



Exporting Data

List Students

Create a list of selected students. Print the list from your web browser or export it to another application, such as Microsoft Office Excel, and print it from there. The latter option gives you more flexibility in formatting and is especially helpful with longer lists. Either way, practice creating a short list and viewing it before you print or export. This will help you understand how to create the most useful list.

How to Create a Student List: On the start page, select the group of students. Note: Depending on the selection method you used, the Group Functions page appears either immediately or after selecting students from the Student Selection page. If the Student Selection page appears, choose the function in the next step from the group functions pop-up menu. Click List Students. The Student List page appears.

Report Title (shown at top of page):		Student Information
Col	Field name	Column Title
1.	*count	#
2.	lastfirst	Student
3.	grade_level	GR
4.	dob	Date Of Birth
5.	age	Age
6.	gender	Gender
7.	student_number	Student Number
8.	Ethnicity	Ethnicity
9.	*Period_info;1;teacher_na	1st Period Teach
10.	*DABS;Y1;Format=##0	YTD Attendance
Padding In Each Cell		<input type="text"/> (in points)
# Rows In Between Breaks		<input type="text"/>
Other Options		<input checked="" type="checkbox"/> Gridlines <input type="checkbox"/> Export
Optional: Sort Field Name		Direction
<input type="text"/>		< ▼
<input type="text"/>		> ▼



PowerSchool Basics – Exporting Data

Under Col: Enter the field name. Select any of the fields noted in the field list. Click Field Name to view the entire list of fields.

Column Title: Enter the column title. This may or may not be the same as the field name. For example, if you want to display birthdays on the printed list, title the column as Birthday even though the field name is DOB.

Repeat for each column you want to create for the report. To number the students on the printed list, enter *count in the Column 1 Field Name field.

Padding in Each Cell: Enter the amount of space between the cell and the text in points. **Note:** One point equals 1/72 of an inch.

Rows in Between Breaks: This refers to the number of student names to print before each break in the list. After each break, column titles are printed again. Enter 0 if you do not want breaks inserted.

Gridlines: Select this checkbox to draw lines between rows and columns and to put a border around the list.

Export: Select this checkbox to create the list in another application. If you deselect this checkbox, the list appears in your web browser only.

Sort Field Name: Enter up to three field names to sort items in the selected columns or fields. Select to sort in ascending or descending order. If you select to sort more than one column/field, PowerSchool sorts them in the order listed. **Note:** If you have never sorted a list before, it is a good idea to try different options here to view how items are ordered each time.

Click Submit. The page displays the list. If it is formatted correctly, continue to the next step. If not, click back, make the necessary changes, and click Submit again to preview the revised list.

#	Student	GR	Date Of Birth	Age	Gender	Student Number	Ethnicity	1st Period Teacher	YTD Attendance
1.	Doe, Jane	10	5/30/1991	15 yrs 7 months	F	123456789	W	Lockhart, Margaret	1
2.	Doe, Jane	9	5/19/1992	14 yrs 8 months	F	123456789	H	Allen, Melissa	0
3.	Doe, Jane	9	12/25/1991	15 yrs 1 month	F	123456789	H	Hillis, Shannon	3
4.	Doe, Jane	9	11/18/1991	15 yrs 2 months	F	123456789	W	Gossage, Ken	3

Choose File > Print from your web browser to print the report or copy paste into an Excel file.



Quick Export

Quick Export allows you to pull more fields than list students. Use the export functions to retrieve large amounts of information from the system. Before proceeding with any export, keep the following concepts in mind.

- **Select a Group:** Before you can import or export, you must select a group of students whose records you want to review.
- **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.
- **Enroll Status Field:** The enroll status field indicates a student's current enrollment status, which defines the student's entire basis in school. Enroll status codes include:
 - 0 = Active
 - 1 = Inactive (Pre-registered student. Entry date is in the future.)
 - 2 = Inactive (Students who transferred out of the current school.)
 - 3 = Graduated Students (Students moved to the "Graduated Students" school.)
 - 4 = Imported as Historical

More often than not, the only time you will see this code is if you are working within the database. However, you may encounter the code within the student pages of the application for students with a enroll status other than Active, such as Inactive, Graduated Students, or Imported as Historical. In this case, the code appears at the top of the page. This field is used throughout the application and is a key element in searching or querying students.

- **Field Names:** It is important to spell field names correctly. Case sensitivity is unimportant in field names, but spelling must be exactly as noted on the field list. If you omit the underscore, misspell words, or enter a field name that is different from what exists in the field list, PowerSchool cannot find the field and it will not be imported into or exported from the PowerSchool database. If you do not know how a specific field name is written, click View Field List on the PowerSchool start page.
- **Special Export Codes:** Use special export codes to include a student's GPA or other calculated value in your import or export. For more information



PowerSchool Basics – Exporting Data

about data codes, visit PowerSource. You will need your username and password to log in. If you do not have this information, contact your System Administrator.

Enter the content to include in the report heading using text, some HTML tags, and PowerSchool data codes. For a complete list of field codes, click View Field List on the PowerSchool start page.

Getting started: From the start page search for the group of student needed to export data on, then from the group functions page you can select “Quick Export”.

Note: Alternatively, if you have a current selection of students, you can access this page by choosing Special Functions > Groups Functions.

Or

You can access the page by choosing Special Function > Importing & Exporting > Select Quick Export

Start Page > Special Functions > Importing & Exporting > Quick Export (Last Login: 11/2/2009 at 1:34 PM) Contreras, Flora

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- PowerLunch
- Reports
- Special Functions
- Teacher Schedules

Setup

- Personalize
- PowerScheduler
- School
- Staff
- System
- Dashboard
- Administrator
- PT Administrator
- ReportWorks

Quick Export

Export the 42 selected students

ID
membershipshare
Lastfirst
Last_Name
First_Name
Middle_Name
DOB

Field Delimiter: Tab

Record Delimiter: CR

"Surround Fields" Column titles on 1st row

Export DCID

Fields

Submit

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Export the [#] of selected students: Enter the fields to be included on the exported spreadsheet. Enter as many fields as needed. Only enter one field per line. Separate multiple fields with a hard return. If you need help remembering field names, click Fields at the bottom of the page.

Field Delimiter: Use the pop-up menu to choose how you want the system to separate each field in the export file:



PowerSchool Basics – Exporting Data

- Tab
- Comma
- None
- Other: Enter the delimiter in the blank field.

Record Delimiter: Use the pop-up menu to choose how you want the system to separate each record in the export file:

- CR: Carriage return
- CRLF: Carriage return and line feed
- LF: Line feed
- Other: Enter the delimiter in the blank field.

Surround Fields: Select this checkbox if you want the system to surround each field with quotation marks in the export file. Otherwise, deselect this checkbox.

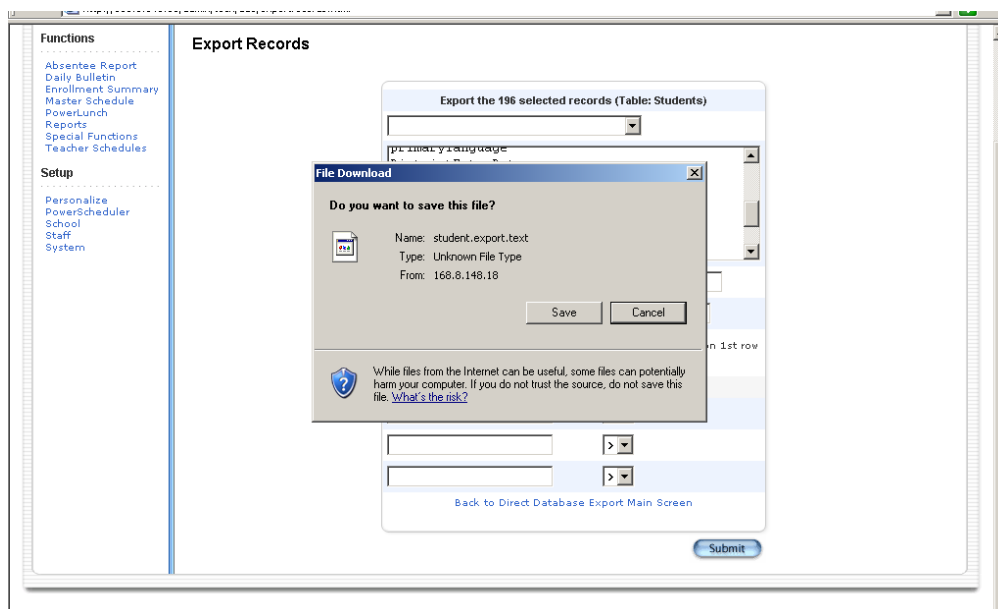
Column titles on 1st row: Select this checkbox if you want the first row of the export file to have column titles indicating the fields included in each column. Otherwise, deselect this checkbox.

Export DCID: Select the checkbox to export the Student table's unique identifier.

Click Submit: For Mac users, the results of the export appear.

For Windows users, continue to the next step.

1. Choose File > Save As....
2. In the Save dialog, specify a name, location, and file type.
3. Click Save. Open the file using a spreadsheet or other application.





PowerSchool Basics – Exporting Data

All of the data is now in Excel, where you can sort and do other various task.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Lastfirst	Enroll Status	Lep	Dateofentryintousa	Dob	Gender	Grade Level	Ethnicity	Primarylanguage	Ga Sped Pae	Ga Migrant	Street	City
2	Doe, Jane	0	N		5/30/1991	F	10	W			N	1234 Anywhere	Buford
3	Doe, Jane	0	N		5/19/1992	F	9	H	26	U	N	1235 Anywhere	Flowery Bran
4	Doe, Jane	0	Y	9/1/1999	12/25/1991	F	9	H	26		N	1236 Anywhere	Buford
5	Doe, Jane	0	N		11/18/1991	F	9	W				1237 Anywhere	Buford
6	Doe, Jane	0	N		9/9/1991	F	9	W			N	1238 Anywhere	Lawrenceville
7	Doe, Jane	0	N		9/22/1989	F	11	W			N	1239 Anywhere	Buford
8	Doe, Jane	0	N		4/15/1989	F	12	W				1240 Anywhere	Buford
9	Doe, Jane	0	N		10/15/1988	F	12	W				1241 Anywhere	Buford
10	Doe, Jane	0	N		10/3/1991	F	9	W			N	1242 Anywhere	Buford
11	Doe, Jane	0	N		11/10/1990	F	10	W			N	1243 Anywhere	Flowery Bran
12	Doe, Jane	0	N		8/16/1990	F	11	M				1244 Anywhere	Flowery Bran
13	Doe, Jane	0	N		9/20/1990	F	10	W			N	1245 Anywhere	Buford
14	Doe, Jane	0	N		9/24/1991	F	9	W			N	1246 Anywhere	Buford
15	Doe, Jane	0	N		3/31/1990	F	11	W			N	1247 Anywhere	Lawrenceville
16	Doe, Jane	0	N		4/15/1992	F	9	H			N	1248 Anywhere	Buford
17	Doe, Jane	0	N		7/20/1990	F	11	W				1249 Anywhere	Flowery Bran
18	Doe, Jane	0	N		2/10/1992	F	9	W			N	1250 Anywhere	Gainesville
19	Doe, Jane	0	Y	3/3/2004	3/7/1992	F	9	H	26		N	1251 Anywhere	Buford
20	Doe, Jane	0	N		2/9/1990	F	11	W				1252 Anywhere	Flowery Bran
21	Doe, Jane	0	N		10/5/1990	F	10	B			N	1253 Anywhere	Buford
22	Doe, Jane	0	N		8/11/1988	F	12	W				1254 Anywhere	Flowery Bran
23	Doe, Jane	0	N		2/23/1991	F	10	W			N	1255 Anywhere	Buford
24	Doe, Jane	0	N		3/21/1989	F	12	H	26			1256 Anywhere	Buford
25	Doe, Jane	0	N		2/23/1992	F	9	W			N	1257 Anywhere	Buford
26	Doe, Jane	0	N		9/17/1988	F	12	W				1258 Anywhere	Alpharetta
27													
28													