

End of Course Assessment scores on Transcripts

To get your EOC scores onto your transcripts (for those of you that choose to print those) you must first Export out those EOC scores then you must re-import those back into PowerSchool onto your custom screen that contains those fields you are using for your transcripts. There is more than one way to do this and here is one of the easiest:

Select your group of students IE: all 12th graders from the start screen



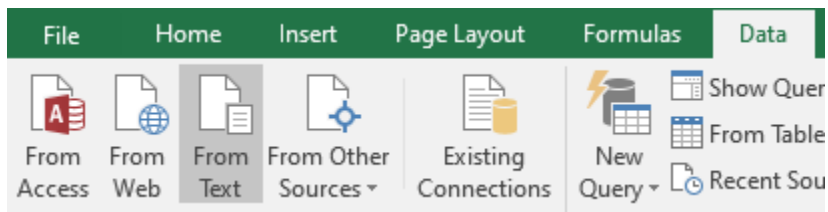
Once those are in your current collection, then on the left menu click on System Reports – then choose the Engine tab



Choose the highlighted report – If you do not see that – please create a helpdesk ticket or email student_support@nwoca.org

Run the report for your selected students, then **save** the results file – a .TXT file to your computer.

Next open Excel to a blank workbook/worksheet (click in Cell A1) and choose Data, then From Text and then browse for the file you just saved to your computer and import it using the import wizard.



Step 1 – it is a delimited file then click next, step 2 – it is a tab delimited file – click next then step three click finish then OK

Now that you have your EOC scores into Excel – you need update the column headings for those columns that you want to import back into PowerSchool and those need to be changed to your custom field names that you are using on your server. These are likely different across the NWOCA districts. To find your districts custom field names back in PowerSchool – click on System on the left menu, then Custom Fields / Screens then Custom Student Screens, then click Edit Fields for the screen you use so you can see your custom field names to cut and paste back into spreadsheet to import.

For example below – this districts Field Name for Algebra 1 score is ODE_ALG1_SCO and then they use the ODE_ALG1 field for the performance level on their custom field.

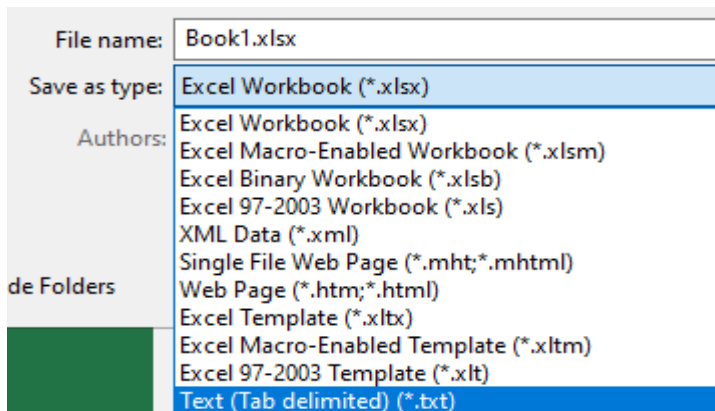
Custom Student Screen Fields: Ohio Standards Tests

Label	Field Name
Ohio State Tests Pathway Met	ODE_OST_PATHWAY
College and Career Readiness Tests Pathway Met	ODE_CCRT_PATHWAY
Industry Credential and Workforce Readiness Pathway Met	ODE_ICWR_PATHWAY
Algebra 1	ODE_ALG1
Algebra 1 Score	ODE_ALG1_SCO
Geometry	ODE_GEO
Geometry Score	ODE_GEO_SCO

So you put those into your spreadsheet, once you have all the columns adjusted to what you want re-imported, you can delete the un-needed columns like name as that is not needed for import. Keep StudentNumber and insert an underscore to make it Student_Number for Column A.

A	B	C	D	E	F	G	H	I
StudentNumber	ODE_ALG1_SCO	ODE_ALG1	ODE_GOV	ODE_GOV	ODE_AM_HIS	ODE_AM_HIS	ODE_BIO_SCO	ODE_BIO
203	4	4			731		4	690
255	726	4			761		5	756
451	691	2	690		684	2	701	3
527	772	5			786		5	783
249 ***								

Once you have your column headings updated to your custom field names – you can save the file as a text tab file for importing into PowerSchool.



In PowerSchool – choose Importing & Exporting or Special functions then Importing & Exporting the Quick Import

Quick Import

Option	Value
Table:	Students
Field delimiter:	Tab
End-of-line marker:	CR
Character Set:	Windows ANSI
File to import:	Browse... EOC_Import.txt
Suggest field map	<input checked="" type="checkbox"/>
School	District Office

Col#	From your file	----->	To PowerSchool
1.	StudentNumber	----->	Student_Number
2.	ODE_ALG1_SCO	----->	ODE_ALG1_SCO
3.	ODE_ALG1	----->	ODE_ALG1
4.	ODE_GOV_SCO	----->	ODE_GOV_SCO
5.	ODE_GOV	----->	ODE_GOV
6.	ODE_AM_HIST_SCO	----->	ODE_AM_HIST_SCO
7.	ODE_AM_HIST	----->	ODE_AM_HIST
8.	ODE_BIO_SCO	----->	ODE_BIO_SCO
9.	ODE_BIO	----->	ODE_BIO
10.	ODE_ELA2_SCO	----->	ODE_ELA2_SCO
11.	ODE_ELA2	----->	ODE_ELA2
12.	ODE_GEO_SCO	----->	ODE_GEO_SCO
13.	ODE_GEO	----->	ODE_GEO

Check to exclude first row

Then ONLY the following option should be checked before you click the Submit button

If the file being imported contains a student number that matches a student number already in PowerSchool, how would you like it handled?

Do not process that line from the file being imported.

Update the student's record with the information from the file being imported. (Note: Even if you have this option selected, if the student is in a different school, the information will not be updated.)

Generate a new, unique student number for the student (from the range specified below) and import the data from the import file.

Then check your custom screen for the imported data and then go from there.