## How to Save a PowerSchool Export, Import to Excel, and Format it as Text

Start by running the export file in PowerSchool. Instead of opening the file, Save this file to a folder on your desktop.

Launch Excel.

Click on "File", then "Open":



Browse for the file you saved (be sure to change the search box so it looks for "All Files":

File name:

Once you have located the file you saved, a Text Import Wizard will launch and will walk you through several steps for formatting the file. You will see a box like this:

All Files (\*.\*)

Text Import Wizard - Step 1 of 3								
The Text Wizard has determined that your data is Delimited.								
If this is correct, choose Next, or choose the data type that best describes your data.								
Original data type								
Choose the file type that best describes your data:								
Opelimited - Characters such as commas or tabs separate each field.								
Fixed width - Fields are aligned in columns with spaces between each field.								
Start import at row:     1     Import at row:     437 : OEM United States								
Preview of file C:\Users\ee\Desktop\sample_export.text.								
1 Last NameFirst NameGrade LevelGenderEntrydateExitdateDistrictentryd								
3 AcevedoGlenn3M08/21/201406/02/201508/21/20141100								
4 AllredAshton3M08/21/201406/02/201508/15/2011Anthony Wayne Local Sc								
A maguerLouissMob/21/201406/02/201508/15/2011Anthony wayne Local S								
Cancel < Back Next > Finish								

The default data type will be "Delimited". Simply click on the "Next" button here.

Next, another window will pop up, and you will need to select which type of delimeter your file has; for example, tab-delimited, comma-delimited, etc.

below. Delimiters Tab Semicolon Comma Space Qther: Data preview	Trea Text gu	at consecutive de	elimiters as	one		
Last Name B Abraham Acevedo Allred Almaguer I	Cirst Name Destinee Clenn Ashton Jouis	Grade Level 3 3 3 3 3	Gender F M M	Entrydate 08/21/2014 08/21/2014 08/21/2014 08/21/2014	Exitdate 06/02/2015 06/02/2015 06/02/2015 06/02/2015	Districtentr 07/01/2012 08/21/2014 08/15/2011 08/15/2011

Since my imported file was tab-delimited, I am accepting the default checkbox for "Tab", and then clicking "Next" again. (If your file is <u>comma-delimited</u>, un-check "Tab" and check "Comma".)

Next, you need to format all columns as text, in order to preserve leading zeroes, etc.

Slide the scrollbar to the far right, to include the right-most column, hold down your Shift key, and click on that right-most column (all columns should now be highlighted), then click "Text". Screen shot:

Column data f <u>G</u> eneral () <u>Text</u> () Date:	iormat	'General' con remaining va	verts num lues to tex	rmat. eric values to nu kt. <u>A</u> dvar	imbers, date val	ues to dates, and
O Do not imp	port column (skip	)				
Data <u>p</u> review	Text	Text	Text	Text	Text	Text
Data <u>p</u> review Text Last Name	Text First Name	Text Grade Level	Text Gender	Text Entrydate	Text Sxitdate	Text Districtent
Data <u>p</u> review <u>Text</u> Last Name Abraham	Text First Name Destinee	Text Grade Level 3	Text Gender F	Text Entrydate 08/21/2014	Rext Sxitdate 06/02/2015	Rext Districtentr 07/01/2012
Data <u>p</u> review <u>Text</u> Last Name Abraham Acevedo	Text First Name Destinee Glenn	Text Grade Level 3	T <u>ext</u> Gender F	Text Entrydate 08/21/2014 08/21/2014	Text Exitdate 06/02/2015 06/02/2015	Text Districtentr 07/01/2012 08/21/2014
Data preview <u> rext</u> Last Name Abraham Acevedo Allred	Text First Name Destinee Glenn Ashton	Text Grade Level 3 3	T <u>ext</u> Gender F M	Text Entrydate 08/21/2014 08/21/2014 08/21/2014	Text Exitdate 06/02/2015 06/02/2015 06/02/2015	Text Districtentr 07/01/2012 08/21/2014 08/15/2011
Data preview Lest Name Abraham Acevedo Allred Almaguer	Text First Name Destinee Glenn Ashton Louis	Text Srade Level 3 3 3 3	Text Gender F M M	Text Entrydate 08/21/2014 08/21/2014 08/21/2014 08/21/2014	Text Exitdate 06/02/2015 06/02/2015 06/02/2015 06/02/2015	Text Districtentr 07/01/2012 08/15/2011 08/15/2011 08/15/2011
Data preview <u>rext</u> Last Name Abraham Acevedo Allred Almaguer	Text First Name Destinee Glenn Ashton Louis III	Text Srade Level 3 3 3 3	Text Gender F M M	Text Entrydate 08/21/2014 08/21/2014 08/21/2014 08/21/2014	Text Exitdate 06/02/2015 06/02/2015 06/02/2015 06/02/2015	Text Districtentr 07/01/2012 08/21/2014 08/15/2011 08/15/2011

Click "Finish". The wizard has imported the data and all columns are formatted as text.

Now you will want to save this file as either a tab-delimited text file, Excel or .csv, depending on which format is needed.

**If you need a tab-delimited text file**, click "File", Save As, then select a folder and choose Text (Tab delimited) as the type:

File name:	New Student Import File
Save as type:	Text (Tab delimited) (*.txt)

When you click Save, you may see a warning similar to this:

			,		1. ·							
1	Microsoft	Excel										×
		New Student I	mport File.txtm	ay contain feat	ures that are n	ot compatible i	with Text (Tal	o delimited).	Do you want	to keep the v	workbook in th	is format?
1		To preserve     To see what	the features, did might be lost, did	ck Help.	e a copy in the	latest Excel fo	ormat.					
1					Yes	No	Help					-

Click "YES". Then when you close out of Excel, another window will most likely appear:



Choose "Don't Save". The text file will still be saved to the location you selected.