

Importing Local Attendance Pattern **

1. At the building level, pick the kids you wish to make the Local Attendance Pattern be **.
2. Then Select **Special Functions, Importing and Exporting, Data Export Manager**.

Data Export Manager

Export My Templates

Some or all categories and/or data sets may not be visible if you do not have an assigned role or your assigned role(s) do not permit access to any of the data sets.

Select Columns to Export

Category

Export From

Next

Select Records to Export

Export Summary and Output Options

3. Under Columns to Export: Category, **Database Extensions**; Export From, **S_OH_STU_FD_X**
4. On the left hand side select: **Students DCID**, and **Local_Att_Pattern**

Data Export Manager

Export My Templates

Select Columns to Export

Category Database Extensions

Export From S_OH_STU_FD_X

Select All	Sort	Field	Labels Used on Export	Remove
<input checked="" type="checkbox"/>		S_OH_STU_FD_X.StudentsDCID	S_OH_STU_FD_X.StudentsDCID	<input type="checkbox"/>
<input checked="" type="checkbox"/>		S_OH_STU_FD_X.Local_Att_Pattern	S_OH_STU_FD_X.Local_Att_Pattern	<input type="checkbox"/>

Next

5. Then select Next.
6. Select Next again
7. Select Export.

8. Now open your document into an Excel Spreadsheet.

	A	B
1	S_OH_STU_FD_X.StudentsDCID	S_OH_STU_FD_X.Local_Att_Pattern
2	5508	**
3	5523	**
4	5952	**
5	6002	**
6	6152	**
7	6320	**
8	6321	**
9	6325	**
10	6331	
11	6331	

9. In you spreadsheet you will want to put ** in the Local Attendance pattern for all students.

10. When finished, Save your spreadsheet as a CSV file.

11. Switch back to Powerschool and make sure you are in the **DISTRICT** so you can import back in.

12. Select **Special Functions, Importing and Exporting, Data Import Manager**

13. Source, select your **saved CSV file**, Import into , **S_OH_STU_FD_X** and Field Delimiter needs to be **Comma**

Data Import Manager

Select Source and Target

Source: Sylvania 1st grade.csv

Import into:

Field Delimiter: Character Set:

14. Select **Next** and then you should see your fields mapped, select **Next** again

Data Import Manager

Select Source and Target [Attendance Test.csv --> S_OH_STU_FD_X]

Map Columns

Import File Column	PowerSchool Field
S_OH_STU_FD_X.StudentsDCID	S_OH_STU_FD_X.StudentsDCID
S_OH_STU_FD_X.Local_Att_Pattern	S_OH_STU_FD_X.Local_Att_Pattern

Buttons: Select Template, Save Template, Prev, Next

15. Leave the box checked to **exclude First row** and then select the button to **Update existing record**

Data Import Manager

Select Source and Target [Attendance Test.csv --> S_OH_STU_FD_X]

Map Columns

Select Options

Check to exclude the first row (contains headers).
If a record in the import file matches an existing record in the database, how would you like that record processed?

Do not process record
 Update existing record

Buttons: Prev, Import

16. Select **Import**. It will say Failed:0. Don't worry about this. Go to the top right corner of the page and select **Refresh**.

Import Results: Attendance Test.csv --> S_OH_STU_FD_X

Processed 0 out of 8 records

Refresh

Failed: 0

Row #	Reason
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Page 1 of 0

Imported: 0

Row #	Result
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17. You will now see the number of records Imported at the bottom of the page. The records will all say updated.

Import Results: Attendance Test.csv --> S_OH_STU_FD_X

Processed 8 out of 8 records

Failed: 0

Row # ^	Reason
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Page 1 of 0 50 No records to view

Imported: 8

Row # ^	Result
1	Skipped
2	Update
3	Update
4	Update
5	Update
6	Update
7	Update

18. You will need to do this process for all buildings where you need to update attendance patterns.