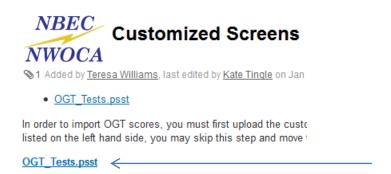
Instructions for Importing the Custom OGT Screen & Importing Data into the Screen

Importing the Custom OGT Screen:

The purpose of this screen is to store the OGT data in order for to print on the transcript.

*****If you have already imported this screen, please skip to the instructions for "Importing Data into the Screen"****

☐ Wiki.nwoca.org > NWOCA Student Services Public Wiki > PowerSchool > Customized Screens > OGT_Tests.psst



☐ Log into PowerSchool (you can be in either the District Office or the building) > System under Setup > Import Report Template > choose the correct Character Set > Browse for the .pst file you just saved from our Wiki > Import

If you are a Windows user, your screen might look like this:

Import Report Template



**For Mac users, you will choose the MacRoman character set. **

Job well done!



□ Back > Start Page > high school building > choose any student > Custom Screens > OGT Tests

OGT Tests * ♣

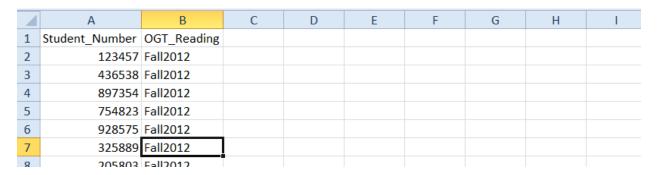
Anderson, Cameron 12 25 AGHS1

Reading
Science
Citizenship
Writing
Math

Importing Data into the Screen:

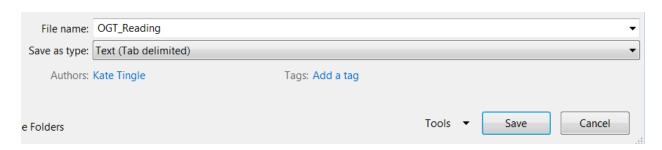
Using Excel or any spreadsheet database you prefer, open your test scores file. Remove all test scores below 400, remove all columns until you are left with a column that resembles the student's ID number and test scores. You will need a file that begins with the header, Student_Number followed by:

OGT_Reading, OGT_Writing, OGT_Science, OGT_Citizenship, OGT_Math. We recommend creating spreadsheets for each test type. Also, you will need to replace the number score with something like, "Met Requirements" or "Fall2012" as this will appear on the transcript:



****Save your new files as a text tab delimited file.**** Save As > enter File Name > Save as type:

Text (Tab delimited) > Save



Importing the Files: ☐ Special Functions > Importing & Exporting > Quick Import > Table: Students > select the appropriate Character Set > Browse for one of your text files > check Suggest field map > Import: If you are a Windows user, your screen might look like this: **Quick Import** Option Tab ▼ Field delimiter: CR ▼ End-of-line marker Windows ANSI ▼ Character Set: Z:\OGT_Reading.txt Browse... File to import: Suggest field map Apple Grove High School School **For Mac users, you will choose the MacRoman character set. ** ☐ The columns 'From your file' ----> 'To PowerSchool' need to match > Check to exclude first row > Update the student's record..... > Submit: Import Records from an ASCII Text File Col# From your file 1. Student_Number Student_Number 2. OGT Reading OGT Reading The lines below can be used to assign a constant value to field(s) in all of the imported records. Note: The student number is required in all import files. All information is keyed off of the student number field. If the file being imported contains a student number that matches a student number already in the PowerSchool system, how would you like it handled?

Submit

Update the student's record with the information from the file being imported (Note: even if you have this option selected, if the student is in a different school, the information will not be updated).

Synchronize Mode (Warning: This will transfer out all Students who are not found in the file being imported. Do not use this unless you know exactly what you are doing!)

Generate a new, unique student number for the student (from the range specified below) and import the data from the import file.

New student numbers are generated at random from within this range: 20122013 | - 100000000

Allow Update of Enroll Status (Warning: Don't use this unless you know exactly what you are doing!)

☐ Note any red errors.

Do not process that line from the file being imported.

sed the OGT > Custom Screens > OGT Tests:
Fall2012

Submit