



Powered by N4L

# SMS Extender Set Up Guide



# Preparing for Set Up

## 1. Make sure your school's SMS data is correct and up to date.

The SMS at your school is the 'source of truth' for all student and staff data. For that reason it is crucial that the details of any staff member or student that requires a Tahi identity are completed correctly.

For every user, these data fields must be correctly entered:

| Staff Fields                  | Student Fields                |
|-------------------------------|-------------------------------|
| First Name                    | First Name                    |
| Last Name                     | Last Name                     |
| Preferred Name                | Preferred Name                |
| Gender                        | Gender                        |
| Date of Birth**               | Date of Birth                 |
| Groups*                       | Groups*                       |
| School Email Address          | School Email Address          |
| Teacher Registration Number** | National Student Number (NSN) |
| Enrolment Date                | Enrolment Date                |
| Role                          | Year Level                    |
| Leaving Date                  | Leaving Date                  |

\* Groups would include any subjects, classes, departments and general groups such as sport or cultural groups that a user is a part of.

\*\* Either a Date of Birth OR a Teacher Registration Number must be specified

## 2. You will then need to connect your school's SMS with N4L's SMS Extender

The SMS Extender is a piece of software that connects your SMS to Tahi and ensures that the data from your SMS can be fully integrated into Tahi safely and securely. The instructions for how to enable the SMS Extender vary, depending on which SMS provider you're using at your school. At present, Assembly, KAMAR, Linc-Ed, MUSAC Classic, MUSAC edge and PCSchool are the SMS's that can integrate with Tahi. Please select the steps that are appropriate for your SMS.

- [For Assembly instructions please go to PAGE 3.](#)
- [For Linc-Ed instructions please go to PAGE 5.](#)
- [For KAMAR instructions please go to PAGE 6.](#)
- [For PC School instructions please go to PAGE 8.](#)
- [For MUSAC edge instructions please go to PAGE 9.](#)
- [For MUSAC Classic instructions please go to PAGE 12.](#)

## Summary:

- Your school SMS is the 'source of truth' that ensures that Tahi works effectively.
- It is critical that you ensure that student and staff data is entered correctly.
- Check that all mandatory fields are completed.
- Use the appropriate tools in your SMS to sync the data with the SMS Extender and Tahi.
- After completing the process that connects your SMS to the SMS Extender and data is being sent, the Tahi administrator will receive daily email notifications outlining any incorrect or incomplete student data sets.

# Assembly

## Assembly Set Up

1. To enable Assembly to continuously send data to the N4L SMS Extender, you will need to log a support request. This can be done by:

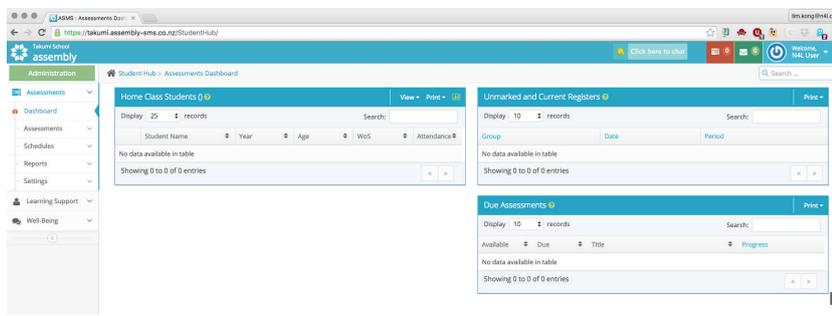
- Starting an online help session
- Emailing [service@assembly-sms.co.nz](mailto:service@assembly-sms.co.nz)
- Calling the Assembly support team on 0800 555 987

Once enabled you will receive an email from N4L with further instructions.

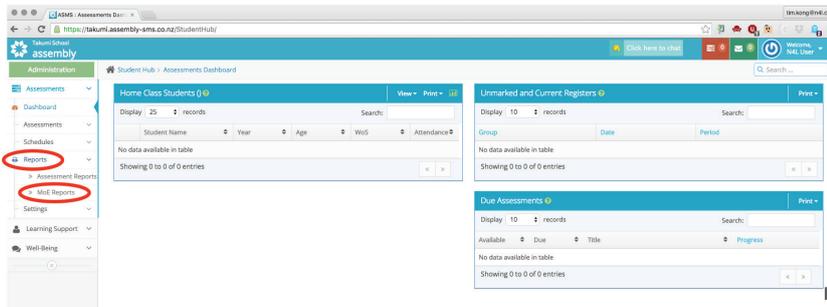
## Assembly Post Set Up

If at any time you have made a change within Assembly and need this to be reflected within Tahī on the same day, then follow these steps. If you take no further action the updates will be reflected in Tahī the following day.

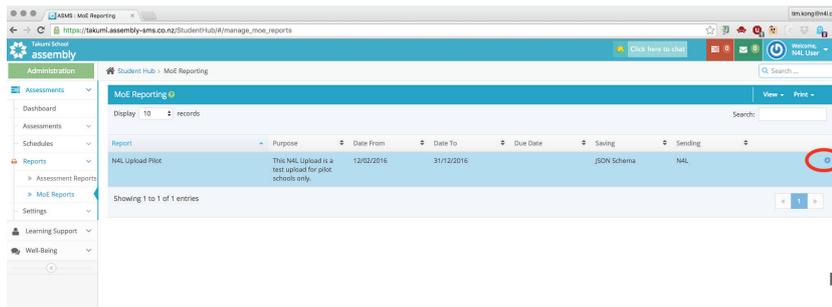
1. Log in to your Assembly SMS and go to the 'Student Hub'.



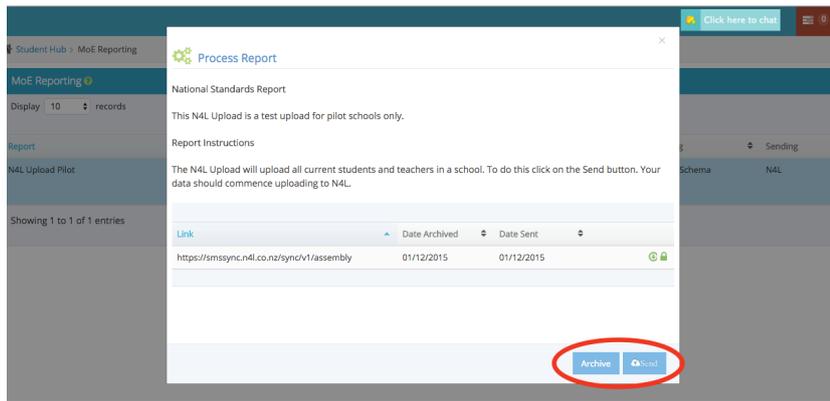
2. Select 'Reports' from under the 'Assessment Menu' and then select 'MoE Reports'.



3. After selecting 'MOE Reports', your screen will look like this and the 'N4L Upload File' should be at the top of the list. Select the 'Gear' icon next to the N4L option.



- This pop-up screen will appear and if you are ready to send your Assembly data to the N4L SMS Extender, select 'Send'. If all of the student and teacher data is correct then this data will be sent to the SMS Extender, to then be used within Tahī.



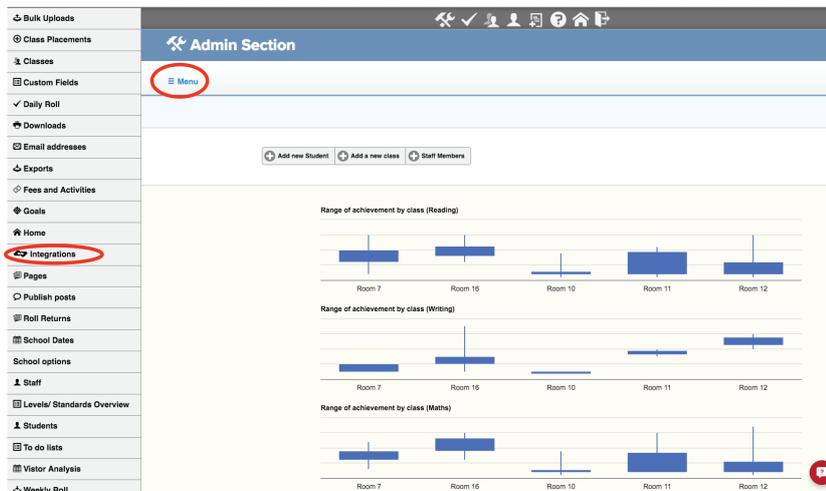
- The date and time you sent through the information will be recorded in the list. You may choose to archive your data by clicking on the Archive button. This will create a copy of the data that you sent through to Tahī.

# LINC-ED

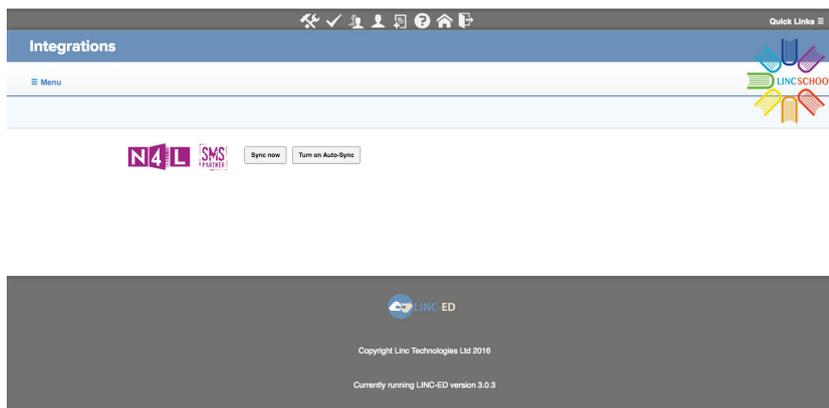
1. The SMS Extender is found in the 'Admin' section - look for this icon.



2. Once you've opened up the 'Admin' section select the integrations option:



Once the 'Integrations' page has opened you will be presented with two options, as shown here:



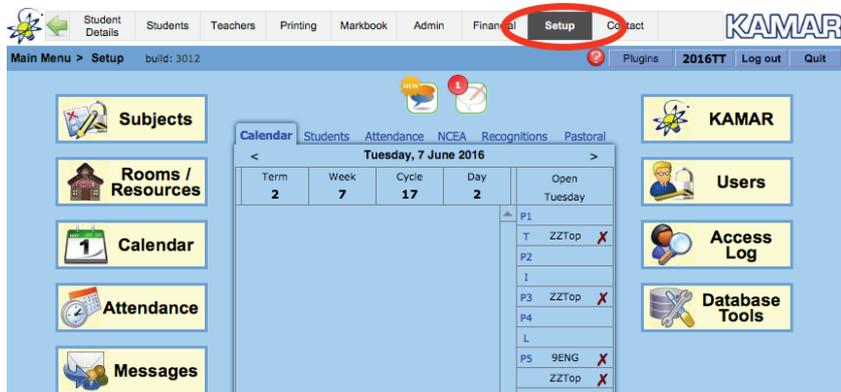
3. Select 'Turn on Auto-Sync' to ensure a daily sync of your data is made to the N4L SMS Extender to keep Tahī up to date. If you make a change within your SMS and need the information to be synchronised with Tahī quickly, then click the 'Sync Now' button to perform a one-time sync.

**Please note:** that the SMS Extender capability is available from version 2.9.5 of LINC-ED once your school has signed the appropriate agreements with N4L.

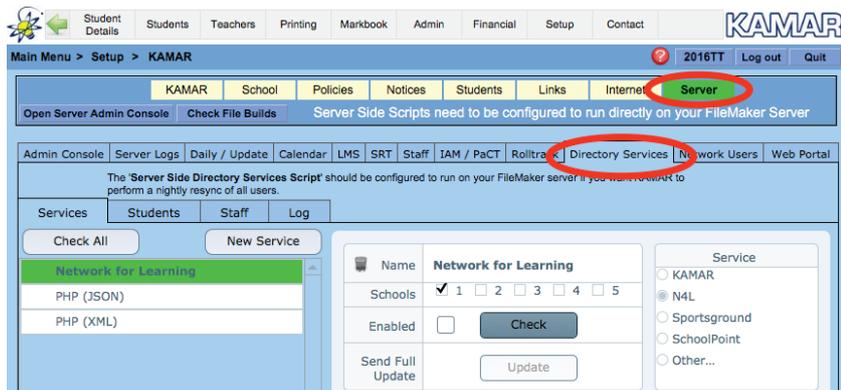
# KAMAR

1. Log in to KAMAR and navigate through these options.

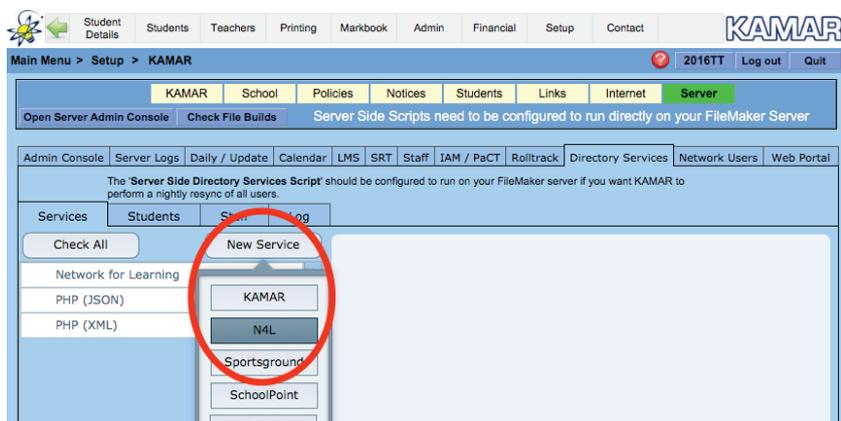
Main Menu > Setup > KAMAR > Server > Directory Services



In this example, the N4L service has already been setup, so is visible but, when setting up for the first time it will not be visible.

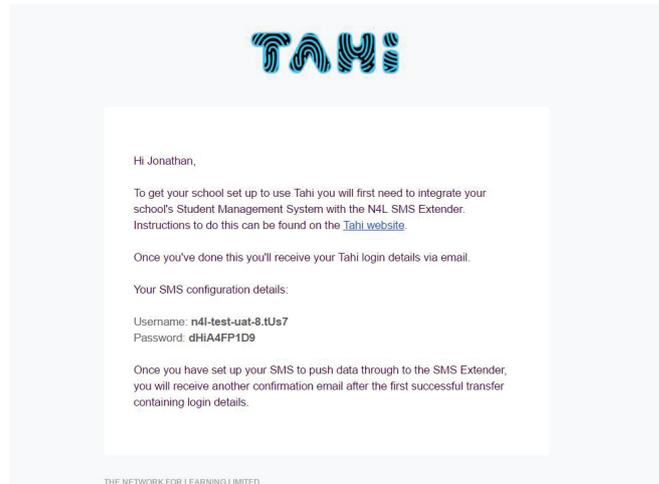


2. Select 'New Service' and then select the 'N4L' option.

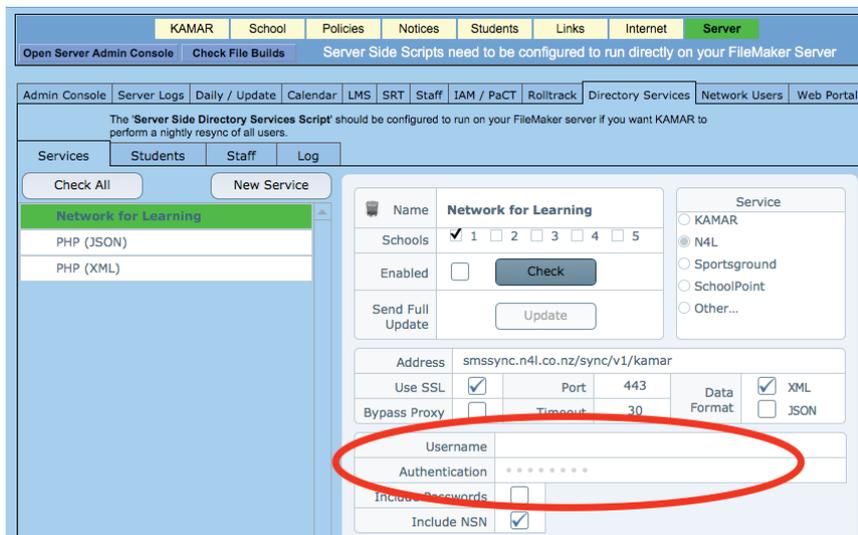


KAMAR will populate the default settings for N4L automatically.

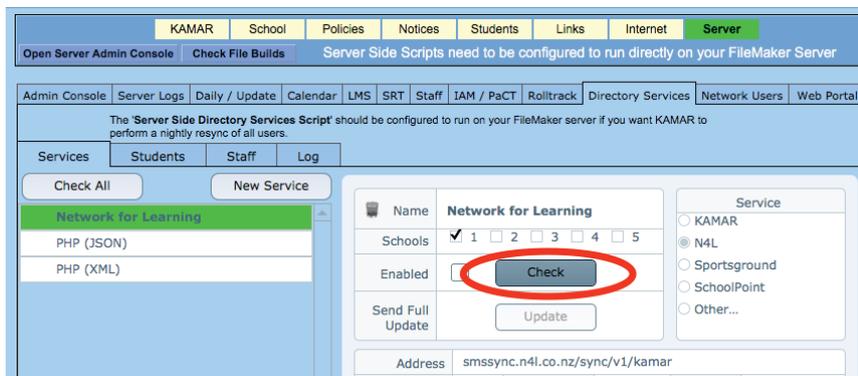
As KAMAR is hosted onsite at your school, during the sign up process, you will have received an email similar to this one.



3. Copy the SMS Configuration details and enter them into the 'Username' and 'Authentication' fields in KAMAR.



4. Press the 'Check' button to verify your connection is working.



After a few seconds KAMAR will report the result of your connection.

5. If successful, you can then press the 'Update' button to complete your first full sync of all staff / students to Tahī.

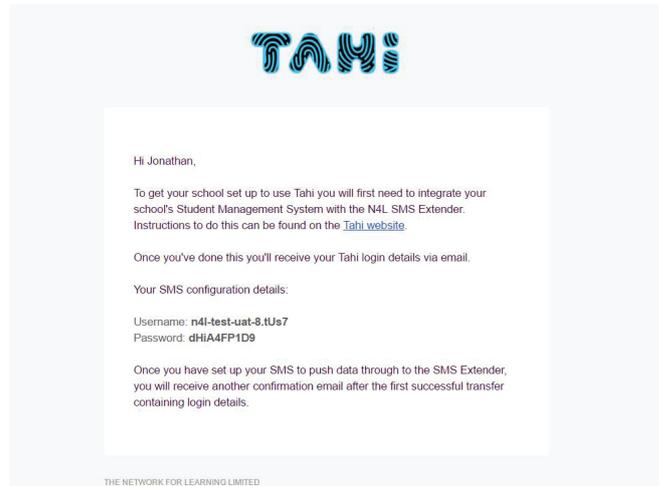
**Please Note:** The update process is run on the KAMAR server and may take a while to complete before you see anything happening.

# PCSchool

1. To enable the SMS Extender within PCSchool, please contact the PCSchool support line on (09) 974 9624 or email [help@pcschool.net](mailto:help@pcschool.net).

PCSchool will make the necessary changes to your PCSchool server once the necessary access has been provided. If you are a hosted school, then PCSchool will already have the appropriate access and be able to complete this work on your behalf.

2. In both instances, you will need to provide your school's SMS configuration details (username/password) which is provided by N4L. These details will be in the email that the Master User receives when signing up with Tahī, and look similar to this:



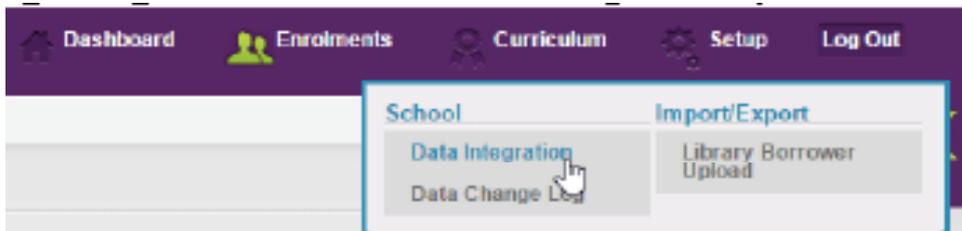
3. Once the app is installed, PCSchool will set up a scheduled task to run at the desired interval. This will require a Windows admin account with the correct privileges to allow it to run whether the user is logged in or not.

# MUSAC edge

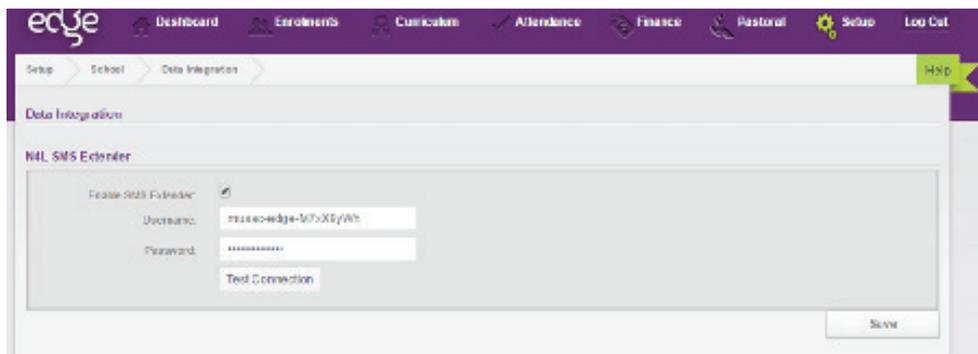
To enable the SMS Extender within MUSAC edge you will need to follow these steps:

## Step 1. Setup account

1. Log in to edge as an 'Enrolment Officer' and navigate to Setup > School > Data Integration



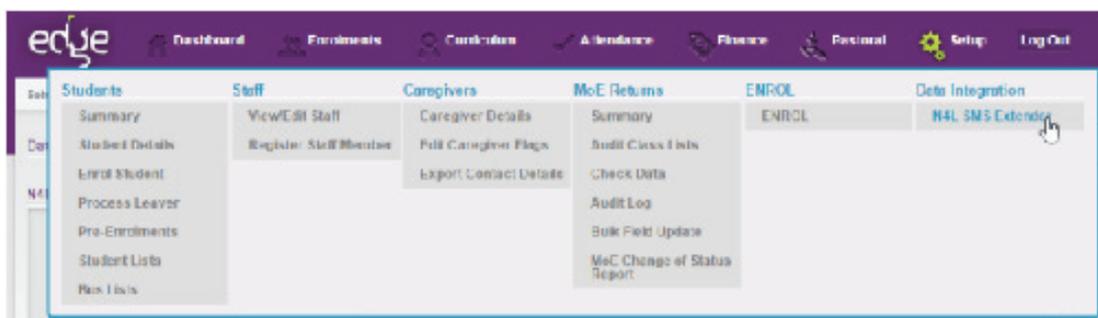
2. Tick 'Enable SMS Extender' checkbox
3. Enter your username and password
4. The connection can be tested by pressing 'Test Connection' button
5. Select 'Save'

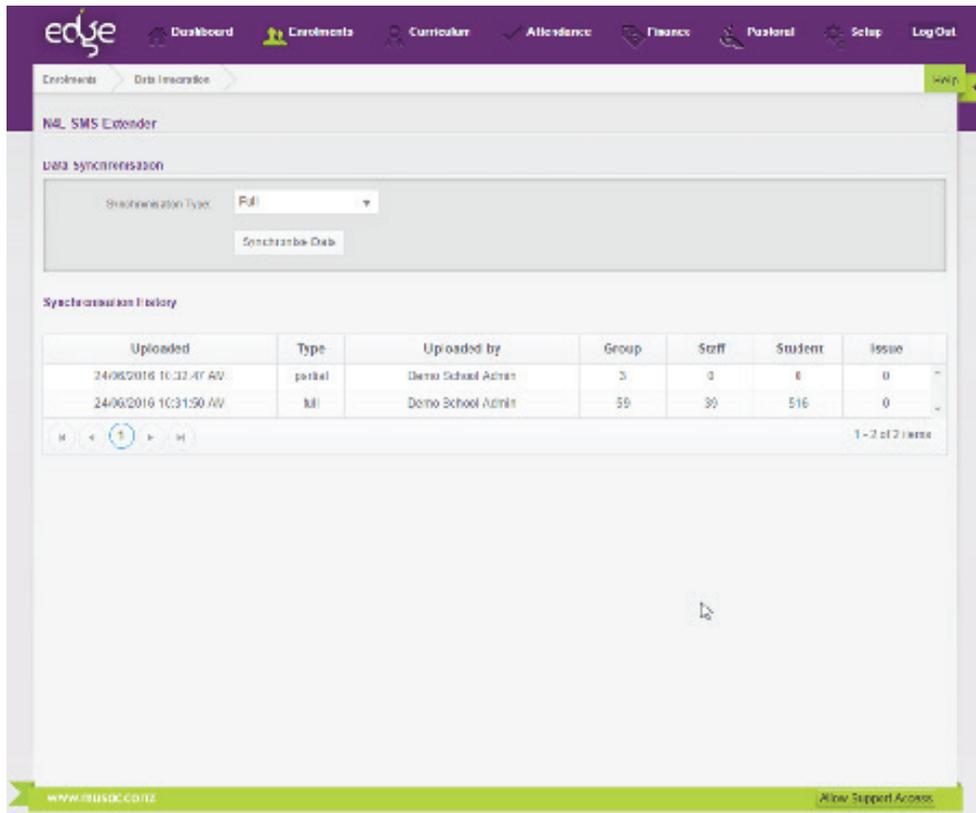


## Step 2. Data Synchronisation

**Please Note:** The first time you perform this task you will need to do a 'Full Sync'. Anytime you make changes to data in edge which is used by Tahi, you will need to perform a 'Full' or 'Partial Sync' to ensure these changes are reflected. Tahi enabled Applications may not function to their full capability if data is not up to date.

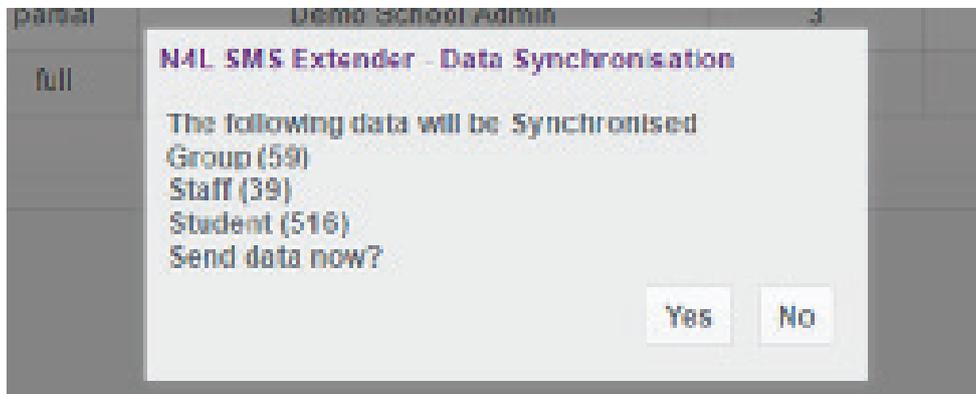
1. Log in to edge as an 'Enrolment Officer' and navigate to Enrolments > Data Integration > N4L SMS Extender





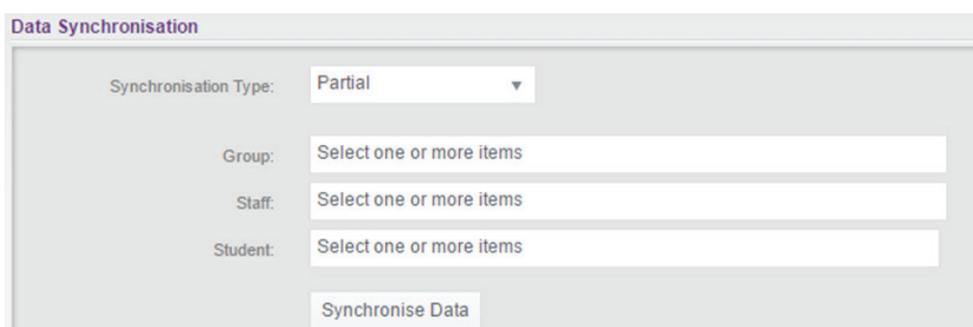
### Option 1. Full Sync

1. Select Synchronisation Type 'Full'
2. Press 'Synchronise Data' button
3. A confirmation dialog is displayed, press 'Yes' to send data

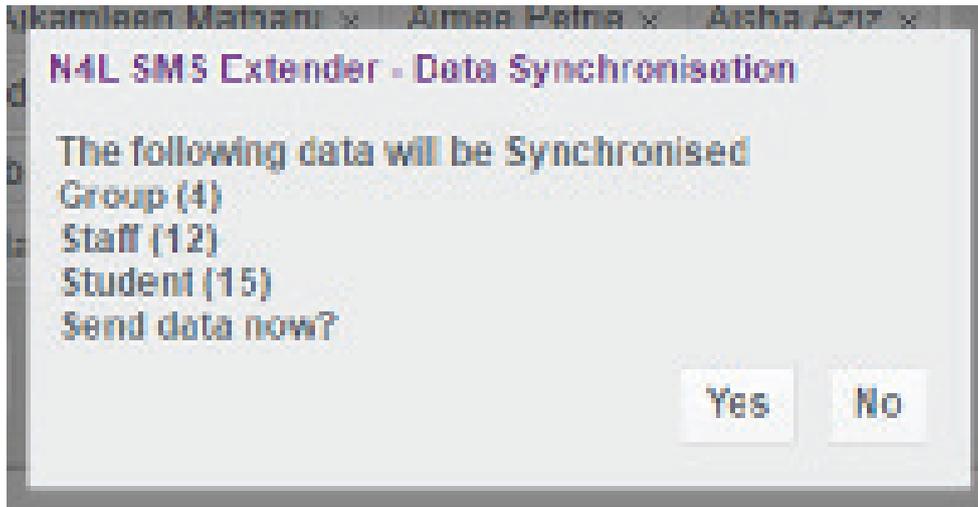


### Option 2. Partial Sync

1. Select 'Synchronisation Type' "Partial"
2. Select 'Group/Staff/Student' from multi select drop down list



3. Press 'Synchronise Data' button
4. A confirmation dialog is displayed, press 'Yes' to send data



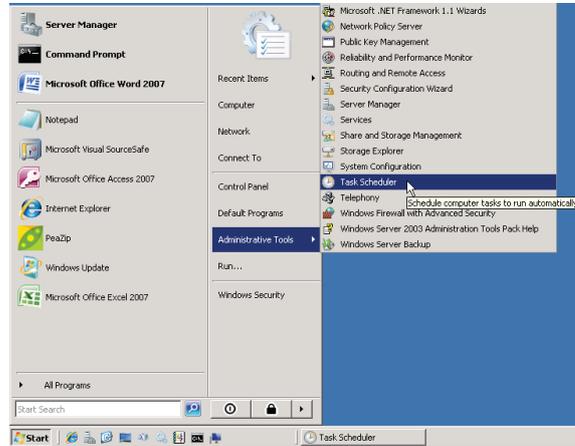
***Please Note: Synchronisation History will display a summary of data synchronisation made previously.***

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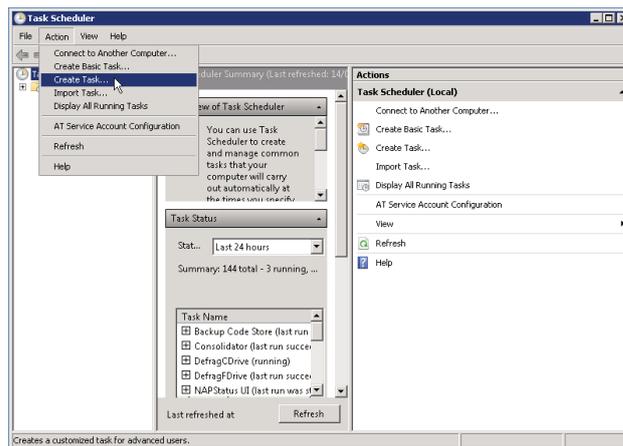
# MUSAC Classic

To enable automatic sync between MUSAC Classic and the SMS Extender you will need to follow these steps:

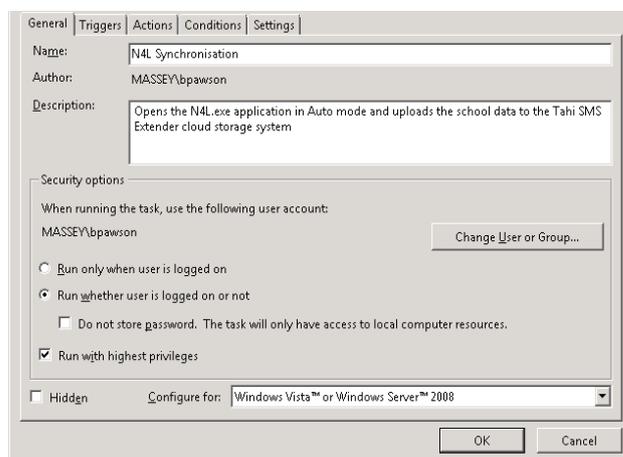
Step 1: On the MUSAC server, open the 'Task Scheduler'



Step 2: Click 'Action' and then select 'Create Task'



Step 3: Enter a name and description for the task



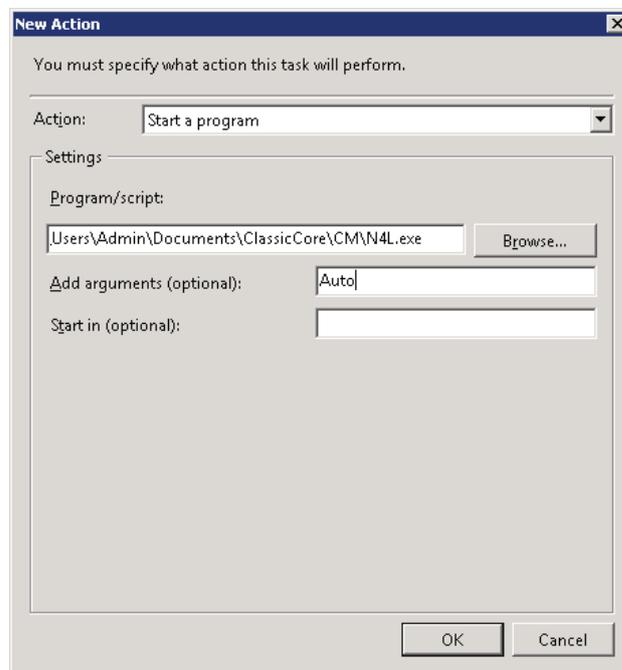
Step 4: Select 'Run whether user is logged on or not'

Step 5: Click the 'Triggers' tab and click 'New'



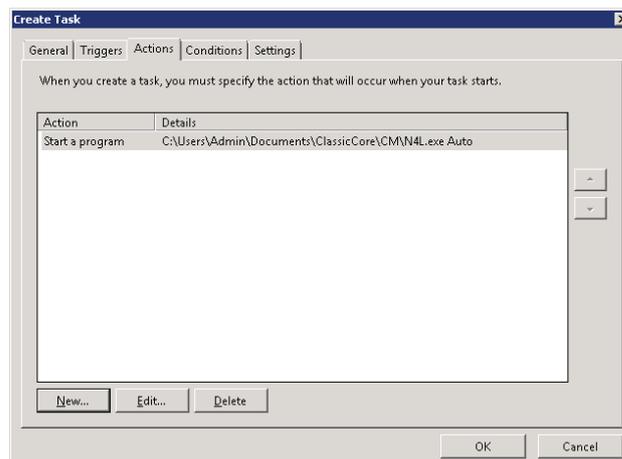
Step 6: Configure the trigger parameters as required (the above values will be suitable). Click 'OK'.

Step 7: Click the 'Actions' tab and click 'New'.

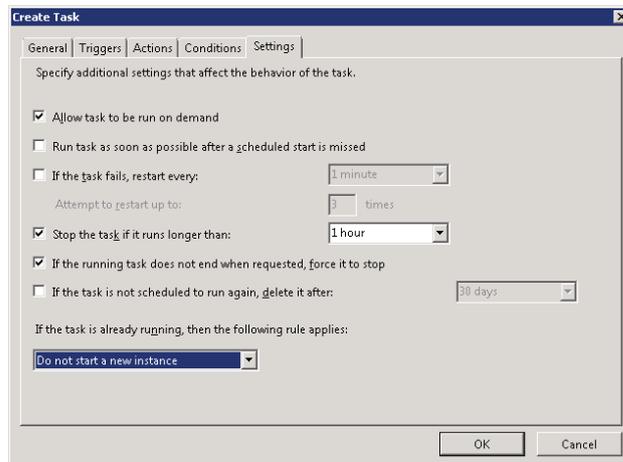


Step 8: Enter the N4L.exe program location in the CM folder (or use 'Browse' and navigate to it).

Step 9: Enter 'Auto' into the 'arguments' textbox, click 'OK'.



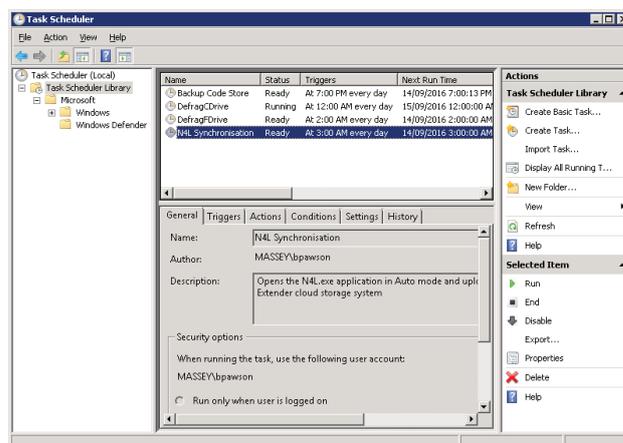
Step 10: Click the 'Settings' tab



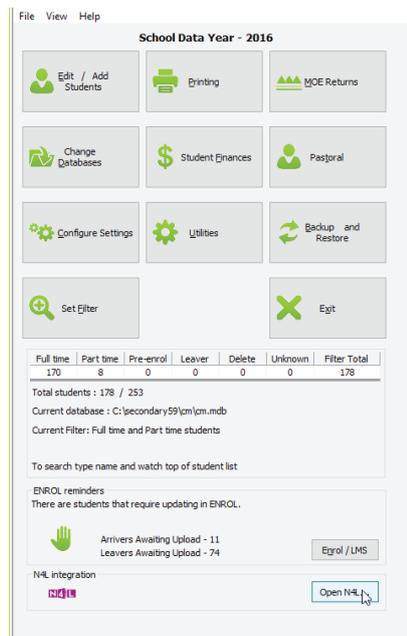
Step 11: Configure the settings parameters as required (the above will be suitable), Click 'OK'



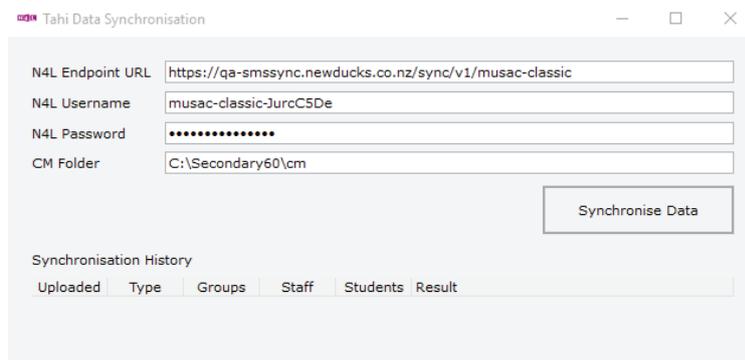
Step 12: Enter a server admin username and password. The schedule should now appear in the task library.



If at any time you have made a change within MUSAC Classic and need this to be reflected within Tahi on the same day, then follow these steps:



Step 2: Enter your username and password as provided by N4L



Step 3: Click 'Synchronise Data'