



Wisconsin PowerSchool
User's Group Meeting
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*Kalahari Resort, Wisconsin
Dells*

Importing/Exporting

 **Brenner Associates**

PEARSON


Import & Export

Quick Exports

1. Choose **All** under the **Browse Students** section on the main page or search for specific students using Common Searching instructions sheet. You may also run a **Stored Search** to select a group of students to work with.
2. From the drop down at the bottom of the screen, choose **Quick Export**.
3. The following screen will display:

Export the 3 selected students

```
First_Name
Last_Name
Mailing_street
Mailing_city
Grade_Level
```

Field Delimiter: Comma

Record Delimiter: CR

"Surround Fields" Column titles on 1st row

Export DCID

[Fields](#)

Submit

4. Click on **Fields** (underlined blue at the bottom of the screen) to pick fields from a list, or type them in.
5. Pick the fields you wish to see in your export –The sample shows Student last and first name, mailing address and the first and last name of the
Last_name
First_name
Mailing_street
Mailing_City
Grade_level
6. In the drop down box next to Field Delimiter, choose **Comma**
7. Leave Record Delimiter as **CR**.
8. Click **Submit**
9. Save the file with .csv extension (i.e. student_export.csv)
10. Open the file in Excel and format as you wish

Quick Exports to get Birthday Listing

1. Choose **All** under the **Browse Students** section on the main page. From the drop down at the bottom of the screen, choose **Quick Export**.
2. The following screen will display – type in what is listed below:

Export the 2011 selected students

```
last_name
first_name
grade_level
^ (dob;dateformat=mm/dd)
```

Field Delimiter: Comma

Record Delimiter: CR

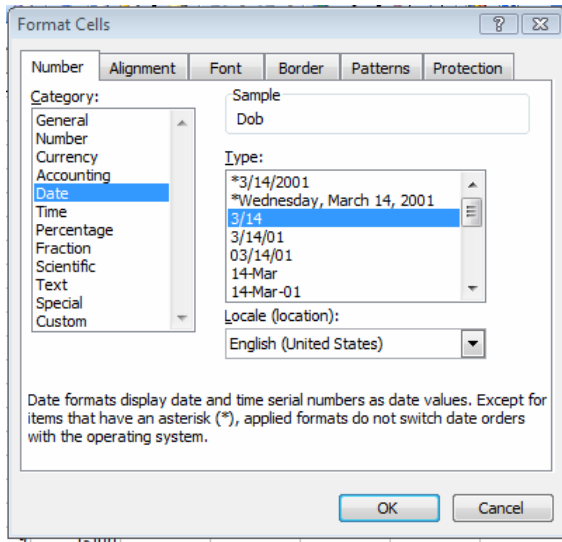
"Surround Fields" Column titles on 1st row

Export DCID

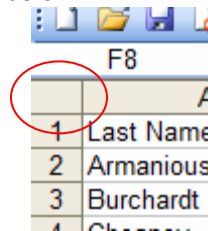
[Fields](#)

Submit

- In the drop down box next to Field Delimiter, choose **Comma**
- Leave Record Delimiter as **CR**.
- Click **Submit**
- Save the file with .csv extension (i.e. Birthday_List.csv)
- Open the file in Excel.
- Highlight the DOB column and click on **Format** (from top menu) and then **Cells**.
- On the Number tab, choose **Date** and then select the type **3/14** on the right hand side – like the screen below:



- Click <OK>.
- Click in the uppermost box in the top left of the screen – this will highlight the entire spreadsheet – as in screen shown below:



- Go up to the top menu and click on **Data** and then **Sort**. In the first sort box, click in the drop down and choose **DOB**.
- Save the file.

List Students

- Choose **All** under the **Browse Students** section on the main page or search for specific students using Common Searching instructions sheet. You may also run a **Stored Search** to select a group of students to work with.
- From the drop down at the bottom of the screen, choose **List Students**.
- The following screen will display:

Report Title (shown at top of page):

Col	Field Name	Column Title
1.	Fields <input type="text" value="Last_name"/>	<input type="text" value="Last"/>
2.	Fields <input type="text" value="First_name"/>	<input type="text" value="First"/>
3.	Fields <input type="text" value="Grade_Level"/>	<input type="text" value="Grade"/>
4.	Fields <input type="text" value="graduation_year"/>	<input type="text" value="Grad Year"/>
5.	Fields <input type="text"/>	<input type="text"/>
6.	Fields <input type="text"/>	<input type="text"/>
7.	Fields <input type="text"/>	<input type="text"/>
8.	Fields <input type="text"/>	<input type="text"/>
9.	Fields <input type="text"/>	<input type="text"/>
10.	Fields <input type="text"/>	<input type="text"/>

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options Gridlines Export

Optional: Sort Field Name Direction

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

4. Enter a Title at the top if you would like.
5. Choose the field you would like to display by clicking the blue **Fields** link to get a list of fields to display.
6. Enter a Column Title if you would like one. This is what will display as a heading for each column on the screen.
7. Do not enter anything in "Padding in Each Cell" and "# Rows in Between Breaks" boxes.
8. Under Other Options, check **Gridlines**.
9. If you would like to sort on a field enter it in the Optional Sort Field Name box.
10. Click **Submit**.
11. The following is a sample output:

Last	First	Grade	Grad Year
Smith	Angela	8	2014
Smith	Dominique	6	2016
Smith	Nolan	7	2015

You can then highlight all the fields and copy and paste them into an Excel file to manipulate as you wish. Or, print them from this screen

Including fields from other tables in Quick Export

Although Quick Export is set up to export fields from the student table- you can also include fields from other tables.

The example below will include the school name in the export

Quick Export

Click Submit

Save the file with a .csv extension

The resulting export looks like this:

	A	B	C	D
1	[39]name	Student Nun	First Name	Last Name
2	West Middle School	24571	Dominique	Smith
3	West Middle School	25839	Nolan	Smith
4	West Middle School	24573	Angela	Smith
5				
6				
7				

How to Use Quick Import

Verify that you are logged in to the appropriate school. If the school is incorrect, click **School** at the top of the page to choose a new school before starting this procedure.

Note: Best practice is to do imports at the school level

1. On the start page, choose **Special Functions** from the main menu.
2. On the Special Functions page, click **Importing & Exporting**. The Importing & Exporting page appears.
3. Click **Quick Import**. The Quick Import page appears.

4. Choose the table that you want to import into from the dropdown
5. Choose the Field delimiter- If you are using a comma delimited file- chose other and type comma
6. Choose WindowsAnsi
7. Browse to find the file that you want to import
8. Note: Leave Suggest Field Map selected- this will give you a chance to map the fields in your file to your PowerSchool fields
9. Click import
10. This screen will appear

Col#	From your file	----->	To PowerSchool
1.	Teacherloginid	----->	TeacherLoginID
2.	Teacherloginpw	----->	TeacherLoginPW
3.	Last Name	----->	Last_Name
4.	First Name	----->	First_Name
5.	Email Addr	----->	Email_Addr

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.

----->

----->

Advanced Import Options

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

11. If any field is not mapping correctly –choose the proper field from the dropdown
12. Click Submit

Helpful tips for importing and exporting

Student Number Field

The student number field is essential to moving all of the data in PowerSchool. This field matches student data to the correct student with absolute certainty. Each student has only one number, and everything in PowerSchool is linked to this number. Thus, you should include the student_number field in all documents that you export. You must include the student number in any document that includes data you want to import into PowerSchool. Keep this in mind when exporting, especially if you want to import the data back into PowerSchool after you have worked with it in your spreadsheet application.

Export..... then Import Data Back in

A good way to make changes to large amounts of data is to use export to bring data out of PowerSchool then use Excel to make changes to columns of data then use import to bring the new information in. Remember when working with student data- always use the student_number field when importing and exporting.

Sample export

To run a class rank list

```
First_Name
Last_Name
^(*classrank method="cum GPA")
```