How to Export Student Course Info By Period Into Spreadsheet

Make sure you are in the Mozilla/ Firefox Browser.  It is the only one that exports well from PowerSchool.

From the First Page of PowerSchool

-Choose the group of students you want to Export

-Pull the Bar under the Box Down to Quick Export

-Copy and Paste this information into Quick Import Box:

Last\_Name  
First\_Name  
Grade\_Level  
^(\*period\_info;0(A);Course\_name)  
^(\*period\_info;1(A);Course\_name)   
^(\*period\_info;2(A);Course\_name)   
^(\*period\_info;3(A);Course\_name)   
^(\*period\_info;4(A);Course\_name)   
^(\*period\_info;5(A);Course\_name)   
^(\*period\_info;6(A);Course\_name)   
^(\*period\_info;7(A);Course\_name)

The spreadsheet will open as a text.  Make sure you change the headings for the correct period before you sort.  The heading only comes out as \*period info although they are in order.

Last\_Name

First\_Name

Grade\_Level

^(\*period\_info;0(A);Teacher\_Name)

^(\*period\_info;1(A);Teacher\_Name)

^(\*period\_info;2(A);Teacher\_Name)

^(\*period\_info;3(A);Teacher\_Name)

^(\*period\_info;4(A);Teacher\_Name)

^(\*period\_info;5(A);Teacher\_Name)

^(\*period\_info;6(A);Teacher\_Name)

^(\*period\_info;7(A);Teacher\_Name)