

Updating Existing Standards into PowerSchool

About this Document

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This process explains how to update existing Standards in PowerSchool. First, standards that need updating must be EXPORTED (via Data Export Manager), manipulated in a third-party application (i.e. Excel), then re-imported using Data Import Manager.

Introduction

You will need to Export the Standards out using Data Export Manager. The minimum fields that require exporting is the ID, YearID – but you do need other fields that will help you identify which records you are looking at (i.e. Identifier, ParentIdentifier, Name, etc...) plus all the fields that you are wanting to update. Put that export file into a 3rd party application (like Excel) and update the fields you need to update (DON'T EDIT THE 'ID' FIELD). Save the edited file as a tab delimited text file and import into PowerSchool using Data Import Manager.

Fields in the Standards Import File

All fields listed and how they are used (in alphabetic order by field name)

- **ConversionScaleID** – in NC, use the default ScaleID = 399. The internal ID of the conversion scale associated with standards Required for PTPro but really is only used in PTG.
- **Description** – full description of the standard. Can be more verbose than the name.
- **DisplayPosition** – sort order within each level. Determines a non-alphabetical ordering. (How lower level standards roll up to higher level standards.)
- **GradeScaleItemDCID** – the internal ID of the grade scale used with this standard. Required for all standards associated with sections that are using PTPro. Value can be found in LEA > Under Grading > GradeScales.
- **ID** – This field is assigned to each standard as it gets imported for the first time. This field only needs to be used when existing standards need to be UPDATED. In order to find this field value, you will need to export records using Data Export Manager.
- **Identifier** – the 'dot notation' for the standard. Unique identifier used for reporting and for designating assignments.
- **IsActive** – 0 or 1. 0=not active, standard not currently used, 1=active.
- **IsAssignmentAllowed** – 0 or 1. 0=standard NOT to be attached to assignments
- **IsCommentIncluded** – 0 or 1. 1=standard can have comments attached (but not at the assignment level)
- **IsExcludedFromReports** 0 or 1. 1=standard IS excluded from all reports.
- **LongitudinalID** – Only used if linking a standard to a standard from a previous year. When importing new standards, have the import process create a new longitudinal ID.

- **MaxCommentLength** – 4000-character limit.
- **Name** – Name of the standard for reporting purposes – **400**-character limit. No special characters (i.e. tab characters, 'enter', any kind of indentations – like bullets, etc...)
- **ParentStandardIdentifier** – the 'dot notation' of where current standard rolls up to (Hierarchical identifier of the owning standard).
- **PrimaryCourses** – Aligns the standard to all sections of course numbers listed here. Multiple course numbers can be entered separated by commas with no spaces.
- **SubjectArea** – Used for reporting and filtering purposes.
- **YearID** – A two-digit number that associates the standard with the year it is active.
(i.e. 17-18 = 27, 18-19 = 28)

Required Fields for the Import

- ID
- YearID

Optional Fields

- ConversionScaleID
- Description
- DisplayPosition
- GradeScaleItemID
- Identifier
- IsActive
- IsAssignmentAllowed
- IsCommentIncluded
- IsExcludedFromReports
- LongitudinalID
- MaxCommentLength
- Name
- ParentStandardIdentifier
- PrimaryCourses
- SubjectArea

Update/Import Process

Exporting records first using Data Export Manager. Editing records in a 3rd party application, then re-importing into PowerSchool using Data Import Manager

1. Export records from PowerSchool

Navigation: LEA Level > System > Page and Data Management > Data Export Manager

Note: Can only do this if security roles / permissions allow

a. In the **Select Columns to Export** box:

- i. **Category** - Select **PowerSchool Data Sets** from dropdown list
- ii. **Export From** - Select **Standards: District List** from dropdown list
- iii. Check the names of all the 'required' fields as well as fields you are wanting to export (including fields to be updated and fields that help you identify those records)
- iv. Click **Next**

Data Export Manager

Export My Templates

Select Columns to Export

Category: PowerSchool Data Sets

Export From: Standards: District List

This data set includes records from the Standard table, as well as data from StandardCourseAssoc.

STANDARDS: DISTRICT LIST	Sort	Field	Labels Used on Export	Remove
<input checked="" type="checkbox"/> ID	▲ ▼	ID	ID	—
<input type="checkbox"/> ParentStandardIdentifier			YearID	—
<input type="checkbox"/> LongitudinalID			Name	—
<input type="checkbox"/> ExternalID			Identifier	—
<input checked="" type="checkbox"/> YearID			IsActive	—
<input checked="" type="checkbox"/> Name			GradeScaleItemDCID	—
<input type="checkbox"/> Description				
<input checked="" type="checkbox"/> Identifier				
<input type="checkbox"/> SubjectArea				
<input type="checkbox"/> ConversionScaleID				
<input checked="" type="checkbox"/> GradeScaleItemDCID				
<input type="checkbox"/> IsAssignmentAllowed				
<input checked="" type="checkbox"/> IsActive				

Check boxes for 'required' fields plus all fields to be updated

Next ▶

- b. In the **Select/Edit Records from Standards: District List** box:
 - i. In the **Column Filters** panel
 1. **Filter by YearID** (YearID = The [two digit] YearID of the standards you wish to update)..... filter further if you don't want to update all the current year standards)
Click + sign to add more filters as desired
 2. Ensure radio button **Export Filtered Rows** is selected
 3. This is optional - Click **Show Records** button
 - ii. Click **Next**

The screenshot shows the 'Select/Edit Records from Standards: District List' interface. It includes a 'Built In Filters' section with a 'Course Numbers' list containing '10212X0A', '10212X0GP', '10212X0I', and '10212X0ONL'. Below this is the 'Column Filters' section, which has a table with 'Filter by' and 'Value' columns. The 'Filter by' column has 'YearID' selected, and the 'Value' column has '=' and '27'. A red callout bubble points to the '+' button in the 'Column Filters' section, stating 'School Year 17-18 = YearID 27'. Below the table are radio buttons for 'Export All Rows' and 'Export Filtered Rows', with 'Export Filtered Rows' selected. There are also 'Clear' and 'Show Records' buttons. A red callout bubble points to the 'Show Records' button, stating 'Optional'. At the bottom, there are 'Prev' and 'Next' buttons, with 'Next' highlighted by a red box.

Select/Edit Records from Standards: District List

Built In Filters

Course Numbers

- 10212X0A
- 10212X0GP
- 10212X0I
- 10212X0ONL

Column Filters

Filter by	Value
YearID	= 27

☐ Export All Rows ☒ Export Filtered Rows **Clear** **Show Records**

Field Definitions

Get field definitions for the selected records: **Get Data Dictionary Field Definitions**

Optional

Next

- c. **Export File Name:** - Enter filename ... include .txt as the suffix
- d. **Line Delimiter:** - Select **CR/LF** from the dropdown list
- e. **Field Delimiter:** - Select **Tab** from the dropdown list
- f. **Character Set:** - leave as-is
- g. Check **Include Column Headers** box
- h. Click **Export**

Export Summary and Output Options

Export Summary

Records to Export: 6945

Export Format

Export File Name: StandardsBeforeUpdate.txt

Line Delimiter: CR/LF

Field Delimiter: Tab

Character Set: Windows Ansi

Export Options

Include Column Headers: ☒

Surround "field values" in Quotes: ☐

Prev Save Template Export

- 2. Open the exported file and update the fields as needed. (DON'T EDIT THE **ID FIELD** or the **YEARID FIELD**)
 - a. Save the edited file as a **tab-delimited text file** and give it a different name - something like 'Standards_Updated'

3. Navigate to **Data Import Manager**

Navigation: SYSTEM > PAGE AND DATA MANAGEMENT > DATA IMPORT MANAGER

- a. In **Select Source and Target** box:
 - i. Click **Choose File** button and select your updated Tab-delimited Text file
 - ii. **Import Into:** select **Standards: District List** from dropdown list
 - iii. **Field Delimiter:** select **Tab** from dropdown list
 - iv. **Character Set:** leave as-is
 - v. Click **Next**

Select Source and Target

Source: **Choose File** Standards_Updated.txt

Import Into: **Standards: District List**

Field Delimiter: **Tab** Character Set: **Windows Ansi**

Next >

- b. Make sure all columns are mapped to the correct field
- c. Click **Next**

Map Columns

Select Template

Import File Column	PowerSchool Field
Name	Name
Identifier	Identifier
ParentStandardIdentifier	ParentStandardIdentifier
DisplayPosition	DisplayPosition
IsActive	IsActive
YearID	YearID
PrimaryCourses	PrimaryCourses
SubjectArea	SubjectArea
GradeScaleItemDCID	GradeScaleItemDCID
ConversionScaleID	ConversionScaleID
IsAssignmentAllowed	IsAssignmentAllowed
IsCommentIncluded	IsCommentIncluded
IsExcludedFromReports	IsExcludedFromReports
Description	Description
MaxCommentLength	MaxCommentLength

Save Template

Prev Next

- d. Check the box to 'exclude the first row'
- e. Select radio button for 'Update existing record'
- f. Select radio button for 'Retrieve the Longitudinal ID with the matching Identifier from a previous year'
- g. Click **Import**

Select Options

☒ Check to exclude the first row (contains headers).

If a record in the import file matches an existing record in the database, how would you like that record processed?

☐ Do not process record
 ☒ Update existing record
 ☒ Retrieve the Longitudinal ID with the matching Identifier from a previous year
 ☐ Create a new Longitudinal ID

If a record in the import file does not specify a Longitudinal ID, how would you like to assign one?

- h. wait for the import to complete, or click **Refresh** at regular intervals to monitor the progress

Processed 0 out of 100 records

Failed: 0

Row #	Reason
No records to view	

- i. If any records failed to import, click **Download Failed Records** and correct them before importing again.

Imported: 1

Row #	Result
View 1 - 1 of 1	

View Standards in PowerSchool After the Import

See the list of standards from the LEA level after the import is complete

Navigation: LEA > UNDER GRADING > STANDARDS > LIST STANDARDS

The screenshot shows a web interface titled "Standards:". Below the title is a search bar with a "Search" label and a text input field. To the right of the search bar are two buttons: "Clear" and "Apply". Below the search bar is a list of standards, each preceded by a right-pointing triangle icon. The standards listed are: "CCSS.ELA - NC Common Core ELA Standards 2013", "CCSS.Math - NC Standard Course of Study Math Standards 2014", "NC.ESC - North Carolina Extended Content Standards", and "NCES.ARTS - North Carolina Arts Essential Standards". Above the list of standards are three buttons: "Collapse All", "Expand All", and "New".

You can enter an identifier, parent identifier or any portion of the name of the standard to see a subset of all imported standards

Clicking the triangle next to the name of the content area standards will expand just that subset

Clicking on any of the [blue links](#) opens an edit box and displays the fields associated with that body of content (i.e. subject area, Grade Scale, Conversion Scale, Longitudinal ID, etc....)

Note: The fields in that edit box are editable. Not all changes need to be handled via the import process.