

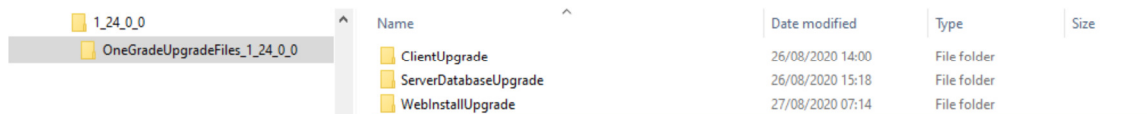
OneGrade Upgrade Guide – Version 1.42.0

Total College Ltd. shall, under no circumstances, be liable for any damages or losses arising out of the use or inability to use this software product or any other software product used in conjunction with this software product.

The OneGrade Upgrade software is available by download from <https://totalcollege.co.uk/onegrade-downloads-page/>

Download the file named OneGradeUpgradeFiles_1_x_x_x.zip (approx. 70MB)

Using Windows File Explorer, right click the file and select to unzip this file to a new folder. After unzipping the file you will see three folders:



Name	Date modified	Type	Size
ClientUpgrade	26/08/2020 14:00	File folder	
ServerDatabaseUpgrade	26/08/2020 15:18	File folder	
WebInstallUpgrade	27/08/2020 07:14	File folder	

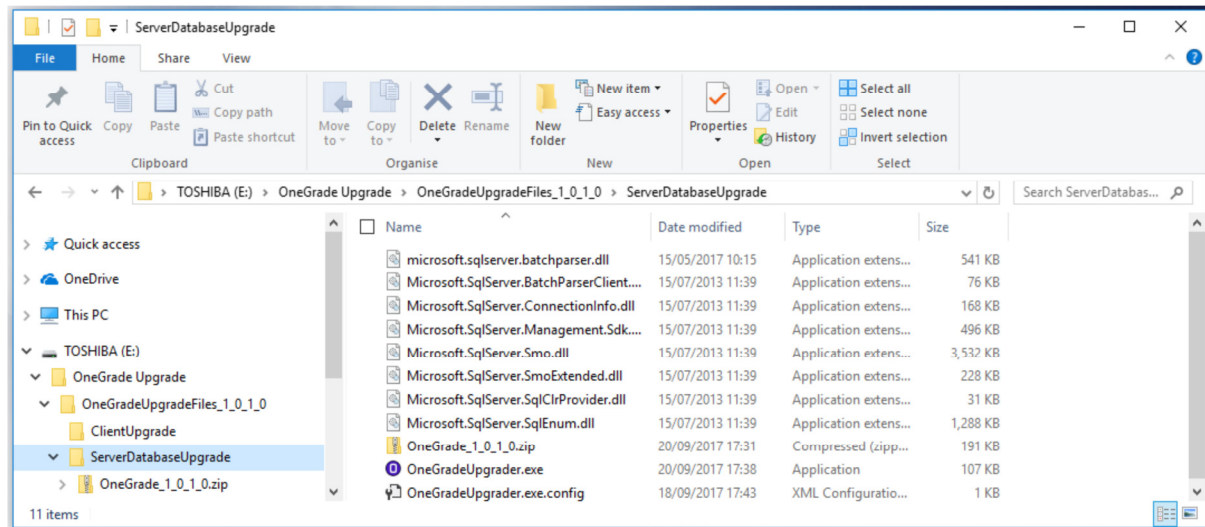
The folder “ClientUpgrade” contains the msi file required to upgrade the OneGrade Client software on each Client PC.

The folder “ServerDatabaseUpgrade” contains the files requires to upgrade the OneGrade database on the SQL Server.

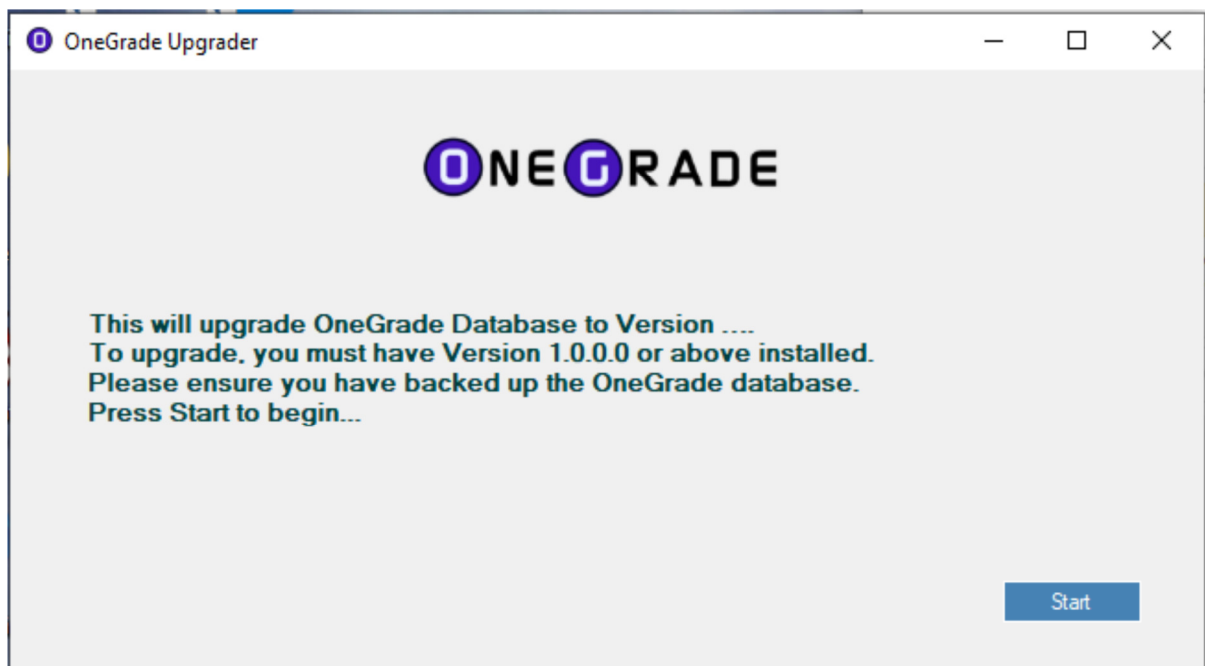
The folder “OneGradePlusInstallUpgrade” contains the files requires to install / upgrade the OneGradePlus Web Application on an IIS Server. Please refer to the separate OneGradePlus Installation and Configuration guide supplied alongside this guide.

Server Upgrade

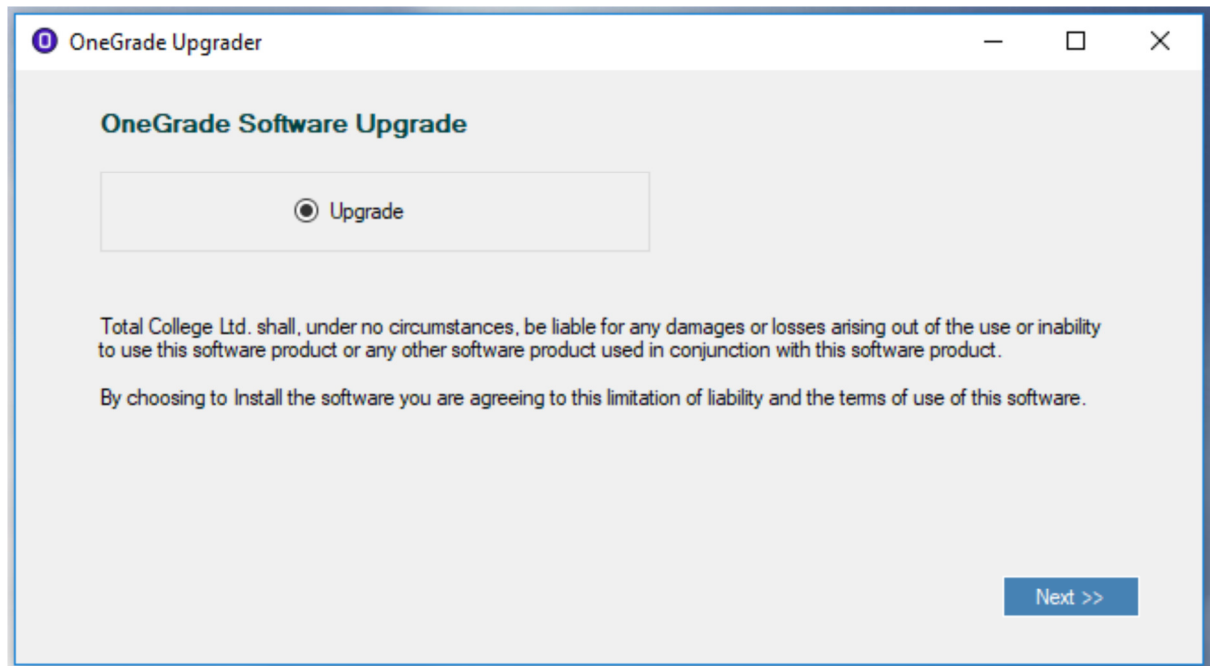
Using Windows Explorer, Click the folder “ServerDatabaseUpgrade”. You will see a set of files:



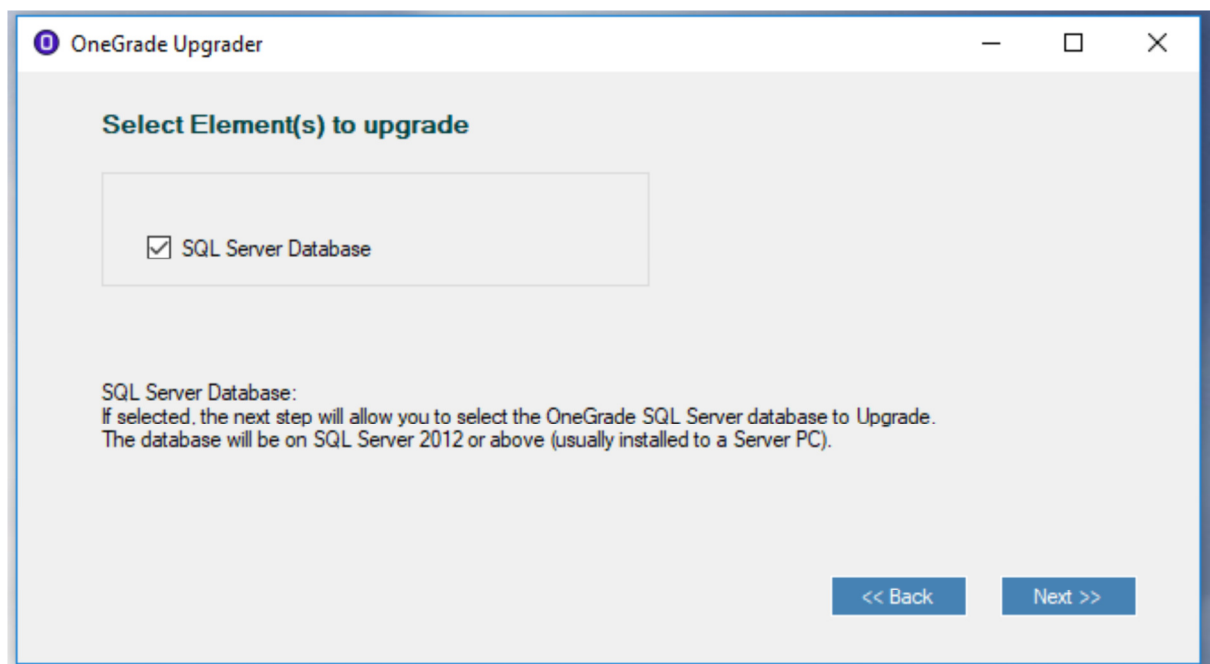
Click on the file OneGradeUpgrader.exe (Note that you may not see the .exe extension depending on your File Explorer settings) and the OneGrade upgrader will open.



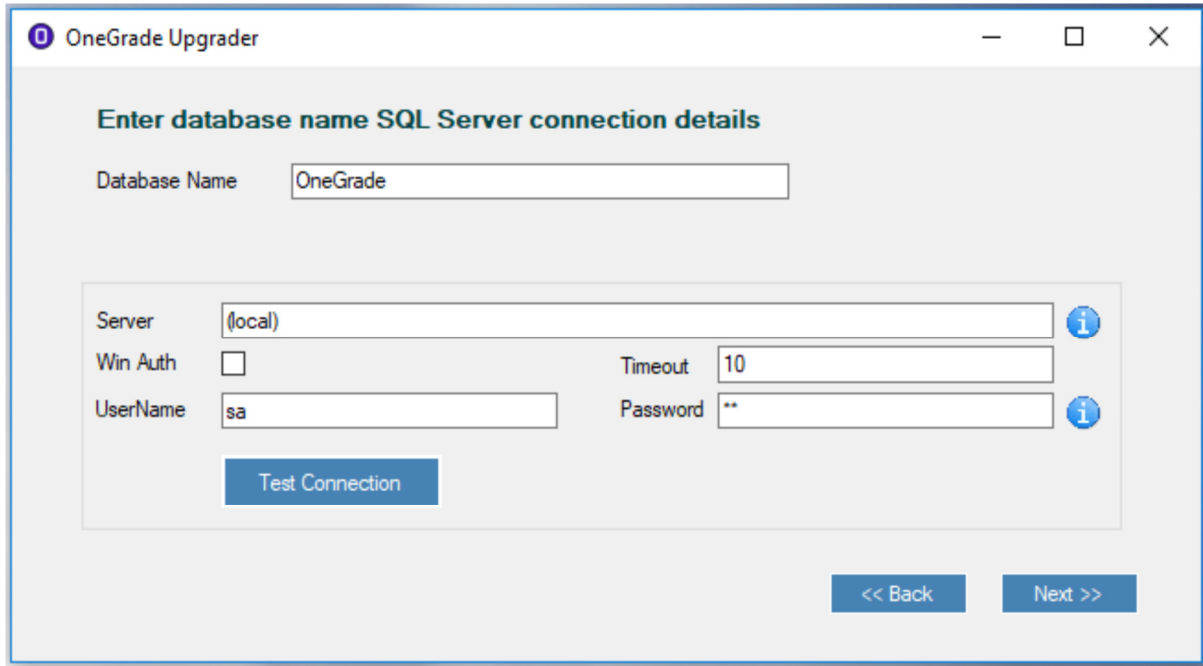
When you press the start button, it will unpack the files it needs to carry out the installation. This will only take a few seconds. Ensure that you have at least 100MB of space available for this.



Choose to upgrade the Software. Please note that by selecting to upgrade the software, you understand and agree to the terms of use as described. Press **Next>>** to continue.



On this screen, select to upgrade the SQL Server Database.



The screenshot shows a window titled "OneGrade Upgrader". Inside, there is a section titled "Enter database name SQL Server connection details". Below this title, there is a "Database Name" field with the value "OneGrade". Below that, there is a "Server" field with the value "(local)", a "Win Auth" checkbox which is unchecked, a "Timeout" field with the value "10", a "UserName" field with the value "sa", and a "Password" field with two asterisks "**". There are information icons (i) next to the "Server" and "Password" fields. A "Test Connection" button is located below the "UserName" and "Password" fields. At the bottom right of the window, there are two buttons: "<< Back" and "Next >>".

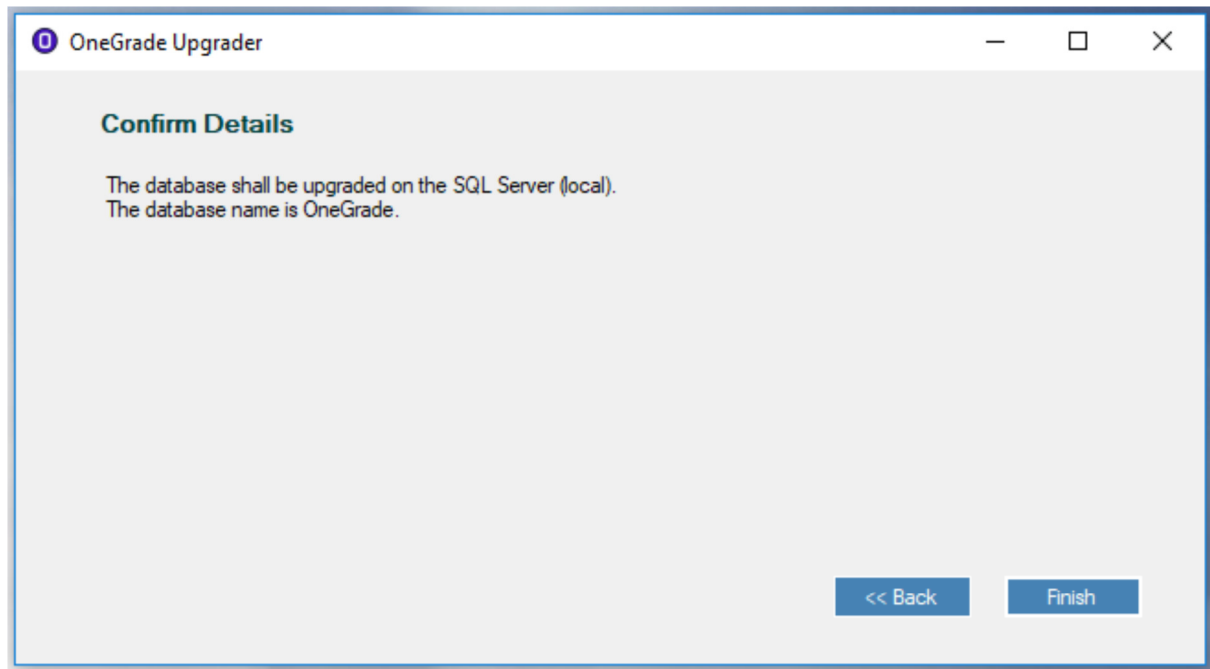
By default, the *Database Name* is OneGrade. You may choose to upgrade a OneGrade database that has been installed under a different name.

In the *Server* box, enter the name of the SQLServer. If you wish to install the database to a SQL Server instance then use the format [ServerName]\[ServerInstance]. If you are not connecting via the default port 1433, you must specify the port number assigned to the SQL Server. Use the format [ServerName][ServerInstance], xxxx or [ServerName],xxxx. Instead of a named *Server*, you may use the IP Address instead.

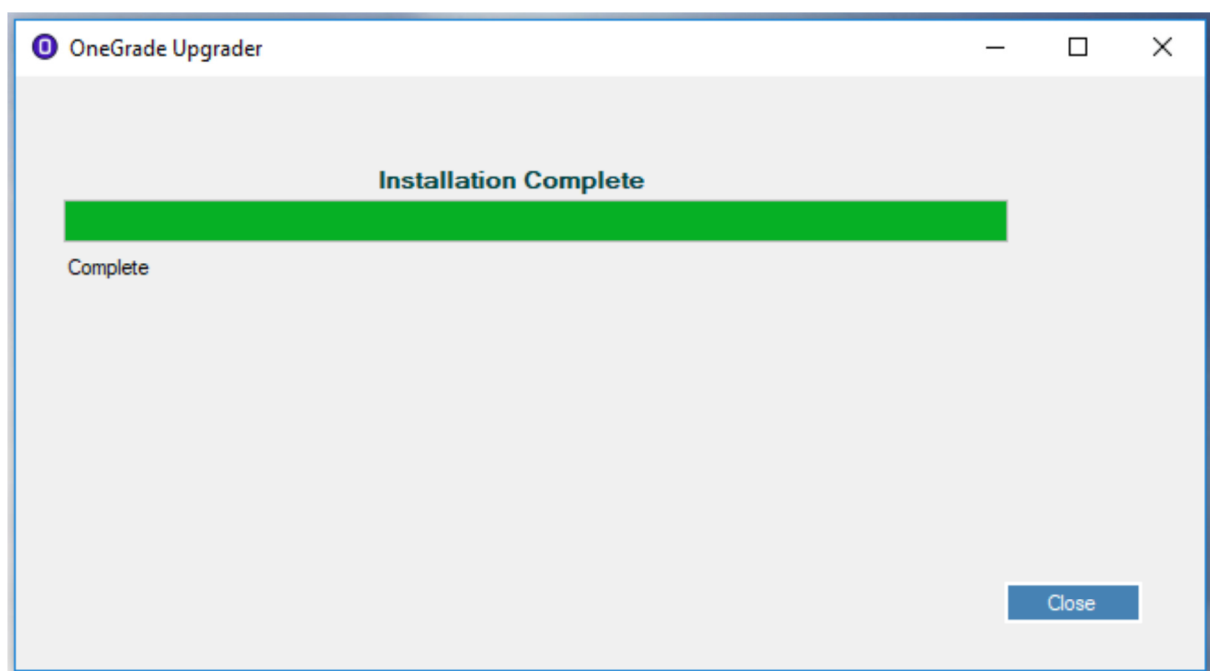
You may choose to connect via Windows Authentication (*Win Auth*) using the username you are currently logged onto the PC as, or use a SQL server *UserName* and *Password*. You must use an account with sufficient permission to update objects within the database and set permissions. The "sa" account is recommended.

Once the details have been provided, you must press the **Test Connection** button. This will test that the database is a valid OneGrade database and that the database version can be upgraded.

If a connection is valid, it will confirm this and the **Next>>** button will be enabled.



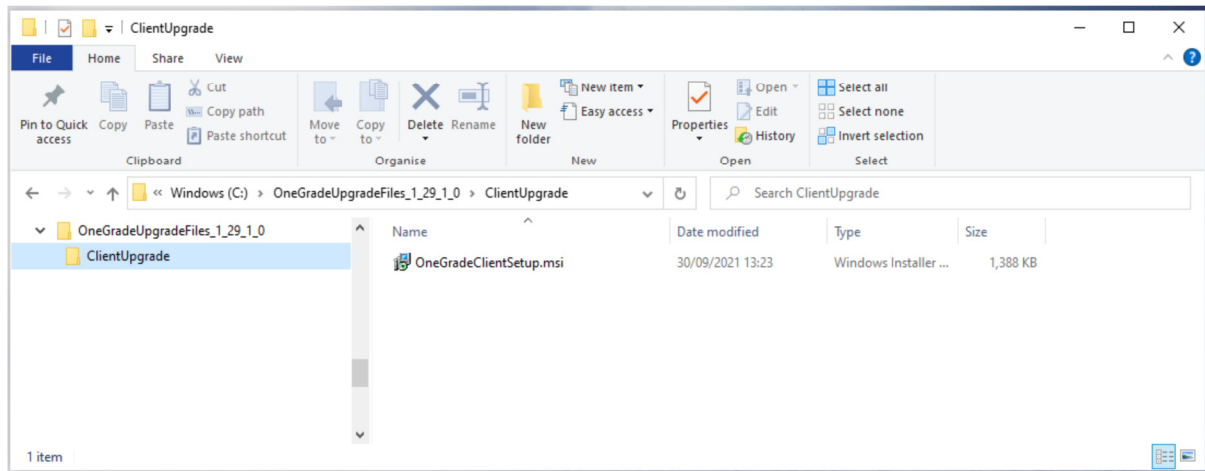
The next screen confirms a summary of your upgrade choices. To upgrade the database, press the **Finish** button. The upgrade will typically take less than a couple of minutes.



Pressing **Close** will close the installer and remove the unpacked file folder and its contents.

Client Upgrade

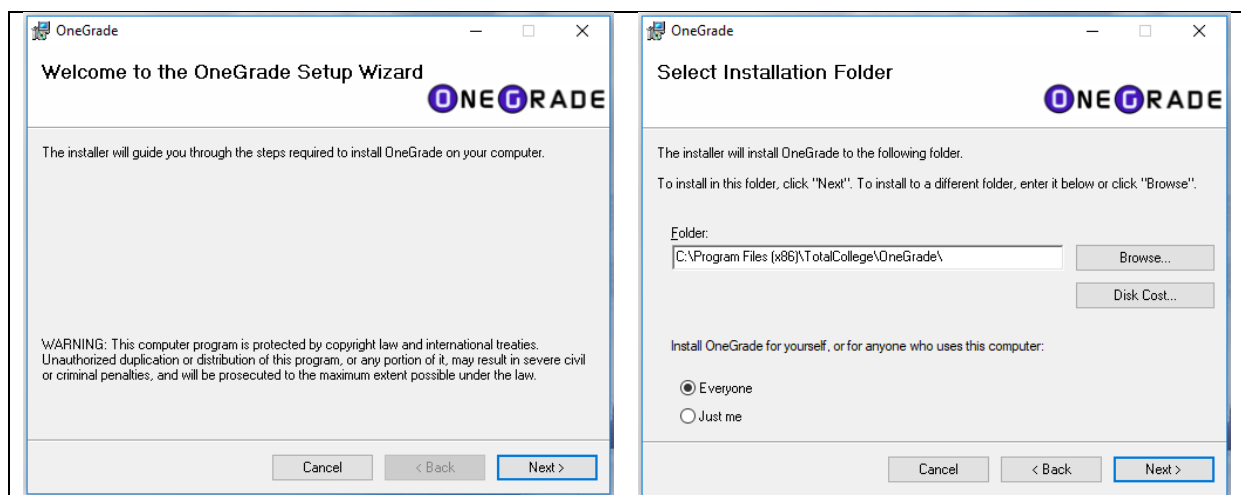
Using Windows Explorer, Click the folder “ClientUpgrade”. You will see the file:



The File “OneGradeClientSetup.msi” is used to install or Upgrade the Client Application onto each client PC that will use OneGrade. An existing Client installation will be updated.

The Client Application must be installed on a PC running Windows 7 or above. It requires .NET 4.5.2 which will be available on all PCs running Windows 7 or above as long as windows updates have been applied since 2014.

Click on the file OneGradeClientSetup.msi (Note that you may not see the .msi extension depending on your File Explorer settings) and the OneGrade Client Setup installer will open. Follow the setup wizard by pressing the **Next >** button.



The default location for the installed files is “C:\Program Files (x86)\TotalCollege\OneGrade”. You may change this if necessary.

After confirming the Installation Folder, you will be asked if you want to make changes to the PC. Answer *Yes* to this question to proceed with the installation.

The following Client files will be installed to this *Client Files Path* location:

OneGrade.exe, OneGradeImportLib.dll, OneGrade.exe.config, OneGrade256trans.ico

In addition, the file **DatabaseConnection.xml** will be installed to:

C:\ProgramData\TotalCollege\OneGrade

A Common Start Menu file **OneGrade.Ink** will be installed to:

C:\ProgramData\Microsoft\Windows\Start Menu\Programs\TotalCollege\OneGrade

And a desktop shortcut file (**OneGrade.Ink**) will be installed to:

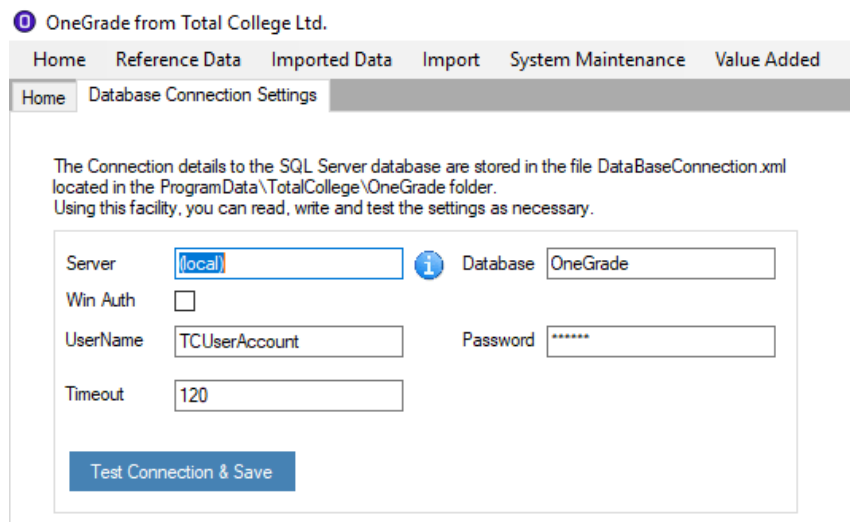
C:\Users\[UserName]\Desktop

Note that the C:\ProgramData folder is, by default a *hidden* folder. Use your Windows File Explorer settings to “show hidden files and folders” if you need to navigate to a file in this location.

Starting the OneGrade Client Application for the first time

When you have installed the OneGrade Client successfully, there should be a shortcut on the desktop. Alternatively, you can use the Windows Start Menu to locate the OneGrade Application.

When you start OneGrade, if it cannot locate the database, it will open the application on the Database Connection Settings screen:



OneGrade from Total College Ltd.

Home Reference Data Imported Data Import System Maintenance Value Added

Home Database Connection Settings

The Connection details to the SQL Server database are stored in the file DataBaseConnection.xml located in the ProgramData\TotalCollege\OneGrade folder. Using this facility, you can read, write and test the settings as necessary.

Server: (local) Database: OneGrade

Win Auth: ☐

UserName: TCUserAccount Password: *****

Timeout: 120

Test Connection & Save

Using this screen, enter the correct details for the Server and Database.

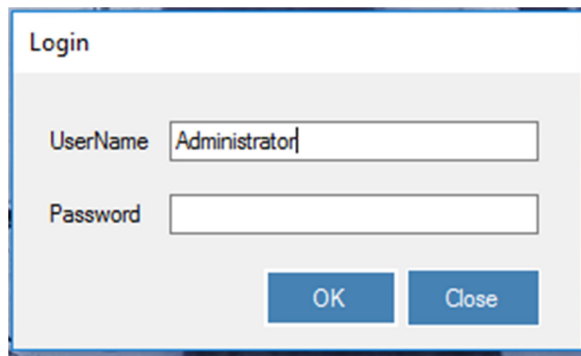
It is advisable to set the Timeout to be at least 600 (10 minutes).

The TCUserAccount is an account created by the installer with the appropriate permissions set on all of the database objects.

When the connection has been successful, you will be asked to restart.

If there is no licence key or if it is invalid or expired, you will be informed and asked to enter a new licence key. OneGrade will open showing the Licence Key Maintenance Screen so you can do this. Licence keys are supplied directly by Total College Ltd.

When OneGrade is first used, you will be prompted to log in. The installer will create an *Administrator* account. There is no password.

A screenshot of a Windows-style login dialog box titled "Login". It contains two input fields: "UserName" with the text "Administrator" entered, and "Password" which is empty. Below the fields are two buttons: "OK" and "Close".

It is recommended that you set a password using the User Accounts screen at the first available opportunity. You may also set up other accounts using this screen, and if you choose to, enable Windows Authentication by adjusting the setting using the "System Settings – Flags" screen.