Pulling Your Elementary Schedule

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1. Go to Direct Data Export (DDE)

2. Chose to export from the Sections table

3. Check the box: Select from this school only

4. Filter TermID >=2900 (2019-2020 year) < This will change next year!

5. Paste these fields into the export screen

[5]lastfirst
[5]title
[5]teachernumber
[5]status
[5]last_name
[5]first_name
SchoolID
[2]course_name
Course_Number
Dependent_Secs
Expression
^(*class_expression data="abbr" format="expression")
Grade_Level
Section_Number
TermID
Attendance_Type_Code
Att_Mode_Code
Room

Export Records

Export the 15579 selected records (Table: Sections)

```
[5]lastfirst
[5]title
[5]teachernumber
[5]status
[5]last_name
[5]first_name
SchoolID
[2]course_name
Course_Number
Dependent_Secs
Expression
^(*class_expression data="abbr" format="expression")
Grade_Level
Section_Number
Team
TermID
Attendance_Type_Code
Att_Mode_Code
Room
```

6. Select all and copy and paste into Excel to look like this:

```
[5]lastfirst   [5]title      [5]teachernumber    [5]status     [5]last Name   [5]first Name    Schoolid
[2]course Name  Course Number   Dependent Secs   Expression      *class Expression Data="abbr" Format="expression"
Grade Level    Section Number  Team    Termid   Attendance Type Code    Att Mode Code   Room
Lowry, Fran            300     2      Lowry   Fran    6048078 AM Attendance   AM
k001.300,k002.300,k003.300,k004.300,k005.300    1(A)   AM(A)  0      300             1200   0      ATT_ModeMeeting 1
Lowry, Fran            300     2      Lowry   Fran    6048078 Social Development K   K001           2(A)    1(A)    0
300            1200    0      ATT_ModeMeeting
Lowry, Fran            300     2      Lowry   Fran    6048078 Math K  K005            6(A)   5(A)   0      300
```

7. The **BOLD** fields listed above are not needed upon reimport but some could be very helpful in identifying other fields. EX- lastfirst, last_name, first_name = teacher number.

8. Set up your spreadsheets for your schedule and adjust as needed before importing it back into PowerSchool.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Grade Level -DNU	Subjects - DNU	Course_Number	Section_Number	Course.Section- DNU	TermID	TName- DNU	TeacherNum	Room	Expression	Attendan	Att_Mode	Schoc	MaxE	Dependent_Secs
2	K	Homeroom	HR00K	1	HR000K.1	2100	Mr. Ground	2020	2105	8(A-E)	0	ATT_Mod	100	30	ELA000K.1,MA000K.1,SS000K.1,S
3	K	Language	ELA000K	1	ELA000K.1	2100	Mr. Ground	2020	2105	1(A-E)	0	ATT_Mod	100	30	MA000K.1,SS000K.1,SCI000K.1,SI
4	K	Mathematics	MA000K	1	MA000K.1	2100	Mr. Ground	2020	2105	2(A-E)	0	ATT_Mod	100	30	
5	K	Social Studies	SS000K	1	SS000K.1	2100	Mr. Ground	2020	2105	4(C-D)	0	ATT_Mod	100	30	
6	K	Science	SCI000K	1	SCI000K.1	2100	Mr. Ground	2020	2105	3(B)	0	ATT_Mod	100	30	
7	K	Spanish	SPA00K	1	SPA00K.1	2100	Mr. Ground	2020	2105	5(A), 5(C)	0	ATT_Mod	100	30	
8	K	Art	ART00K	1	ART00K.1	2100	Mrs. Pebbles	2121	2107	6(B)	0	ATT_Mod	100	30	
9	K	Music	MUS00K	1	MUS00K.1	2100	Mr. Stone	2321	2210	7(A), 7(D)	0	ATT_Mod	100	30	
10	K	Phys. Ed	PE00K	1	PE00K.1	2100	Mrs. Boulder	2432	4107	9(B), 9(C), 9(E)	0	ATT_Mod	100	30	
11	K	Technology	IT00K	1	IT00K.1	2100	Mr. Sand	2543	4117	10(E)	0	ATT_Mod	100	30	
12	K	Library	LIB00K	1	LIB00K.1	2100	Ms. Rocks	2476	Lib	11(B)	0	ATT_Mod	100	30	
13															