

POWERSCHOOL OCTOBER EMIS EXTRACT INFORMATION

Log into PowerSchool. Choose District and School Year Term

The screenshot shows the PowerSchool interface. At the top right, it displays 'School: District Office' and 'Term: 12-13 Year'. The breadcrumb trail is 'Start Page > Reports > Reports (System)'. On the left, there is a 'Functions' menu with options like 'Attendance', 'Daily Bulletin', and 'Enrollment Summary'. Below that is a 'Reports' menu where 'System Reports' is highlighted. The main content area is titled 'Reports' and has several tabs: 'System', 'ReportWorks', 'State' (highlighted), 'Engine', 'Setup', 'Custom Reports', and 'Custom Dashboards'. Under the 'State' tab, there is a sub-tab for 'Custom SQL Reports'. A table lists various reports under the 'Attendance' category:

Attendance	Description
Absentee	Single day period by period attendance code report.
Attendance Count	Multi-day period by period attendance code report.
Class Attendance Audit	Section specific attendance roster.
Consecutive Absences	Report detailing consecutive student absences by absence code.

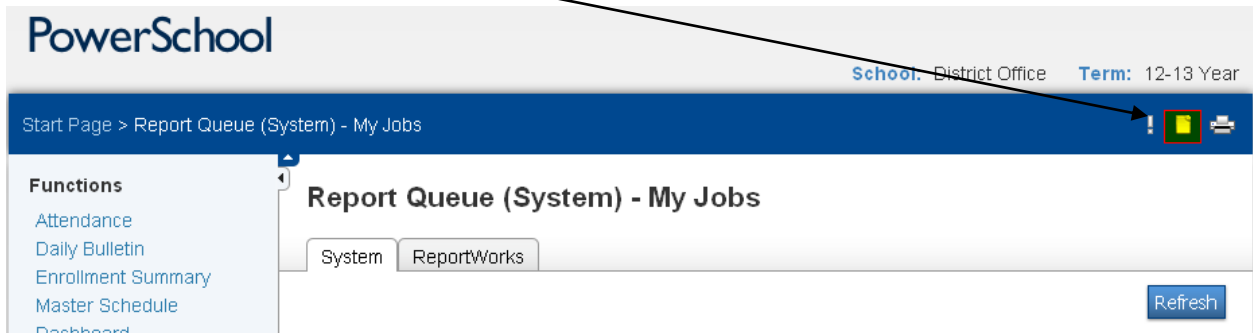
Use the following spreadsheet for information regarding specific October EMIS files and their date parameters:

Record Type	Name	Fiscal Year	Reporting Period	Report Start Date	Report End Date
CM	Mapped Classroom	2013	(K) October		
CN	Course Master	2012-2013	(K) October	7/1/2012	
CU	Staff Course	2012-2013	(K) October		
CV	Correlated Class	2013	(K) October		
DL	Grade Schedule	2013	(K) October		
DN	Organization General	2013	(K) October		
FA	Student Assessment Record	2013	(K) October	7/1/2012	last day of October reporting
FD	Attribute-Effective Date record	2013	(K) October	7/1/2012	last day of October reporting
FE	Student SPED Grad Requirement	2013	(K) October	6/1/2012	last day of October reporting
FN	Attribute -No Date Record	2013	(K) October	7/1/2012	last day of October reporting
FS	Student Standing	2013	(K) October	7/1/2012	last day of October reporting
GC	Grad Core	2013	(K) October	7/1/2012	last day of October reporting
GE	SPED	2013	(K) October	6/1/2012	last day of October reporting
GI	Student Demographic	2013	(K) October	7/1/2012	last day of October reporting
GJ	Student Race	2013	(K) October	7/1/2012	last day of October reporting
GN	Student Course	2013	(K) October	7/1/2012	last day of school
GQ	Student Program	2013	(K) October	7/1/2012	last day of October reporting

POWERSCHOOL OCTOBER EMIS EXTRACT INFORMATION

Your output files will be available in two different places.

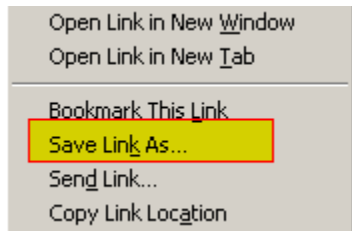
The first place will be the Sheet Icon at the right side on the Blue Banner



This screen will appear. You'll see all your recent reports listed here.



Right click on the Blue View link and choose 'Save Link As...' then save to the EMIS folder on your computer.





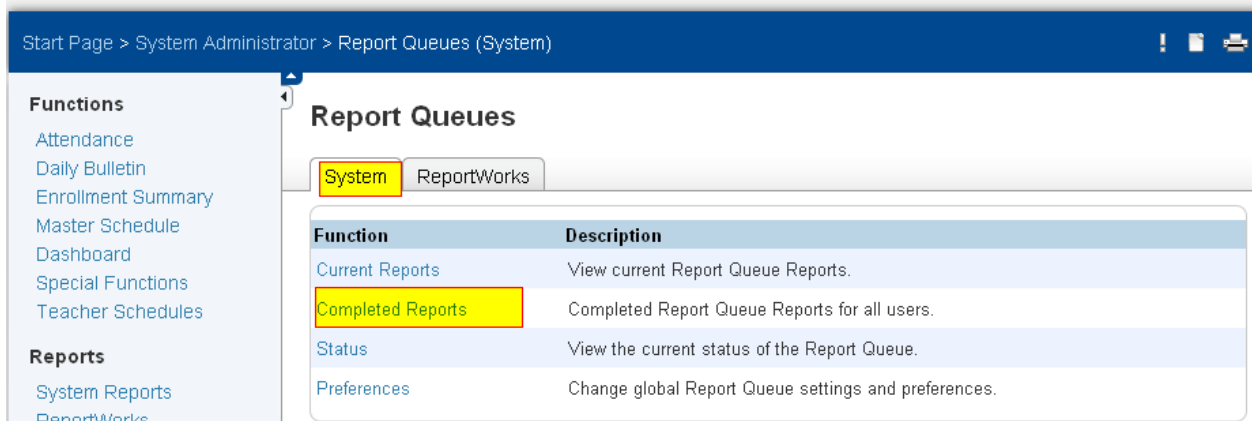
These reports are deleted after some time.

POWERSCHOOL OCTOBER EMIS EXTRACT INFORMATION

A second place to view Reports:

System>Report Queue Settings>**System AND/OR ReportWorks tabs**

Depending on which report/extract you run – you may have to switch from the System tab to the ReportWorks tab. Typically, the ReportWorks extracts are those with the  or  icons on the EMIS extract screen.



Start Page > System Administrator > Report Queues (System)

Report Queues

System ReportWorks

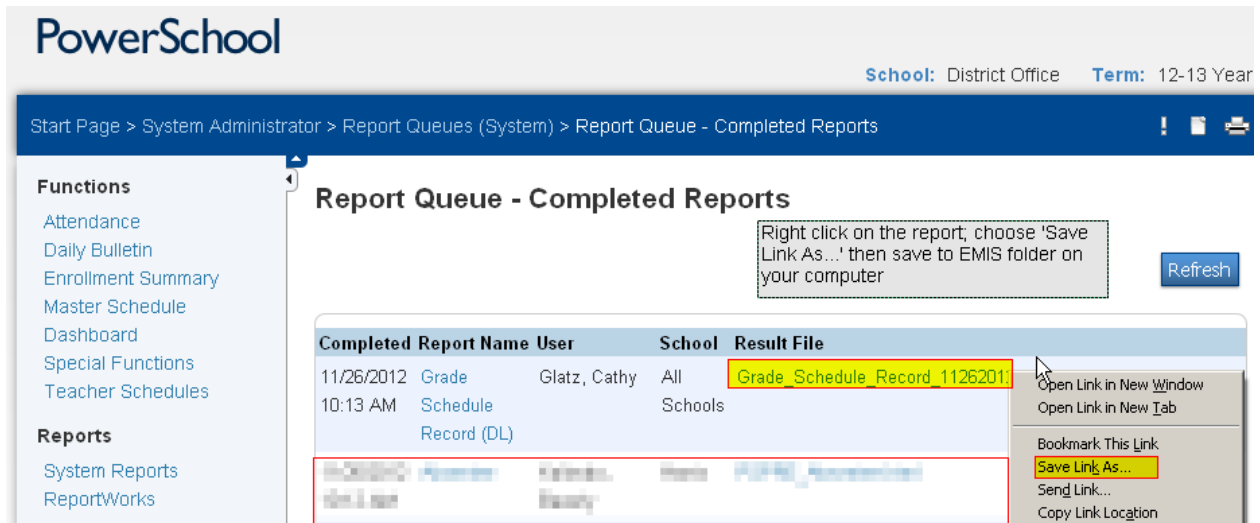
Function	Description
Current Reports	View current Report Queue Reports.
Completed Reports	Completed Report Queue Reports for all users.
Status	View the current status of the Report Queue.
Preferences	Change global Report Queue settings and preferences.

Functions

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

Reports

- System Reports
- ReportWorks



PowerSchool

School: District Office Term: 12-13 Year

Start Page > System Administrator > Report Queues (System) > Report Queue - Completed Reports

Report Queue - Completed Reports

Right click on the report, choose 'Save Link As...' then save to EMIS folder on your computer

Refresh

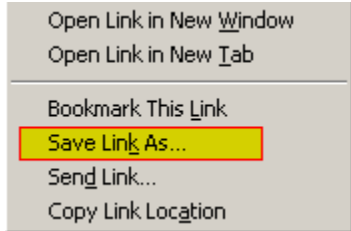
Completed Report Name	User	School	Result File
11/26/2012 Grade 10:13 AM Schedule Record (DL)	Glatz, Cathy	All Schools	Grade_Schedule_Record_11262011

Open Link in New Window
Open Link in New Tab
Bookmark This Link
Save Link As...
Send Link...
Copy Link Location

System Reports
ReportWorks

POWERSCHOOL OCTOBER EMIS EXTRACT INFORMATION

To save reports from the ReportWorks tabs, right click on the **Blue** Completed status link and choose Save Link As... (Save to your EMIS folder on your computer.)



Start Page > System Administrator > Report Queues (ReportWorks) > All Completed ReportWorks Reports

All Completed ReportWorks Reports

Refresh

Created On	Report Name	Started	Ended	Created By	Application	Status	Options
11/26/2012	(FS) Student Standing Record	11/26/2012 09:36 AM	11/26/2012 09:45 AM	Glatz, Cathy	PowerSchool Administrator Portal	Completed	