Import Standards

1. Make sure you are in district.

2. Check **District Setup→Miscellaneous**
   Make sure **Allow importing in district office mode** is checked

3. Choose **Special Functions→Importing and Exporting→Quick Import**

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.

4. Choose the **Standards** table and select a template to import. Click **Import**.

Option	Value
Table:	Standards
Field delimiter:	Tab
End-of-line marker:	CR
Character Set:	Mac Roman
File to import:	C:\My Documents\#2009 Browse...
Suggest field map	☑
School	District Office

Import

5. Make sure **Exclude First Row** is selected on the import map and submit.

Import Records from an ASCII Text File

Col#	From your file	----->	To PowerSchool
1.	Alignment Identifier	----->	AlignmentIdentifier
2.	Allow Assignment	----->	AllowAssignments
3.	Conversion Scale	----->	ConversionScale
4.	Courses	----->	Courses
5.	Description	----->	Description
6.	Identifier	----->	Identifier
7.	Include Comment	----->	IncludeComment
8.	Level	----->	Level
9.	List Parent	----->	ListParent
10.	Name	----->	Name
11.	Sort Order	----->	SortOrder
12.	Subject Area	----->	SubjectArea
13.	Type	----->	Type

☑ Check to exclude first row

The lines below can be used to assign a constant
value to field(s) in all of the imported records.

6. The standards will appear under **List Standards** in District.

▼ **School**

▼ VK - Van Dyke KDG

▼ VK.RE - Reading

VK.RE.1 - Retells using simple story elements

VK.RE.2 - Uses reading strategies

VK.RE.3 - Reads grade level text

▼ VK.LA - Language Arts Assessments

VK.LA.1 - DRA Level

VK.LA.2 - Recognizes Dolch Words

VK.LA.3 - Identifies letters

VK.LA.4 - Identifies letter sounds

VK.LA.5 - Recognizes rhyme