# Automated Data Transfer (ADT) Initiative

## Installation Logistics Webinar
## December 8, 2013

# Installation Schedule

In order to install the ADT at all LEAs by June 2014, OSSE has established a staggered [installation schedule](#) .

| | Initial Engagement (1 week) | | Requirements Gathering (2 weeks) | | Development (2 weeks) | | Testing (2 weeks) | | Training (1 week) | |
|---|---|---|---|---|---|---|---|---|---|---|
| | **Start** | **Finish** | **Start** | **Finish** | **Start** | **Finish** | **Start** | **Finish** | **Start** | **Finish** |
| **Wave 1** | 11/18/13 | 11/22/13 | 12/02/13 | 12/13/13 | 12/16/13 | 12/31/13 | 01/06/14 | 01/17/14 | 01/20/14 | 01/24/14 |
| **Wave 2** | 01/27/14 | 01/31/14 | 02/03/14 | 02/14/13 | 02/17/14 | 02/28/14 | 03/03/14 | 03/14/14 | 03/17/14 | 03/21/14 |
| **Wave 3** | 03/24/14 | 03/28/14 | 03/31/14 | 04/11/14 | 04/14/14 | 04/25/14 | 04/28/14 | 05/09/14 | 05/12/14 | 05/16/14 |

# Installation Schedule

OSSE staff will contact LEAs in three waves to install the ADT.

The installation process will be completed in five stages to ensure that all technology has been sufficiently tested before live data collection begins.

# Stage 1: Initial Engagement

OSSE staff will contact your LEA's data manager, unless another ADT point-of-contact has been specified, to determine:

- What student information system your LEA uses
- If your SIS is hosted by your LEA, by your SIS vendor, or a third party
- If you use the same SIS across all campuses
- To review technology requirements (next slide)
- To confirm your points-of-contact
- To answer any questions you may have about the ADT

# Stage 1: Initial Engagement

Technology requirements for the ADT are as follows:

Select one machine at your LEA (server preferred), regardless of the number of schools or campuses, with:

- Windows XP SP2 or greater (Windows 7 preferred)

- 2GB RAM minimum (4 GB RAM preferred)

- 50 GB or larger hard drive, with at least 20 GB of space available on C: drive

- .NET 4.0 installed

- Connectivity to the internet  at all times, and stable IP address

# Stage 2: Requirements Gathering

OSSE staff will install the ADT at your LEA during this phase. Since the ADT is a direct connection between your SIS and OSSE servers, OSSE staff will need:

- SIS configuration, including:
  - A read only account to your SIS. The ADT will connect to this account and push data to OSSE.
  - SID (Service ID)
  - The IP address of your SIS
  - The service name of your SIS
- A server or workstation that meets technical requirements (previous slide). If you cannot meet these requirements or do not have a server, please reach out to OSSE and we may be able to provide support.
  - The IP address of the selected server or workstation, to ensure your data can pass through the OSSE firewall.

We will also confirm that you have received OSSE's demographic and enrollment data elements for SY14-15.

# Stage 3: Development and Installation

Next, OSSE staff will install the ADT and begin working with your data. We will install:

- The ADT application

- As needed, an ODBC driver, which will enable the ADT to connect to your SIS. Each database type has a different driver.

- A tool which will be used to read your database schema (or model) and help OSSE staff build an accurate map from OSSE data to your LEA's data.

- [LogMeInPro](), a remote support tool. OSSE will provide licenses of LogMeInPro to all LEAs.

# Stage 3: Development and Installation

- Once the ADT is installed, OSSE staff will link to a secure server built for ADT data.

- We will connect the ADT to your SIS via the credentials you have provided.

- Finally, we will connect the installed tool to your SIS. This tool is also read only.

# Stage 3: Development  and Installation

- Once your ADT app is installed, we will take a snapshot of your database schema and begin mapping your LEA's data to OSSE data.

- OSSE staff will write SQL queries once your data has been mapped. These queries will be stored in your LEA's ADT app.

# Stage 4: Testing

Once the application is installed, OSSE will test:

- The ADT app to ensure it is working correctly

- Data mapping and SQL queries

This process may vary per LEA. Testing will require a signoff from OSSE testers and LEA staff members to be considered complete.

# Stage 5: Training

LEA staff will be trained by OSSE staff on:

- How the ADT application works

- Basic troubleshooting

Staff will be provided with documentation on the app.

# What's Next?

Please refer to the [installation schedule](#) on the OSSE website for important dates in the ADT process. OSSE staff will be in touch according to the schedule.

Review the weekly LEA Look Forward for announcements and updates.

For questions, contact:

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