



Directions on setting up Auto Send for **Destiny**:

1. Log into **PowerSchool**
2. Stay at the **District Office** – you will be exporting a District File nightly

The screenshot shows the PowerSchool interface for the District Office. The top left features the PowerSchool logo. The top right shows the school name "District Office" circled in red, with the term "09-10 Year" below it. On the left is a navigation menu with "Functions" and "Setup" sections. A red arrow points to the "System" link in the Setup section. The main content area includes a "Search Students" search bar, a "Browse Students" alphabetical index, and "Other Options" such as "Stored Searches", "Stored Selections", and "Enroll New Student".

3. On the left click on **System**
4. **AutoSend Setup**

The screenshot shows the "System Administrator" interface. The left navigation menu is expanded, and a red arrow points to the "System" link. The main content area displays a table of system functions and their descriptions.

Function	Description
Assign New Student Numbers	Replaces student numbers with new ones.
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Average Final Grades	Calculate and store averaged final grades.
Calculate Honor Roll	Calculate and store honor rolls.
Change Course Number	Changes a course number system-wide.
Change School Number	Changes a school number system-wide.
Clear Activities	Clears students activities.
Copy Master Schedule	Copies the master schedule (sections) from one year to another.
Copy School Setup Info	Overwrites existing school information with new information.
Custom Fields / Screens	Creates and edits fields and screens for staff and students.
Direct Database Export (DDE)	Exports information from database directly.
End-of-year process	Closes out and archives student records at end of year.
Export Historical Grades	Exports historical grades for current school year.
Import Report Template	Imports a report from another system.
Permanently Store Grades	Changes current grades into historical grades.
PowerGrade Settings	Links to PowerGrade settings and functions.
Report Queue Settings	Links to Report Queue settings and functions.
ReportWorks Administration	Links to ReportWorks settings and functions.
Scan Pages	Scan for customized pages.
Security	Sets up PowerSchool security.
Special Operations	Runs programs affecting the whole system.
Store Standards Grades	Snapshots Standards scores and creates historical records.
System Logs	Links to system log files and management functions.
System Settings	Links to web server information.
Teacher Maximum Load Setup	Creates and Loads Teacher's Daily Load Counts.
State Specific Information	Displays State Specific Table relationship information.

5. Click on the **New** button
6. Fill in the fields highlighted below – this is set up to update nightly. You will have to call the Help Desk for the FTP information if your Destiny is housed on the server at the ISD.

Field	Value
Name	Tammy Destiny Students
Data to Send	Students
When to Execute	Midnight :00
Days to Execute	MTWTF (MTWHFSU)
Turn Execution Off	<input type="checkbox"/>
<input checked="" type="checkbox"/> Use FTP <input type="checkbox"/> Use passive mode	FTP host name: ftp.misd.net FTP account name: powerschool FTP password: ##### Timeout in seconds (optional): 0 Default = 10 seconds Transfer Method:
Path	tam_students.csv
Field Delimiter	Comma
Record Delimiter	CRLF
Sort Order	0
First record of file is "number_of_records=" *	<input type="checkbox"/>
Include "upload_type=" **	<input type="checkbox"/>
Attendance-Specific Settings:	<input checked="" type="radio"/> Send any attendance modified in last 24 hrs <input type="radio"/> Send attendance modified since last upload <input type="radio"/> Send attendance modified between these dates From <input type="text"/> To <input type="text"/> <input type="radio"/> Send all attendance to date
Student-Specific Settings:	All current students at the school are automatically sent.
E-Mail completion report to (Separate multiple addresses with commas)	<input type="text"/>
	Student_Number prevstudentid schoolid last_name first_name middle_name gender graduation_year dob (mailing_street) (mailing_city) (mailing_state) (mailing_zip) home_phone grade_level Teacher_Name

The file must have a csv extension and be comma delimited

These are the fields needed for the Destiny Export

Duplicate this AutoSend record to all schools on this server (use only when creating a new AutoSend record)

* The first record of the export will be the text "number_of_records=" followed by the number of records to be exported.
 ** The first or second record of the export will be the text "upload_type=" followed by the upload type.

Submit