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# PowerSchool 301 Advanced Queries and Data Export to Excel FUSD Training

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## Contextual Help

- There is a help link in the top right of most screens.



## Web Page ([www.fresno.k12.ca.us/sis](http://www.fresno.k12.ca.us/sis))

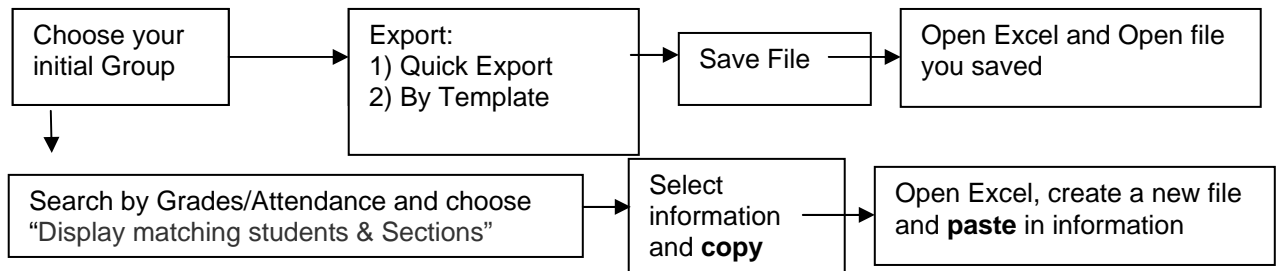
- Offers Online training, Site Status, Downloads, and Contact Information
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*PowerSchool Version 4.2.5  
Updated September 28, 2006*

# 1. Ways to Export



## Quick Export

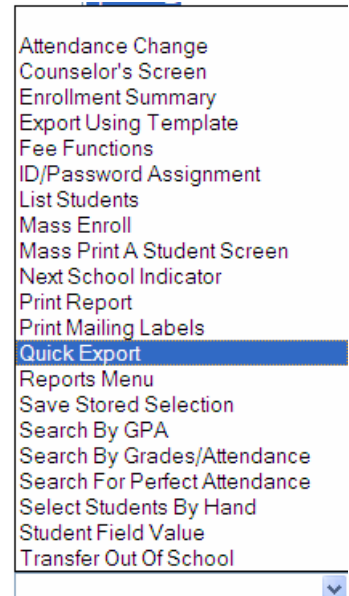
1. Choose your group and select **Quick Export** from the pull-down menu or Group Functions screen.
2. Enter in the fields you wish to export (use the Data Dictionary or Special Fields)
3. Click Submit.



**Windows** – Wait for the Save as... window to appear. Click Save and give the file a name and location. You need to remember this information to open in Excel.



**Mac** – You need to use Internet Explorer and set your files of type ".text" to download. You will see a file on the desktop called "student.export.text" that you can open in Excel.



## How to set Excel to automatically open export files:

Your computer may not open the PowerSchool export files automatically in Microsoft Excel, follow these steps to allow Excel to automatically open your export files:



### Internet Explorer -> Excel - Windows

1. Use Quick Export to export data from PowerSchool.
2. Save the export file to your desktop.
3. Locate the export file on your desktop.
4. Right-click on the file's icon.
5. Choose Open With from the pop-up menu.
6. Click Choose Program.
7. Choose Excel.
8. Click the "Always use the selected program to open this kind of file" checkbox.
9. Click OK.

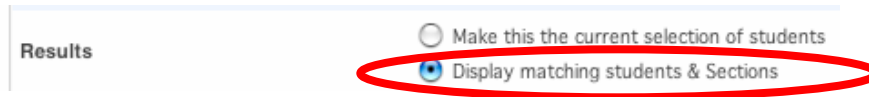


### Internet Explorer -> Excel - Macintosh

1. Choose Preferences from the Explorer menu.
2. Click File Helpers.
3. Click Add.
4. Enter PowerSchool Export in the Description field.
5. Enter text/ps-export in the Extension and MIME type fields.
6. Click Browse in the File Type Section.
7. Choose Microsoft Excel.
8. Enter TEXT in the "File type" field.
9. Choose View with Application from the How to Handle pop-up menu.
10. Click OK.
11. Click OK on the Internet Explorer Preferences window.
12. Use Quick Export to export data from PowerSchool.
13. Locate the file you exported on your desktop.
14. Select the file and choose Show Info from the File menu (Command-I).
15. Choose Open with Application from the pop-up menu.
16. Click the application icon and choose Microsoft Excel.
17. Click Change All.
18. Click Continue.

## Copy and Paste

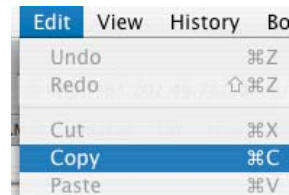
When using the “**Search by Grade/Attendance**” function, you can choose the option of “**Display matching student & sections**”. Wait for the resulting screen to appear.



1. Click and drag over the entire area you want to copy to Excel.

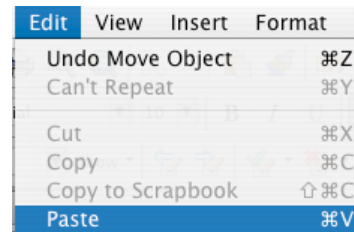
Students	Per	Term	Section	Course Name	Teacher
GABLE, JOSEPH E	02	S1	2826-2826011	ALG/GEOM IIIA P	Powell, Jeff A
GABLE, JOSEPH E	01	S1	3040-3040071	BIOLOGY A P	Purves, Joshua S
GABRIEL, DENISE	04	S1	2870-2870011	TRIG/ELM FUNC P	Laettner, Donald
GAETA, ZULEMA	02	S1	3138-3138021	CHEMISTRY A H	Toyloy, Quentin
GAETA, ZULEMA	01	S1	2872-2872041	TRIG/ELM FUNC H	Pappanduros, Nick
GALAVIZ, ARTURO	01	S1	0618-0618011	ENG IIIA/CT P	Brown, Phyllis
GALAVIZ, ARTURO	02	S1	0622-0622011	MOD WLD HIS A P	Berg, John W
GALEANA, LUIS	03	S1	2792-2792021	ALGEBRA IA S/P	Xiong, Pachou
GALEANA, LUIS	06	S1	1000-1000041	ART IA P	Brigham, Peter E

2. Select **Copy** from the Edit menu



3. Open up a new file in Excel.

4. Click in the first cell (A1) and select **Paste** from the Edit menu.



## 2. Special Fields

### Period Info

The following codes allow you to export period information. These codes export Period 1. For other period, you can change the number.

**\*period\_info;1;teacher\_name**  
**\*period\_info;1;course\_name**  
**\*period\_info;1;course\_number**  
**\*period\_info;1;current\_citizenship**  
**\*period\_info;1;current\_grade;S1** *(the term code is optional)*  
**\*period\_info;1;current\_percent**  
**\*period\_info;1;room**  
**\*period\_info;1;section\_number**  
**\*period\_info;1;teacher\_comment**

You may also use these codes on the **List Students** screen in PowerSchool.

### GPA

As a reminder, mainframe is current owner of official GPA. Mainframe GPA fields are imported into PowerSchool at the end of each grade reporting period:

**AGPA**- Augmented academic GPA from mainframe  
**CGPA**- Cumulative GPA from mainframe  
**EGPA**- Eligibility GPA from mainframe  
**UGPA**- Un-augmented GPA (10-12) from mainframe

**\*gpa method="simple"**

Will export the current PowerSchool GPA listed at the bottom of the Quick Lookup screen.

You may also use these codes on the **List Students** screen in PowerSchool.

### Period Attendance

For total absences in period 1

**per.att;1**

For only a specific code in period 1 – this example shows codes of “I” for “Medical/Emotional/Funeral”

**per.att;1;I**

For all tardies

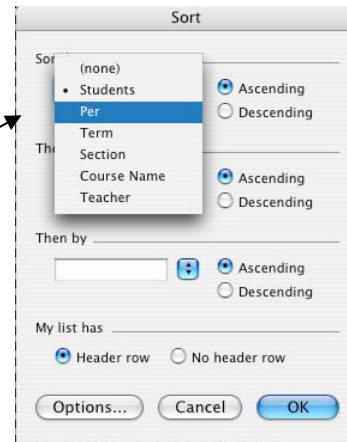
**per.att;1;tar**

### 3. Excel

Several reports are available that also assist in identifying students. To find these reports, Click "Reports" from the start screen or select "Reports Menu" from the Group Functions page. Then click "Run Reports"

#### Sort

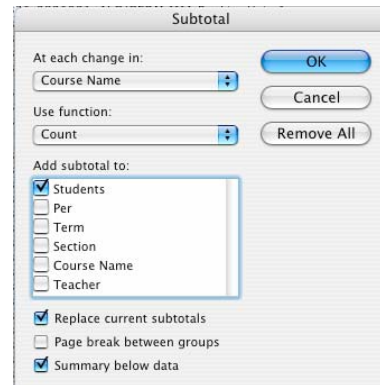
- Choose **Sort...** from the **Data** menu
- Choose your sort criteria and click OK.
- Choose multiple sorts, if desired. For example, sort on teacher name, then by student name. for alpha lists by teacher.



#### Sub Totals

Your list needs to be sorted first for t

- Choose **Subtotals...** from the **Data** menu
- Carefully choose the **At each change in:** selection. This will determine what is being counted.
- Check a box for **Add subtotal to:**
- Check the **Summary below data** to put a grand total at the bottom. Otherwise this will show at the top

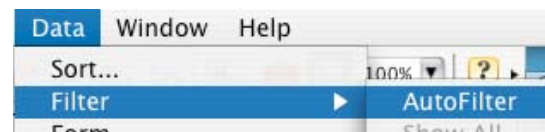


Example of Subtotals:

	Per	Term	Section	Course Name	Teacher
	6	S1	1100-1100041	3 DIM DSGN IA P	Gain, Ba
1				<b>3 DIM DSGN IA P Count</b>	
	5	S1	2826-2826031	ALG/GEOM IIIA P	Liu, Hslu J
	3	S1	2826-2826021	ALG/GEOM IIIA P	Powell, Jef
	3	S1	2826-2826021	ALG/GEOM IIIA P	Powell, Jef
	3	S1	2826-2826021	ALG/GEOM IIIA P	Powell, Jef
	3	S1	2826-2826021	ALG/GEOM IIIA P	Powell, Jef
5				<b>ALG/GEOM IIIA P Count</b>	
	6	S1	2790-2790011	ALGEBRA IA P	Demsey, T
	4	S1	2790-2790051	ALGEBRA IA P	Lambel, J

#### Auto Filter

- Choose **Filter**, then **AutoFilter** from the **Data** menu.
- Popup menus appear on the top of each column. You can use the menus to quickly filter or sort each column



	Per	Term	Section	Course Name	Teacher
4	S1	4242-4242041	PE/SPORTS-LIVG	Hill, Cortez N	
VIOLA	4	S1	4242-4242041	PE/SPORTS-LIVG	Hill, Cortez N

## Custom Filter

- Choose **Custom Filter** from any AutoFilter menu.

	B	C	D	E	F
	P	Ter	Section	Course Name	Teacher
	4	S1	4242-4242041	PE/SPORTS-LIVG	✓ (Show All)
VIOLA	4	S1	4242-4242041	PE/SPORTS-LIVG	(Show Top 10...) (Custom Filter...)
					3 DIM DSGN IA P

- Change the criteria to anything you want. For example, use the *Contains* comparator and enter ALGEBRA to show all algebra classes regardless of level
- You may enter more than one comparison on the custom filter with either an "and" or "or" conjunction.

## 4. Advanced Exporting with DDE...Direct Database Export

To use DDE, click on "**System > Direct Database Export (DDE).**" A screen like the following should appear:

1) By default, the Current Table is the **Students (1)** table. There are several tables within the database and you can change to them by using the drop down menu. Each table has a number associated with it as well, which can be used to export information from different tables using that number surrounded by brackets, i.e. [4] would allow you to export data from the CC(4) table—the course catalog.

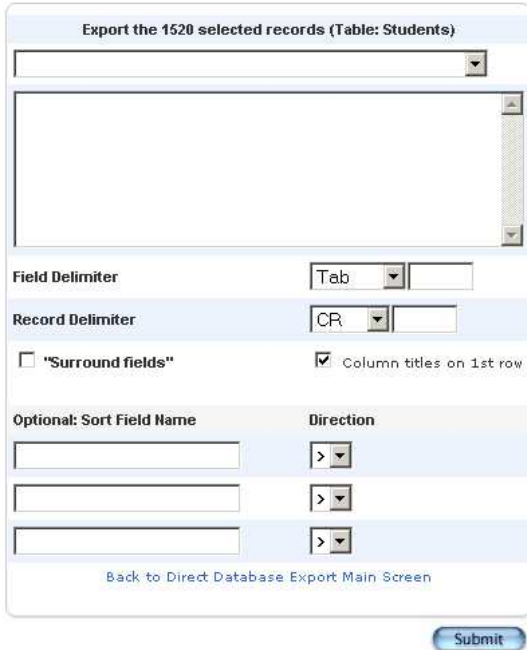
2) Once you have your table chosen, you select all the records in that table by clicking on the Select all xxxx button.

3) Once you have a table selected, if you want to narrow down the information before viewing it or exporting it, you can search the table by selecting different fields within the table.

4) Once you select specific fields to search on, you can then search only in the school you were in when you entered DDE or search the entire table.

After clicking on “**Export Records**” ...

At the top is a drop down box that has the various fields in the table. Drop it down and choose Ethnicity, Gender, and Grade\_Level. You will have to choose one at a time and they will appear in the box like below:

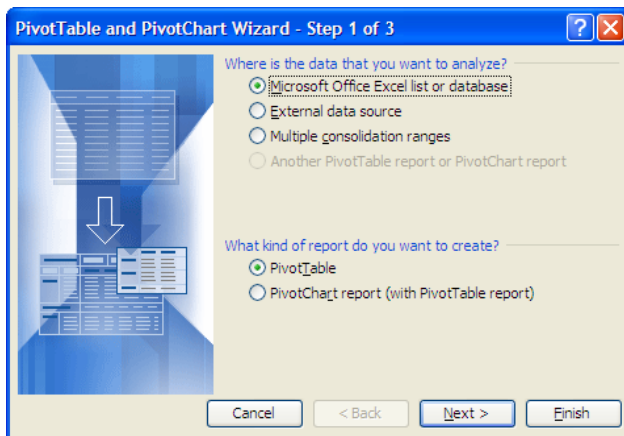


You can also type in the field names if you know them, separating them line by line. Sometimes you can also pull information from other tables to export by typing in the table number and field name. For example, [39]Name would pull the name of the school the student is attending which is stored in Table 39 in a field called Name.

d) After listing all of the fields you need, the next step is to export the information. Leave the rest of the screen like it is and click on the **Submit** button toward the bottom.

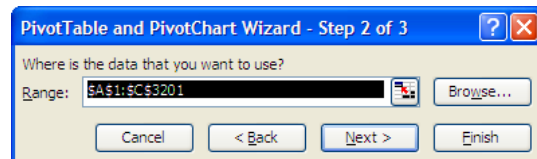
## 5. Advanced Excel: Creating a Pivot Table

To start the Pivot Table wizard in Microsoft Excel, click on the Data tab and choose Pivot table from the drop down menu and a Wizard should start.

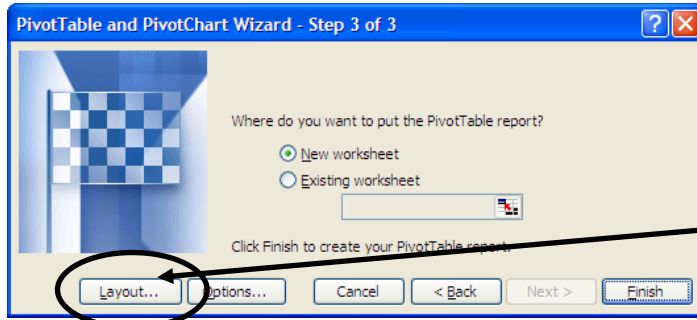


For step 1 the information may already be chosen. If not, **Microsoft Excel list** and **PivotTable** should be the options to mark. Click Next to go to step 2.

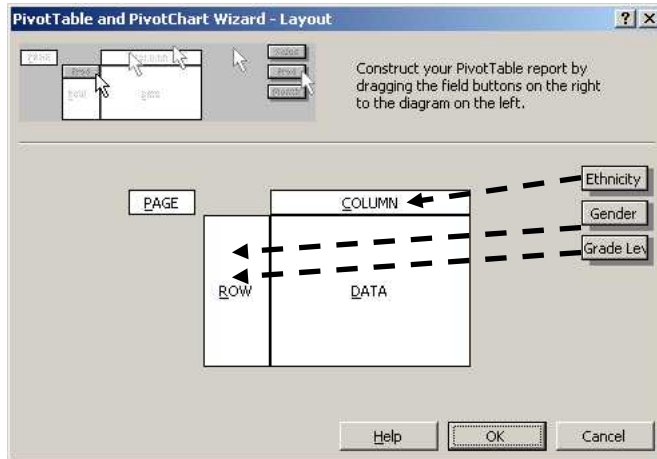
In step 2, the range should already be filled in and relate to the first cell all the way to the final piece of information. If not, browse and highlight all the information including the column headings in row 1. Click on **Next** to go to step 3.







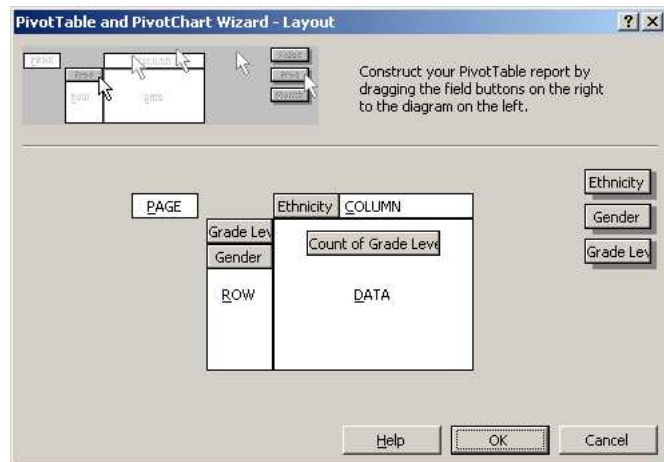
With step 3 you will want to choose **New Worksheet**, but before you click on Finish you need to set up the Layout of the table. Click on the **Layout** button.



The layout window will look similar to the one to the left. Your column titles are to the right and what you will do is drag the column title to the appropriate place on the layout depending on where you want it to appear.

- Drag the Grade Level button from the right over to the rectangle that has Row and let go.
- Repeat for the Gender button.
- Drag the Ethnicity button to the Column rectangle and let go.
- And drag the Grade Level button from the right again to the Data box and let go. Double click on it and choose count.

This is how your screen should look >>>



	Grade Level	Ethnicity	
Count of Grade Level			
Grade Level	Gender	A	B
	0 F	3	7
	1 M	5	3
	0 Total	8	10
	1 F	1	2
	2 M	6	4
	(blank)		
1 Total		7	6
	2 F	7	9
	3 M	10	8
	(blank)		
2 Total		17	17

When you're done, click on OK and your pivot table will be created and will look something like the example to the left: <<<

Each part of the table has its own drop down, so you can change what's displayed by choosing different parts to display.



## Student and Teacher Schedules

Summary: There's a table in PowerSchool called **CC (4)** that keeps track of the course catalog. The table includes courses, the students who are taking them, and the teacher of the course.

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DDE: Before exporting, you may want to narrow down the data by searching based on term id or school id. In the Export Records box, enter the following:

```
[1]lastfirst  
[5]lastfirst  
[2]course_name  
expression  
termid
```

[1]lastfirst pulls the student's name from the students table, [5]lastfirst pulls the teacher's name from the teachers table, [2]course\_name pulls the name of the course from the courses table, and expression and termid pull the period name and terms from the CC table. To get the current year's schedule, search on termid >= 1600 before exporting.

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