

Extra PowerGrade Download Fields

PowerSchool Administrators may select up to ten pieces of student information that will be automatically downloaded into the Teacher’s PowerGrade gradebook.

1. Log into **PowerSchool**.
2. Select **System** under the **Setup** menu.
3. Select **PowerGrade Settings**.
(About 2/3 of the way down the page.)
4. Select **Extra PowerGrade Download Fields**.
5. Click **New**.
6. Enter the name of the field to be downloaded into the Teacher’s PowerGrade gradebook, a name for the information and the sort order then click **Submit**.



Option	Value
Field Name (Fields) (actual PowerSchool field name)	Father
Field Name (what shows in PowerGrade)	Father's Name
Sort Order	1 (a number from 1 to 10)

[Submit](#)

Commonly shared fields:

Field Name (actual PowerSchool field name)	Field Name (what shows in PowerGrade)
Father	Father’s Name
FatherDayPhone	Father’s Daytime Phone
Mother	Mother’s Name
MotherDayPhone.....	Mother’s Daytime Phone
SCS_ResidesWith.....	Who student lives with
Grade_level	Grade Level
SSN.....	Social Security Number
Alert_Other	SPED Caseworker
Alert_Medical.....	Medical Alert
Alert_Guardian.....	Guardian Alert
GuardianEmail.....	Guardian’s E-Mail