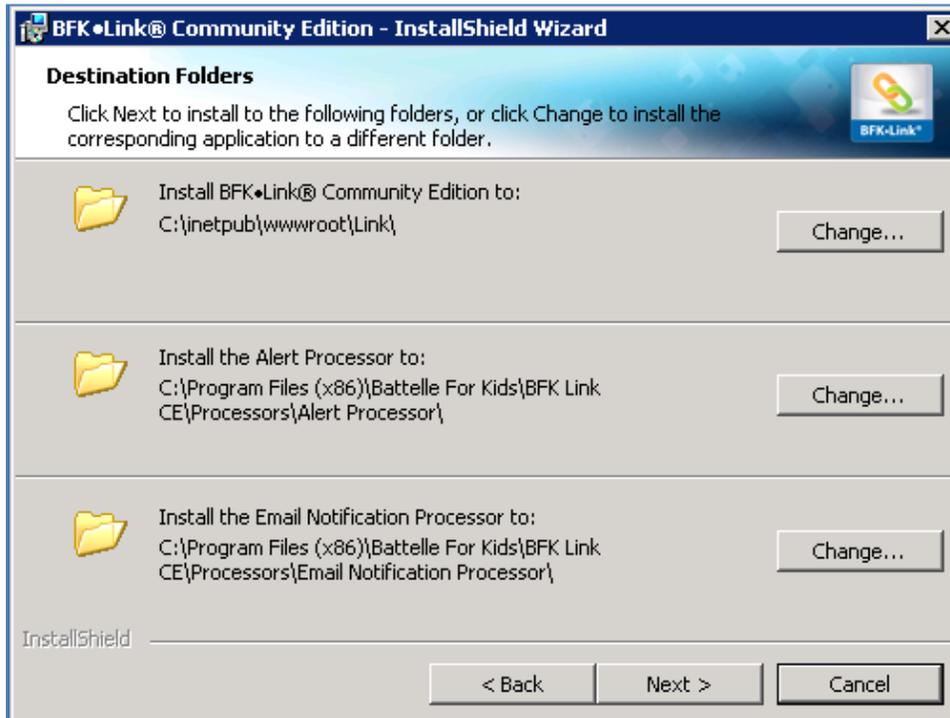
## 2. Installing the Web Application

- Login to the server with a user account that has local administrator privileges.
- Run setup.exe. The installation wizard will step you through the installation process.
- In order to activate the BFK•Link® application, you will need to provide the activation key given to you by Battelle for Kids.
  - If you do not have an activation key, please contact Battelle for Kids at 1-866-543-7555.



The screenshot shows a Windows-style dialog box titled "BFK•Link® Community Edition - InstallShield Wizard". The main heading is "Product Activation" with a sub-heading "Enter the activation code". A BFK•Link logo is in the top right corner. The text inside reads: "Please enter your activation key for this product. If you have not received an activation key please contact Battelle for Kids at 1-866-543-7555 or BFKLink@BattelleforKids.org". Below this is a URL: "For more information please visit <http://www.edgrowthmeasures.org/roster-verification/>". There are two input fields: "Activation Code:" and "Organization Name:". An "Activate" button is positioned to the right of the "Organization Name" field. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". The "InstallShield" logo is visible in the bottom left corner of the dialog box.

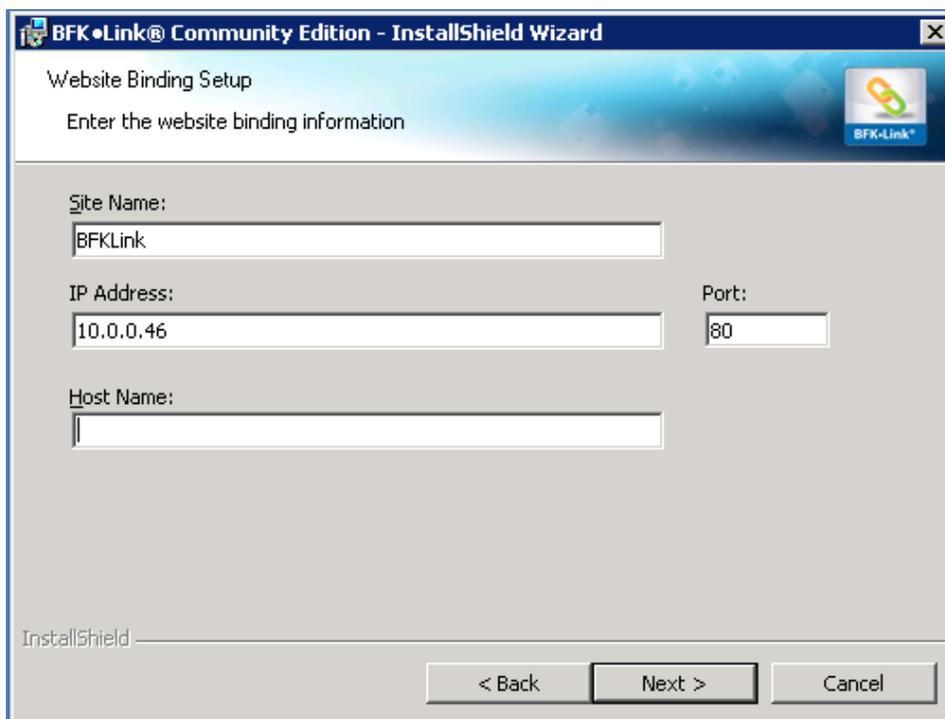
Specify the locations where the Link Web application and processors will be installed. It is recommended to install to the default locations.



Specify the website bindings.

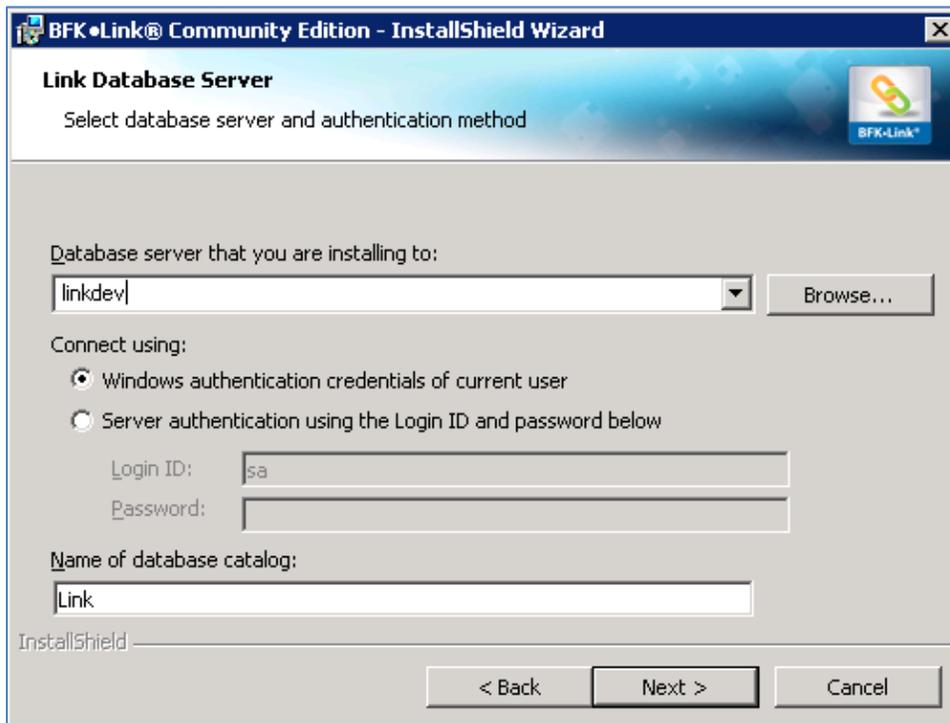
- **Site Name:** The name of the website in IIS.
- **IP Address:** The IP Address required for requests to communicate with the website. This is defaulted to the IP Address of the current server.
- **Port:** The port that you would like the website to run on. By default, this application will run on port 80.
- **Host Name:** The Host Name required for requests to communicate with the website, this is an optional parameter (e.g., "link.mydomain.com").

**NOTE:** Write down the IP address and/or hostname since you will be able to access the application by typing **http://[ip\_address]** and/or **http://[hostname]**

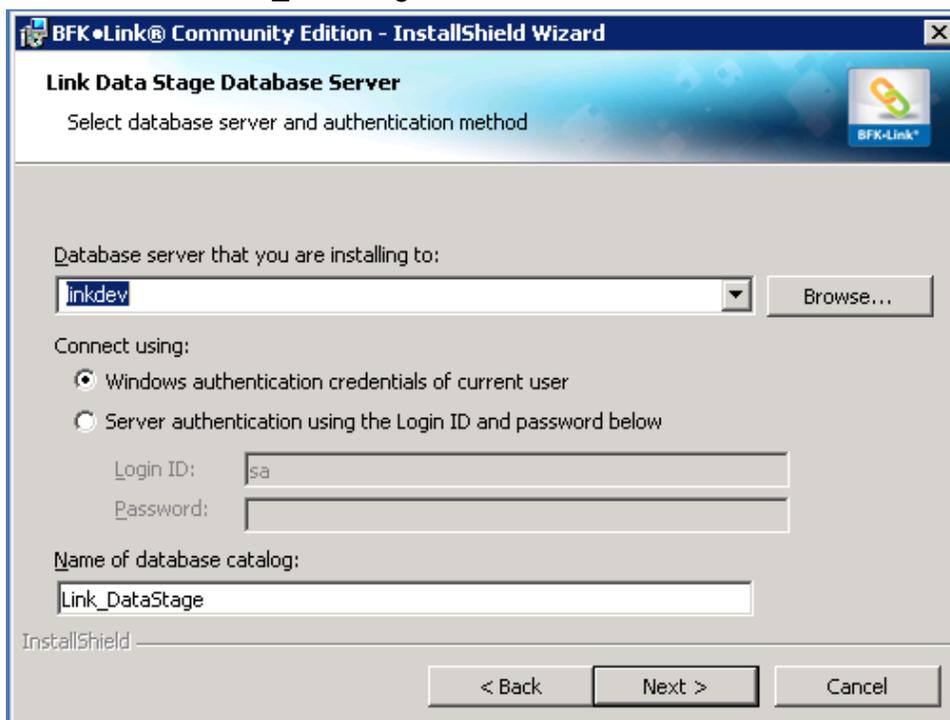


The screenshot shows a dialog box titled "BFK-Link® Community Edition - InstallShield Wizard" with a sub-header "Website Binding Setup". Below the sub-header, it says "Enter the website binding information". The dialog contains four input fields: "Site Name" with the value "BFKLink", "IP Address" with the value "10.0.0.46", "Port" with the value "80", and "Host Name" which is empty. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". The "InstallShield" logo is visible in the bottom left corner of the dialog.

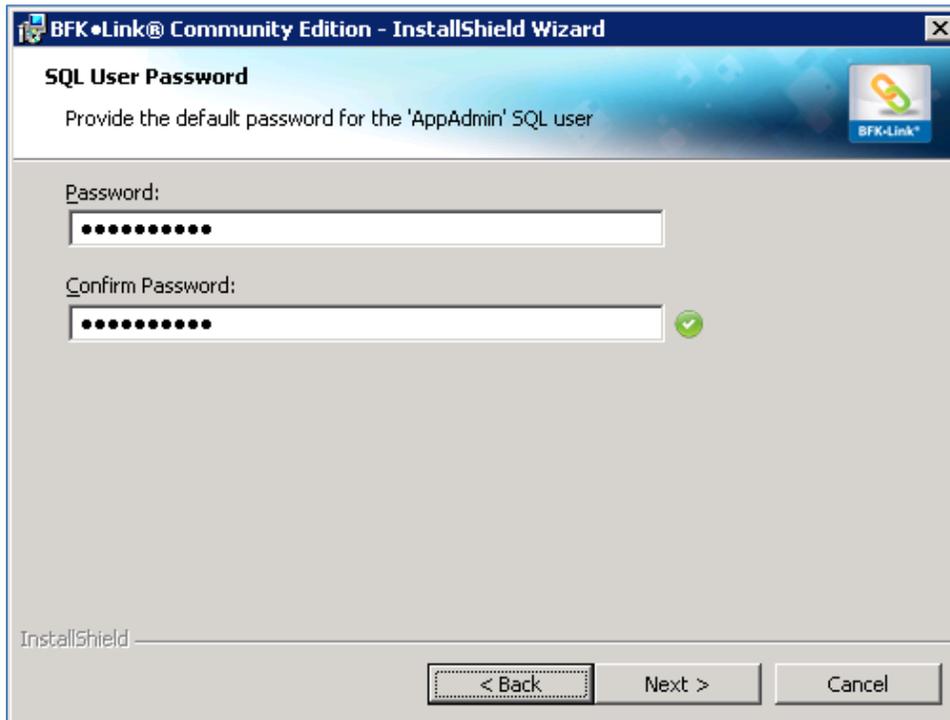
Specify the location and name of the application database. This is the database that will be used by the Web application. The default name for this database is “Link”.



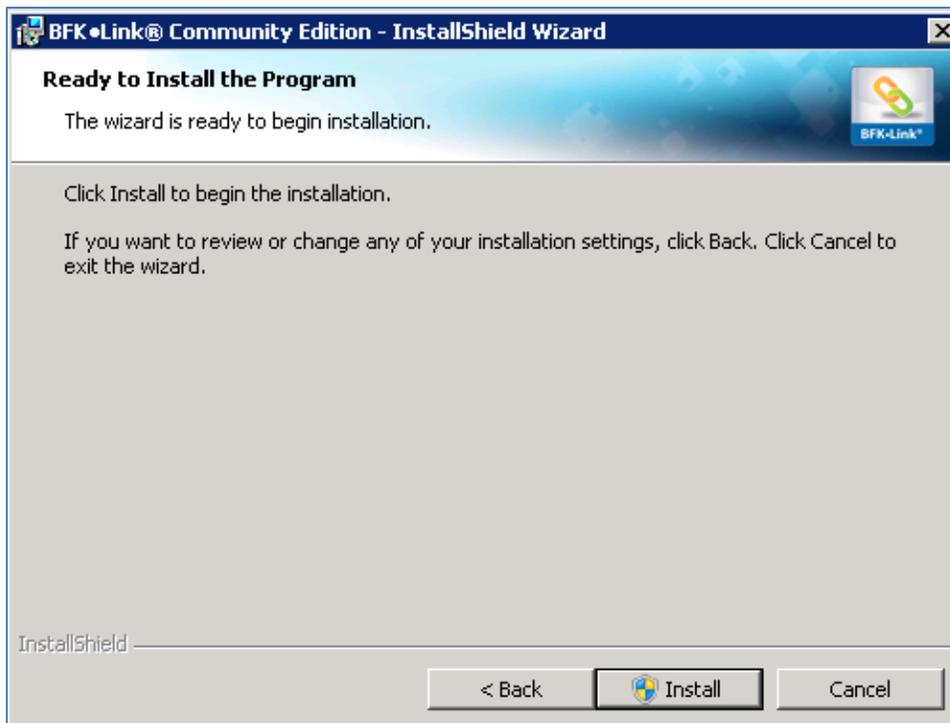
Specify the location and name of the data migration staging database. This database will be used by the data load tool to load the roster data to the application database. The default name for this database is “Link\_DataStage”.



The installation process will create a SQL “AppAdmin” user account. Provide a secure password for this account. **Note:** This password will be used during the installation of the data load tool.



Click “Install” to complete the installation process.



### 3. Post-Configuration Steps

#### Enable CGI Restriction for ASP.NET

- Open Internet Information Services (IIS) Manager.
- Click on the server name node.
- Double-click *ISAPI ad CGI Restrictions*.
- Make sure that all entries for ASP.NET v4.0 restrictions are set to “Allowed”.

#### Configure EventLog Permissions

- While in IIS Manager, select the Application Pools node.
- Verify the identity of the BFKLink Application pool. This is the user account used for the website to run (e.g., “Network\_Service” or “ApplicationPoolIdentity”).
- Grant permissions for this user to event log entries in the registry.
  - Open regedit and locate the following key:  
HKEY\_LOCAL\_MACHINE\SYSTEM\ControlSet001\Services\EventLog
  - Grant read-write permissions to the user identified above.
- If the Web application was installed in a folder outside inetpub\wwwroot then you will need to grant Read-write permissions to the same use on the folder where the Web application has been installed.

#### First-time Login

- Once the application has been installed, open a Web browser and login using the information below to verify that the installation was successful.

**URL:** `http://[ip_address]` or `http://[hostname]`

Where *ip\_address* and *hostname* refer to the information you provided during the installation wizard.

**Username:** LinkAdmin

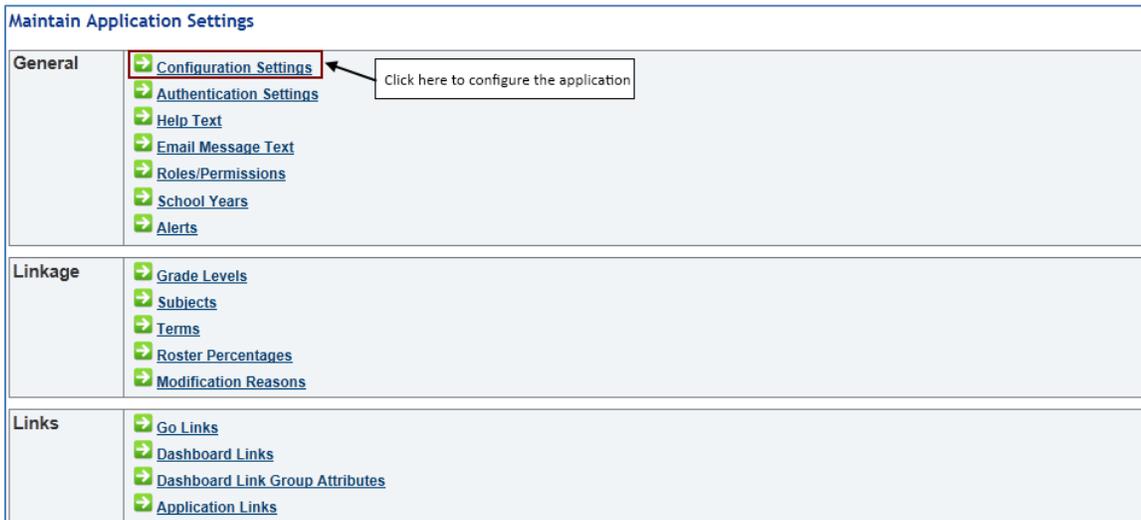
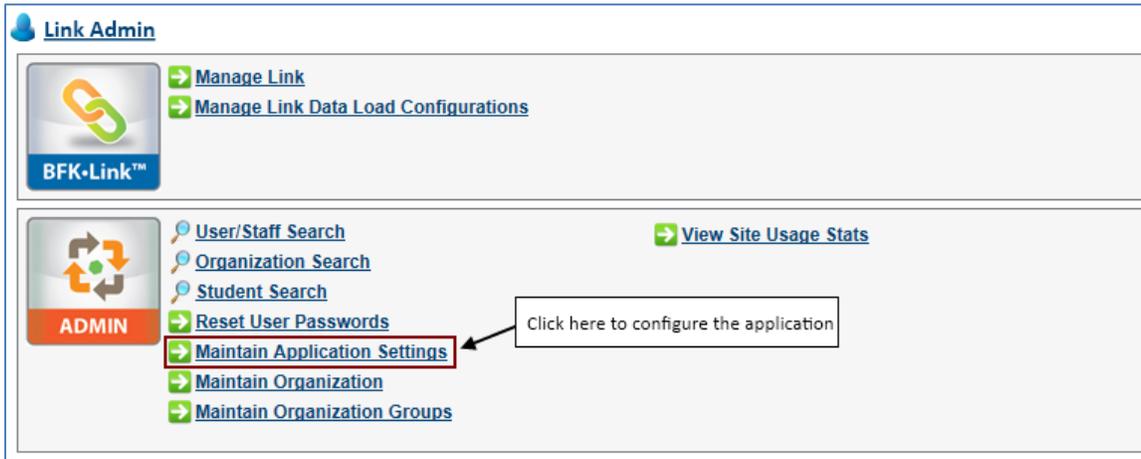
**Password:** sc4411dm3in

- When this account is accessed for the first time, you will be prompted to change the password. This account has full access to configure the portal and should only be shared with a select group of administrators.

## Configure Application Settings

A number of settings must be configured in order to complete the installation process. To access these settings:

- Click on Manage Application Settings
- Configuration Settings
- Select Core application



The following settings will need to be configured as part of the installation process:

- **Mail Host** – The mail host used for sending out email communication from the application.
- **Sender Email Address** – The email address used to send email communication from the application. This is often a “donotreply” email address.
- **Time Zone Abbreviation** – The abbreviation for the local time zone.

A full list of available settings can be found in section II of the Appendix.

At this time the application has been successfully installed however some functionality may not be available yet until the website is fully configured.

## **Installing Your License File**

Copy the provided License.lic file to the root folder of the web application. This is the same folder that was provided during the installation process. The default location is:

C:\inetpub\wwwroot\BFKLink

If you do not have a license file, please contact Battelle for Kids.

## **Set the Schedule the Alerts Processor**

The alerts processor will be installed as part of the application installation process. The alerts processor is used to refresh alerts and will run continuously to check if alerts need to be refreshed for any given school. The processor should be set up as a scheduled task, and it is suggested that it be configured to restart once per day.

A list of alerts can be found in section V of the Appendix.

## **Set the Schedule the Email Notification Services**

The email notification processor will be installed as part of the application installation process. The email notification processor is used to send notifications of account creation, approved class rosters, and modified class rosters. The processor should be set up as a scheduled task, and it is suggested that it be configured to run once per day, at a time of day when the application is not heavily used.

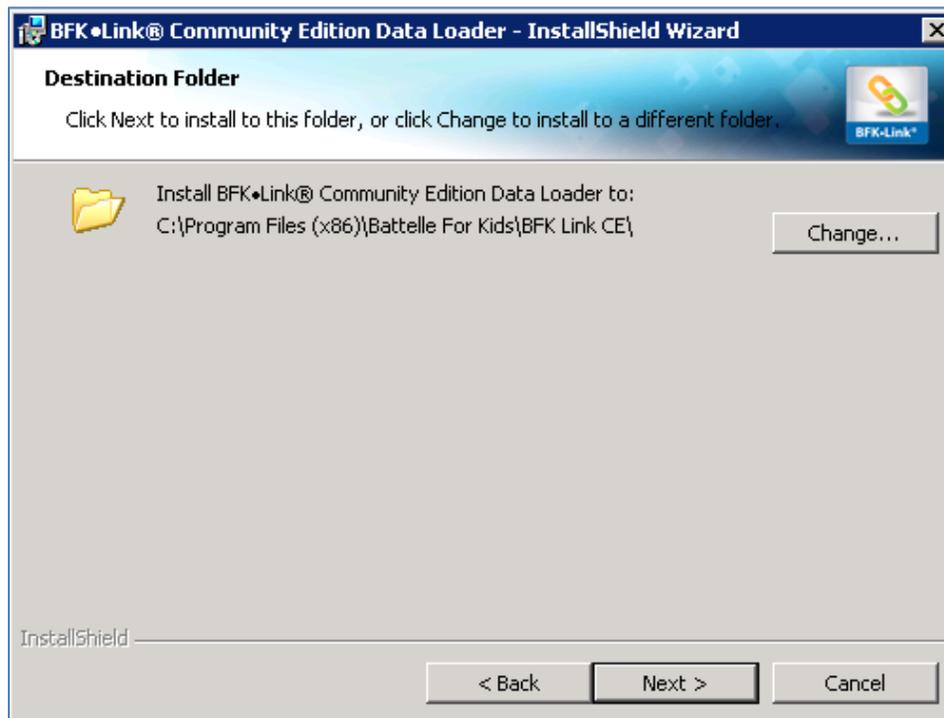
## 4. Installing the Data Loader Tool

This tool will allow the data migration team the ability to load schools, employees, students, and rosters to the BFK•Link® Community Edition application. This can be installed on the database server or on a separate workstation that can access the database server.

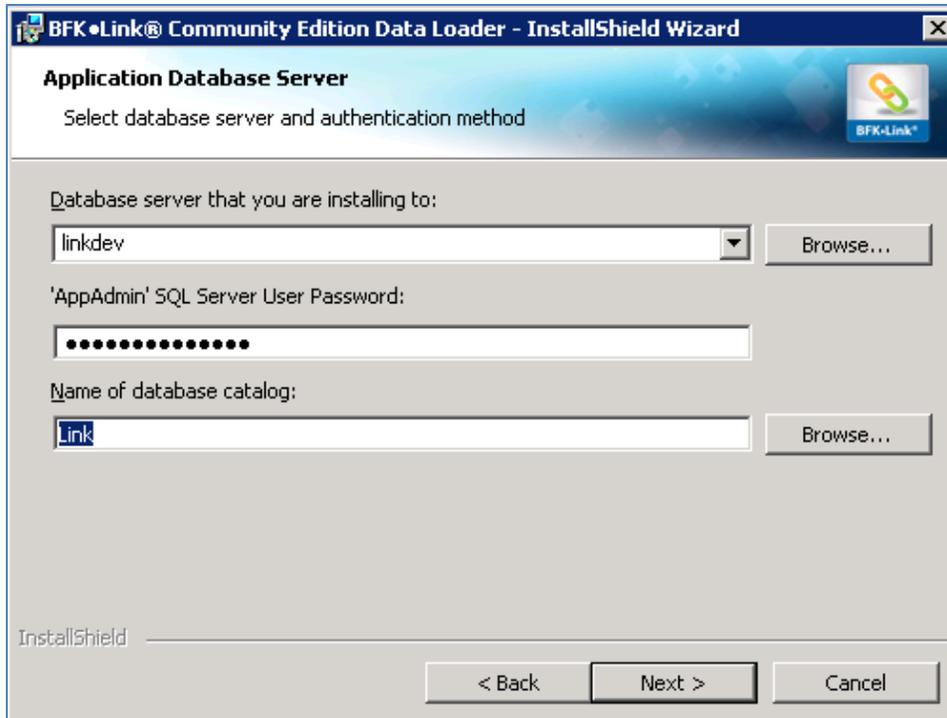
**Note:** The Web application must be installed prior to installing the data loader.

- The application installation process will create the databases needed for the installation of the data loader.
- Run setup.exe. The installation wizard will step you through the installation process.

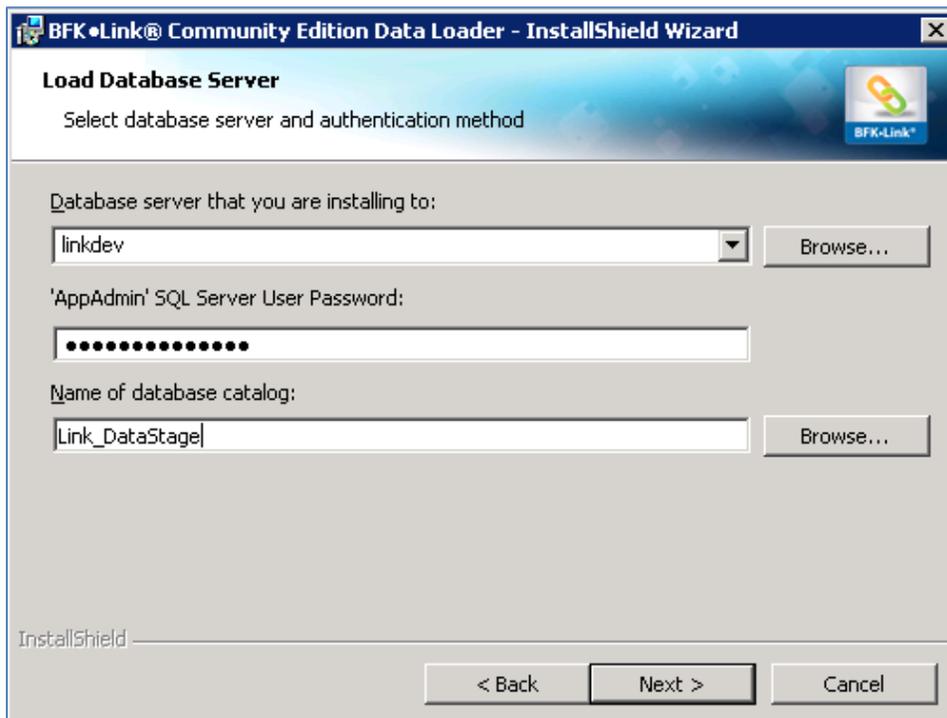
Specify the location where the data load application will be installed.



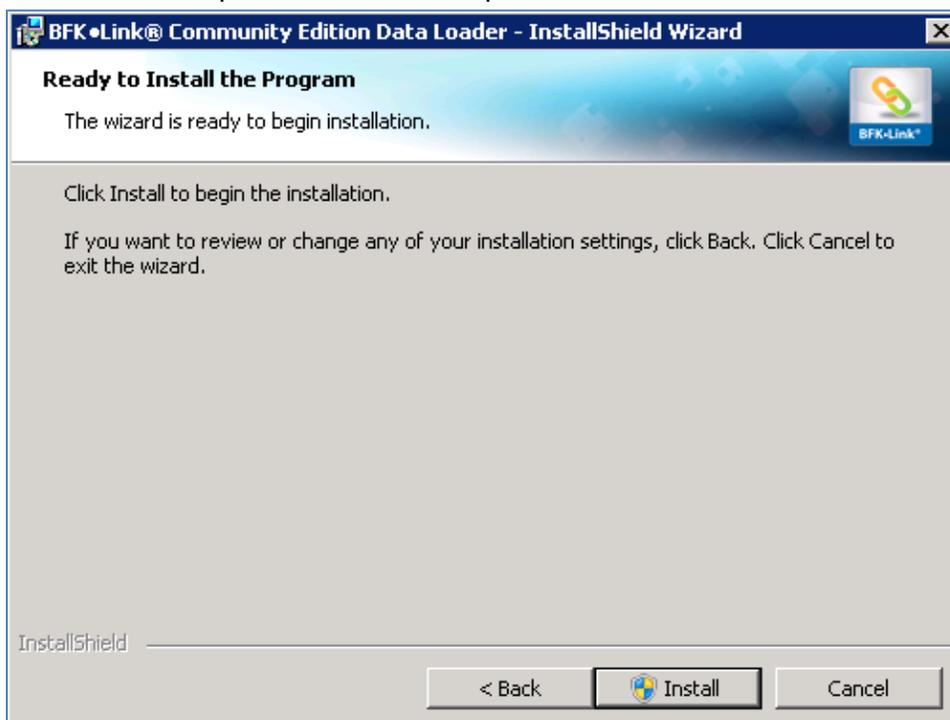
Specify where the application database was created during the installation of the Web application.



Specify where the data migration staging database was created during the installation of the Web application.



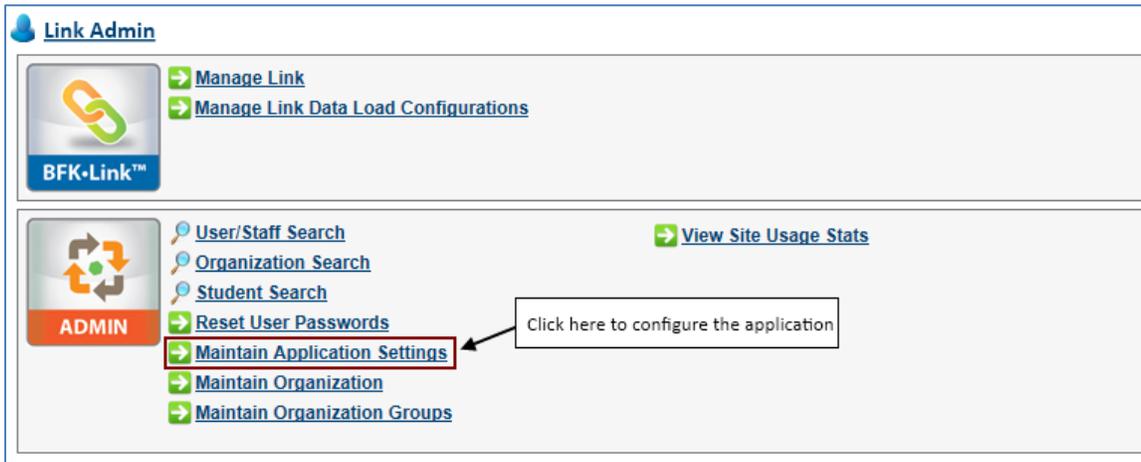
Click "Install" to complete the installation process.



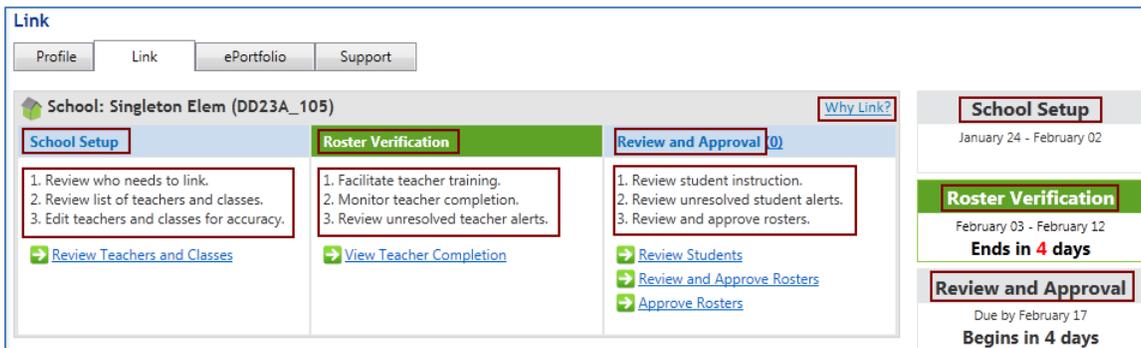
## 5. Application Configuration and Personalization

### Personalization Settings

The application can be customized in various ways to meet the needs of your roster verification process. Customization can be done through configuration settings, help text, email text, alert configuration, and application links. All of these items can be modified through the “Maintain Application Settings” link on the dashboard.



One example of customization through the use of help text can be seen below. All of the text highlighted on this page can be customized.



A full list of items that are available for customization can be found in the Appendix.

## 6. How-To

### How to Deploy Load Balancing

The BFK•Link® Community Edition application supports running in a load-balanced environment. Please follow the standards documentation of your network-balancing provider to set this up.

For Microsoft Network Load Balancing (NLB), refer to the following article:

[http://technet.microsoft.com/en-us/library/bb633031.aspx#Configure\\_Windows\\_Server](http://technet.microsoft.com/en-us/library/bb633031.aspx#Configure_Windows_Server)

By default, the BFK•Link® Community Edition application is configured to use an in-process state service. In most NLB environments, this needs to be changed to run as a state server. Please refer to the following article to change the session state mode:

<http://msdn.microsoft.com/en-us/library/ms178586.aspx>

**Note:** Make sure you take into consideration that running the state service in the database has significant impact to the performance of the application.

### How to Enable SSL

The BFK•Link® Community Edition application supports enabling SSL. Please refer to the following article to set up SSL on your server:

[http://technet.microsoft.com/en-us/library/cc732367\(v=ws.10\).aspx](http://technet.microsoft.com/en-us/library/cc732367(v=ws.10).aspx)

After SSL has been configured on the server and tested, login to the BFK•Link® Community Edition portal to configure the application to run with SSL.



**Maintain Application Settings**

**General**

- Configuration Settings
- Authentication Settings
- Help Text
- Email Message Text
- Roles/Permissions
- School Years
- Alerts

**Linkage**

- Grade Levels
- Subjects
- Terms
- Roster Percentages
- Modification Reasons

**Links**

- Dashboard Links
- Dashboard Link Group Attributes
- Application Links

Click here to enable SSL

**Maintain Configuration Settings**

[Add Application Setting](#)

Application: Core

Choose "Core" here

Active	Setting	Districts	Value	Action
[All]		[All]		
Communication (6 settings)				
General (9 settings)				
-	Current Environment	All Districts	Production	<a href="#">Edit</a>
-	Enable SSL	All Districts	false	<a href="#">Edit</a>
-	Timeout Warning Minutes	All Districts	1	<a href="#">Edit</a>
N	Application Downtime	All Districts	12/31/9999 12:00 AM - 12/31/9999 12:00 AM	<a href="#">Edit</a>
-	Application Downtime Warning Hours	All Districts	48	<a href="#">Edit</a>
N	Application Message	All Districts	12/31/9999 12:00 AM - 12/31/9999 12:00 AM	<a href="#">Edit</a>
-	Eastern Standard Time Offset	All Districts	0	<a href="#">Edit</a>
-	Time Zone Abbreviation	All Districts	EST	<a href="#">Edit</a>
-	Alert Processor Sleep Time	All Districts	720	<a href="#">Edit</a>
Staff and User (8 settings)				
-	Allow Create New Staff	All Districts	true	<a href="#">Edit</a>
-	Allow Account Signup	All Districts	False	<a href="#">Edit</a>
-	Account Signup Final Page URL	All Districts		<a href="#">Edit</a>

Click "Edit" and set to true

## How to Configure Single Sign-on using Service Assertion Markup Language (SAML) 2.0

- As part of the Web application installation process, a folder for single sign-on was created where the application was installed. Locate this folder where the application was installed at `\Core\SingleSignOn\Certs`.
- Locate your Identity Provider (IDP) Certificate file and place the file in the "Certs" folder.

3. Login to the application with the LinkAdmin user account and configure the application to use SAML login.
  - a. Click on “Maintain Application Settings” in the Admin section on the dashboard.
  - b. Click on “Maintain Authentication Settings” to set up SAML configuration.
  - c. Choose the authentication method of “Saml” from the options.
  - d. Setup the “Single SignOn Service URL”. This is the URL of the IDP Single Sign -on Service (this is provided by the IDP).
  - e. Set up the “SAML IDP Certificate”. This is the full file name of the certificate file (including the “.cer” extension) placed in the “Certs” folder.

## **How to Configure Single Sign-on using Lightweight directory access protocol (LDAP)**

1. Login to the application with the LinkAdmin user account and configure the application to use LDAP login:
  - a. Click on “Maintain Application Settings” in the Admin section on the dashboard
  - b. Click on “Maintain Authentication Settings” to set up LDAP configuration
  - c. Choose the authentication method of “Ldap” from the options
2. Several application settings will need to be configured in order for LDAP authentication to work:
  - a. LDAP Server address  

This is a string specifying the LDAP server. This can be a domain name, server name or the IP address of the server
  - b. LDAP Connection User Name  

This is the user name that will actually perform queries against the LDAP server in order to identify whether or not the user exists
  - c. LDAP Connection Domain Name (optional)  

This is the domain name that the LDAP Connection User Name will authenticate under
  - d. LDAP Connection Password  

This is the password associated with the LDAP Connection User Name setting
  - e. LDAP Searched Attribute List  

This is the (comma delimited) list of one or more attributes that will be searched when attempting to lookup user names. There are several attributes associated with each object in active directory. A user name in one system’s schema may exist under the “uid” (user ID) attribute while in another system it is the “cn” (common name) that contains the user name.

f. LDAP Distinguished Name

Active Directory schema is “partitioned” into parent / child relationships which represent the corresponding organization’s structure. This is the highest level in the active directory schema that the application will search for users – all sub nodes (children) of this (parent) node will be searched for a matching user name

g. Number of Days LDAP Cached User Password Is Valid

Every authenticated user password is encrypted and cached. If for whatever reason the LDAP server cannot be reached, the application will authenticate the user against this cached password (as opposed to being inaccessible). This setting limits how long these cached passwords will be valid. With that being said, if the LDAP server is down for 5 days and this setting is set to 3 days then the application will be accessible for the first 3 days that the LDAP server is down and inaccessible for the other two days the LDAP server is down

## Appendix

### I. Organization Groups

Some of the configurations within the BFK•Link® Community Edition portal can be set up for either the entire portal or set to apply for only a subset of districts. These groupings of districts can be set up through the “Maintain Organization Groups” link in the administrative section of the dashboard. If a district is part of more than one organization group, the priority indicates which group’s settings will be used.

### II. Configuration Settings

Listed here are the settings that are configurable on the portal through the administrative functionality.

#### Core - Communication Settings

Setting	Description
Mail Host	Mail host used for sending out email communication
Sender Email Address	Email address used to send email communication from the application. This is often a “donotreply” email address.
Support Email Address	Email address that users can contact for help using the application
Support Phone Number	Phone number that users can contact for help using the application
Default Email Subject Line	Default subject line included in all email communication from the application
Email Signature	Email signature included at the bottom of all email communication from the application

#### Core - General Settings

Setting	Description
Current Environment	The current environment that the application is running in. Options are: <ul style="list-style-type: none"><li>• Production</li><li>• Test</li><li>• Development</li></ul>
Enable SSL	Indicates if SSL is enabled for this application
Timeout Warning Minutes	Number of minutes before user timeout that a warning message will be displayed
Application Downtime	Timeframe that the application will be unavailable to users due to maintenance
Application Downtime Warning Hours	Number of hours before application downtime window that a warning message should appear for users
Application Message	Message that will display at the top of all pages, during the set period of time

Setting	Description
Time Zone Abbreviation	Abbreviation for the local time zone
Alert Processor Sleep Time	Number of minutes after alert processor completes that it runs again

### Core - Staff and User Settings

Setting	Description
Allow Create New Staff	Indicates if current users can create new accounts for others
Allow Account Signup	Indicates if new users are permitted to sign up for an account in the application
Account Signup Final Page URL	URL of the page where a user will be taken after creating a new account through the signup pages.
Auto Generate Employee ID	Indicates if employee IDs are randomly generated when accounts are created or if the user is required to enter an employee ID
Employee ID Regular Expression	Regular expression used for validating the format of an employee ID
Require Birthdate for Account Creation	Indicates if a birth date is required when accounts are created
Require Email Address as Username	Indicates if the username is required to be in the form of an email address
Allow Password Reset on Manage Staff Page	Indicates if administrators (e.g., principals and support team) have access to reset passwords through the manage staff page

### Link - Availability Settings

Setting	Description
Link Admin View Availability Period	The period during which administrators are able to view BFK•Link® Community Edition pages. The start of this window is typically set to the same time as the start of the BFK•Link® Community Edition admin edit availability window.
Link Admin Edit Availability Period	The period during which BFK•Link® Community Edition administrators are able to use the application for tasks such as adding classes, modifying staff list, and approving individual classes. The end of this window defines the end of the principal approval period.
Link Staff View Availability Period	The period during which staff are able to view Link pages. The start of this window is typically set to the same time as the start of the Link staff edit availability window.
Link Staff Edit Availability Period	The period during which staff can complete roster verification. This window defines the staff roster verification time.
Show Link Key Periods	Indicates if the Link Key Periods section appears on the right side of the Staff Link Dashboard page

## Link – General Settings

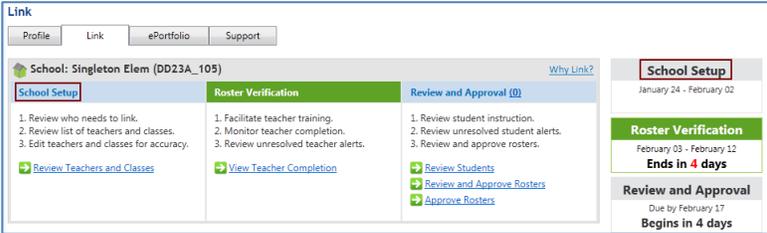
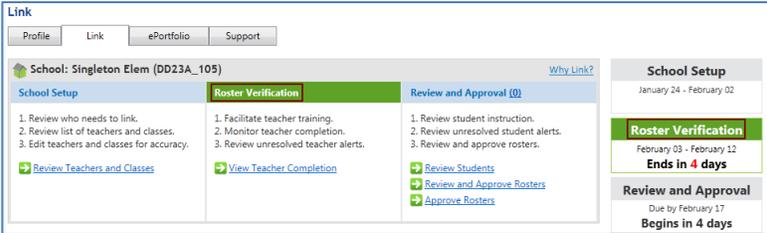
Setting	Description
Link School Year	The current school year for which roster verification is being completed
Allow Student Link Exemption	Indicates if BFK•Link® Community Edition administrators have the ability to mark students exempt from a school for any given month
Highlight Exempt Months	Indicates if exempt months are highlighted on the roster page. This is used when loading data using an advanced mode.
Allow Multiple Submit of School Link Approval	Indicates if the principal can submit School Link Approval more than one time
Message After Final Link Output File	Message to display to users after the final BFK•Link® Community Edition output has been produced. After the final file is produced, BFK•Link® Community Edition will be locked and not allow any edits.
Allow Zero Percent Instruction	Indicates whether 0% is a valid entry on the roster page
Less Than 100 Reason Requirement	Setting to indicate when a user is required to provide a reason for claiming a student at less than 100%. Options for this setting are: <ul style="list-style-type: none"> <li>• “None”: The user cannot enter a reason for why a student is claimed at less than 100%.</li> <li>• “Per Month”: The user is required to enter a reason for each month that a student is claimed at less than 100%. This option also limits the roster page to only displaying in an advanced mode.</li> <li>• “Per Year”: The user is required to enter a single reason for each student claimed at less than 100%.</li> </ul>
Require Reason for Student Add/Remove	Indicates if a reason is required when adding or removing a student from a roster
Require Reason for Roster Add/Remove	Indicates if a reason is required when adding or removing a class roster
Show Teacher Link Alerts	Indicates if teacher level alerts are displayed on the teacher’s BFK•Link® Community Edition dashboard

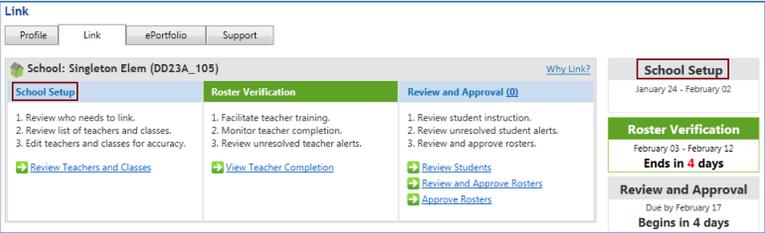
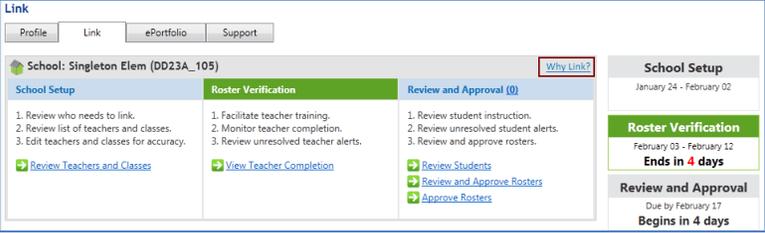
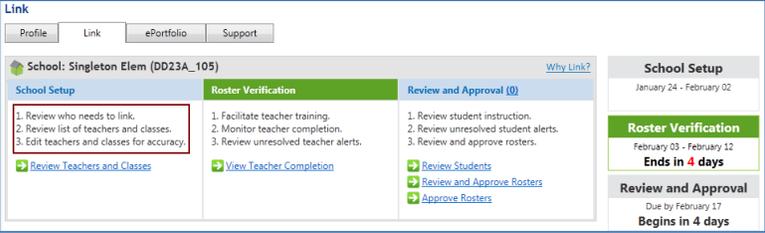
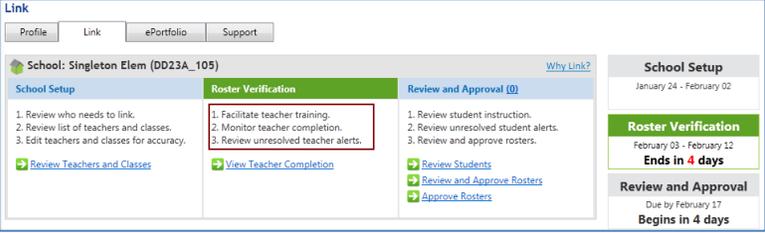
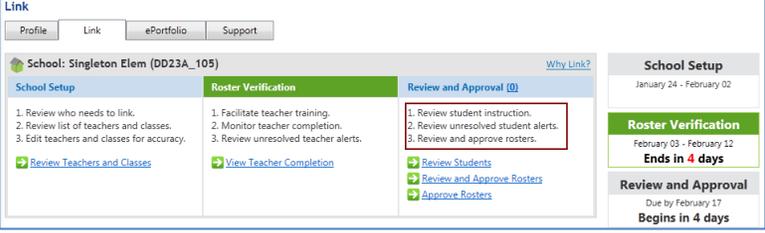
## Link – Student Settings

Setting	Description
Allow Add New Student	Indicates if administrators (help desk) are permitted to add new students
Allow Student Details Edit	Indicates if administrators (help desk) are permitted to edit student detail information (name, grade, etc.)
Require State Student ID	Indicates if the state student ID is a required field when adding or editing a student
State Student ID Regular Expression	Regular expression used for validating the format of a state student ID
District Student ID Regular Expression	Regular expression used for validating the format of a district student ID

### III. Help Text

The text for page help has been configured with BFK’s suggested text for each page, but can be modified as needed. The following help text values are configurable for your portal:

Page	Help Title	Description
<i>Add Student</i>		
	Local Student ID Regular Expression	If a regular expression has been defined for the local student ID, this text can be used to explain the format to the user.
	State Student ID Regular Expression	If a regular expression has been defined for the state student ID, this text can be used to explain the format to the user.
<i>Approval Confirmation</i>		
	Affirmation Text	Statement of accuracy displayed to principals when a single class roster is approved
<i>Approve Classes</i>		
	Affirmation Text	Statement of accuracy displayed to principals when the school approval is completed through the approval wizard
<i>BFK Login</i>		
	BFK Login Footer Text	Text displayed on the login page providing the user with login help information
<i>Class Roster</i>		
	Affirmation Text	Statement of accuracy displayed to teachers when submitting a roster
<i>Linkage Admin User Control</i>		
	Header – School Setup	 <p>Used to customize the School Setup text shown on the BFK•Link® Community Edition dashboard page</p>
	Header – Roster Verification	 <p>Used to customize the Roster Verification text shown on the BFK•Link® Community Edition dashboard page</p>

Page	Help Title	Description
	Header – Review and Approval	 <p>Used to customize the Review and Approval text shown on the BFK•Link® Community Edition dashboard page</p>
	Header – Roster Verification Overview Link Name	 <p>Used to customize the text of the “Why Link?” link</p>
	School Setup	 <p>Used to customize the informational text within the school setup section</p>
	Roster Verification	 <p>Used to customize the informational text within the roster verification section</p>
	Review And Approval	 <p>Used to customize the informational text within the review and approval section.</p>

Page	Help Title	Description
<i>Link</i>		
	Linkage Overview	Text shown to the user when clicking on “Why Link” on the BFK•Link® Community Edition dashboard page. If text is set, it is also shown as a popup the first time that the user views the Link dashboard page.

#### IV. Email Text

The text for the following email communications from the application can be customized:

Email	Description
Account Creation	Sent to a new user when an account is created
Forgot Password	Sent after clicking on the “Forgot Password” link
Reset Password	Sent if an administrator resets a user’s password
Link Class Roster Approved	Sent when a roster has been approved. This is sent through the email processor, which is typically configured to run once per day. This avoids users receiving multiple emails throughout the day as classes are approved.
Link Class Roster Modified	Sent when a roster has been modified by a support team member after the teacher has submitted the roster. This is sent through the email processor, which is typically configured to run once per day. This avoids users receiving multiple emails throughout the day as classes are approved.

#### V. Alerts

The following roster verification alerts can be configured to provide principals and teachers with an easy way to monitor potential issues with roster data:

Title	Description
Grade/Subject with less than 70% of students claimed	This alert checks for link coverage that is less than 70% for any grade and subject.
Rosters with no students	This alert checks for class rosters not containing any students.
Student claimed less than 100%	This alert checks for students claimed less than 100% in at least one subject.
Student claimed more than 100%	This alert checks for students who are claimed in an unbalanced manner more than 100% in at least one subject.
Student claimed when not expected	This alert checks for students who are claimed when they were not in the school.

The following settings are available with configuring alerts. It is suggested that when a new alert is created, the default values set up in the system remain unchanged.

Setting	Description
Category	The grouping that the alert will appear in for principals and teachers
Organization	The highest organization at which this alert should run. If the alert should be run for all buildings within the district, then the alert should be set up once at the district organization.
Is Cascaded	Indicates if the alert will process for all children organizations as well
Is Teacher Alert	Indicates if the alert should also be visible for teachers. Some alerts are only available at the school level and this option will be disabled.
Display Always	Indicates if the alert title should always display to the user, even when no alerts were found that need reviewed
Title	The title of the alert type, which will display to users in the alerts section
Description	The description of the alert type, which can be used to provide a more complete explanation of the conditions being checked to cause alerts to appear
No Alerts Icon	The icon to display when no alerts have been found for this alert type
Has Alerts Icon	The icon to display when alerts have been found for this alert type
Action Name	The text of the link shown on the alert details page, where the user can click to view the page where action can be taken for resolving the alert
Run Start Date	The date that the alert will begin processing
Run End Date (optional)	The date that the alert will end processing

## VI. Grade Levels

The grade levels that will be included for roster verification should be set up prior to loading the roster data.

It is suggested that the Display for the grade be short, typically using the existing grade definitions (e.g., “3”, “4”, “5”).

Grade levels can be defined for the entire set of districts completing roster verification or for a single district. Most of the time, grades will be set up to be used by all districts. An example of an exception case is if one district wanted Kindergarten to display as “KG” while another district wanted Kindergarten to display as “KD”.

## VII. Subjects

The subjects that will be included for roster verification should be set up prior to loading the roster data.

Subject areas can be defined for the entire set of districts completing roster verification or for a single district. Most of the time, the subjects will be set up to be used by all districts.

## VIII. Terms

The terms that will be used during roster verification should be set up prior to loading the roster data. The terms refer to the various terms of the school year that are used within the district(s). Examples include semester 1, full year, trimester 2. The following terms have been included by default.

Full Year (Aug/Sep – May/Jun)
Fall Semester (Aug/Sep – Jan)
Spring Semester (Jan – May/Jun)
Quarter 1 (Aug – Oct)
Quarter 2 (Nov – Jan)
Quarter 3 (Feb – Mar)
Quarter 4 (Apr – Jun)

## IX. Roster Percentages

The options available for percentage of instruction when completing the roster verification process are configurable through the Roster Percentages configuration. The application is set up with a default set of percentages suggested by BFK. These values can be edited to meet the needs of your roster verification process. All options must correspond to integer values.

## X. Modification Reasons

The application settings *Less Than 100 Reason Requirement*, *Require Reason for Student Add/Remove*, and *Require Reason for Roster Add/Remove* are all used to optionally require that the user provide a reason for a modification to student information system data.

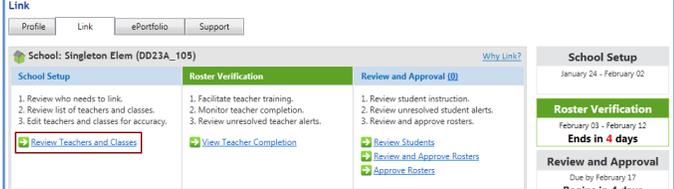
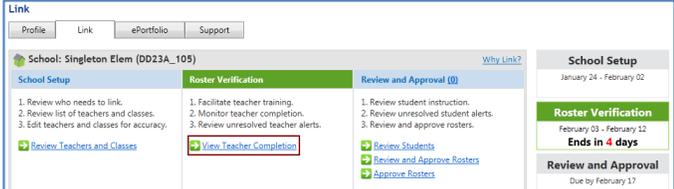
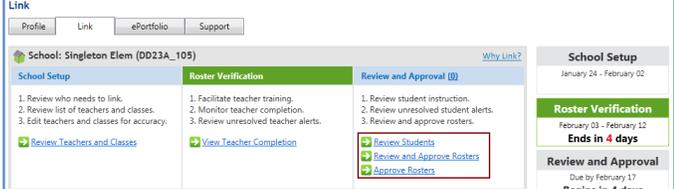
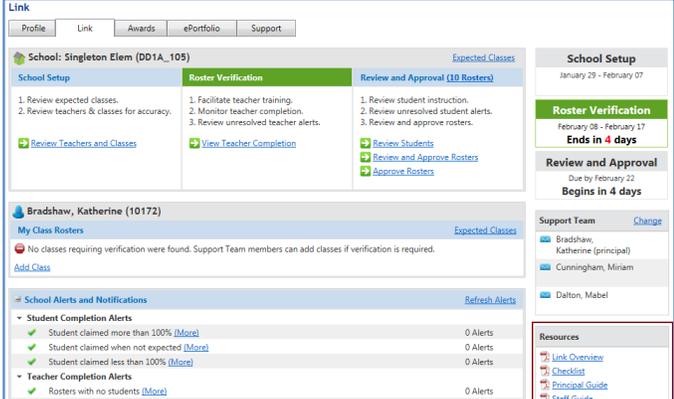
If *Less Than 100 Reason Requirement* is set to either “Per Month” or “Per Year”, a set of reasons must be configured for the modification type “Percent Instruction less than 100%”.

If *Require Reason for Student Add/Remove* is set to true, a set of reasons must be configured for the modification types “Student Added” and “Student Removed”.

If *Require Reason for Roster Add/Remove* is set to true, a set of reasons must be configured for the modification types “Class Roster Added” and “Class Roster Removed”.

## XI. Application Links

The following sections on the BFK•Link® Community Edition dashboard page can be configured to include custom links to documentation and support.

Link Group	Location on Page	Suggested Links
<b>Manage Linkage – Setup</b>		
		<p>“Review Teachers and Classes” link to the school setup page</p>
<b>Manage Linkage – Roster Verification</b>		
		<p>“Monitor Teacher Completion” link to an overview of roster completion by teacher</p>
<b>Manage Linkage – Review Approve</b>		
		<ul style="list-style-type: none"> <li>• “Review Students” link to an overview of completion for each student</li> <li>• “Review and Approve Rosters” link to a report of rosters pending approval</li> <li>• “Approve Rosters” link to the school approval wizard</li> </ul>
<b>Staff Linkage – Resources</b>		
		<p>Links to documentation and support information</p>