

How to Export Data Using the Data Export Manager

On the start page, choose **Special Functions** from the main menu. The Special Functions page appears. Choose **Importing & Exporting**. The Importing & Exporting page appears. Choose **Data Export Manager**. The Data Export Manager page appears.

Export From

Choose Student Email

Data Export Manager

Select Colum	ins to Export		
Export From		-	
	S_NC_TAS_DISTRICT	*	
	S_NC_TAS_SCHOOL		
	S_NC_TAS_SYS_CODE		
	S_NC_TRANSPORTATION		
	S_NC_WAPT_AUDII		
Select Recor	S NO WART SHEET AUDIT		
	S NC WAPT SHEET AUDIT ITEMS		
Export Sum	S NC WAPT SHEET ITEMS		
	S NC WAPT SHEET WORK		
	S NC WAPT SHEET WORK ITEMS		
	S NC WAPT WORK		
	Student Email		
	STUDENTCOREFIELDS	E	
	Transportation		
	USERSCOREFIELDS	-	

After choosing the data set, the available fields appear in a field list on the left side of the page.

- To export all fields within the data set, select the data set checkbox. Note all the checkboxes appear selected.
- To remove all fields within the data set, deselect the data set checkbox.

Click Save Template

Student Email	Sort	Field	Label	Remov
✓ Student_Number ✓ First Name		Student_Number	Student_Number	-
✓ Last_Name	•	First_Name	First_Name	-
Grade_Level		Last_Name	Last_Name	
SchoolD State_StudentNumber	•	Email	Email	-
		Grade_Level	Grade_Level	-
	•	SchoolID	SchoolID	-
		State_StudentNumber	State_StudentNumber	

- Enter the name of the template.
- Enter a description of the template.
- Note the mapped fields that are included in the template.

Click Save as New.

Save Export Template		×
Name	email list	
Description		

500 characters left

Fields

Field Name	Label		
Student_Number	Student_Number		
First_Name	First_Name		
Last_Name	Last_Name		
Email	Email		
0 I I I			
	Save as New Save Cance		

Click Next.

_

Student to include

Indicate which student records you want to include in the export file. Note the number of students for the current student selection. Uncheck to include all student records in the export.

Click Next.



Click Export

Save and/or download the export file to your desktop (varies depending on your browser).

Open the file in Excel or save with an .xls file extension

Export Summary an	nd Output Options		
Export Summary			
Records to Export:	985		
Export Format			
Line Delimiter:	CR 💌		
Field Delimiter:	Tab 💌		
Character Set:	Windows Ansi 💌		
Export Options			
Include Column Head	ers:		
Surround "field values	s" in Quotes: 🔲		
✓ Prev			Export •

How to Import Data Using the Data Import Manager

Using the Data Import Manager, you can quickly and easily import data from a text file into PowerSchool.

On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.

Choose Importing & Exporting. The Importing & Exporting page appears.

Choose Data Import Manager. The Data Import Manager page appears..

Choose or Browse for the file to be imported, Import into: Select Student Email, click Next

Data Import Manager

Select Source and Target	
Source: Choose File e-maillist.txt	
Import Into: Student Email	
Field Delimiter: Tab Character Set: Windows Ansi	
	Next •

For Student Email, only Student Number and Email appear mapped. Student Number is required for importing Student Emails.

Click Next

Doc # 41 - Revision 1.0

Map Columns		
		Select Template
Import File Column	PowerSchool Field	
Student_Number	Student_Number 💌	
First_Name		
Last_Name	•	
Email	Email	
Grade_Level	•	
SchoolID		
State_StudentNumber		
		Save Template
• Prev		Next •
PowerSchool 7.8.9 – 07/31/2013	NCDPI	Page 5 of 6

Check to exclude the first row headers.

If you do not want the system to import any record with a student number that already exists, select **Do not process that record from the import file**.

If you want the system to update the matching student's record with the data in the import file, select **Update the existing record with information from the file being imported**.

Select Options		
Check to exclude the first row (contains headers).	V	
If a record in the import file matches an existing record in	Do not process record	
the database, how would you like that record processed?	Update existing record	
< Prev		Import •

Click **Import**. The Import Results page displays a summary of the processed records:

This document is the property of the NC DPI and may not be copied in whole or in part without the express written permission of the NC DPI.