

Assembly SIMS Integration – Migration from Zinet

** Note : If you are already using Assembly at your school, [Skip to Step 10](#) **

Step 1 – Record Zinet settings



Go to the computer you already have Zinet installed and take notes of the SIMS configuration. Go to **Application Menu – Configuration – Datasource**. Record and keep the following settings (you'll need them later) :

Username :
Password :
Server :
Database :

A screenshot of the 'ZINET Console - Datasource Configuration - Capita SIMS.net' window. The window has a title bar with a close button. It contains several sections: 'Settings' with fields for Username (fedict), Password (masked with asterisks), Server (8454612-MIS01\SQL2008), Database (sims), and Effective Date (checked 'Current Date', '12 April 2015'); 'Assessment Data' with 'Entered Since' (01 April 2015); and 'Report Filter (Assessment / Profile)' with a 'Name' field, an 'Add' button, and a 'Remove' button. A vertical 'Save' button is on the right side.

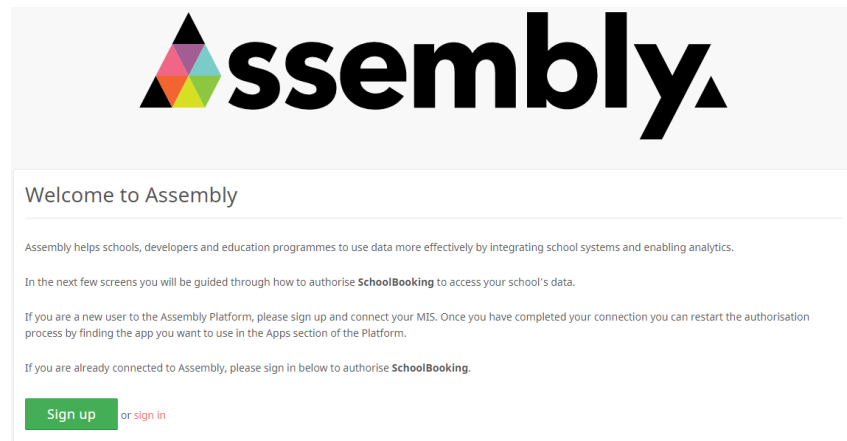
Step 2 – Before you start

- We recommend that the Assembly Connector is installed on your **SIMS Server** - or at least another server with access to your SIMS.
- If you run **hosted SIMS**, you may need to request an External Connector from your hosted SIMS provider. If your hosted SIMS setup does not allow for an external connector to be installed, please contact us on customer.services@schoolbooking.com
- You will need **administrator rights** to install the connector onto the machine and start the Assembly Connector and Assembly Updater services.
- Supported versions of Windows are:
 - Windows Server 2008 SP2 (64 bit machines only)
 - Windows Server 2008 R2 SP1
 - Windows Server 2012
 - Windows Server 2012 R2
 - Windows Server 2016
 - Windows 7.1 SP1

- Windows 8.1
- Windows 10
- The **local system** account on the server must be able to access ***.assembly.education** URLs. If you have **network level filtering** (such as proxy servers or firewalls), you should **add an allow rule for *.assembly.education URLs** to the web filter on ports **80** and **443**.
- Please note: the Connector should **only be installed on one machine**. If you wish to switch the machines it is installed on, you must first uninstall it and then reinstall it on the new machine.
- If you get stuck at any point during the installation please use contact customer.services@schoolbooking.com or **03333 446433** for support and, if necessary, to arrange a remote session with our dedicated support team

Step 3 – Register on Assembly

- In your browser to navigate to the [Assembly platform sign up page](#) .



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Schools Registration
Lets get you signed up!

Invite Code required
If you do not have an invite code, please contact our Support Team and let them know which app you wish to connect. They will then send you the relevant code.

Invite Code

Name required
Your full name. We will ask for your school name as part of the next step.
e.g. Elaine Rowington

Email required
Your email address, we will verify this by sending you an email.
e.g. elaine@wellsacademy.co.uk

Password required 8 characters minimum, must contain at least 1 uppercase letter and 1 number.

Confirmation required Please type your password once more to confirm.

Important
You must agree to our [Terms of Service](#) to connect your school to the Assembly platform. Please tick the box to confirm you accept these terms.

I have responsibility for data protection within my school (commonly referred to as the data protection lead), or permission from the person who does. I have read the [Assembly Terms of Service](#) and agree to those terms on behalf of my school.

- Enter the invite code **letsassemble2019**, then your email and create a password.
- Ensure that you have consulted and accepted the [terms of service](#), then click **Sign up**.
- An email will be sent to the address you signed up with - follow the link in this email to **activate your Assembly account**.



Confirm email address

Thanks for signing up to Assembly, a message with a confirmation link has been sent to your email address. Please **check your mailbox** and follow the link to activate your account.

[Already confirmed?](#)

[Not received confirmation email?](#)

[Forgotten password?](#)

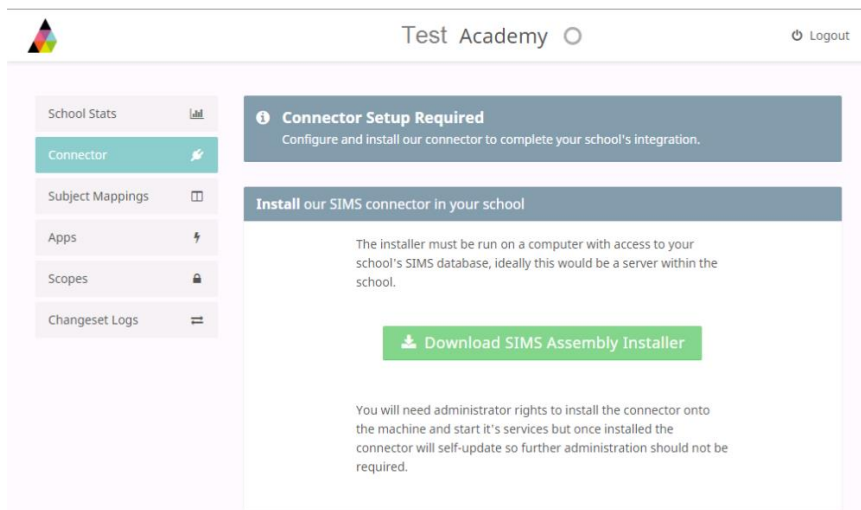
Step 4 – School Information

- Start typing your **School name** to narrow down the search, then select from the list.
- You can also narrow down the search by entering the school **postcode**.
- Select **SIMS** as your school's MIS **Provider** from the dropdown list and press **Continue**.

The screenshot shows the 'School Setup' form in the Assembly dashboard. The form is titled 'School Setup' and includes the instruction 'We just need a few details to get your school setup'. It contains two required fields: 'School Name' and 'MIS Provider'. The 'School Name' field has a placeholder 'Please enter 2 or more characters'. The 'MIS Provider' field has a dropdown menu with 'MIS Provider' selected. A 'Continue' button is located below the fields. The dashboard header shows 'Dashboard' and 'asd'. The footer includes links for 'Help & Support', 'Terms of Service', and 'Contact', along with the text 'Made with ❤️ in London.'

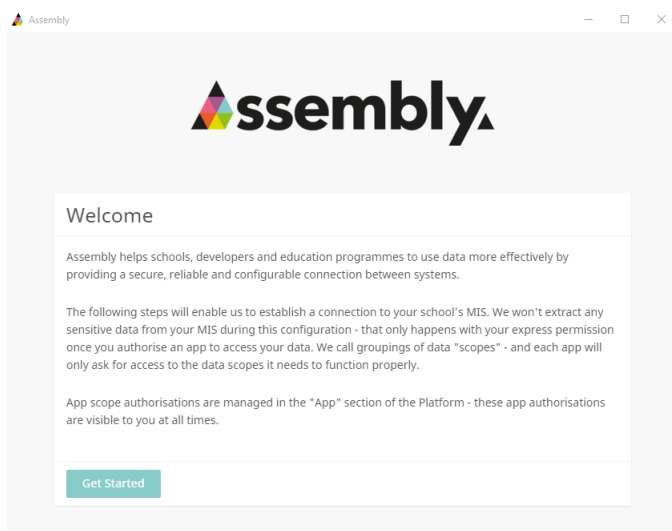
Step 5 – Download the installer

- Press the **Download SIMS Assembly Installer** button to start downloading the connector installation file.
- Ideally you should install the connector on a server which has SIMS installed on it. If that is not possible, you can use a server or dedicated machine with direct access to your server. This will most likely be the machine you previously had Zinet installed on.
- You will need to have **Administrator** privileges for the server on which you install the connector.



Step 6 – Get started with the connector configuration

- **Please note:** you may also have to install **.NET 4.5** as part of the installation process (you will be prompted to do so).
- Click **Get Started** to begin.



- If you are experiencing issues with the **Assembly Installer** tool starting up, you can have a look at the [Assembly support guide](#) on bypassing the proxy, which may be the cause of the issue.

Step 7 - Connection

- Click **Connect** to test your connection to the Platform.
- If your school uses a **Proxy server**, the address (and if, necessary, credentials) should be entered on this page. We will try our best to detect your proxy settings and pre-fill this section.

- If you have a proxy server and the address is not found automatically, you can get this information by going to Control panel -> Network and Internet -> Internet options -> Connections -> LAN Settings.
- If you have network level filtering (such as proxy servers or firewalls), you should **add an allow rule for *.assembly.education URLs** to the web filter on **ports 80 and 443**, for the **local system account**.

Assembly Support

Connection

Let's test your connection to the platform. We will try our best to automatically detect as much information as we can but we may need a few more details should things get complicated.

Proxy Address

You may additionally need to specify network credentials to authenticate with your proxy. Please bear in mind that if the password changes at a later date then this configuration will need to be updated.

Username
 (Optional)

Password
 (Optional)

Domain
 (Optional)

- Once you have successfully tested the connection, click **Next Step**.

Assembly Support

Success

Great news! Everything seems to be in order - your school can communicate with the Platform.

Step 8 – Authentication

- Enter the **Key** and **Secret** to authenticate your connection. These can be found by going to the [Assembly platform in your browser](#) and scrolling down to the **Access Credentials** area of the **Connector** section.

Access Credentials

Please input the following details when requested as part of the connector installation process.

These credentials allow the Assembly Connector to uniquely identify your school and authorise it to send us data you should treat them with the same care that you would a password.

Key

0F4C388347267A4EDCB9

Secret

hFkBnVXhR-eju00M60RCddCTTyywWf0Kpannd-Un

Assembly

Support

Authentication

Let's get you authenticated with the Platform. Authentication helps us to ensure that the school installing the connector is the same that signed up to the Platform. You can retrieve your **Key** and **Secret** on the Connector page of the Assembly Platform.

Key

0F4C388347267A4EDCB9

Secret

.....

Authenticate

- Once successfully authenticated, click **Next Step**.

Assembly

Support

Authentication

Let's get you authenticated with the Platform. Authentication helps us to ensure that the school installing the connector is the same that signed up to the Platform. You can retrieve your **Key** and **Secret** on the Connector page of the Assembly Platform.

Key

0F4C388347267A4EDCB9

Secret

.....

✓

Success

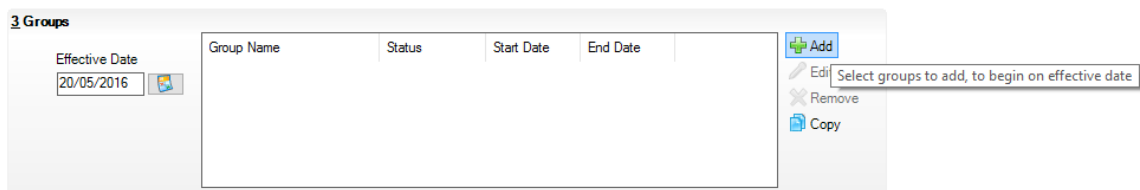
Great, you are now authenticated with Assembly.

Next Step >

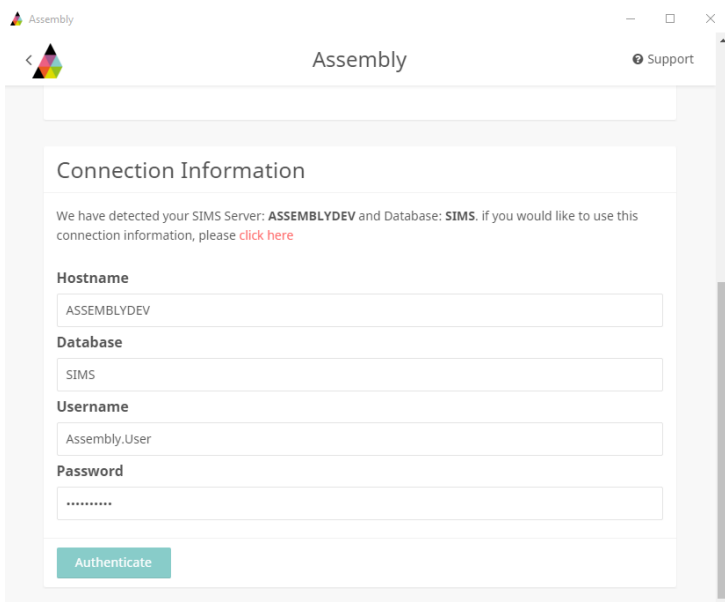
Step 9 – MIS Configuration

- **Open the SIMS.net client** and login as a user with admin access. From Step 1 you should have a 'Username'. In SIMS go to **Focus – System Manager – Manage Users**, and search for the user from Step 1 and open the details. Go to Section **3. Groups**.

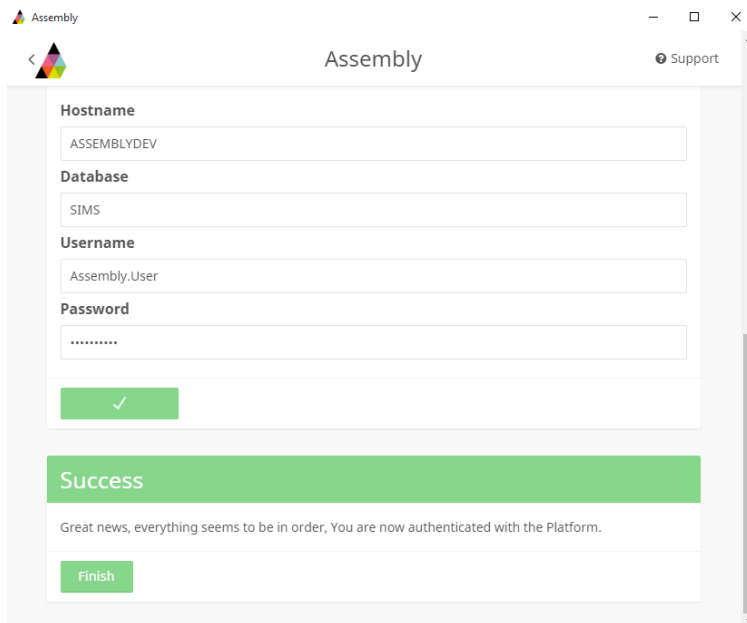
- Assembly needs the following permissions. Some of these you will already have for this user (from when you first setup the old Zinet client)
 - **Administration Assistant**
 - **Class Teacher**
 - **Senior Management Team**
 - **Personnel Officer**
 - **Third Party Reporter**
 - **Assessment Operator**
 - **Cover Manager**
- Click **Add** on the groups section:



- Once the user has been placed in the relevant groups, click **Save** to complete the process.
- You can now **close SIMS** and go back to the Assembly Connector App and enter the **Connection Information recorded from Step 1**:
 - **Hostname**: enter the 'Server' details recorded in Step 1
 - **Database**: enter the 'Database' details recorded in Step 1
 - **Username**: enter the SIMS 'Username' from Step 1.
 - **Password**: enter the SIMS 'Password' from Step 1.
- Click **Authenticate**.



- Once successful, click **Finish** to complete the process.



Assembly

Support

Hostname
ASSEMBLYDEV

Database
SIMS

Username
Assembly.User

Password
.....

✓

Success

Great news, everything seems to be in order, You are now authenticated with the Platform.

Finish

- If you run in to any issues at this point of the installation, please see contact our support team customer.services@schoolbooking.com or call 03333 446433.
- That's the Connector setup completed. Now you need to authorise the SchoolBooking App in Assembly

Step 9 – Authorising SchoolBooking in Assembly

Sign in to SchoolBooking and visit the [Assembly MIS Integration](#) page, and 'click to authorise' (URL : https://secure.schoolbooking.com/apps/administration/academic/assembly_connect.php)



This will navigate to the SchoolBooking App authorisation page in Assembly

- At this point you will need to verify that the SchoolBooking App can access the designated scopes of your school's data through a **Data Access Request**. You should only click **Authorise App** if you have authority to do so.
- Please check the scopes that you are authorising.
- If the app has any **optional scopes**, you will have to **actively opt-in** to agreeing to share this data by ticking the box next to the scope name. Even if you decide not to share this additional data, you will still be able to authorise and use the app. Once you have checked the scopes, you can authorise the app. **That's it! You're done....**

