

# NWOCA Conference 2012

## How to Use Quick Export

### Basic Export of Student Data:

1. On the start page, search for and select a group of students. The Student Selection page appears.
2. Choose **Quick Export** from the **Select a function for this group of student** pop-up menu. In most cases, you will not need to change the default options on the Export Students page, in which case you can skip the next step. To change the selections, proceed to the next step.

Note: Alternatively, if you have a current selection for students, you can access this page by choosing **Special Functions > Group Functions**.

3. Use the following table to enter information in fields:

Field	Description
Export the [#] selected students	<p>Enter the fields to be included on the exported spreadsheet. Enter as many fields as needed. Only enter one field per line. Separate multiple fields with a hard return.</p> <p>If you need help remembering field names, click <b>Fields</b> at the bottom of the page.</p>
Field Delimiter	<p>A field delimiter separates fields (or "columns") in the exported data. Use the pop-up menu to choose how you want the system to separate each field in the export file:</p> <ul style="list-style-type: none"><li>○ <b>Tab</b></li><li>○ <b>Comma</b></li><li>○ <b>None</b></li><li>○ <b>Other:</b> Enter the delimiter in the blank field.</li></ul>
Record Delimiter	<p>A record delimiter separates records (or "rows") in the exported data. Use the pop-up menu to choose how you want the system to separate each record in the export file:</p> <ul style="list-style-type: none"><li>○ <b>CR:</b> Carriage return</li><li>○ <b>CRLF:</b> Carriage return and line feed</li><li>○ <b>LF:</b> Line feed</li><li>○ <b>Other:</b> Enter the delimiter in the blank field.</li></ul>

Surround Fields	Select the checkbox to surround the fields in the exported data with quotation marks.
Column titles on 1st row	Select the checkbox to include column titles on the first row of the exported data.
Export DCID	Select the checkbox to export the Student table's unique identifier.

4. Click **Submit**. The exported data appears.
5. Choose **File > Save As...** to save the file. Open the saved file using a spreadsheet application, such as Excel or Lotus 1-2-3. Format, print, and save it as any other spreadsheet document.

### **Default extension of quick exports ID: 7890**

NOTE: The default extension for a quick export file is .text. PowerSchool does not provide the option to change the default extension of a quick export file.

If the browser has not associated .text files with any applications, the user will be prompted to save the file or open the file in an application. When choosing to save the quick export file to the client computer, the file can be renamed and the extension can be changed.

## Quick Export - Birthdays ...

### Birthdays List Example 1:

Select Student/s

Select "Quick Export" from the "Select a function for this group of students" drop down menu.

### Quick Export

Export the 140 selected students

first\_name  
last\_name  
grade\_level  
home\_room  
dob

Field Delimiter: Tab  
Record Delimiter: CRLF

"Surround Fields"  Column titles on 1st row  
 Export DCID

Fields

Submit

Click **Submit**

Save the file as a .txt file.

Open in Excel.

Save and open in excel using "Tab" and "Other" - "/" as the delimiters.

### Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab  
 Semicolon  
 Comma  
 Space  
 Other: /

Treat consecutive delimiters as one  
Text qualifier: "

Data preview

First Name	Last Name	Grade Level	Home Room	Dob
Bailey	Adkins	9	156	02 16 1995
Virginia	Akl	9	210	10 07 1996
Dillon	Allred	9	Open enrolled out	10 21 1995
Konner	Altman	9	Flex	04 18 1990

Cancel < Back Next > Finish

After you have the data in Excel format, you can manipulate the data as needed.

You may need to add column header names.

In Excel ...

### Ajusting Columns and Rows

#### Individual row or column:

Place your cursor on the line between two rows or columns.

Notice the cursor changes in appearance.

Hold down the left mouse button and drag the column or row to the desired size.

or

Simply Double Click on the line.

#### Entire spreadsheet:

Click in the upper left corner box.

Double Click any line between 2 columns.

	A	B	C	D	E	F
1	First Name	Last Name	Grade Lev	Home Roc	Dob	
2	Kaley	Aden	4	204	6	24
3	Cody	Anderson	4	206	3	7
4	Sebastian	Applin	4	210	5	7
5	Lawrence	Arend	4	203	3	7
6	Kaleb	Armas	4	206	7	23
7	Ciara	Arthur	4	203	6	13
8	Andrew	Average	4	204	10	30
9	Ally	Barton	4	206	10	9
10	Tate	Baugh	4	210	1	10
11	Tyson	Beaver	4	201	7	26
12	Lukas	Bialy	4	201	1	24
13	Conner	Birkhold	4	210	2	24

### Using Data – Sort

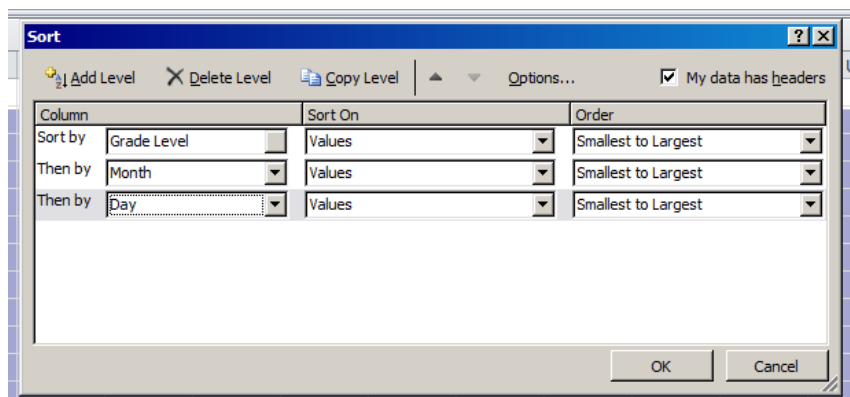
Click the upper left corner box to highlight the entire spreadsheet.

Click the “Data” tab on the top ribbon.

Click the “Sort” button in the Data tab ribbon.

In the Sort box that comes up, click the “Add Level” button twice.

Choose to do the sort by Grade Level, Month and Day.



Click “OK”

### Birthday List Example 2:

Use a "Data Access Tag" in the Quick Export.

^(dob;dateformat=mm/dd)

Or

^(dob;dateformat=mm)

^(dob;dateformat=dd)

^(dob;dateformat=yyyy)

### Quick Export

The screenshot shows a "Quick Export" window titled "Export the 140 selected students". It features a list of fields for selection: first\_name, last\_name, grade\_level, home\_room, and three date format options: ^(\dob;dateformat=mm), ^(\dob;dateformat=dd), and ^(\dob;dateformat=yyyy). Below the list, there are settings for "Field Delimiter" (set to Tab), "Record Delimiter" (set to CRLF), and checkboxes for "Surround Fields" (unchecked), "Export DCID" (unchecked), and "Column titles on 1st row" (checked). A "Fields" button is located below the checkboxes, and a "Submit" button is in the bottom right corner.

### Data Access Tags – Additional Documents (DATs)

PowerSchool Data Access Tags, or DATs are used to include information in outputs such as form letters, report cards, and the HTML of custom screens.

PowerSource Articles:

Article ID 5997 - ps\_codes.pdf

and

Article ID 55742 – Data Access Tags Supplement

## Quick Export – Student’s Age & Gender ...

Select Student/s

Select “Quick Export” from the “Select a function for this group of students” drop down menu.

Data Access Tags to use:

Age

^(age) – Will display the student’s age in months and years.

^(age;long) – Will display the student’s age in years, months and days.

Gender

Simply use the field name “gender”

or

Use the Operation of “Decode” to make a column say what you want.

## Quick Export

Export the 163 selected students

first\_name  
Last\_name  
^(age)  
gender  
^(decode;^(gender);M;Boy;F;Girl;Not Specified)

Field Delimiter

Record Delimiter

"Surround Fields"  Column titles on 1st row

Export DCID

Fields

## Quick Export - Attendance ...

Select Student/s

Select "Quick Export" from the "Select a function for this group of students" drop down menu.

*Attendance Example 1:*

Attendance – Code to Day  
Days Present in Q1

### Quick Export

Export the 345 selected students

last_name first_name grade_level ^(^DA,Q1)
---

Field Delimiter: Tab

Record Delimiter: CR

"Surround Fields"       Column titles on 1st row

Export DCID

Fields

Submit

*Attendance Example 2:*

Attendance – Code to Day  
Days Absent in Q1

### Quick Export

Export the 345 selected students

last_name first_name grade_level ^(^DABS;Q1)
---

Field Delimiter: Tab

Record Delimiter: CR

"Surround Fields"       Column titles on 1st row

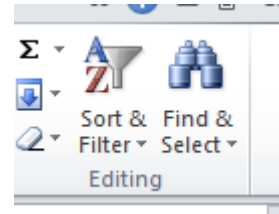
Export DCID

Fields

Submit

In Excel ...

## Using the Sort & Filter Function



Use the "Sort & Filter" Button to turn on the "Filter"

Columns will have arrow boxes pointing down. Use these boxes to Sort or Filter data.

	A	B	C	D	E
1	Last Name	First Name	Grade Level	Days Absent	
2	Acosta	Konner	7	3.5	
3	Adams	Bethany	7	41	
4	Aeschliman	Carl	7	0	
5	Amstutz	Savanna	7	0	
6	Andersen	Anthony	7	0	

### Sort

Highlight the entire spreadsheet to keep data together.

Click the down arrow in the "Days Absent" column and sort "Largest to Smallest"

### Filter

Highlight the entire spreadsheet to keep data together.

Click the down arrow in the "Grade Level" column to select only one grade level.

Notice the arrow buttons look different on the sorted and filtered columns.

	A	B	C	D	E
1	Last Name	First Name	Grade Level	Days Absent	
2	Adams	Bethany	7	41	
3	Aschliman	Terry	7	41	
4	Schoch	Caden	7	41	



## Quick Export – Fees Balances ...

Get a list of students with a fee balance.

Select Students...

```
*fee_balance.balance>0
```

(The above search command, will result in a selection of students with a fee balance.)

Select “Quick Export” from the “Select a function for this group of students” drop down menu.

*Fee Example 1:*

### Quick Export

The screenshot shows the 'Quick Export' interface. At the top, it says 'Export the 353 selected students'. Below this is a list of fields to be exported: 'grade\_level', 'first\_name', 'last\_name', 'home\_phone', and '^ (Fee\_GetStudentBalance)'. The 'Field Delimiter' is set to 'Tab' and the 'Record Delimiter' is set to 'CRLF'. There are checkboxes for 'Surround Fields' (unchecked), 'Export DCID' (unchecked), and 'Column titles on 1st row' (checked). A 'Submit' button is located at the bottom right.

*Fee Example 2:*

Expand to a list of student with a fee balance, but, indicator of seniors:

Use the Data Access Tag...

```
^(decode;^(grade_level);12;Senior;Other)
```

*Using the above DAT/Decode Operation will cause the Quick Export to have another column added with “Senior” printed for all students in grade 12, while all other students will have “Other” in that column.*

## Quick Export – GPA & Earned Credit Hours ...

Select Student/s

Select “Quick Export” from the “Select a function for this group of students” drop down menu.

## Quick Export

Export the 163 selected students

first\_name  
Last\_name  
grade\_level  
^(\*gpa method="HS Cumulative GPA")  
^(\*credit\_hours)

Field Delimiter

Record Delimiter

"Surround Fields"  Column titles on 1st row

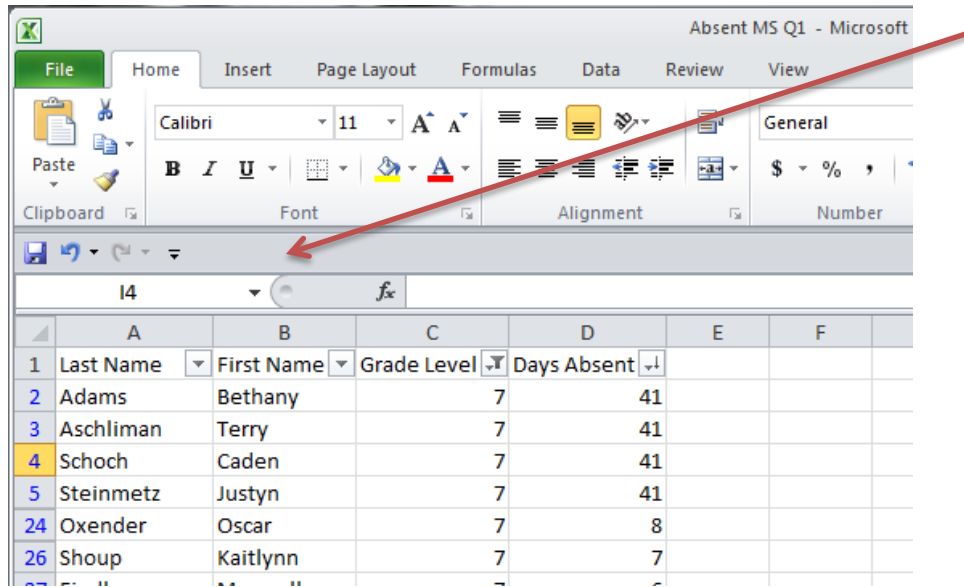
Export DCID

Fields

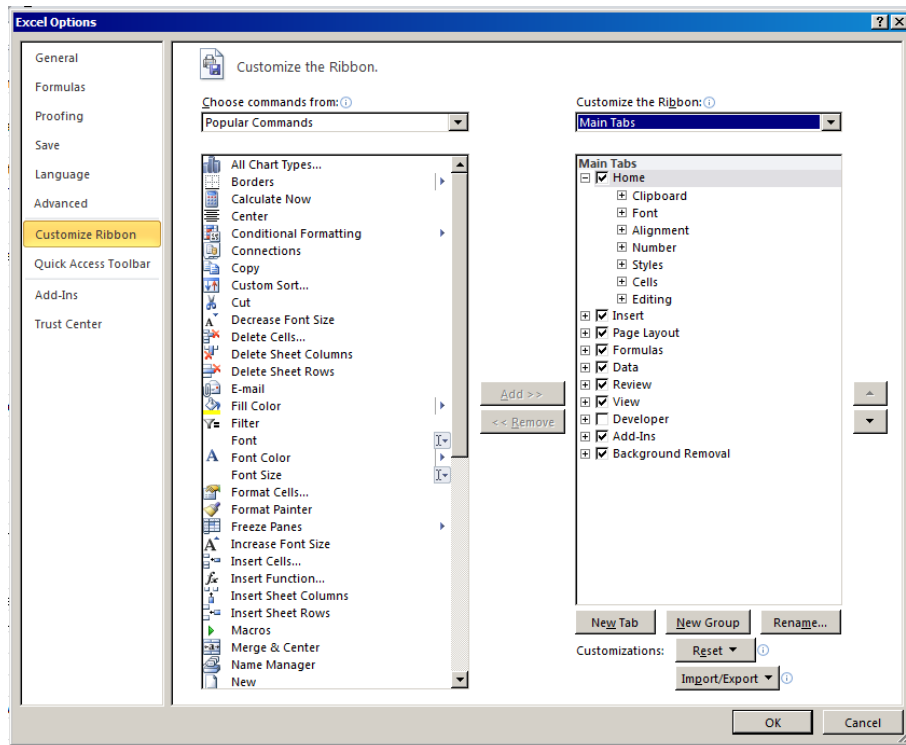
*Note: You will want to make sure that you have the correct GPA Calculation Method name, for the GPS information that you want to pull.*

## Customize the Tools “Ribbon” in Excel:

Right Click in the blue/gray area tool bar and select “Customize the Ribbon”.



Use the resulting pop-up page to customize your Excel Tool Ribbon/Bar.



*Thank You  
for  
attending  
the*

*2012 NWOCA Conference!*