

Introduction to: Refreshing & Accessing the Training DB



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- Refreshing the Training DB
- Accessing the Training DB ClassMate
- Accessing the Training DB Alt Ed
- Setting the Training DB for Summer Teacher In-service Training



Training Database Overview

ClassMate Training Database Overview

The purpose of the Training Database is to provide an environment for training while protecting the integrity of the data in the live database.

The Training Database allows customers to practice and learn functionality while not affecting day-to-day operations.

The Training Database also allows for Teacher In-Service training to occur over the summer and allows the instructors to see students and utilize the teacher modules.



Refreshing the Training DB

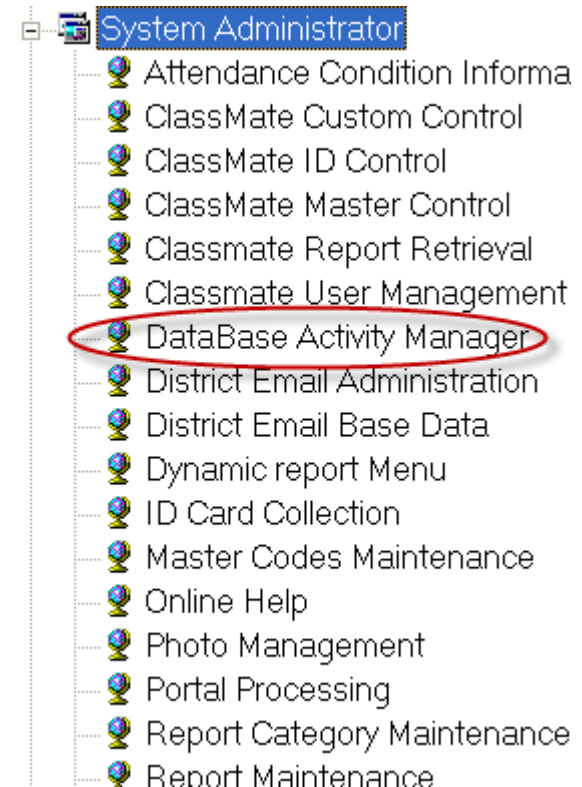
Refresh the Training Database:

Allows the System Administrator to copy the live data to the training database for a training session.

You **MUST** be logged into the Live Database (ClassMate data source) to perform the Training Database refresh.

Getting Started

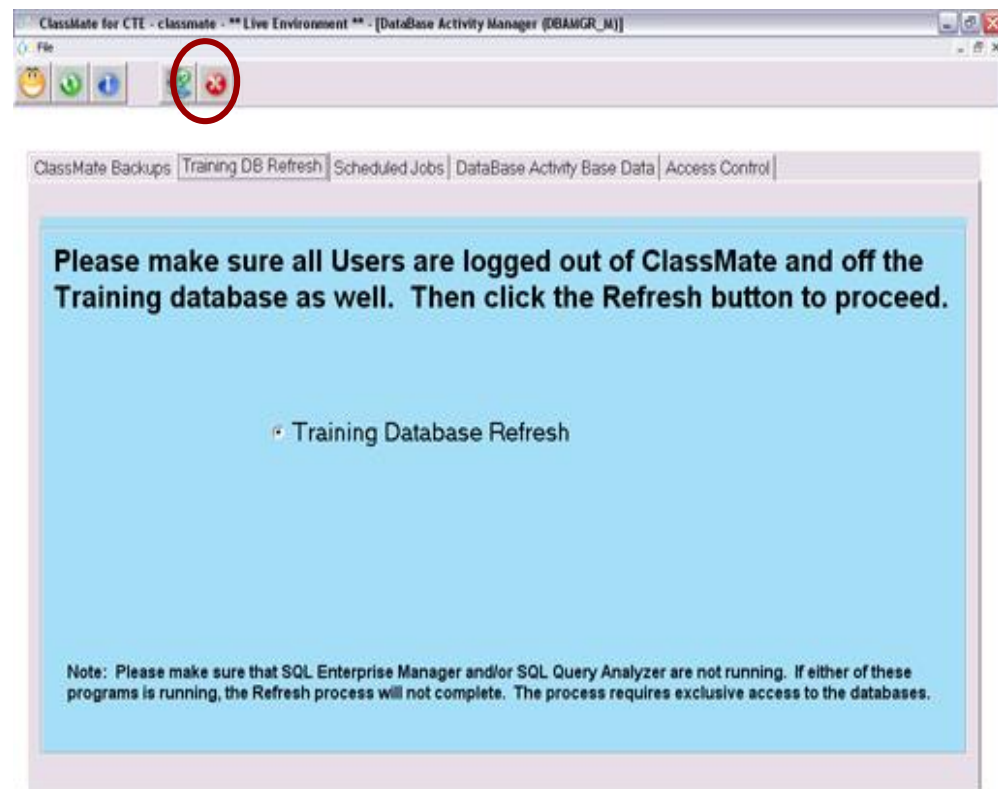
Double Click **My Modules**> Double Click **System Administrator**> Single Click **Database Activity Manager Module**



Training Lab Setup

Refreshing the Training Database

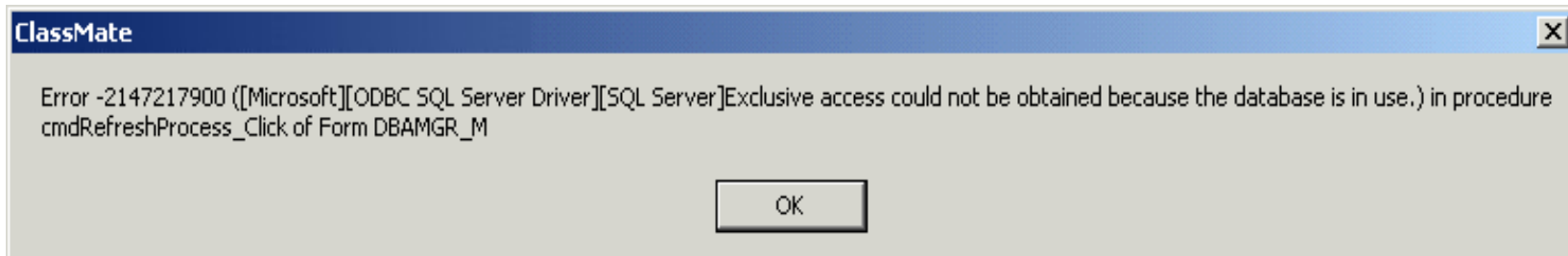
- Click on the Training DB Refresh Tab and click the Refresh icon in the toolbar at the top
- Make sure you follow the instructions on the Refresh tab
- When the refresh is complete you will get a message box indicating the refresh is complete



Training Lab Setup

Refreshing the Training Database

- No users should be logged into the Training database at the time that the Live DB to Training DB refresh is performed.
- The process to copy the Live DB to the Training DB requires exclusive access to the database.
- If you receive an error stating Exclusive Access could not be obtained because the database is in use.
 - Step 1 would be to contact the System Administrator for the site and have them check to make sure no clients are logged into the Training database.
 - Step 2 would be to e-mail Jessica DeAngelo, she will check the clients site to see if the SQL tools are open and close them if they are open.



Accessing the ClassMate Training Database

Accessing the ClassMate Training Database

The ClassMate Login screen looks the same way as it does when users are on the live database.

To access the training Database users MUST enter **CM_Training** in the Data Source box at the ClassMate login Screen.

- By default the Data Source box displays ClassMate which is the Data Source to the Live database



Accessing the ClassMate Training Database

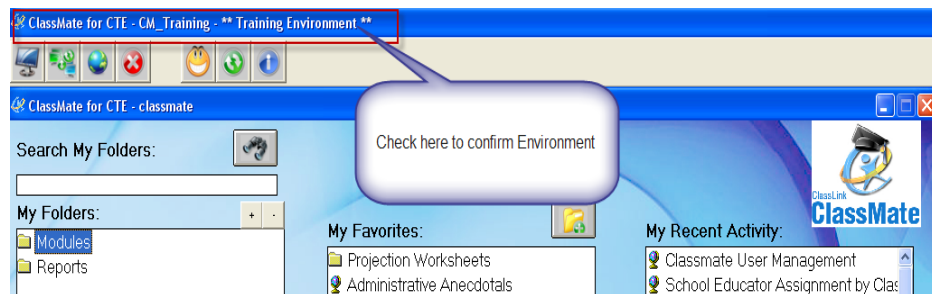
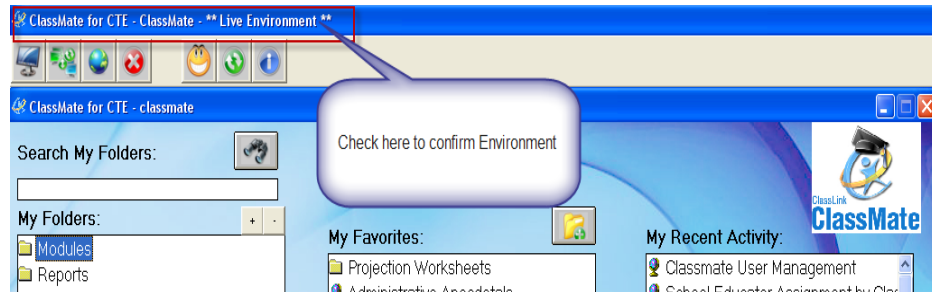
Accessing the ClassMate Training Database

You can also confirm that users are logged into the correct environment by looking in the upper left hand corner of ClassMate

If you see ClassMate For CTE – ClassMate - **Live Environment** then the users are on the Live ClassMate database.

If you see ClassMate For CTE – CM_Training - **Training Environment** then the users are on the Training Database

For **ALL** Training Sessions the users must be on the CM_Training - **Training Environment*

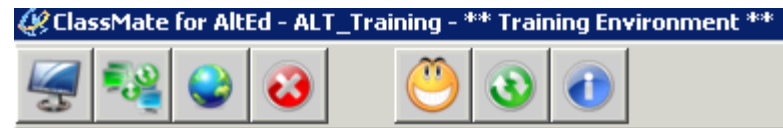


Alt Ed Training Database

Alt Ed Training Database

For clients who are using our ClassMate Alt Ed application. The steps to access & refresh the training database are the same except for the following items:

- 1) The ClassMate Alt Ed Live Data Source is called: ALT_ClassMate
- 2) The ClassMate Alt Ed Training Data Source is called: ALT_Training
- 3) To verify that clients are on ALT_Training versus ALT_ClassMate you will want to look in the upper left hand corner of the screen and see ClassMate for AltEd – ALT_Training - **Training Environment **:



If you see ClassMate for AltEd – ALT_ClassMate - ** Live Environment ** then the clients are logged into the live ALT_ClassMate database and they need to be logged off and logged back into the ALT_Training database



Setting the Training DB for Summer Teacher In-service Training

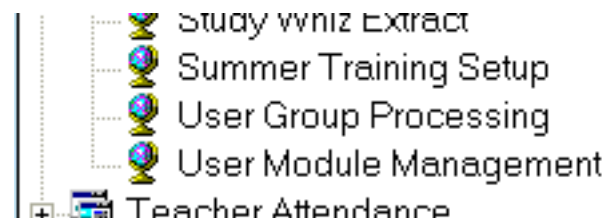
Setting the Training DB for Summer Teacher In-service Training

Since all the modules within ClassMate rely on the current date and the start dates of the school calendar and student schedules to display and update data, if training is held over the summer, before the start of the new school year, data must be adjusted to accommodate that training.

You **MUST** be logged into the Training Database (CM_Training or ALT_Training data source) to perform the following.

Getting Started

Double Click **My Modules**> Double Click **System Administrator**> Single Click **Summer Training Setup Module**

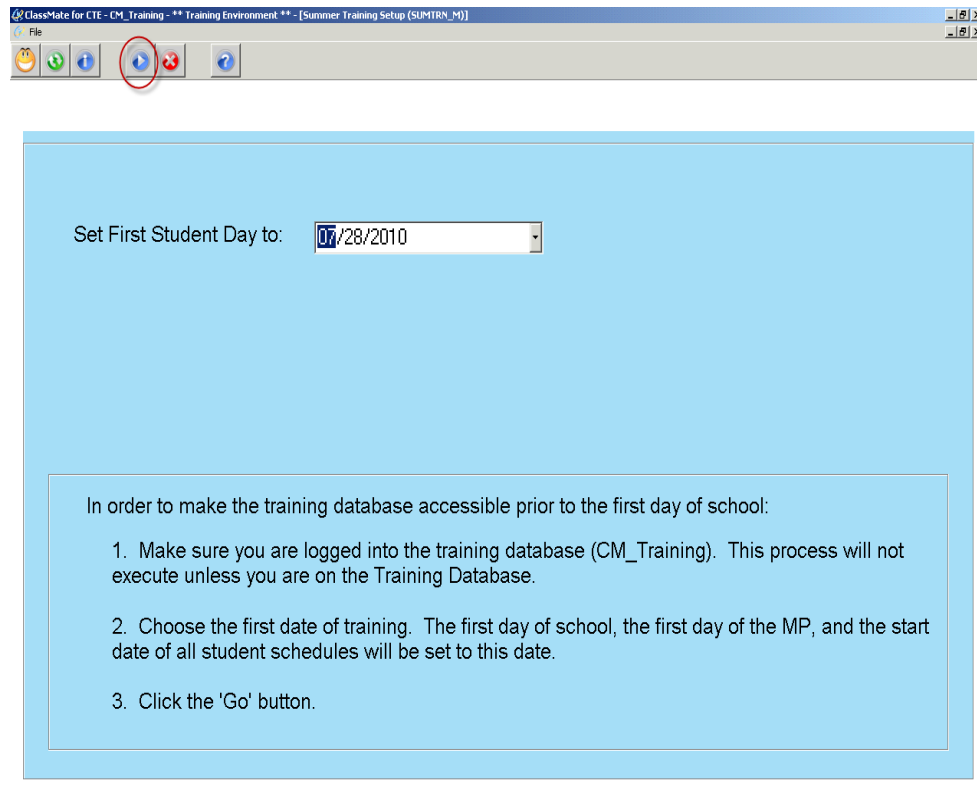


Setting the Training DB for Summer Teacher In-service Training

Setting the Training DB for Summer Teacher In-service Training

- Make sure you are logged into the Training Environment using the **CM_Training** or **ALT_Training (for ClassMate Alt Ed sites)** Data Source

- Select a Start Date that includes the date of the training session
- Click the Go icon in the toolbar at the top
- School Calendar and student schedules will be adjusted



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Questions? Contact us!

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