

Templates for Export

NOTE: When retrieving these templates from the webpage, save them on the hard drive of your computer. Do NOT try to open them.

To IMPORT TEMPLATES for Export:

From start page click on System under Setup

The screenshot displays the PowerSchool web application interface. At the top, the user is logged in as 'Lori Ivey' at 'Ben L. Smith High School' for the '12-13 Year' term. The left-hand navigation menu is organized into several sections: 'Functions' (Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, Dashboard, Special Functions, Teacher Schedules), 'Reports' (System Reports, ReportWorks), 'People' (Student Search, Staff Search, Parent Search, Enroll New Student, New Staff Entry, New Parent Entry), 'Federal' (Homeless, Consolidated Federal Data Collection), and 'Setup' (School, System, Personalize). The 'Setup' section is highlighted with a red rectangular box. The main content area, titled 'Start Page', features a search bar with tabs for 'Students', 'Staff', and 'Parents'. Below the search bar are links for 'View Field List' and 'How to Search'. The 'Browse Students' section provides filters for 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' and '9 10 11 12 M F All'. The 'Other Options' section includes links for 'Stored Searches' and 'Stored Selections'. The 'What's New' section contains a link to 'See what's new in the latest feature release of PowerSchool. Read more...'.

Click on the Import Report Template link.

PowerSchool

Welcome, **Lori Ivey** | [Help](#) | [Sign Out](#)

School: Ben L. Smith High School Term: 12-13 Year

Start Page > System Administrator

System Administrator

| Function | Description |
|---|---|
| Assign New Student Numbers | Replaces student numbers with new ones. |
| Attendance Bridge Synchronization | Synchronize one or two-way attendance bridge records. |
| AutoComm Setup | Set up AutoComm functions. |
| AutoSend Setup | Set up AutoSend functions. |
| Average Final Grades | Calculate and store averaged final grades. |
| Calculate Honor Roll | Calculate and store honor rolls. |
| Change Course Number | Changes a course number system-wide. |
| Change School Number | Changes a school number system-wide. |
| Clear Activities | Clears students activities. |
| Copy Master Schedule | Copies the master schedule (sections) from one year to another. |
| Copy School Setup Info | Overwrites existing school information with new information. |
| Custom Fields / Screens | Creates and edits fields and screens for staff and students. |
| Direct Database Export (DDE) | Exports information from database directly. |
| End-of-year process | Closes out and archives student records at end of year. |
| Export Historical Grades | Exports historical grades for current school year. |
| Import Report Template | Imports a report from another system. |

Functions
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

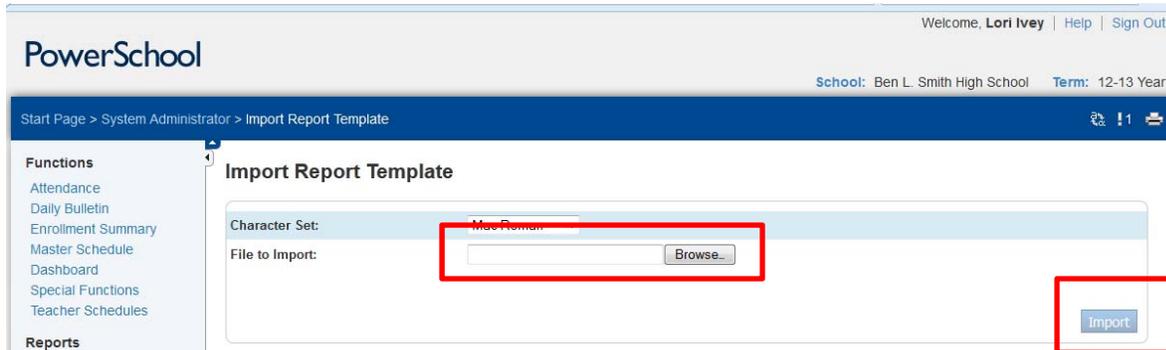
Reports
System Reports
ReportWorks

People
Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

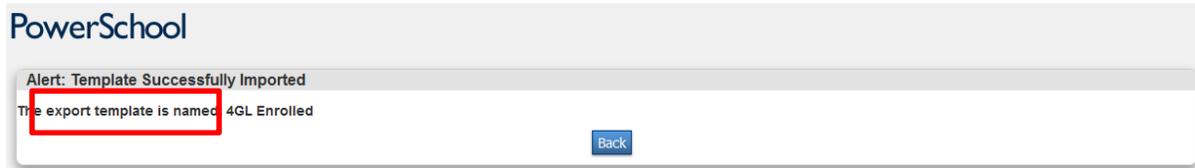
Federal
Homeless
Consolidated Federal Data
Collection

Setup

Click on the Browse button, go to the location you saved the templates, and click ok. Once the desired template has been selected, click the import button.



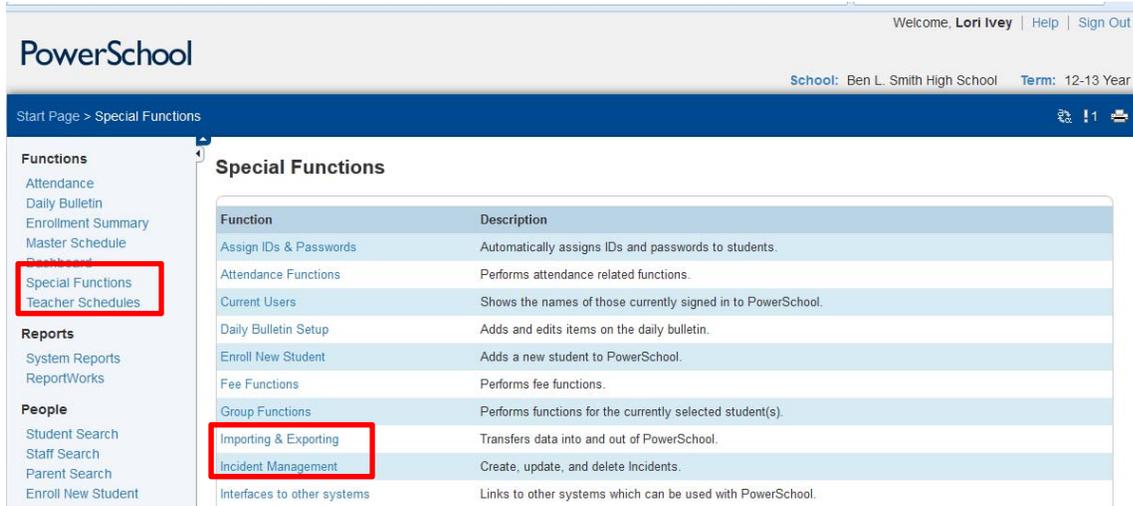
A successfully imported message will appear. This message will state the export template was imported. **These templates will NOT show up under the Reports Menu. You can only select these templates by using the exporting using template option.** Then click the Back button.



Templates for Export

To CREATE REPORTS (data to be exported) FROM THE TEMPLATES:

For Templates for Export, click on Special Function under the Functions menu. Then click on Importing & Exporting link.



Then select the Templates for Exporting link and then select the newly imported template.

The screenshot shows the PowerSchool interface. At the top right, it says "Welcome, Lori Ivey | Help | Sign Out". Below that, it says "School: Ben L. Smith High School Term: 12-13 Year". The breadcrumb trail is "Start Page > Special Functions > Importing & Exporting". On the left is a navigation menu with categories: Functions, Reports, People, and Federal. The main content area is titled "Importing & Exporting" and contains a table of options. The "Exporting" section is expanded, and the "Templates for Exporting" link is highlighted with a red box.

| Importing | |
|---|---|
| Quick Import | Import records from an ASCII text file. |
| Quick Import for State-Specific Extended Tables | Import records from an ASCII text file. |
| Import Using Template | Import using an existing template. |
| Templates for Importing | Set up import templates. |
| Data Import Manager | New import manager with support for importing student email. Additional functionality to be released in future updates. |
| Data Import Queue | View in progress and completed imports. |

| Exporting | |
|-------------------------|------------------------------------|
| Quick Export | Export student data. |
| Export Using Template | Export using an existing template. |
| Templates for Exporting | Set up export templates. |