



ENTERING TEACHER FOLDER NUMBER FOR EASIER FALL 09-10 SCHOOL YEAR REPORTING

Purpose: Administration – Instructions for the new EASIER reporting requirement beginning with the Fall 2009-2010 School Year. Each School – District will need to enter each Teacher’s State Folder Number into their student system. While this task will take each of you some time, hopefully this document will assist you with some options **and allow you to get started before the start of school rush.**

Pearson has made a decision to have the Teacher Folder Number entered into the **SIF_StatePrid** field, identified as **StatePrid**, which is located in the **Staff Records** on the **Edit Information** link. This field is located about half way down the screen – just underneath the **ID** field (see below)

| | |
|-----------|--|
| ID | <input type="text" value="33443"/> |
| StatePrid | <input type="text" value="123456"/> |
| Homeroom | <input type="text"/> |
| School | <input type="text" value="Apple Grove High School"/> |

OPTIONS FOR ENTERING THESE NUMBERS

Essentially you have two options for entering this information. Each option is described below:

Option 1 - Simply key enter the Teacher Folder Number on each individual Teacher Record.

To do this – from the School Start Page:

1. Click on **Staff** (on the left)
2. Click on **Teachers** (underneath the Search box)

NOTE: You will most likely also have to update some Staff Members who will be found under your Staff Link but are not on the Teacher List (Ex. Attendance Facilitators, Administrators, etc.)

3. Click on the **top Teacher Name**
4. Click on **Edit Information** link – locate the field and update it
5. Click **Submit**
6. Using your arrows in the upper left hand corner – page to the next Teacher and repeat the process.



Option 2 - Exporting certain fields out of PowerSchool – filling in the Teacher Folder Number and then importing it back in.

To do this from the School Start Page:

1. Click on **Staff** (on the left)
2. Click on **Teachers**

NOTE: You may chose to simply use Option 1 for Staff who are not considered Teachers – but still have a Teacher Folder Number (this decision most likely depends on the number of people you have in this situation.)

3. Click **Functions** (at the bottom of the Teacher List)
4. Select **Quick Export** from the list of Functions

Here you can either Type In (or select the following fields – **each field must be on a separate line!**)

First_Name
Last_Name
TeacherNumber
SIF_StatePrid

The additional settings on the screen should work and once you have set this up – it will save it so that when you complete one school and start on the next, it will be ready. Your screen will look like this:

First_Name
Last_Name
TeacherNumber
SIF_StatePrid

Field Delimiter: Tab

Record Delimiter: CR

"Surround Fields" Column titles on 1st row

Fields

Submit

5. Click **Submit**
6. You will be asked what to call the file and where to save it. It will generate a Text File.
7. Open EXCEL and import your file into EXCEL
8. Enter the Teacher Folder Number in the column SIF_StatePrid (should be blank)



9. **NOTE: Several of our Districts have gone to using the Teacher Folder Number as the Teacher Number. For these Districts, you will have the added bonus of simply copying and pasting the Teacher Number field into the SIF_StatePrid field.**

10. Once all Teacher Folder Numbers have been entered – **SAVE** the file (it must be saved as a TEXT file)

IMPORTING BACK INTO POWERSCHOOL

11. From the School Start Page – Click **Special Functions**

12. Select **Importing and Exporting**

13. Select **Quick Import**

14. Select the **Teachers** Table from the drop down

15. Browse to locate your file – Click **Import**

16. Your map & setting screen will appear as follows:

| Col# | From your file | -----> | To PowerSchool |
|------|----------------|--------|----------------|
| 1. | First Name | -----> | First_Name |
| 2. | Last Name | -----> | Last_Name |
| 3. | Teachernumber | -----> | TeacherNumber |
| 4. | Sif Stateprid | -----> | SIF_StatePrid |

Check to exclude first row

The lines below can be used to assign a constant value to field(s) in all of the imported records.

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Advanced Import Options

Update teacher records if an imported teacher number matches an existing teacher record.

NOTE: Be sure to check the following:

- **Map fields are aligned correctly**
- **Check the box – “Check to Exclude the first row”**
- **Check the “Update Teacher Records” box at the bottom**

17. Click **Submit**

The Teacher records should be updated.