

After installing this template and giving the GIFT user rights to the "District" site, the GIFT user may export out data whenever they choose without getting the PowerSchool person involved.

Instructions for installing GIFT01 PowerSchool Export Template

1. Download and extract the GIFT01.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 GIFT01.pst file or the PSTemplate 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 GIFT01.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 GIFT01 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 "Current Student Selection" screen, select "Export Using Template" using the pull-down under the "Select a function for this group of students". (Lower Right Corner) The screen should now change to the "Export Using Template" screen.
5. At the "Export Using Template" screen, choose "Students" 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 GIFT01.
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.
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 2. Import PowerSchool.