

Setting up a Backup of Transaction Logs and Shrinking Job

These instructions are intended to aid Maplewood users in setting up a job in SQL Server to back up, then shrink, the transactions for SQL Classroom Manager databases.

As recommended, please change all SQL databases to create transactions (please see Technical Article entitled "Setting the Recovery Model to Full").

Once transaction are being created, any Maplewood backups that include Classroom Manager will start to become very large and take an inordinate amount of time to restore. To prevent this, a job must be set up in SQL Server to back up the transactions then shrink them. Please make a note of where the backups and logs are kept. These files are not included in the Maplewood backup file and Maplewood support may ask for them in order to investigate an issue.

1. In SQL Server Management Console click on Management Folder
2. Right Click on Maintenance Plans Folder
3. Select Maintenance Plan Wizard. Click Next.
4. Enter a name for the Maintenance Plan. Click Next.
5. Select Maintenance Tasks: Select Shrink Database and Back Up Database (Transaction Log). Click Next.
6. Select Maintenance Task Order: Select Shrink Database and Click Move Down... Button. This will cause the backup to occur before the shrinking. Click Next.
7. Define Back Up Database (Transaction Log): Click Databases drop down and Click Select These Databases: Then Check the databases whose transactions you wish to back up and shrink. (see figure 1) Click OK.

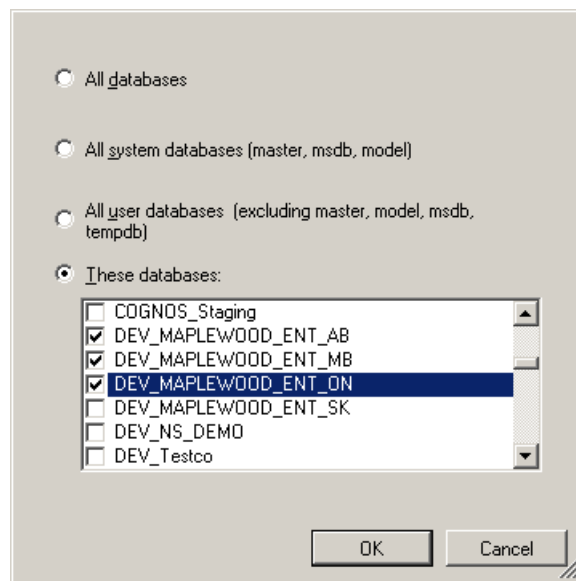


figure 1

8. Select Create a backup file for every database. (see figure 2)
9. Make note of the path in the Folder field. The backup will be stored here. You can click the Browse ("...") button to change the location if you wish. Check Verify backup integrity (see figure 2). Click Next.

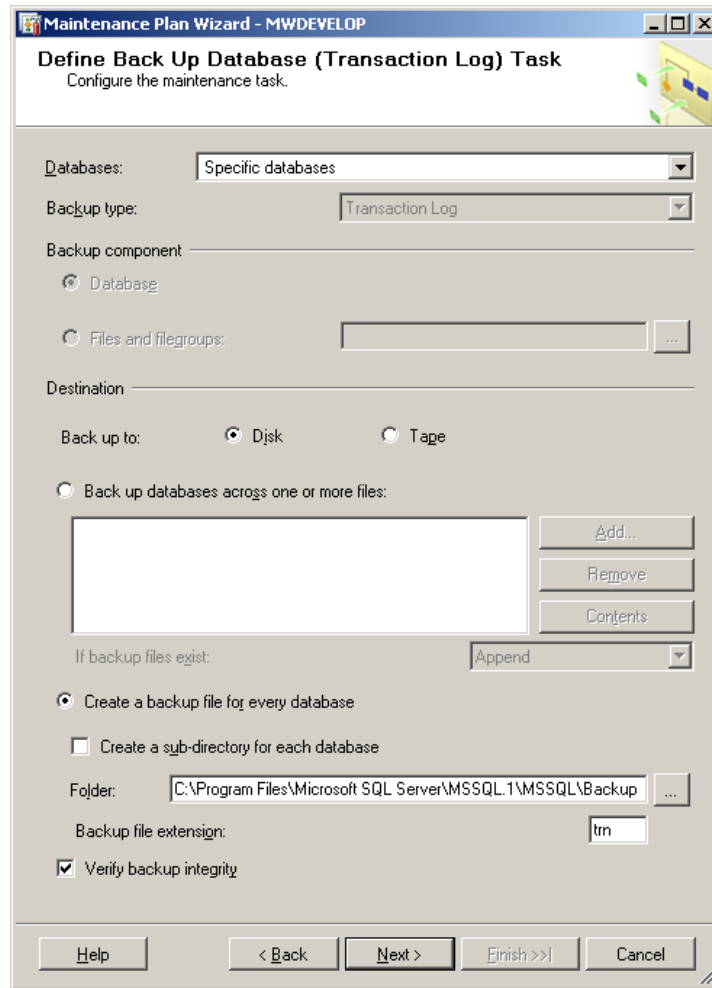


figure 2

10. Define Shrink Database: Click Drop Down Arrow and select Specific Databases (see figure 3). Make sure you select the same databases that you chose to backup the transaction logs for.

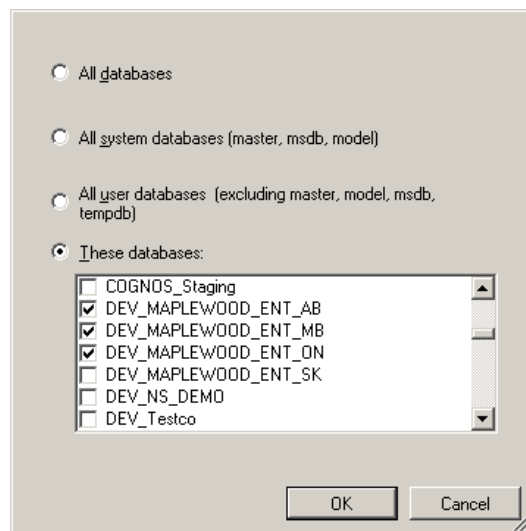


figure 3

11. Leave the rest of the values as the defaults for the Define Shrink Database Task Form. Click Next.
12. Select Plan Properties: Click Change Button
13. Enter a Name for the Job. Leave Schedule Type as Recurring.
14. Select how frequently you want this to happen. It is recommended to select Daily.

15. Under Daily Frequency select Occurs Once At, and select a time when there will be little to no activity such as 2:00 am. Click OK.

New Job Schedule

Name: Maintenance Plan Jobs in Schedule

Schedule type: Recurring Enabled

One-time occurrence

Date: 10/27/2008 Time: 1:35:01 PM

Frequency

Occurs: Daily

Recurs every: 1 day(s)

Daily frequency

Occurs once at: 2:00:00 AM

Occurs every: 1 hour(s) Starting at: 12:00:00 AM

Ending at: 11:59:59 PM

Duration

Start date: 10/27/2008 End date: 10/27/2008

No end date

Summary

Description: Occurs every day at 2:00:00 AM. Schedule will be used starting on 10/27/2008.

OK Cancel Help

figure 4

16. Click the Next Button twice and then click Finish.