



PowerSchool
August 2009

Meal Magic: Creating the Export Template

1. Log into your building
2. Click on **Special Functions**
3. Click on **Importing & Exporting**

Function	Description
Attendance Functions	Performs attendance related functions.
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Current Users	Shows the names of those currently logged on to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Incident Management	Create, update, and delete Incidents.
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.

4. Click on **Templates for Exporting**

Importing	
Quick Import	Import records from an ASCII text file.
Quick Import for State-Specific Extended Tables	Import records from an ASCII text file.
Import Using Template	Import using an existing template.
Templates for Importing	Set up import templates.
Exporting	
Quick Export	Export student data.
Export Using Template	Export using an existing template.
Templates for Exporting	Set up export templates.

5. Once the window opens – click on the **New** button

Template Name	Export From	# Columns	Width*
LetterData	Students	3	0
PolyPlot Export	Students	1	10
StudentExport	Students	444	0

*Width applies only to fixed-width import templates, not delimited templates.

Main Import/Export Menu

6. Complete the window with the information shown below

Option	Value
Name of this template	Meal Magic
Export from this table	Students
Delimited or fixed-field length?	Delimited
Field delimiter (ignored for fixed-field length)	Tab <input type="checkbox"/> Surround field values with quotes (" ")
End-of-line (record) delimiter	CR
Column Titles	<input checked="" type="checkbox"/> Put column titles on first row
Mime Type (leave blank for default)	

Submit

7. **Submit**

8. Once the Export Template is created the window will open showing # of **Columns 0** – click on the **blue 0** to start creating the columns for the template. You will continue this process until you have created the **11 columns** required for the Meal Magic export.

New

Column	Title	Width*	Cumulative Row Width
1	ID Number	0	0
2	Site Number	0	0
3	Last Name	0	0
4	First Name	0	0
5	Birthdate	0	0
6	Grade	0	0
7	Address	0	0
8	City	0	0
9	Zip Code	0	0
10	Home Phone	0	0
11	Teacher #	0	0

*Width applies only to fixed-width import templates, not delimited templates.

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Title	Field Name
ID Number	Student_Number
Site Number	SchoolID
Last Name	Last_Name
First Name	First_Name
Birthdate	dob
Grade	Grade_Level
Address	Mailing_Street
City	Mailing_City
Zip Code	Mailing_Zip
Home Phone	Home_phone
Teacher #	Home_Room

Note: if your district doesn't use homeroom use the field name **teacher_number**

This is an example of one of the fields that the Title/Heading is different.

Option	Value
Title/Heading	<input type="text" value="ID Number"/>
Data To Export (Fields)	<input type="text" value="Student_Number"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="1"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)