

After installing this template and giving the GIFT user rights to the "District" site, the GIFT user may export out AP data whenever they choose without getting the PowerSchool person involved. \*\*\* This pulls the Course Number out for all student within PowerSchool. GIFT will clean out any NonAP Course and then mark GT students taking a AP class as No-APStudent. \*\*\*

Instructions for installing GIFT-AP PowerSchool Export Template

1. Download and extract the GIFT-AP.pst from PSTemplate file on the c2five.com website. It is found under the "Downloads" tab.
2. Give the PowerSchool administrator these directions and the GIFT-AP.pst file or the GIFT-APTemplate file.

The GIFT-APTemplate file is a self-extracting file containing the GIFT-AP.pst file.

3. The PowerSchool administrator needs to login to PowerSchool and switch (if needed) to the "District" site.
4. Under the Setup area, select the "System" tab.
5. When System Administrator screen appears, select "Import Report Template"
6. At the Import Report Template screen, change the "Character Set" to "Windows ANSI".
7. Then, click on "Choose File" and find the GIFT-AP.pst file and import it in.
8. Be sure to give the GIFT (G&T) user rights to the "District" site. Rights to this is found under the Security Settings tab of the individual user.

Instructions for running GIFT-AP from PowerSchool

1. Login to PowerSchool
2. If the "School" is not "District", change to it by doing the following: click on the "School" button,  
At the option to Change Schools, choose the "District" site. Typically, you do not need to click the Submit button (but you might). The school name should now reflect "District"
3. Under "Browse Students", click on the "All" selection. This selects all active students.
4. At the "Student Selection" screen, select "Export Using Template" using the pull-down under the "Select a function for this group of students". The screen should now change to the "Export Using Template" screen.
5. At the "Export Using Template" screen, choose "Student Schedules" at the "Type of Export". Typically, you do not need to click the Submit button (but you might).
6. At the "Export Using Template" screen changes a little, at the "Export Template", choose GIFT AP.  
At "For Which Records?", Choose the "The Selected xxxx Students" \*\*\* VERY IMPORTANT \*\*\*
7. You must select "Submit" after making the above selections.
8. Typically, PowerSchool will automatically start to export your data to a file called "student.export.text".  
Depending on your setup (and/or browser), you may be able to change the location and/or name of the file before it's downloaded. You may logout of PowerSchool after the export finishes. This export will typically take a few minutes - even longer in larger districts.
9. I highly recommend changing the file name to the date of export followed by the ".txt". This is so  
1. you can delete it later easily, 2. quickly identify it as the latest update, and 3. GIFT will find it "faster" as a "txt" file.
10. In GIFT, this data file is uploaded under 3. Import/Export, then 4. Import AP Data, and 1. PS AP Data.  
Please note: There is no preview or mismatch report with this import.