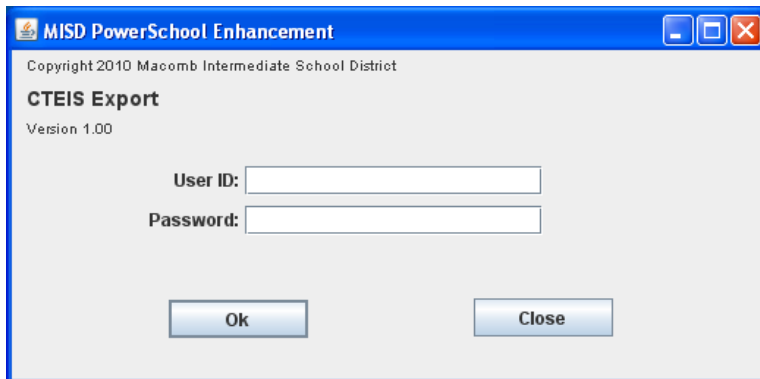


Here are the basics for running our CTEIS Export program.

We will be adding links to our enhancements on the PowerSchool main screen . For now, you will need to open another tab on your browser and enter the following address:

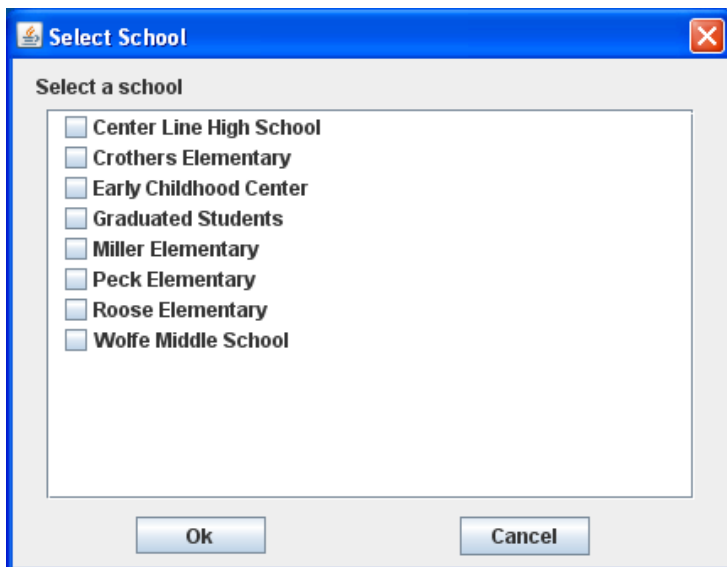
<http://ps-app.misd.net:8080/cteisExp/cteisExp.inlp>

You will be asked to log in. Use the same ID and password that was provided for testing the transcript program. If you do not have an ID and password, please let me know.



The screenshot shows a window titled "MISD PowerSchool Enhancement" with a copyright notice for 2010 from Macomb Intermediate School District. The window is titled "CTEIS Export" and "Version 1.00". It contains two input fields: "User ID:" and "Password:". Below the fields are two buttons: "Ok" and "Close".

You will then select a school.

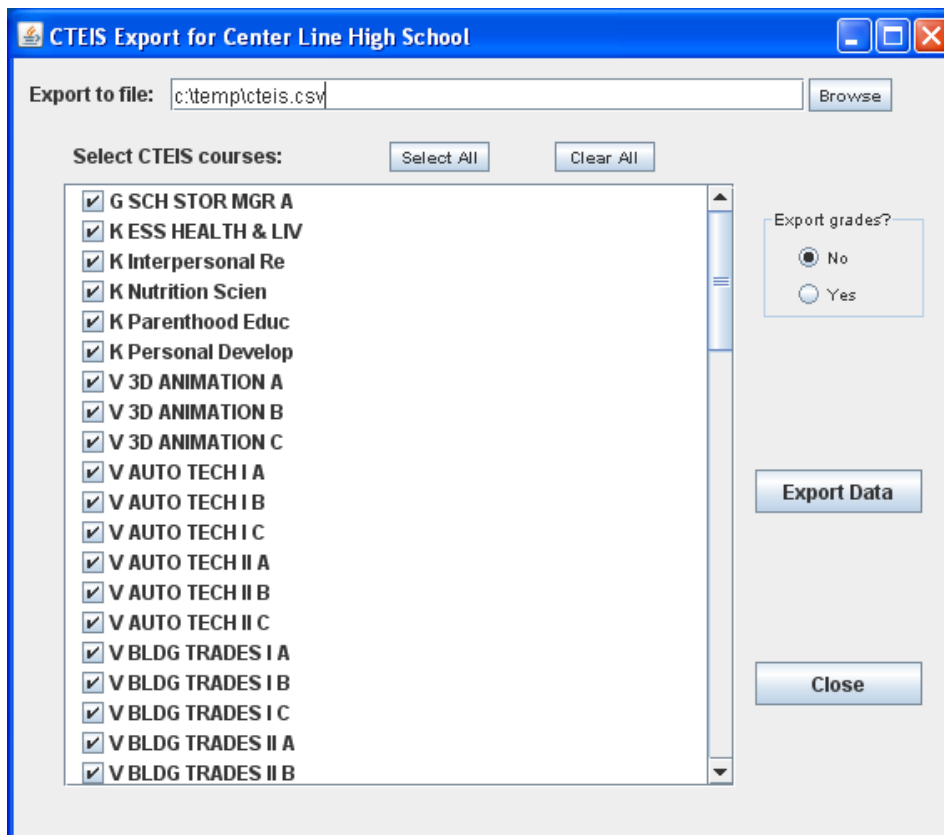


The screenshot shows a dialog box titled "Select School" with a close button in the top right corner. The dialog box contains a list of schools with checkboxes next to each name:

- Center Line High School
- Crothers Elementary
- Early Childhood Center
- Graduated Students
- Miller Elementary
- Peck Elementary
- Roose Elementary
- Wolfe Middle School

At the bottom of the dialog box are two buttons: "Ok" and "Cancel".

After selecting a school, you will see the CTEIS Export main screen:



By default the program will write the export file to c:\temp\cteis.csv. You may use the Browse button to change the location and file name of the exported file.

You will see a list of CTEIS courses. The list will contain all courses that have the Vocational Class box checked on the course data entry screen in PowerSchool. By default all courses will be selected in the CTEIS export program. You may de-select those courses that you do not need to report to CTEIS. Or if easier you may click the button to Clear All, and then select only those courses that are to be reported to CTEIS.

There is also an option to export grades. Grades are required to be reported at the end of the year. If you choose to export grades the program will extract the grades from the stored grades file. If the grade for a class in term S2, T3, YR or Y1 is not found in the stored grades, the program will extract the grades from the PGFinalGrades table. This will allow you to export the CTEIS data before grades have been stored, as long as the final grades have been entered in the gradebook. As required by CTEIS, the program will replace any blank or invalid grade with the letter "Z".

After you have made all of your selections, click the "Export Data" button. The program will gather and export the selected CTEIS data to the file specified. When the export is completed you will see a message showing the file name and number of records exported.

Message



2040 CTEIS export written to: c:\temp\cteis.csv

OK