

Instructions for Exporting a Class from Power School to CPS:

1. Open Power Grade - Open a class
2. Reports – Custom Export
3. Drag First Name, Last Name and Student Number to the window on the right.
4. Click Export
5. Name and save to your desktop. (Cover the *.* file name with your own name like A1 or Math 7.)
6. Open a new Excel Spreadsheet.
7. Click on Data
8. Choose Import External Data/Import Data
9. Browse to your desktop and find your class you just saved. Choose it.
10. The new screen will make your class roster look all jumbled – just click on Next then Next again and you should see the columns separated. Click Finish.
11. Rename cell A1 to first, rename cell B1 to last and rename cell C1 to studentID
12. Save As and change the file type to .CSV (comma delimited) – resave as your class name. Ignore any words of warning Excel gives you regarding your CSV file.
13. Close Excel (otherwise it doesn't work)
14. Open CPS - go to the Prepare tab/Classes and Students Button and click Import and Browse
15. Select file type .CSV and browse to your desktop
16. Select the file and put a check mark in the box when it comes up.
17. Click Okay.