

# Importing and Exporting Scores

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## PowerTeacher Score Template (PST)

- **Export** information for a single assignment into a comma-separated values (CSV) text file.
- **Import** scores for a single assignment using a variety of file formats from third party applications.
- **Use** your own file format to import assignment score information, at a minimum, the file must contain a student identifier (school defined student number) column and a score column.
- **Include** columns like a student name column, or additional score columns (if maintaining assignment score information for several assignments within a given import file).
  - **Note:** Although the PowerTeacher Pro import function only imports scores for a single assignment at a given time, your import file may contain assignment score information for several assignments.

## Export Scores Template

- **Export an assignment** score template with or without scores included.
  - **Note:** This file can then be used to work on your scores outside of PowerTeacher Pro.
- Once you are finished recording assignment scores, **import the updated information** back into PowerTeacher your Pro.

## Select an assignment from the Assignment List

- **Click** the **gear** and choose **Export Score Template**.
- **Choose** to include or not include the scores in the export or opt to export only the assignment and student information.
- **To view** the export scores template, navigate to where the export scores template was saved and open it. The download location is determined by your browser settings.
  - **Tip:** If you open the downloaded template using Microsoft Excel for Office 2016, be sure to **save it as a .csv file** before you import the scores back in to PowerTeacher Pro.
    1. File menu
    2. Save As
    3. File Format: Comma Separated Values UTF-8 (.csv)

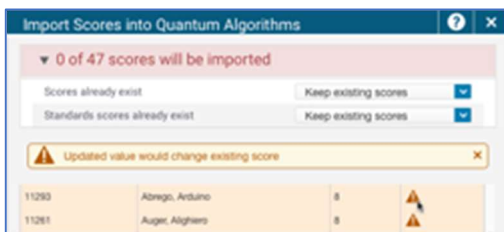
## Import Scores

- The **basic import function** provides you with the required tools needed to bring assignment score information into PowerTeacher Pro.
- **Before** performing an import, you must have an import file available containing the data you want to import.
  - **Note:** If the reporting term or class is locked, you are unable to import scores.
- **Select** an assignment from the Assignment List.
- **Click** the gear and choose **Import Scores**.
- Click **Browse Files**, then **select** the file you want to import.
- **Choose** the Format from the pop-up menu.
- If **CSV** or **Text** is selected, additional options appear:
- **Include First Row** – select the checkbox if there is not a header row and all rows contain data to be imported.
- **File Score Type** – This is the score type entered in the file you are importing.
  - **Note:** If the score type of the import file does not match the current score type of the assignment in PowerTeacher Pro, the score will automatically translate to the score-value currently used for the assignment.

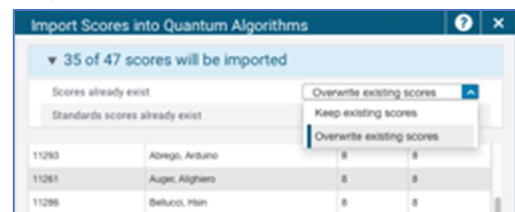
- **Example:** if you entered percentages in the import file, and the assignment is configured to use points, select **Percent**.
  - **Note:** When the file is imported, PowerTeacher Pro will automatically translate the percent values to points.
- If **Other** is selected, additional options appear:
- **Field Separator-** enter the character used to separate fields. If left blank, this defaults to a comma.
- **Line Separator-** enter the character used in the import file to designate a line separator. If left blank, this defaults to the end of line mark (carriage return).
  - **Tip:** If you are importing a file that includes multiple score columns, select CSV, Text, or Other.
    - Multi-column import is not supported with PowerTeacher Score Template (PST).
    - Select the **Validate Student Names** checkbox to validate that the student names in the import file match the names enrolled in the class.
    - **Note:** This is an **optional setting** to help identify possible mistakes in the import file where the student name does not match the student number.



- Click **Next**.
- If **alerts appear** on the screen, hover over or click the alert icon to see the message at the top of the screen.



- **You can:**
  - **Select** how you want the import data to appear.
  - If you are importing a PST file and the
  - **Assignment Name does not match the one specified** on line 3 of the file, you will receive a warning message.
  - To proceed, **select** the checkbox.
- **Scores already exist:** You can keep or overwrite existing scores.
- **Standards scores already exist:** You can choose to keep the existing standards scores or recalculate them based on the imported data.
- **For scores higher than the max value:** If the import file contains scores that are higher than the maximum value set for the assignment, you can choose to keep the existing scores, or overwrite them with the maximum value.
- **Select from the menus provided:** the alert icons are removed if they are resolved by the selection you made.



- If you are **importing a file with multiple score columns**, click on the score column header to select the column to import.
- If you select a column in which a **score exceeds the maximum value** for the assignment, you can select to keep the existing scores, or change them to the maximum value for the assignment.
- This is useful if you happen to have a file set up to have a **separate column for multiple assignments**.
- In this case, the first 15 score columns will display for you to pick which score column to import.
- Click **Import**, the scores appear on the **Scoresheet**.
- **Import a File** with Internationalized Characters
- The following provides instructions on importing a file with internationalized characters using Microsoft Excel for Office 2016. If you are using a different version of Excel, or you use a different spreadsheet program, contact your PowerSchool administrator for assistance.
- If your data contains internationalized characters, you will need to set some parameters for a successful import into PowerTeacher Pro:
  1. **Open Excel.**
  2. Choose **Blank Workbook** to create an empty document.
  3. On the **Data** tab, click **From Text**, then select the file to import.
  4. On the Text Import Wizard:
  5. On the Step 1 screen, choose the Delimited option, and on the File origin menu select **65001: Unicode (UTF-8)**.
  6. Click **Next**.
  7. On the Step 2 screen, choose **Comma** as the delimiter, and the double quote character as the Text qualifier.
  8. Click **Next**.
  9. On the step 3 screen, click **Finish** to complete the import.