



Downloading and Importing Reports from the Grant Wood AEA PSUsers Website

Purpose: Administrator – How to copy and load a pst report (object report) from the GW PSUsers site to your PowerSchool site. **Note** that not everyone will **not** have permissions to the system page so you may have to have another administrator load these reports for you. These reports are saved at a district level and all schools on that district server will be able to access them.

Downloading

1. Open an Internet browser (Firefox, IE, Safari) to www.gwaea.org/psusers
2. Click on the tab on the left labeled **Reports and Labels**
3. Determine the report you want to copy from the Import file from the PSUsers Reports & Labels page.
NOTE- you can use this same procedure to copy reports from other PowerSchool websites also
4. Right-click (PC) or ctrl-click (Mac) on the file you want and save it to your desktop or a place you have selected.

Importing

To import the report to your system, on your PowerSchool start page:

1. Click **System**
2. Click **Import Report Template**
3. Set Character Set to **Mac Roman for Macintosh's and Windows ANSI for Windows machines.**
4. Click on **Browse** and find the file you saved in step 4 above
5. Click on **Import**

Character Set: Mac Roman

File to Import: C:\Documents and Settings\default Browse...

Import

If you are successful, you will get a message saying it imported and give you the title of the report.



How to Import a Report

- System
- Import Report Template
- Click on Browse and find the file you saved
- Click on Import

(Please note - not everyone has access to the System pages, so another admin may have to import the report.)