

Exporting Using a Template

1. From the PowerSchool **Start Page**, select the students that you want to include in the export.
2. Choose **Special Functions**.
3. From the **Special Functions** list, choose **Importing & Exporting**.
4. Choose **Export Using Template**.
5. Choose **Students** from the **Type of Export** popup menu.

Option	Value
Type of Export:	<input type="text"/>
	<ul style="list-style-type: none">StudentsCoursesStudent SchedulesTeachersHistorical Grades

6. Choose the template that you wish to use from the **Export template** popup menu.

Option	Value
Type of Export:	Students
Export template?	<input type="text"/>
For Which Records?	<ul style="list-style-type: none">Holland Photographs1-5 Alpha HR ListHolland PhotographsKindergarten StudentsLunchBoxMapNetThinkLink

7. Next to **For Which Records?**, click on the radio button beside **The selected # students**.
8. Click the **Submit** button. Depending on which browser you are using, different options will occur.

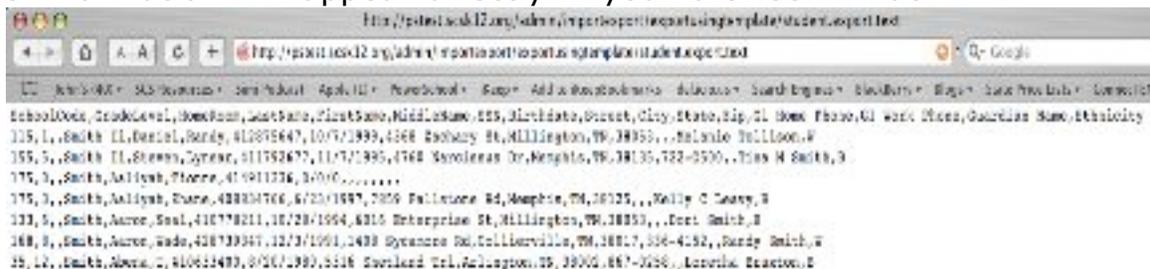
If you are using Firefox, there are two possible scenarios as to how the file will be downloaded:

1. The information will export to a file called **student.export.text**. It may automatically download to the location that you have chosen in the Firefox preferences. *Locate the file and proceed to the Microsoft Excel section.*
2. The information will export to a file called **student.export.text**. It may ask you what you want to do with the file you are attempting to export. Choose **Save to Disk** and click **OK**. *Locate the file and proceed to the Microsoft Excel section.*



If you are using Safari, the information will not automatically download. You must complete the following steps before proceeding:

1. The information will appear directly in your browser window.



2. From the **Edit** menu, choose **Select All**. All of the information should be highlighted. From the **Edit** menu, choose **Copy**.
3. Open up a new **Microsoft Excel** workbook, click in cell **A1** and from the **Edit** menu choose **Paste**. *Proceed to the Microsoft Excel section, step 3.*

Microsoft Excel

1. Make sure the **Microsoft Excel** program icon is on your Finder's **Dock**. If it is not, locate the program in your **Applications** folder on your computer's hard drive and **click, hold, and drag the icon** for Microsoft **Excel** to your **Dock**.



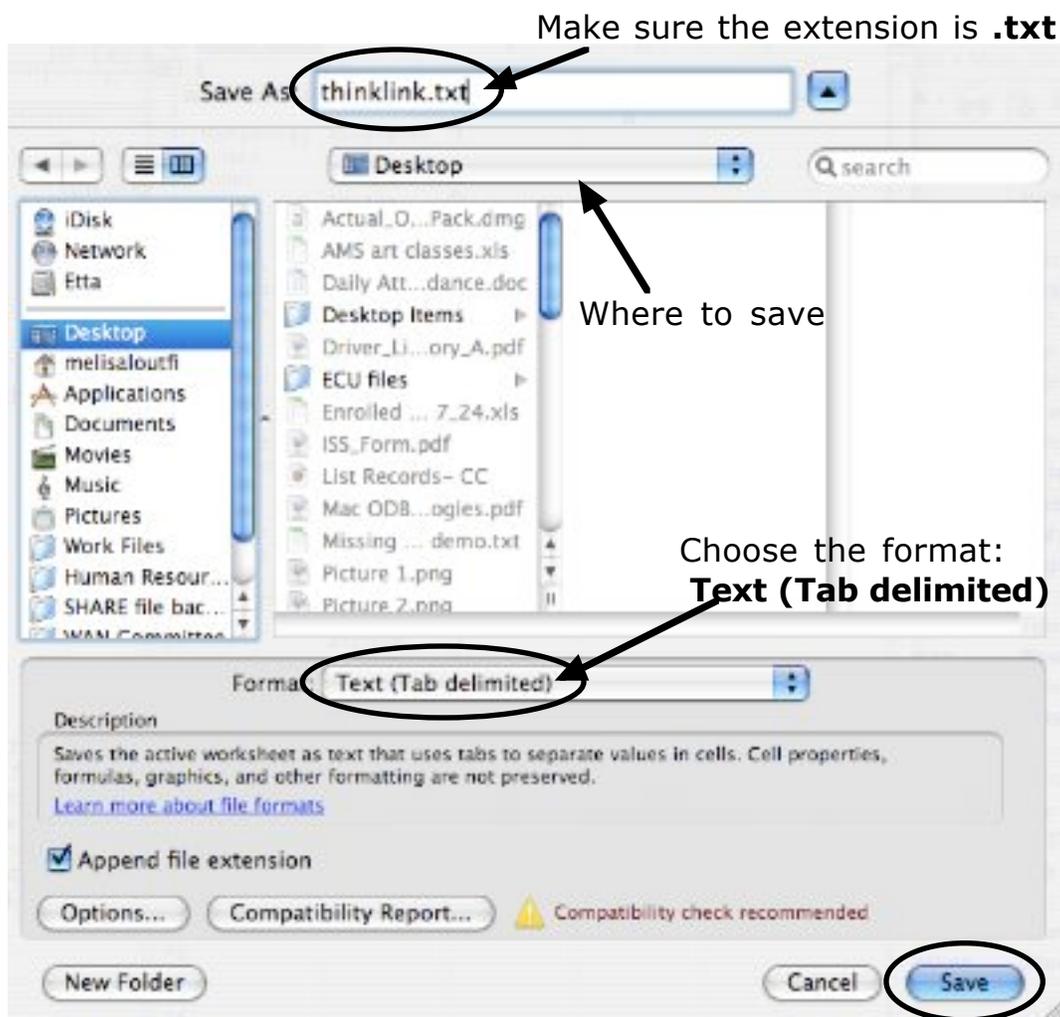
Microsoft Excel

2. If you are using **Firefox** and the file **student.export.text** was downloaded for you, locate that file and **click, hold, drag, and drop it on top of the Microsoft Excel icon in your Dock**. The exported information will appear in a new **Excel** workbook.

3. If you are using **Safari**, you should have already copied and pasted the information into a new **Excel** workbook.

If the file needs to be in a TAB DELIMITED format:

4. From the **File** menu, choose **Save As**.
5. In the **Save As:** box change the name of the file to whatever you need it to be. **Make sure the extension .txt is on the end of the file name.** It is suggested you name the file something that identifies the purpose of the export (thinklink.txt, hollandphotographs.txt, etc.)
6. Make sure you select **where** you want the file to be saved.
7. In the **Format:** popup menu, select **Text (Tab delimited)**.
8. Click **Save**.



If the file needs to be in a COMMA DELIMITED format:

9. From the **File** menu, choose **Save As**.
10. In the **Save As:** box change the name of the file to whatever you need it to be. **Make sure the extension .csv is on the end of the file name.** It is suggested you name the file something that identifies the purpose of the export (thinklink.csv, hollandphotographs.csv, etc.)
11. Make sure you select **where** you want the file to be saved.
12. In the **Format:** popup menu, select **CSV (Comma delimited)**.
13. Click **Save**.

