

Modify Existing Sections to Use PTPro

About this Document

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This process uses DDE and DDA to update the Sections table in PowerSchool so existing sections can use PowerTeacher Pro. You must search for specific sections so as to NOT update ALL sections in the table.

1. Navigate to **DDE**

Navigation: START PAGE > SYSTEM > DIRECT DATABASE EXPORT (DDE)

2. Select the **SECTIONS** table (table #3)
3. Filter the records to only those you want to modify (see example below)

EXAMPLE OF SELECTING ALL SECTIONS FOR 17/18 YEAR AT ONE SCHOOL

In Search Sections:

TermID >= 2700

TermID < 2800

Click '**Search all ### records in this table**' button

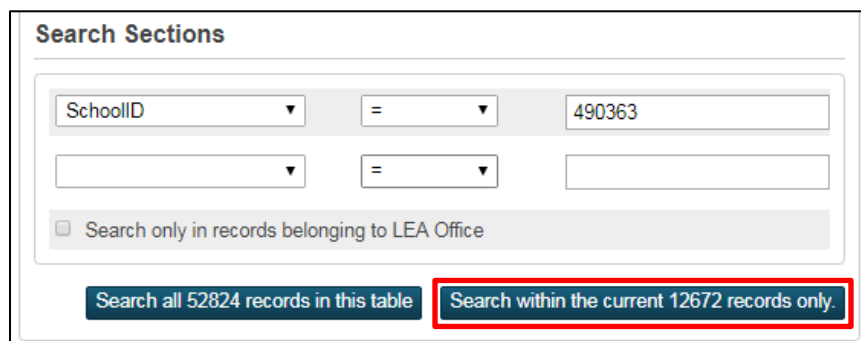
The screenshot shows the 'Direct Database Export (DDE)' interface. At the top, 'Current Table:' is set to 'Sections (3)' and 'Current Records in Selection:' is 0. Below this are tabs for 'List View', 'Table View', 'Export Records', and 'Match Selection'. A 'Search Sections' section contains two filter rows: 'TermID' with a dropdown set to '>=' and a value of '2700', and another 'TermID' with a dropdown set to '<' and a value of '2800'. There is a checkbox for 'Search only in records belonging to LEA Office'. At the bottom, there are two buttons: 'Search all 52824 records in this table' (highlighted with a red box) and 'Search within the current 0 records only.' A diagonal callout box contains the text: 'Note: PowerTeacher Pro can only be used for current and future years.'

Now, filter out records for just the one school:

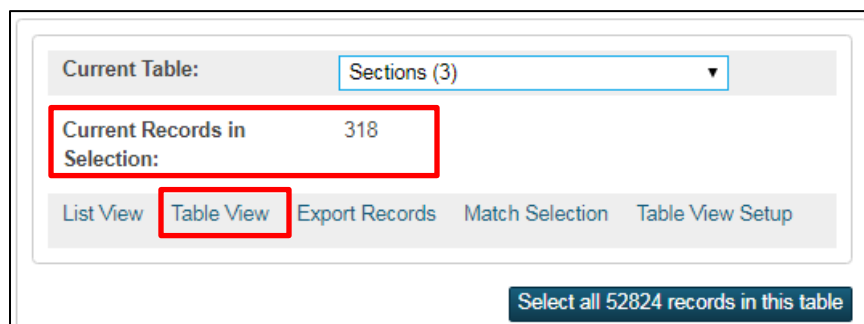
In Search Sections:

SchoolID = xxxyyy (where xxx is LEA number and yyy is school number)

Click '**Search within the current #### records only**' button



(You should see '**Current Records in Selection**' in the top box)



Click '**Table View**' link to ensure you have the correct records to modify

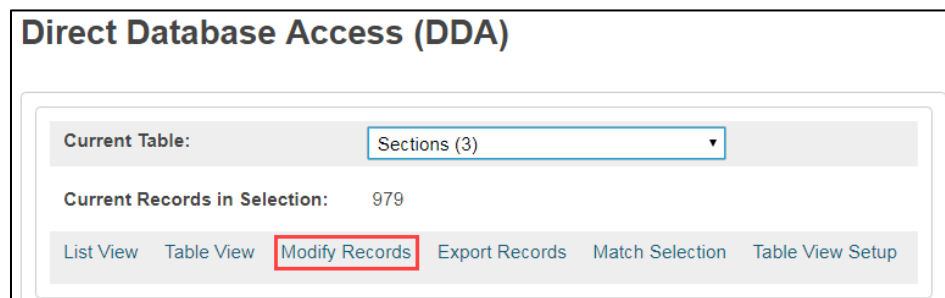
When you are confident you have the desired sections selected:

Using your breadcrumbs, go back to 'Direct Database Export (DDE)'

[Start Page](#) > [System Administrator](#) > [Page and Data Management](#) > [Direct Database Export \(DDE\)](#) > [List Records: Sections](#)

4.  Switch to **DDA** (Use Caution!)

5. Click **Modify Records**



- a. From the dropdown menu, select field '**GradeBookType**'
- b. Set it = **2**
- c. Click **Modify Selected Records**

Modify Records

Current Table: Sections

Current number of records in selection: 979

GradebookType

:

=

2

Note: This function will permanently modify your database. Use only if you know exactly what you are doing, and then only with extreme caution. Changes are permanent. You may use ^ to reference the existing value of the field.

☐ Check here to verify a delete command

[Back to Direct Database Access Main Screen](#)

Delete Selected Records

Modify Selected Records