



POPULATING – CLASS ROOM TEACHER NAME FOR THE BAR CODE FILE

Purpose: Administration – Instructions for quick method to import teacher name into Iowa Bar Code File.

Many elementary schools like to assign their student's class room teacher name to the Iowa Bar Code file. While you can use Group Function – Student Field Value to do this, we believe the method described below will in the end, be much faster.

Before Starting – This method assumes you have already populated the Demographic Home Room found on the Modify Info Screen!

The Process

From the School Start Page:

1. Select the **Grade** Levels you want to populate (remember that usually not all Grade Levels are tested.)
2. Once you have selected the Students – Select **Group Function** –
3. Select **Quick Export**
4. Here are the fields you will want to export

The screenshot shows a web-based interface for configuring an export. At the top, a text area contains the following fields: Student_Number, Last_Name, First_Name, and Home_Room. Below this, there are three rows of configuration options:

Field Delimiter	Tab	▼
Record Delimiter	CR	▼
<input type="checkbox"/> "Surround Fields"	<input checked="" type="checkbox"/> Column titles on 1st row	

5. Click **Submit**
6. Save the File as a Text File and name it and store it in a location you can easily access it.



OPEN THE FILE IN EXCEL

First – Verify what you have in the Home Room field is what you want in the IA_ClassTeacherName field (which is what will be included on the Bar Code Label).

NOTE: Some Districts use various formats when setting up their Home Room fields originally. If you wish to populate this differently on the IA_ClassTeacherName field, now is the time to do this.

For example – In Modify Info students in Yossi's Home Room are coded 132 Yossi

If you want only Yossi to go on the Bar Code File – alter it on the Spreadsheet

Second – In the Column Title Row – change Home Room to IA_ClassTeacherName

Third – Select the Columns for Last Name & First Name and Delete them

- Save the File

IMPORTING BACK TO POWERSCHOOL (must be done at the School Level)

From the School Start Page

1. Click **Special Functions**
2. Click **Importing & Exporting**
3. Click on **Quick Import**
4. Select the **Student Table**
5. Locate the File
6. Click **Import**

Here is the mapping for importing your file:



Col#	From your file	----->	To PowerSchool
1.	Student Number	>	Student_Number
2.	Home Room	>	IA_ClassTeacherName

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.

<input type="text"/>	>	<input type="text"/>
<input type="text"/>	>	<input type="text"/>

Advanced Import Options

Note: The student number is required in all import files. All information is keyed off of the student number field.

If the file being imported contains a student number that matches a student number already in the PowerSchool system, 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.

- Click **Submit**
- You should see it go through the import process.

To verify that the classroom teacher name was indeed filled out, you can call up a student – click on the State- Province –IA link – then click on the Bar Code. You should see the field is populated with the Teacher Name.