# Importing New Standards into PowerSchool

## About this Document

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This process goes over how to import NEW standards into PowerSchool

## Fields Associated With Standards

All possible fields 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 the standard …. 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
- **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 the course numbers listed here. Multiple course numbers can be entered using a comma separated list (and 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
- **ConversionScaleID**
- **Description**
- **DisplayPosition**
- **GradeScaleItemDCID**
- **Identifier**
- **IsActive**
- **IsAssignmentAllowed**
- **IsCommentIncluded**
- **Name**
- **ParentStandardIdentifier**
- **PrimaryCourses**
- **SubjectArea**
- **YearID**

Optional Fields
- **IsExcludedFromReports**
- **LongitudinalID ---** not recommended when importing new standards – allow the system to create a new one during the process.
- **MaxCommentLength**

# DPI Provided Spreadsheet

DPI has a spreadsheet containing State-wide standards already listed. Each content area is in its' own worksheet tab in the spreadsheet.

HOWEVER, the spreadsheet CANNOT be imported as-is.

1. Each tab needs to be saved as its' own tab delimited .txt file

2. There are fields that MUST be edited – they need to correspond with the LEA where they are being imported.

   - **GradeScaleItemDCID** - find this value in LEA > GradeScales
   - **YearID –** use appropriate 2 digits for the school year standards are active
   - **PrimaryCourses** – If there are already course numbers in this field – look closely at them. They probably only include the first 5 or 6 characters of the course number. You will have to include your EXACT course numbers that align to those standards.

*Note:* The course numbers (separated by commas and NO spaces) can be copied and pasted to all appropriate standard rows.

## Import Process

1.  Create a Tab Delimited Text import file. Be sure to include all the required fields. Remember to use NC recommended values, LEA level course numbers and LEA grade scale DCID.

2.  Navigate to **Data Import Manager**

    | **Navigation:** SYSTEM > PAGE AND DATA MANAGEMENT > DATA IMPORT MANAGER |
    | --- |

    a. Click **Choose File** and select your Tab Delimited Text import file
    b. For 'Import Into' select **Standards: District List** from dropdown
    c. For 'Field Delimiter' select **Tab**
    d. Leave 'Character Set' as-is
    e. Click **Next**

    **Select Source and Target**

    Source: Choose File  1718_Standards_WorldLang.txt

    Import Into: Standards: District List ▼

    Field Delimiter: Tab ▼  Character Set: Windows Ansi ▼

    Next ►

    f. Make sure all columns are mapped to the correct field
    g. 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 ►

h. Check the option to 'exclude the first row'
i. Select radio button for 'Do not process record' if record exists
j. Select 'Create a new Longitudinal ID'
k. 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<br>○ Update existing record |
| If a record in the import file does not specify a Longitudinal ID, how would you like to assign one? | ○ Retrieve the Longitudinal ID with the matching Identifier from a previous year<br>◉ Create a new Longitudinal ID |

‹ Prev     Import ›

l. Wait for the import to complete, or click Refresh at regular intervals to monitor the progress

Processed 0 out of 100 records    Refresh ▾

Failed: 0

| Row # ⬍ | Reason |
|---|---|
| | |

I◀ ◀◀ Page 1 of 0 ▶▶ ▶I 50 ▼    No records to view

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

Imported: 1

| Row # ⬍ | Result |
|---|---|
| | |

I◀ ◀◀ Page 1 of 1 ▶▶ ▶I 50 ▼    View 1 - 1 of 1

Download Failed Records

To examine the failed records 'failed rows', match the failed record row numbers to the original spreadsheet row numbers.

**Failed: 487**

| Row # ⬍ | |
|---|---|
| 3 | Invalid course number |
| 4 | Invalid Parent Identifier |
| 5 | Invalid Parent Identifier |
| 6 | Invalid Parent Identifier |
| 7 | Invalid Parent Identifier |
| 8 | Invalid Parent Identifier |
| 9 | Invalid Parent Identifier |
| 10 | Invalid Parent Identifier |
| 11 | Invalid Parent Identifier |

| | Name | Identifier | ParentStandard Identifier | Display Position |
|---|---|---|---|---|
| 1 | | | | |
| 2 | North Carolina Science Essential Standards 2013 | NCES.SCI | | 1 |
| 3 | Kindergarten Science | NCES.SCI.K.2013 | NCES.SCI | 2 |
| 4 | Forces and Motion | NCES.K.P1 | NCES.SCI.K.2013 | 3 |
| 5 | motions of objects and organisms observed in the… | NCES.K.P.1 | NCES.K.P1 | 4 |
| 6 | various objects observed in the classroom an… | NCES.K.P.1.1 | NCES.K.P.1 | 5 |
| 7 | objects and organisms move (to include fallin… | NCES.K.P.1.2 | NCES.K.P.1 | 5 |
| 8 | Matter: Properties and Change | NCES.K.P2 | NCES.SCI.K.2013 | 3 |
| 9 | described based on their physical properties and h… | NCES.K.P.2 | NCES.K.P2 | 4 |

# 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



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.