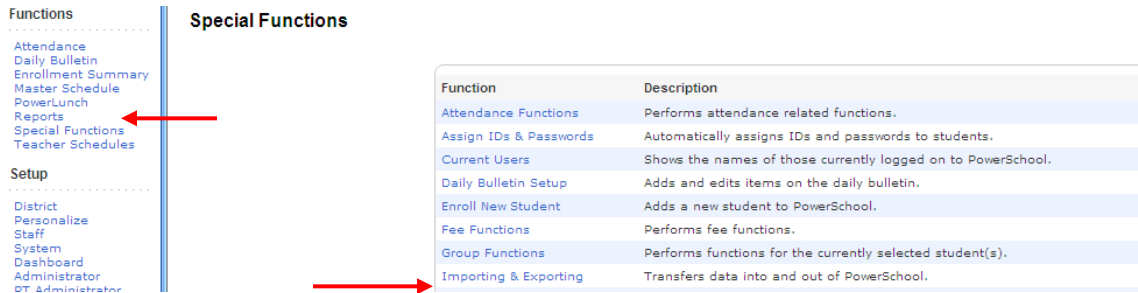


LifeTouch Photography: Creating the Export Template

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.

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	LifeTouch Photography
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.

[New](#)

Template Name	Export From	# Columns	Width*
LetterData	Students	3	0
LifeTouch Photography	Students	0	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](#)

9. Once the creating columns window opens – click on the **New** button – you will create 6 columns for the export

[New](#)

Column	Title	Width*	Cumulative Row Width
There are no columns set up for this export template.			
*Width applies only to fixed-width import templates, not delimited templates.			
Back to Templates for Exporting			

Columns 1 – create as shown below

- **Submit**

Option	Value
Title/Heading	Student Last Name
Data To Export (Fields)	Last_Name
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)

Click on the **New** button to continue creating the columns

Column	Title	Width*	Cumulative Row Width
1	Student Last Name	0	0

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

[Back to Templates for Exporting](#)

Columns 2 – create as shown below

- **Submit**

Option	Value
Title/Heading	Student First Name
Data To Export (Fields)	First_Name
If Blank, Export This	(optional)
Column Number	2 (zero to place at end)
Width In Characters	0 (used only for fixed field lengths)
Alignment	Left (used only for fixed field lengths)

Columns 3 – create as shown below

- **Submit**

Option	Value
Title/Heading	Grade Level
Data To Export (Fields)	grade_level
If Blank, Export This	(optional)
Column Number	3 (zero to place at end)
Width In Characters	0 (used only for fixed field lengths)
Alignment	Left v (used only for fixed field lengths)

Columns 4 – create as shown below

- **Submit**

Option	Value
Title/Heading	Homeroom
Data To Export (Fields)	home_room
If Blank, Export This	(optional)
Column Number	4 (zero to place at end)
Width In Characters	0 (used only for fixed field lengths)
Alignment	Left v (used only for fixed field lengths)

Columns 5 – create as shown below

- **Submit**

Option	Value
Title/Heading	Student ID Number
Data To Export (Fields)	student_number
If Blank, Export This	(optional)
Column Number	5 (zero to place at end)
Width In Characters	0 (used only for fixed field lengths)
Alignment	Left v (used only for fixed field lengths)

Columns 6 – create as shown below

- **Submit**

Option	Value
Title/Heading	Date of Birth
Data To Export (Fields)	dob
If Blank, Export This	(optional)
Column Number	6 (zero to place at end)
Width In Characters	0 (used only for fixed field lengths)
Alignment	Left v (used only for fixed field lengths)

New

Column	Title	Width*	Cumulative Row Width
1	Student Last Name	0	0
2	Student First Name	0	0
3	Grade Level	0	0
4	Homeroom	0	0
5	Student ID Number	0	0
6	Date of Birth	0	0

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

[Back to Templates for Exporting](#)

To the left you will see the columns you have created for your Lifetouch Export Template

Once you have completed creating the Export Template:

1. Go back to the **Main Screen of PowerSchool**
2. Click on **Special Functions**
3. Click on **Importing & 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.

15. Click on **Export Using Template**

Option	Value
Type of Export:	▼ Students Courses Student Schedules Teachers Historical Grades

16. Use the Drop Down window and choose **Students**

Option	Value
Type of Export:	Students
Export template?	LifeTouch Photography ▼
For Which Records?	All 17151 currently enrolled students

Submit

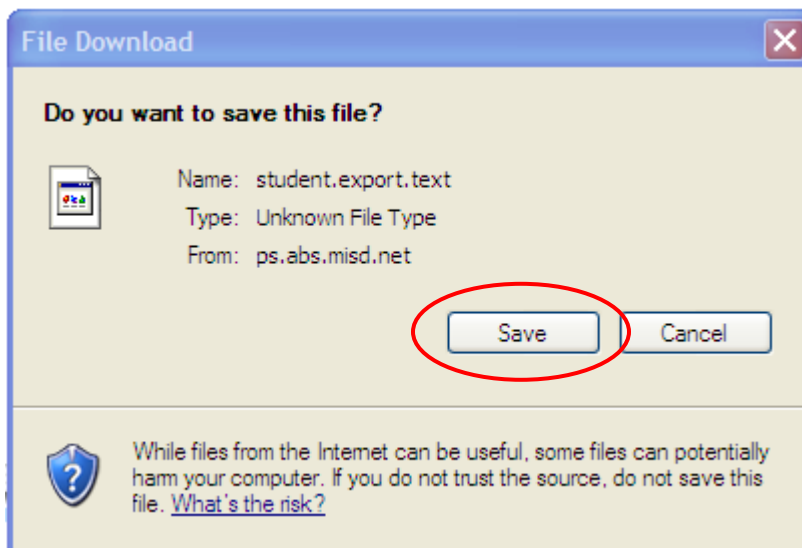
17. When the next window opens; use the Drop Down window and choose **LifeTouch Photography Export**

18. For Which Records? – choose **All** or a **group** of students to export

19. **Submit**

This Export is run at least once a week; but can be run more often if needed.

- The window will open asking you to Save or Cancel
- Click on Save



- The Browse window will open select where you would like to file saved to – it must be saved as a **txt file**.

