

CWCS Setup Guide for PowerSchool



Coursework Completion System Setup for PowerSchool

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Coursework Completion System Setup for PowerSchool

Coursework Completion Report Overview

Wisconsin School Districts will be required to provide a new Data submission (thru ISES) for the 2010-2011 School year. This is being called the *Coursework Completion System*.

It will replace the majority (The 1st tab 'Course Offerings'), of the PI-1215 Course Offerings report for the 2010-2011 school year. See the DPI CWCS presentation from 9/30/2010 for specific information.

The Coursework Completion System will comprise 2 files (for each DPI reporting school in your district), the first being course and teacher file and second is the student file. They will contain information for courses, teachers and students in grades K3-12 assigned to a specific section, course, and/or teacher. This includes early childhood, elementary curriculum, alternative education, special education, and project based educational programs.

A reporting function has been added to PowerSchool to create both the Course & Teacher file and the Student File. They are located on the State Reports tab under the ISES Reports area.

A DPI email of 2/11/2011 stated the CWCS Site would open on 3/14/2011 for submitting your files.

To gather CWCS documents from the DPI CWCS site, see Appendix C. DPI has also posted the live meeting content from these presentations that you can view if you did not get a chance to attend them. You should also review the site for updates on a regular basis as our first collection period approaches.

The CWCS site will also have all live meetings posted in advance so that you can add them to your calendar. DPI has been sending emails to the designated person(s) in your district regarding these live meetings.

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Course Information

CWCS will require information specific to your Courses as part of the Course and Teacher submission. You will need to obtain the DPI Master Course List in order to accurately prepare your course definitions in PowerSchool. Obtain this from the CWCS link in Appendix C. This will require input from your district's curriculum department or other relevant staff. DPI also has education consultants available to assist your district with these associations. All applicable courses will need the CWCS Course Code field updated with the appropriate *Wisconsin Course Code*.

In the District Office>Setup/District/Scheduling/courses
OR In a specific school>Setup/School/Scheduling/courses

1. Update the CWCS Course Code field with the appropriate Wisconsin Course Code.
2. The remaining fields on this page are not required and are only updated when they are applicable to a specific course.
 - The DPI CWCS Presentation from 9/23/2010 has detailed definitions of these fields (Appendix C)
 - For the 2010-2011 school year ONLY of CWCS DPI has stated that at the Elementary/Middle School level you can get by submitting just one course record using the 22E01G – General Studies miscellaneous option.

Wisconsin State Information	
DPI Category	<input type="text" value=""/>
CWCS Course Code	<input type="text" value="02053G"/>
Academic Service Learning	<input type="checkbox"/>
Dual Enrollment Credit	<input type="text" value=""/>
Alternative Education Program	<input type="text" value=""/>
Equivalency	<input type="text" value=""/>
World Language	<input type="text" value=""/>
Local Course Title (Do not use special characters)	<input type="text" value="If you wish to convey additional information to CWCS regarding this course enter it here"/>

- You can also export your current courses and update the CWCS fields in a spreadsheet application and then import back to PowerSchool, see Appendix B (pg.12).
- The CWCS application will combine your “Course Name” and any text entered in “Local Course Title” It will only upload up to 100 characters as per DPI specifications.
- See Appendix A for the PowerSchool Field names.
- DPI Category and Alternate Course Number no longer need to be maintained.

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Section Information

CWCS will require information specific to your Sections as part of the Course and Teacher submission.

1. Select Setup>School/Scheduling>Sections.
2. Select the appropriate teacher role for this section.
3. "Grades Are" If the class is not graded on a 4.0 scale, select the appropriate grading policy that applies to this class (see pg. 7 Grade Earned). The option "Exclude this class from reporting" is used when the course is setup to be reported AND you wish to exclude this specific class from reporting.
4. If you have more than 1 teacher instructing this class enter the Staff ID and select the appropriate Teacher Role for the 2nd teacher fields. This is the ID entry from Staff>Teachers>Edit Information.
5. If you have students in a wide range of grade levels, you may need to use the CWCS Reporting Term option to indicate when the class is to be reported. If ALL the sections for a specific scheduling term will be reported the same, you DO NOT need to use this option. See the following page for an example of when this is needed.
6. The remaining CWCS fields on this page are not required and are only updated when they are applicable to a specific section.

Edit Section

Field	Value
Course Name	Algebra
Course Number	<input type="text" value="MAT1100"/>
Term	<input type="text" value="Semester 1"/>

The CWCS fields are shown at the bottom, under Wisconsin State Information.

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Wisconsin State Information

Teacher Role	Single Teacher <input type="button" value="v"/>
Classroom Type	Multiple <input type="button" value="v"/>
Distance Education	<input checked="" type="checkbox"/>
Virtual Online Ed	<input checked="" type="checkbox"/>
Project Based	<input checked="" type="checkbox"/>
Bilingual/ESL	Bilingual <input type="button" value="v"/>
Grades Are	<input type="button" value="v"/>
Second Teacher Staff ID	<input type="text"/>
Second Teacher Role	<input type="button" value="v"/>
CWCS Reporting Term	Semester <input type="button" value="v"/>

SectionID: 5623
 * Section numbers must be unique among sections of the same course for a given school year.

- The DPI CWCS Presentation from 9/23/2010 has detailed definitions of these fields (Appendix C).
- You can also update the CWCS fields for your sections thru DDA; see Appendix B (pg.16).
- See Appendix A for the PowerSchool Field names.
- If you have students in a wide range of grade levels, you may need to use the CWCS Reporting Term option to indicate when the class is to be reported. If all the sections for a specific scheduling term will be reported the same, you DO NOT need to use this option.

EX You have semester length classes, but students in grades 6-8 will need to report quarterly and students in grades 9-12 will report on a semester basis.
 Sections for grades 6-8 set to Quarter, Sections for grades 9-12 set to Semester

EX You have semester length classes, but students in grades PK-5 will need to report quarterly and students in grades 6-8 will report on a semester basis.
 Sections for grades PK-5 set to Quarter, Sections for grades 6-8 set to Semester

You can mass fill your sections using DDA to the most common reporting option and then update sections for which you need to report differently. We would be happy to assist you with this procedure with a support call to our office.

CWCS Reporting Term	Code
SEMESTER	S
TRIMESTER	T
QUARTER	Q
ANNUAL	A

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Teacher Information

CWCS will require information specific to your teachers as part of the Course and Teacher submission. This information may not be available at the school site. This information will be available from the person(s) in your district responsible for your DPI Staffing Reports.

1. Setup>Staff>Teachers>Edit Information.
 2. Enter the Teachers DPI Educator File Number.
 3. Enter the Teachers Legal Last Name.
 4. Refer to the DPI CWCS Presentation for when to enter Former last Name.
- The DPI CWCS Presentation from 9/23/2010 has detailed definitions of these fields (Appendix C)

The CWCS fields are shown below under Wisconsin State Information.

Edit Information - Bryant, Renata L aghs2Bryant

Name (Last, First MI)	Bryant	Renata	L
Staff Status	Teacher		
Status	Current		
Wisconsin State Information			
DPI Educator File Number	88888888		
Legal Last Name	Bryant-Adams		
Former Last Name	Bryant		

- You can also export your teachers and update the CWCS fields in a spreadsheet application and then import back to PowerSchool, see Appendix B (pg.18).
- See Appendix A for the PowerSchool Field names.

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Scheduling your students

CWCS will require scheduling related information for both the Course and Teacher submission and the Student Submission. This will be dependent on class schedules for your students, associated with the DPI course numbers discussed previously. You will need to carefully review your current practices at all schools in your district with what DPI will require to be sure you are in compliance.

Most middle and High schools most likely have an adequate course structure in place as they have been complying with the PI-1215 Course Offerings Report for some time. It is likely they may need to create some new courses and schedule students not accounted for in the past but they should be able to continue with most of their current practices.

Many Elementary schools are now scheduling their students into core subjects to provide for report cards also. Just as with the middle and High schools it may be that only your existing courses need to be updated with the DPI Course Codes and create new ones where appropriate.

For the first year ONLY of CWCS DPI has stated that at the Elementary/Middle School level you can get by submitting just one course record using the 22E01G – General Studies Miscellaneous option.

MBA has a helpful EL Scheduling Setup document “Elementary Setup of Courses & Sections” which can be obtained from our website:

<http://www.mba-link.com/> Select Technical Support and then PowerSchool. This page will also have links to several Pearson Scheduling Documents that are also helpful.

PowerSource has many helpful documents related to scheduling, obtain them at:

<https://powersource.pearsonschoolsystems.com/login.action>

An advanced search on scheduling within PowerSource of the type documentation will return a number of helpful links.

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Grade Earned

The CWCS Student submission will require a grade earned, based on a 4.0 scale for students in grades 9-12 (for 2011-12 and on this will include K-8) in all CWCS relevant courses. If your School(s) already prints report cards and/or transcripts, most setup needed for this requirement should already be in place.

Since this is optional for 2010-2011, grades K3-8, the CWCS Report will give you the option to include Grade Earned in your Student Upload. This option will be removed at the end of this reporting year.

Your current Grade Scale may not be based on a 4.0 scale. You will need to use the Alternate GPA fields to translate your current grade scale to a 4.0 scale. This needs to be done even if your grade scale is a 4.0 grade scale.

1. Select your district office.
2. Select District from Setup.
3. Select Grade Scales from the Grading Functions area.
4. Click Edit Scale for the desired Grade Scale.
5. Click the Grade you wish to edit.
6. Update Alternative Grade Points with the GPA Points for the Grade based on a 4.0 scale.

Grade	Description	Grade Pts	Alt. Grade Pts	Counts in GPA	Added Value	Grad Credit	Teacher Scale	Cut-off Percent	Grade Value
A	Superior	4.000	4.000	Yes		Yes	Yes	96	96
A-	Superior	3.667	4.000	Yes		Yes	Yes	90	90
B+	Good	3.333	3.000	Yes		Yes	Yes	87	87
B	Good	3.000	3.000	Yes		Yes	Yes	83	83
B-	Good	2.667	3.000	Yes		Yes	Yes	80	80

CWCS Grade Earned codes and descriptions

CODE	DESCRIPTION
N.NN	Based on a 4.00 numeric point scale (0.000 – 4.000)
CBC	Competency Based Credit – credit based on the competency level and/or proficiency level achieved (Standards based).
E	Exempt from receiving a grade earned
O	Other – available for grading exceptions ONLY
NA	Not applicable

- The categories of CBC, E, O and NA will default to students in a specific section if the “Grades Are” option has been entered for the section.

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- A helpful link to Grade Earned is <http://www.dpi.wi.gov/lbstat/datagradeearned.html>

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Completion Status

The CWCS Student submission will require a completion status for all Students. This will require you to store a Final Grade for each student, in each CWCS relevant course. If you are already grading your students we will translate the final grade you are currently collecting to the appropriate CWCS completion status.

If you are not currently grading your students you will need to setup a grading scale and Final Grades in PowerSchool. Your Classroom teachers may require instruction on use of the Power Teacher Gradebook application and how to supply a final Grade.

Both the Grade Earned and Completion Status will be derived from the students final Grade issued in PowerSchool (As stored in Historical Grades).

The CWCS Report Interface will prompt you for the Final Grade used at your school and the Grade Codes you use at your school and how you desire to associate them with the categories below.

CWCS Completion Status codes and descriptions

CODE	Description
I	Incomplete status was assigned for a specific course or program
F	Failing status was assigned for a specific course or program
P	Passing status was assigned for a specific course or program
WD	Withdrawal or dropped status was assigned for a specific course or program
NA	Not Applicable

- Obtain the CWCS Presentation from DPI from 9/23/10 for more information (Appendix C).
- A helpful link to Completion Status is <http://www.dpi.wi.gov/lbstat/datacompletionstatus.html>

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Term

The purpose of the CWCS data collection is to collect coursework completed by students based on a term. If a course earns a grade after each quarter, semester, trimester, or annually, then for each completion point a course & teacher and student record are submitted (From the DPI 9/30/201 live meeting FAQ).

“A term is used to measure the length of time required in course hours to achieve a grade and/or credits earned” (From the DPI 9/23/2010 live meeting Handout).

CWCS wants you to report as you publicly report; you will need to consider transcripts and or report cards to make this determination.

CWCS will require Term information for both the Course and Teacher submission and the Student Submission. The CWCS term codes will be different then how PowerSchool handles terms (TermId). The CWCS program will translate the Terms as used in PowerSchool to the proper CWCS term code as shown below.

CWCS Term Codes and descriptions

CODE	DESCRIPTION
1S	1 st Semester
2S	2 nd Semester
1T	1 st Trimester
2T	2 nd Trimester
3T	3 rd Trimester
1Q	1 st Quarter
2Q	2 nd Quarter
3Q	3 rd Quarter
4Q	4 th Quarter
A	Annual
SM	Summer School

- If you schedule courses for a term length that is for less than a quarter, you will need to associate them with one of the above CWCS terms. This should be consistent for all schools in the district and from year to year.

Section ID

CWCS records will require a section id that is unique. PowerSchool already has certain procedures in place to insure unique section ids within a school. To insure unique section ids for submission to CWCS, the Power School CWCS program will combine the

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course number and section number to insure your files will have unique Section IDs. In short you will not have to do anything special with your section ids in PowerSchool.

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Appendix A: Field Names for CWCS Data Elements

The Data elements unique to CWCS are listed below. They can be maintained directly through Power School using the breadcrumbs below or using the procedure in Appendix B.

- These are new fields specific to WI State Reporting, thus are considered custom. A field does not exist until you have entered a value into at least 1 record.

Courses (2) In District Office Setup>District/Scheduling>Courses
 OR At the school level Setup>School/Scheduling>Courses

Field Label	PowerSchool Field Name	Required
CWCS Course Code	WI_CWCSCourseCode	Y
Academic Service Learning	WI_AcadServLearn	N
Dual Enrollment Credit	WI_DualEnroll	N
Alternative Education Program	WI_AltEdProgram	C
Equivalency	WI_Equivalency	N
World Language	WI_WorldLanguage	N
Local Course Title	WI_CWCSCourseTitle	N

Sections (3) Setup>School/Scheduling>Sections

Field Label	PowerSchool Field Name	Required
Teacher Role	WI_TeacherRole	Y
Classroom Type	WI_ClassType	N
Distance Education	WI_DistanceEd	N
Virtual Online Ed	WI_Virtual	N
Project Based	WI_ProjectBased	N
Bilingual/ESL	WI_BilingualESL	N
Grades Are	WI_GradeEarned	C
2 nd Teacher's ID	WI_Teacher2	C
2 nd Teacher's Role	WI_TeacherRole2	C
CWCS Reporting Term	WI_CWCSTerm	C

Teachers (5) Setup>Staff>Teachers>Edit Information

Field Label	PowerSchool Field Name	Required
DPI Educator File Number	WI_DPIEDFileNum	Y
Legal Last Name	WI_TchLast_Name	Y
Former Last Name	WI_TchFormerName	C

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Required - Y=Yes, N=No, C=Conditional

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Appendix B:

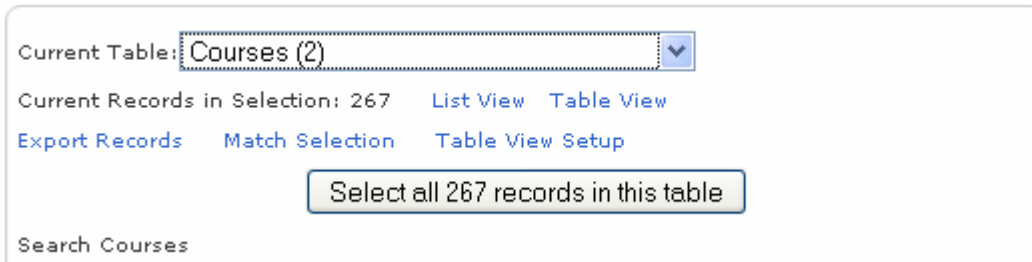
Exporting your current courses and importing to the CWCS fields.

Consider using DDE with the Courses (2) table, exporting your courses, entering the data in a spreadsheet application and then importing back to PowerSchool. This would be a more time efficient approach.

These tasks should only be completed by staff familiar with the PowerSchool DDE utility, Import/Export, managing files and spreadsheet applications. By not carefully following these instructions you run the risk of corrupting data in your PowerSchool application. Thoroughly read and understand all these steps before attempting this procedure.

- Once this data is exported it is important to keep the data in a text tab delimited format. As you will be working with the data in Excel or other spreadsheet application this is important.
- These are new fields specific to WI State Reporting, thus are considered custom. A field does not exist until you have entered a value into at least 1 record.
- If multiple schools are exporting and importing you could over write the work done by other schools. The Course export should be done as 1 export for the entire district to avoid this.

1. Logged into the District Office.
2. Select Setup/System/Direct Data Base Export (DDE)
3. Select the Courses (2) table.
4. Select *all records in this table*



Current Table: Courses (2) [v]

Current Records in Selection: 267 [List View](#) [Table View](#)

[Export Records](#) [Match Selection](#) [Table View Setup](#)

Search Courses

5. Select Export Records

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- Complete as shown below and click *SUBMIT* to export the file.

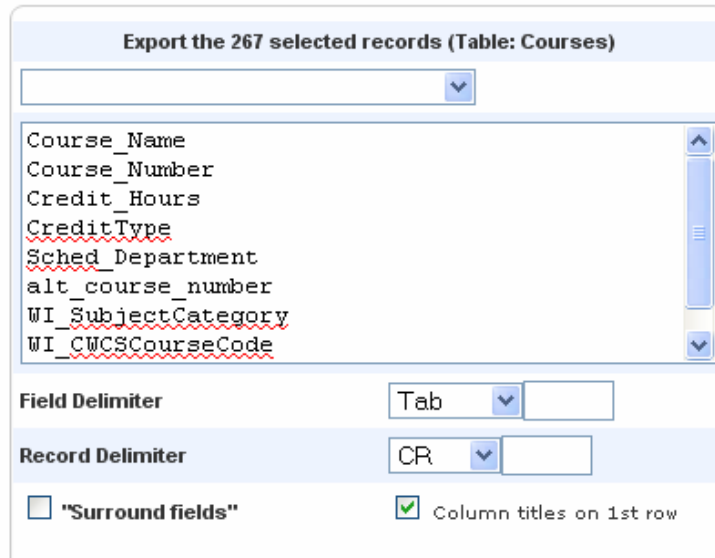
Field Delimiter Tab.

Record Delimiter CR

Select the option for Column titles on 1st row.

- We have included several fields to assist you with maintain the WI_CWCSCourseCode field; they are only here for reference.

Export Records



Export the 267 selected records (Table: Courses)

Course_Name
Course_Number
Credit_Hours
CreditType
Sched_Department
alt_course_number
WI_SubjectCategory
WI_CWCSCourseCode

Field Delimiter Tab

Record Delimiter CR

"Surround fields" Column titles on 1st row

- Download and save your file. Rename the file with a more meaningful name then *StudentExport.txt*, (Ex *CWCScourses.txt*). Future exports from PowerSchool will create files named *studentexport.txt* and you run the risk of overwriting the file you are working with.

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8. Open your file with Excel and update the WI_CWCS CourseCode field with the new *Wisconsin Course Code* for the appropriate courses. Refer to the DPI Master Course list.
 - If you have course numbers with leading zeros, directly opening the file in Excel will strip those leading zeros. This will result in duplicate course numbers, one set with the leading zeros, the others with out. You will need to OPEN your file from Excel to enable the TEXT IMPORT WIZARD to avoid this situation.
 1. Start Excel.
 2. Select Open
 3. Browse; find your file and select OPEN (you must select TEXT FILES for files of Type).
 4. Step1 Indicate your file is delimited
 5. Step 2 for the Delimiters option select TAB.
 6. Step 3 Select the Course Number column and indicate TEXT for COLUMN DATA FORMAT.
 7. Click Finish and should have your fields open in your spreadsheet.
9. Once your spreadsheet is complete you can import back to PowerSchool.
10. Select Functions/Special Functions/Importing & Exporting/Quick Import.
11. Complete as shown below, click the *Browse* button and locate the file you previously exported and updated.

Note: Some options on this page can be dependent on your workstation type.

Option	Value
Table:	Courses
Field delimiter:	Tab
End-of-line marker:	CR
Character Set:	Windows ANSI
File to import:	C:\Documents and Sett... <input type="button" value="Browse..."/>
Suggest field map	<input checked="" type="checkbox"/>
School	District Office

12. Click *Import*.

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13. Complete as shown below and click *Submit*. It is important to map only the indicated fields as shown below.

- Select the Option to exclude first row.
- Select the option to update course records if an imported course number matches an existing course record.

Import Records from an ASCII Text File

Col#	From your file	----->	To PowerSchool
1.	Course Name	----->	Course_Name
2.	Course Number	----->	Course_Number
3.	Credit Hours	----->	
4.	Sched Department	----->	
5.	Alt Course Number	----->	
6.	Wi Subjectcategory	----->	
7.	Wi Cwscoursecode	----->	WI_CWCSCourseCode

Check to exclude first row

The lines below can be used to assign a constant value to field(s) in all of the imported records.

<input type="text"/>	----->	<input type="text"/>
<input type="text"/>	----->	<input type="text"/>

Advanced Import Options

Update course records if an imported course number matches an existing course record.

Submit

14. This is an example of a successful import (errors, if they occur are in red).

1. EL101 1st Grade English; updated: Imported.
2. EL102 1st Grade Math; updated: Imported.
3. EL104 1st Grade Science; updated: Imported.
4. EL103 1st Grade Social Studies; updated: Imported
5. ART300 2D Design; updated: Imported.
6. EL201 2nd Grade English; updated: Imported.
7. EL202 2nd Grade Math; updated: Imported.
8. EL204 2nd Grade Science; updated: Imported.
9. EL203 2nd Grade Social Studies; updated: Imported.
10. EL301 3rd Grade English; updated: Imported.
11. EL302 3rd Grade Math; updated: Imported.

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Using DDA to update the CWCS fields in the Sections table.

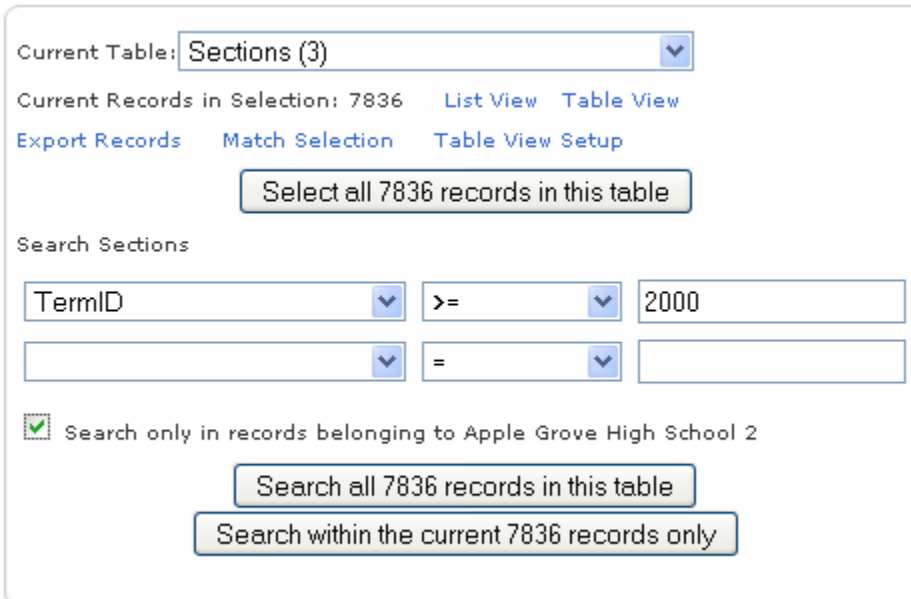
Consider using DDA with the Sections (3) table to mass update the relevant CWCS fields. This would be a more time efficient approach.

These tasks should only be completed by staff familiar with the PowerSchool DDA utility. By not carefully following these instructions you do run the risk of corrupting data in your PowerSchool application.

Thoroughly read and understand all these steps before attempting this procedure.

- These are new fields specific to WI State Reporting, thus are considered custom. A field does not exist until you have entered a value into at least 1 record.
 - We suggest completing these steps at the school level by only 1 user.
1. Logged into a specific school.
 2. Select Setup/System/Direct Data Base Export (DDE)
 3. Select the *Sections (3)* table.
 4. Click the *Select all records in this table* option.
 5. Complete the DDE screen as shown below:

- The TermID Search is for the 2010-11 school year.
- Select the Option to only *Search only in records belonging to the current school.*



Current Table: Sections (3)

Current Records in Selection: 7836 [List View](#) [Table View](#)

[Export Records](#) [Match Selection](#) [Table View Setup](#)

Search Sections

TermID >= 2000

=

Search only in records belonging to Apple Grove High School 2

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6. Click *Search all records in this table*.
7. Your “*current records in selection*” will now reflect only sections for the school you are logged into and for the current year.
8. Select List View; review the sections and TermIDs to insure you completed your search correctly.
9. Switch to DDA.
10. Select Modify Records.
11. Select WI_TeacherRole and enter the CWCS code appropriate for most sections, see below.

CODE	DESCRIPTION
CT	Collaborating Educator – An educator working in collaboration with another teacher assigned to a section.
ME	Monitoring Educator – An educator (teacher, administrator, pupil services personnel) who is assigned to monitor students who are taking courses or enrolled in a program not being taught by a district teacher.
MT	Multiple Teachers – A member of a group of two or more educators assigned to a section and who is equally responsible for curriculum development and assessment.
ST	Single Teacher – The educator assigned to a section who is responsible for curriculum development and assessment.

12. Click Modify Selected Records, the field will update and you will return to the DDA page with your sections still selected.
13. If this class does not receive a final grade where a scale score is available or does not apply, you should consider populating Grades Are (WI_GradeEarned) with the code that is appropriate to those classes (see pg 8, Grade Earned).

CODE	DESCRIPTION
CBC	Competency Based Credit – credit based on the competency level and/or proficiency level achieved.
E	Exempt from receiving a grade earned
O	Other – available for grading exceptions ONLY
NA	Not applicable
EXC	Exclude this section from CWCS Reporting.

14. While not required for 10-11 you should consider updating Classroom type (WI_ClassType) you will then update individual sections for which the option you selected here was not appropriate.

CODE	DESCRIPTION
S	Single – a single grade level classroom. For example; when you have an elementary classroom comprised of all second grade level students.
M	Multiple – a multiple grade level classroom. For example; when you have a high school course and the classroom is comprised of ninth and tenth grade level students.

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15. Click the PowerSchool logo to exit DDA and return to the main page.

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Exporting your current teachers and importing to the CWCS fields.

Consider using DDE with the Teachers (5) table, exporting your teachers, entering the data in a spreadsheet application and then importing back to PowerSchool. This would be a more time efficient approach.

These tasks should only be completed by staff familiar with the PowerSchool DDE utility, Import/Export, managing files and spreadsheet applications. By not carefully following these instructions you run the risk of corrupting data in your PowerSchool application. Thoroughly read and understand all these steps before attempting this procedure.

- Once this data is exported it is important to keep the data in a text tab delimited format. As you will be working with the data in Excel or other spreadsheet application this is important.
- These are new fields specific to WI State Reporting, thus are considered custom. A field does not exist until you have entered a value into at least 1 record.
- If multiple schools are exporting and importing you could over write the work done by other schools. The Teachers export should be done as 1 export for the entire district to avoid this.

1. Logged into the District Office.
2. Select Setup/System/Direct Data Base Export (DDE)
3. Select the Teachers (5) table.
4. Select *all records in this table*
5. Enter the Search shown below

Search Teachers

Status	▼	=	▼	1
StaffStatus	▼	=	▼	1

6. Click *search all Records in this table*.
7. Select Export Records

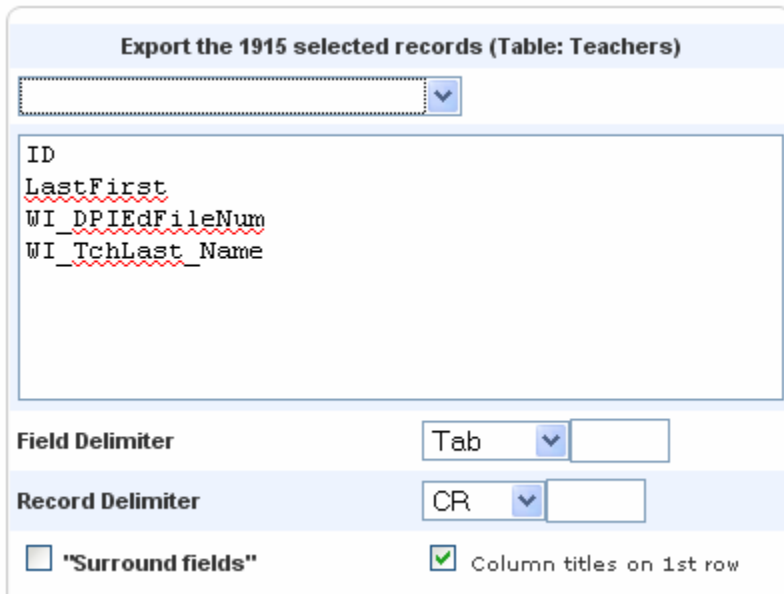
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8. Complete as shown below and click *SUBMIT* to export the file.

Field Delimiter Tab.

Record Delimiter CR

Select the option for Column titles on 1st row.



The screenshot shows a window titled "Export the 1915 selected records (Table: Teachers)". At the top, there is a dropdown menu. Below it, a text area contains the following fields: ID, LastFirst, WI_DPIEdFileNum, and WI_TchLast_Name. Each field name is underlined with a red dashed line. Below the text area, there are three rows of configuration options: "Field Delimiter" set to "Tab", "Record Delimiter" set to "CR", and a checked checkbox for "Column titles on 1st row". There is also an unchecked checkbox for "Surround fields".

9. Download and save your file. Rename the file with a more meaningful name then *StudentExport.txt*, (Ex *CWCSTeachers.txt*). Future exports from PowerSchool will create files named *studentexport.txt* and you run the risk of overwriting the file you are working with.

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10. Open your file with Excel and update the WI_DPIEdFileNum and WI_TchLast_Name fields with the appropriate information.
11. Once your spreadsheet is complete you can import back to PowerSchool.
12. Select Functions/Special Functions/Importing & Exporting/Quick Import.
13. Complete as shown below, click the *Browse* button and locate the file you previously exported and updated.

Note: Some options on this page can be dependent on your workstation type.

Option	Value
Table:	Teachers
Field delimiter:	Tab
End-of-line marker:	CR
Character Set:	Mac Roman
File to import:	C:\Documents and Settings\ [Browse...]
Suggest field map	<input checked="" type="checkbox"/>
School	District Office

14. Click *Import*.

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15. Complete as shown below and click *Submit*. It is important to map the fields as shown below.

- Select the Option to exclude first row.
- Select the option to *Update teacher records if an imported course number matches an existing teacher record*.

Col#	From your file	----->	To PowerSchool
1.	Id	----->	ID
2.	Lastfirst	----->	LastFirst
3.	Wi Dpiedfilenum	----->	WI_DPIdEdFileNum
4.	Wi Tchlast Name	----->	WI_TchLast_Name

Check to exclude first row

The lines below can be used to assign a constant value to field(s) in all of the imported records.

<input type="text"/>	----->	<input type="text"/>
<input type="text"/>	----->	<input type="text"/>

Advanced Import Options

Update teacher records if an imported teacher number matches an existing teacher record.

Submit

16. This is an example of a successful import (errors, if they occur are in red).

Importing: CWCSTeachersimp.txt

1. Accatino, Steve: Imported.
2. Adams, Mark B: Imported.
3. Bazen, Robert: Imported.

- If you have teachers that are setup in multiple schools you will have an import error on these teachers. Only 1 of their records will import, the others will appear in red. You will need to manually update these teachers.

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Appendix C: Links to the Coursework Completion System.

The link below will give you access to the CWCS Overview, The CWCS Course Codes spreadsheet, Interface specifications, Codes and definitions, and materials used by DPI in its presentations on CWCS.

Overview <http://www.dpi.wi.gov/lbstat/cwcsapp.html>

Use the above link to upload your files to CWCS
The 9/23/10 Presentation has helpful definitions of the CWCS Data Elements.
The 9/30/10 Presentation has a helpful CWCS FAQ.

State Reporting Timeline <http://dpi.wi.gov/lbstat/isesdates.html>