

# DataLink Integration

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# DataLink Integration

## What is DataLink?

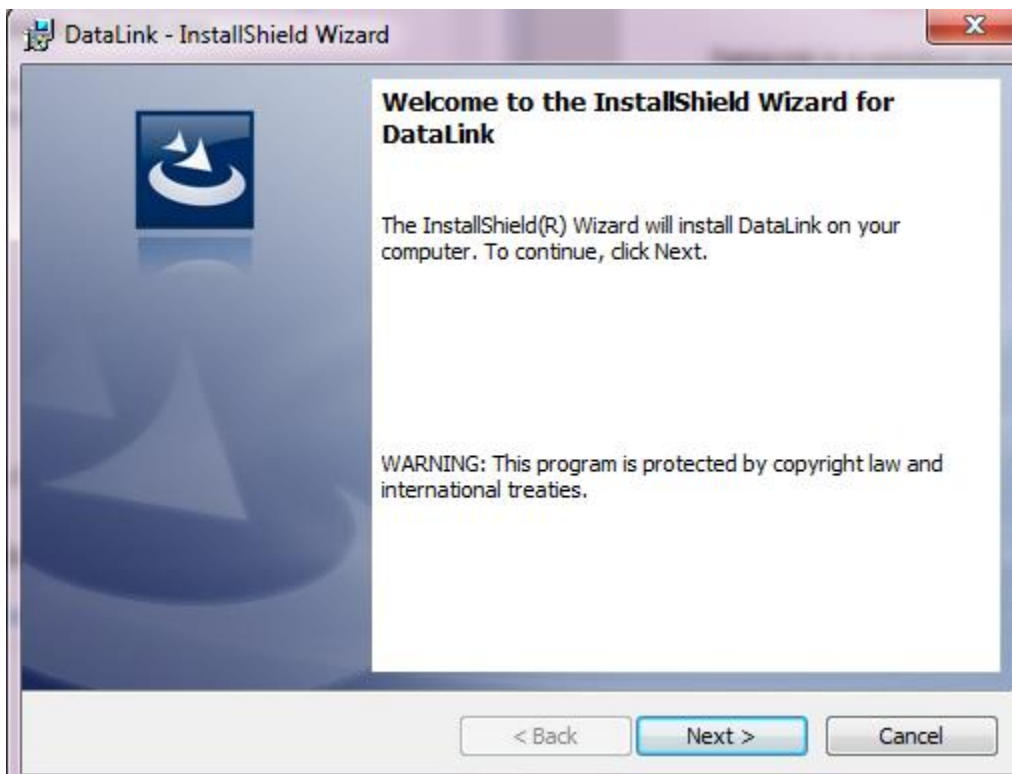
DataLink is a windows program that is designed to assist districts with data extraction and data transfer, automatically syncing the data from the SIS or other database into Blackboard's Community Engagement products. The installation and configuration of this tool should take about 30 minutes and no longer than 1 hour.

## Technical Requirements

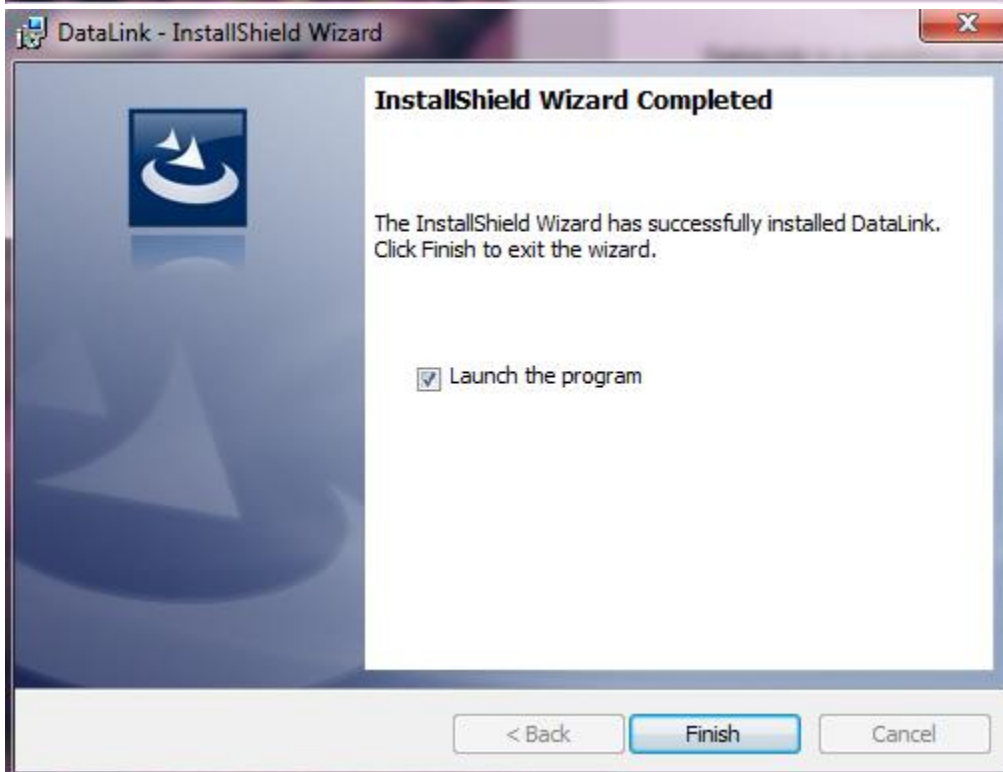
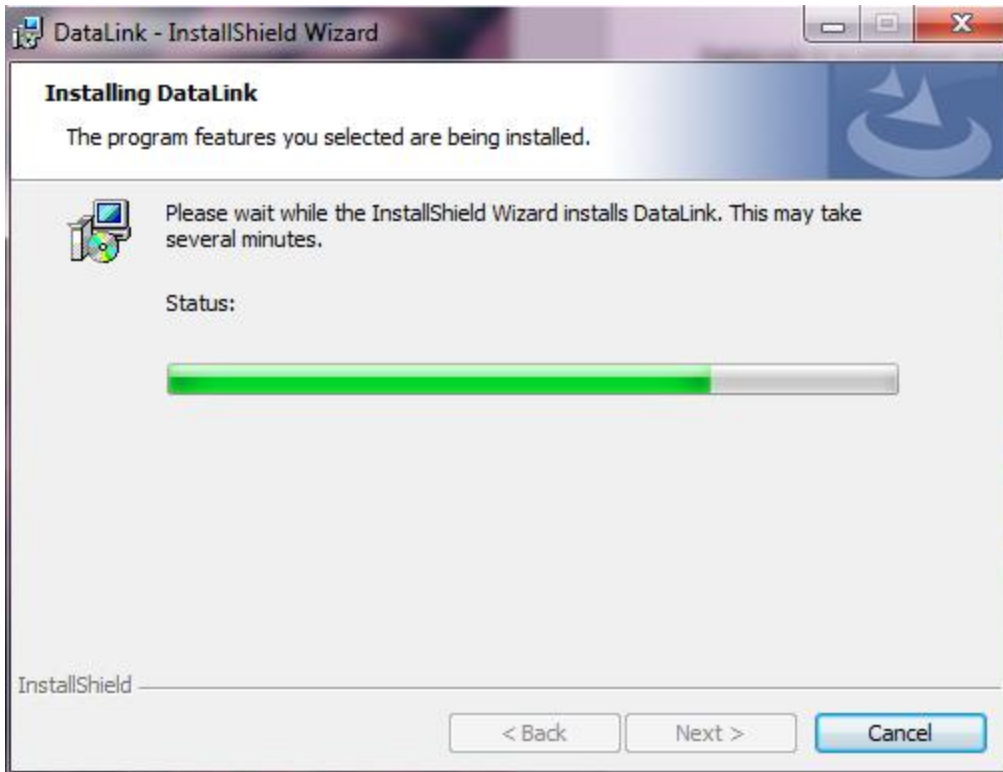
1. DataLink requires .NET 4.5 on a Windows 2008 or greater.
2. XP/Server 2003 are NOT supported.
3. DataLink has minimal requirements for processor speed or RAM.

## Installing DataLink

1. Go to <https://dl.parentlink.net> and click the button labeled "Download DataLink"
2. Save the installer to your machine and run it.
3. You will then be prompted to install .NET 4.5, if it is not already installed on the machine.
  - a. *This may automatically restart your machine. You may want to consider checking for .NET 4.5 and installing it on your own, if you do not wish to reboot during the day.*
4. Follow the prompts until DataLink is successfully installed.



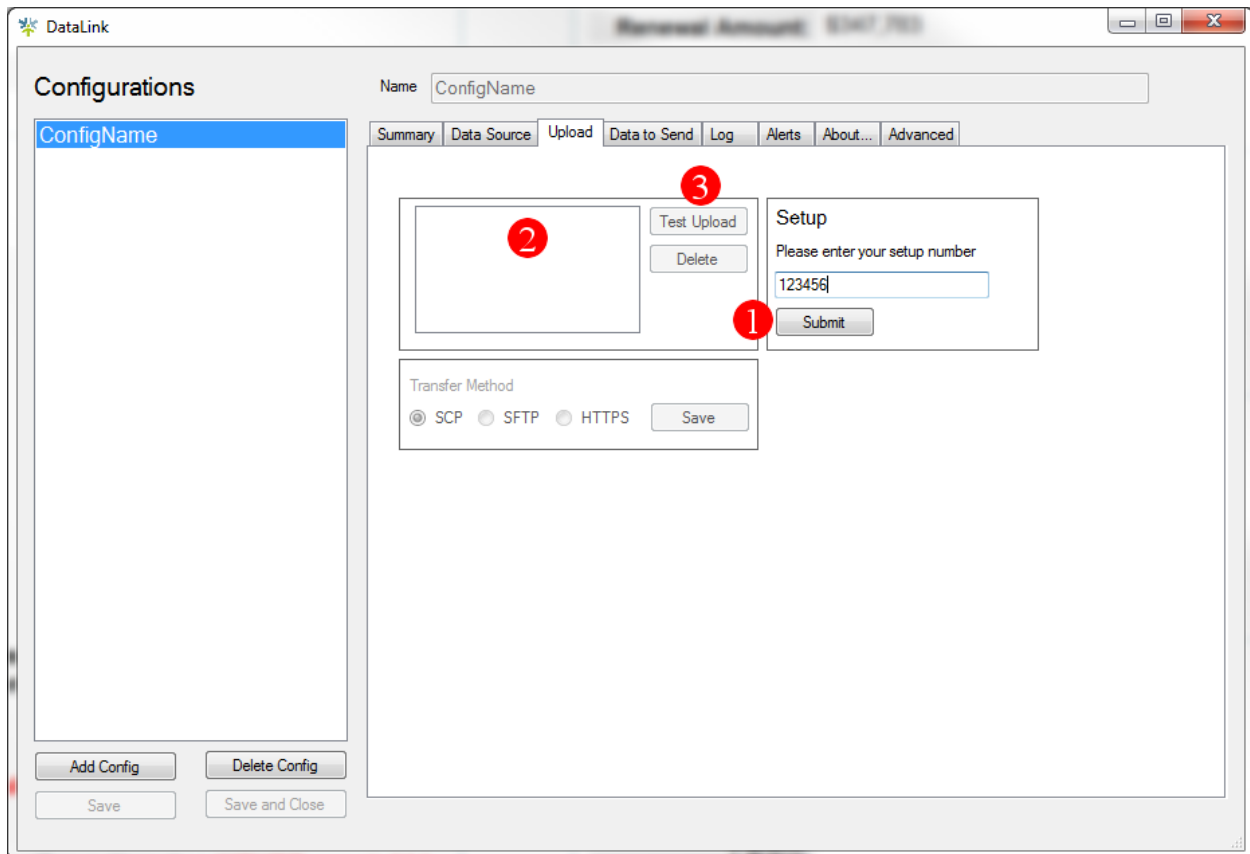
# DataLink Integration



# DataLink Integration

## Authenticating your DataLink Client

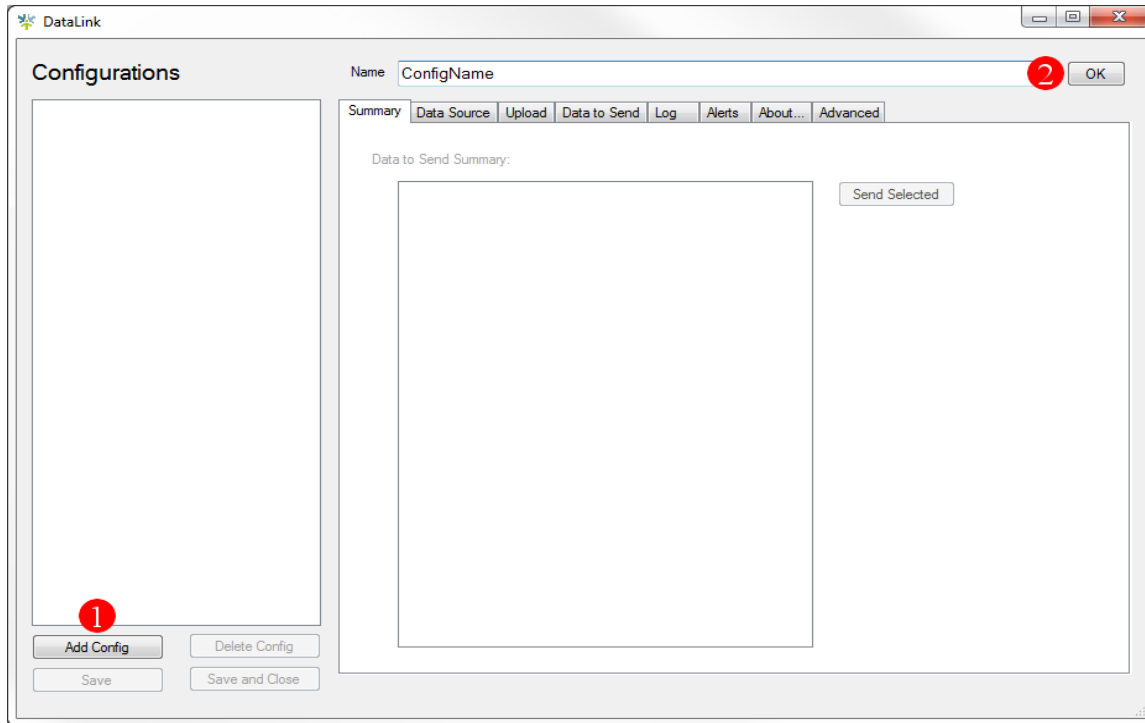
1. Click on the “About” tab to find your install ID.
2. Provide this number to the Data Integration Specialist assigned to the Implementation Project.
3. Once the client has been authenticated by Blackboard, you will need to close and reopen the program. Now, your District name should appear in the text box under the “Upload” tab.
4. Select your District name and click “Test Upload”. You should receive a pop up indicating that a file has been successfully sent. This is a log file sent to Bb, this is not your actual data file(s).



# DataLink Integration

## Configuring DataLink

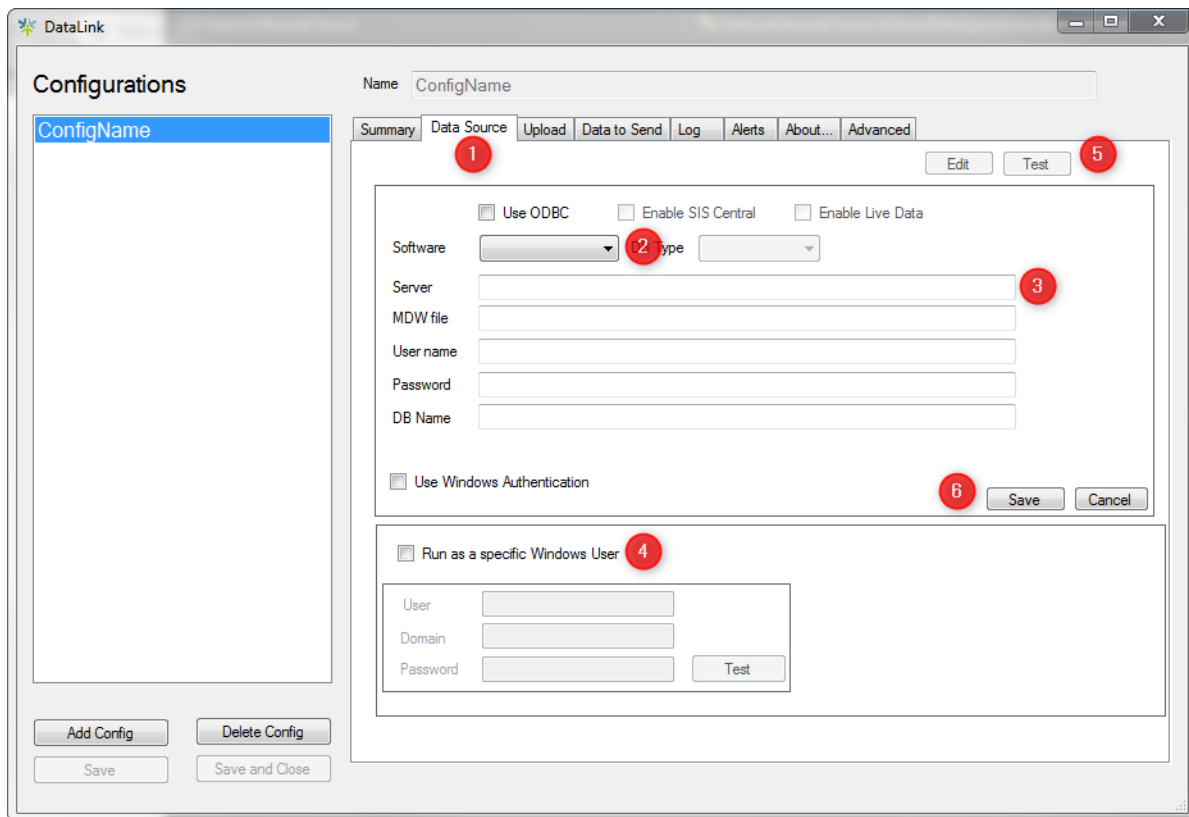
1. Open DataLink from the icon that now resides on the Desktop.
2. To create a new configuration, click on “Add Config” on the bottom left corner of the screen.
3. Name the configuration. This can be whatever you choose and will be how you recognize the specific config from the list in the DataLink home screen.



# DataLink Integration

## Creating a Data Source

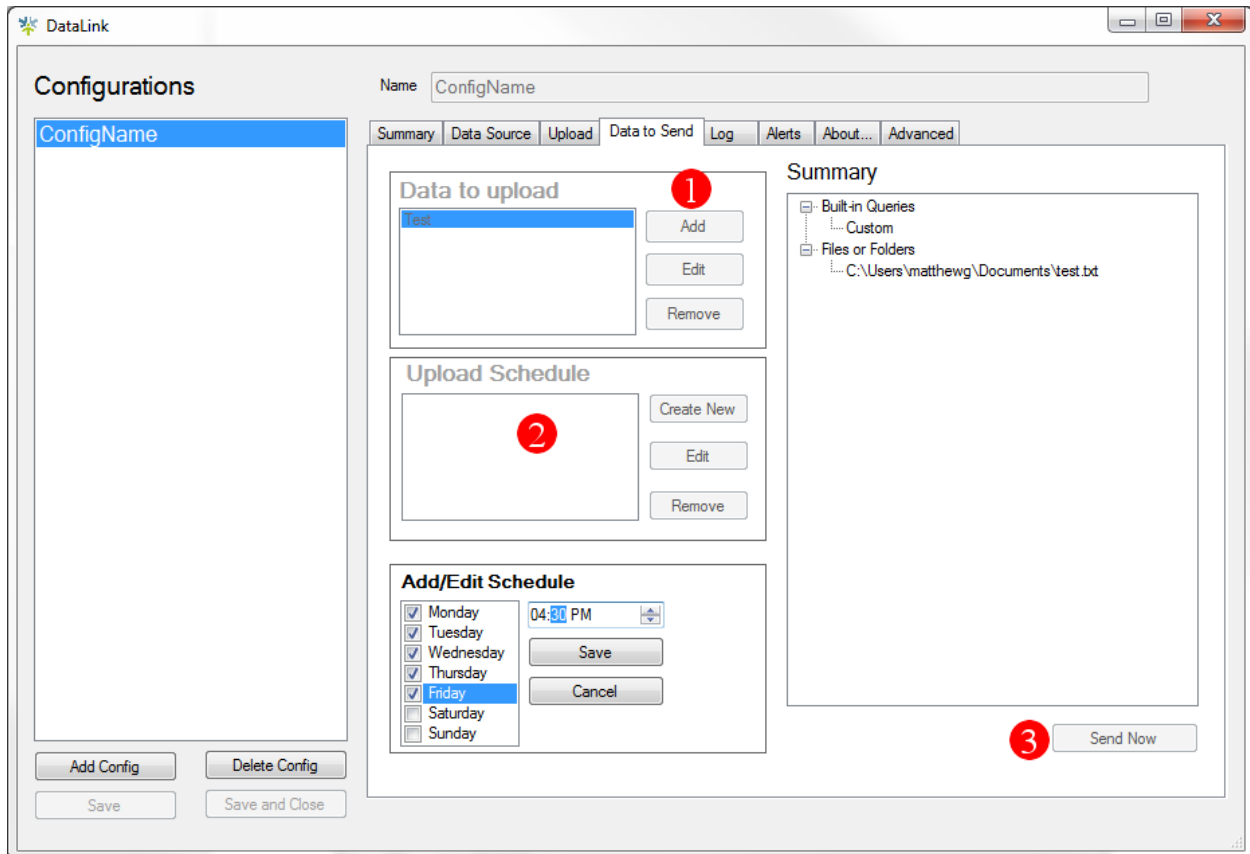
1. Click on the Data Source tab.
2. Choose your database from the dropdown menu for “Software”
  - a. File Upload Only should be used when you have already created data export files
  - b. If your database does not appear on the list, you can choose “Custom” to utilize your own connection and queries.
3. Fill in your Server name or IP address, Database Name, Username, Password.
  - a. In the case of a Microsoft SQL instanced database, enter the server name/IP and the instance name in the ‘Server’ text box.
  - b. You can also choose to connect to the database via Windows Authentication by checking the box “Use Windows Authentication”.
  - c. If you are connecting to an API, you should fill out the available boxes with your credentials.
4. By Default, DataLink runs as the local system user. To run DataLink as a different user, check the box “Run as a specific Windows User” and then enter the credentials for that user.
5. Once you have entered all the necessary info, click the “Test” button to test the data connection.
  - a. If you are connecting to an API, not all APIs offer an endpoint for testing authentication. Therefore, you may need to save your configuration and run an import for verification.
6. Click the save button when the test connection is successful.



# DataLink Integration

## Creating a Scheduled Upload

1. Click the “Data to Send” tab and then click the “Add” button.
2. Choose the relevant data choices from the dropdown menu. You can also select “ALL” from the dropdown menu. This will include all standard queries for your SIS.
3. If you would like to use your own SQL queries, in addition to or in place of the standard queries already included in DataLink, select “Custom Queries” and copy and paste your query into the SQL box along the bottom.
4. Click Create New under “Upload Schedule”. You will now see an “Add/Edit Schedule” box including days and a time to send the data.
5. Choose Days and Time for the transfers and then click Save. We recommend sending the data at the end of the day each day. Data for automated messaging should be sent prior to when you would like the message to be scheduled.
6. **Click on “Save” in the bottom left of the screen to save this configuration.**
7. To test the transfer, click “Send Now” at the bottom right.
  - a. This should successfully transfer your data to Blackboard.



# DataLink Integration

## Confirming Successful Data Integration

1. Congratulations! Your portion of the data integration setup has been completed.
2. To confirm your data has been received, contact your Bb Data Integration Specialist.
3. The Data Integration Specialist will verify that we have received the data files and then set up the imports for processing.
4. Once these imports have been successfully processed, we will notify you that the data integration has been successfully completed.
5. We will reach out to the contact who is responsible for verifying the data and ask that they login to check a few records and confirm the data is accurate.

## Email Alerts

1. To receive an email alert from the DataLink client, click on the “Alerts” tab.
2. At the bottom of the page, you will see an “Add” button. Click “Add” and then enter the email address where you prefer to receive any alerts associated with the DataLink tool.
3. These emails will generate alerts when there are network connectivity issues, invalid credentials, permissions issues, etc.

## Questions

1. If you have any questions or run into any roadblocks, please reach out to the Data Integration Specialist assigned to assist you. If you are unsure of who this is or do not have their contact information, please contact your Project Manager and they can get you in touch with the right person.