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:

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	

Submit

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:*

	A	B	C	D	E	F	G	H	I
1	Student_Number	OGT_Reading							
2	123457	Fall2012							
3	436538	Fall2012							
4	897354	Fall2012							
5	754823	Fall2012							
6	928575	Fall2012							
7	325889	Fall2012							
8	205803	Fall2012							

☐ ****Save your new files as a text tab delimited file.**** Save As > enter File Name > Save as type: Text (Tab delimited) > Save

File name:	OGT_Reading
Save as type:	Text (Tab delimited)
Authors:	Kate Tingle Tags: Add a tag

e Folders   Tools ▼   Save   Cancel

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	Value
Table:	Students ▾
Field delimiter:	Tab ▾
End-of-line marker:	CR ▾
Character Set:	Windows ANSI ▾
File to import:	Z:\OGT_Reading.txt Browse...
Suggest field map	☑
School	Apple Grove High School

[Import]

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	----->	To PowerSchool
1.	Student_Number	----->	Student_Number ▾
2.	OGT_Reading	----->	OGT_Reading ▾

☑ Check to exclude first row

The lines below can be used to assign a constant value to field(s) in all of the imported records.

| | -----> | ▾ |
| | -----> | ▾ |

Advanced Import Options

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?

○ Do not process that line from the file being imported.

◉ 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).

○ 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

☐ 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!)

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

[Submit]

☐ Note any red errors.

☐ Start Page > pull up a student who passed the OGT > Custom Screens > OGT Tests:

OGT Tests

Anderson, Cameron 12 25   AGHS1

Reading	Fall2012
Science	
Citizenship	
Writing	
Math	

Submit