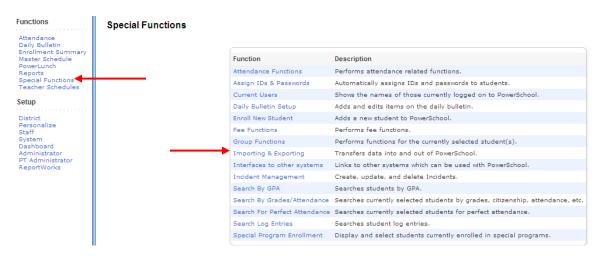**MISD**

PowerSchool
August 2009

Meal Magic: Creating the Export Template

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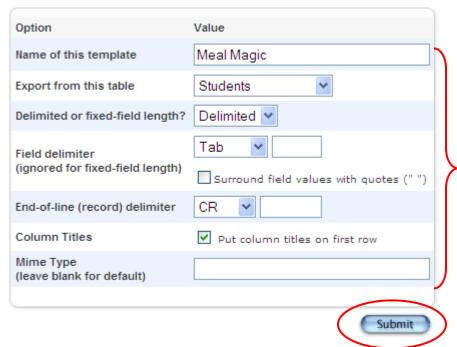3. Click on **Importing & Exporting**

4. Click on **Templates for Exporting**

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

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 ☐ Surround field values with quotes (" ")
End-of-line (record) delimiter	CR
Column Titles	☑ 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.

Back to Templates for Exporting

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	ID Number	
Data To Export (Fields)	Student_Number	
If Blank, Export This		(optional)
Column Number	1	(zero to place at end)
Width In Characters	0	(used only for fixed field lengths)
Alignment	Left	(used only for fixed field lengths)

Submit