

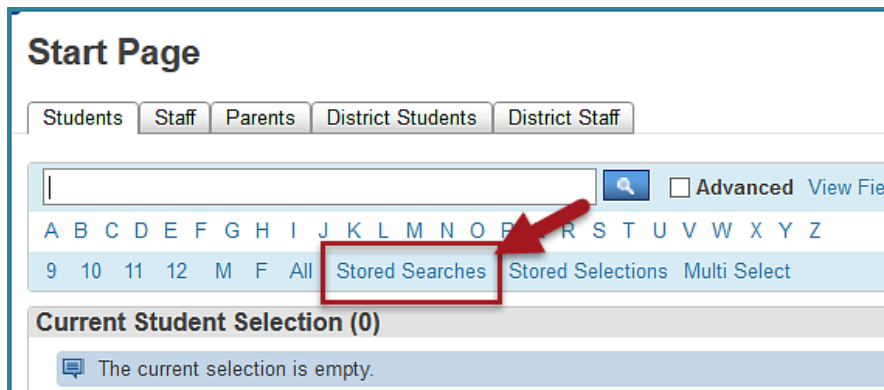
# Using Export Template for GPA Export

## How to Export Using Template

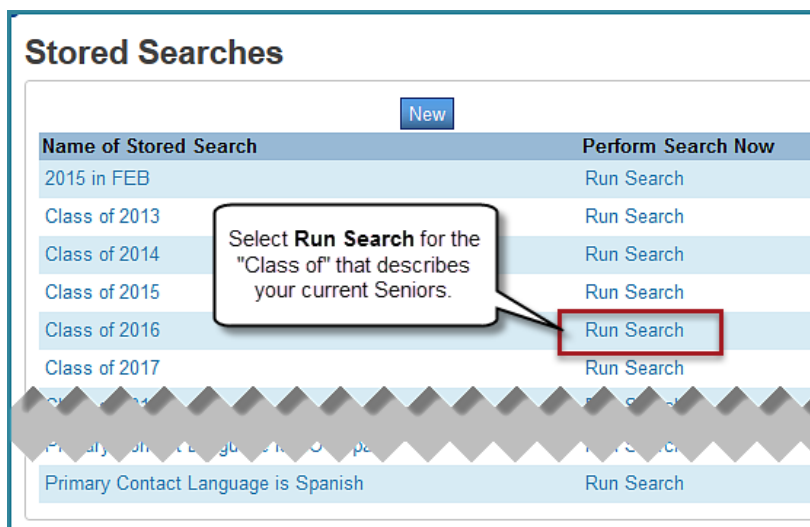
Version 2.0 · Updated February 2, 2016

School Power Users can run **Export with Template** for GPA export using the **Export Using Template** page in PowerSchool.

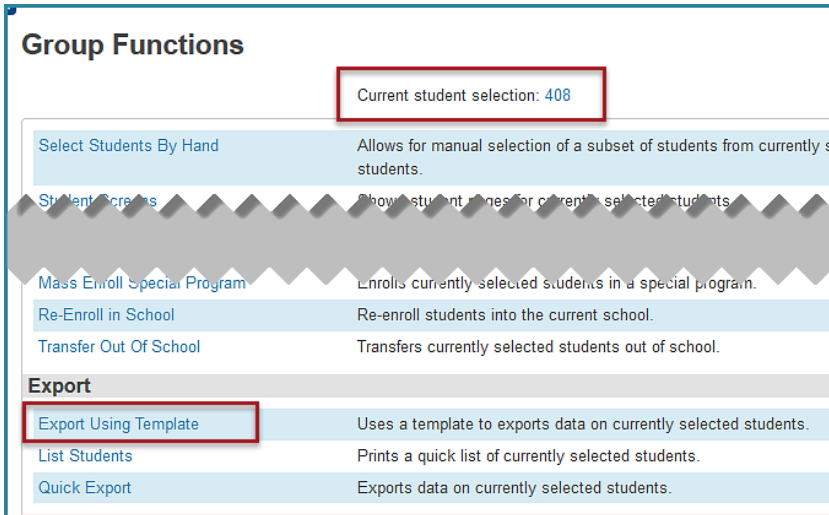
1. On the **Start Page**, select **Stored Searches**.



2. On the **Stored Searches** page, select **Run Search** for the **Class of** that describes your current Senior students.



- On the **Group Functions** page, select **Export Using Template**.

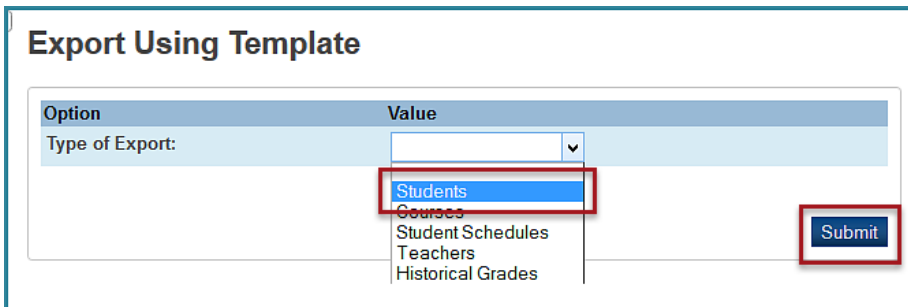


**Group Functions**

Current student selection: 408

Select Students By Hand	Allows for manual selection of a subset of students from currently s students.
Student Screens	Show student lines for currently selected students.
Mass Enroll Special Program	Enrolls currently selected students in a special program.
Re-Enroll in School	Re-enroll students into the current school.
Transfer Out Of School	Transfers currently selected students out of school.
<b>Export</b>	
Export Using Template	Uses a template to exports data on currently selected students.
List Students	Prints a quick list of currently selected students.
Quick Export	Exports data on currently selected students.

- On the **Export Using Template** page, select **Students** from the drop down menu.
- Click **Submit**.

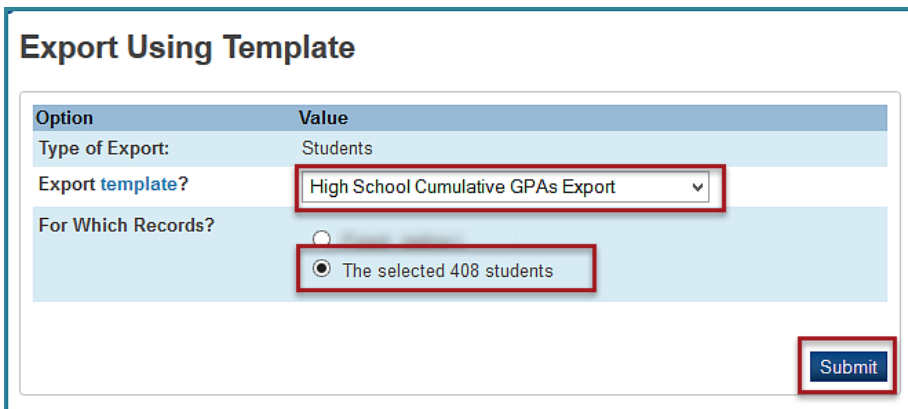


**Export Using Template**

Option	Value
Type of Export:	<input type="text" value="Students"/> <ul style="list-style-type: none"> <li>Students</li> <li>Courses</li> <li>Student Schedules</li> <li>Teachers</li> <li>Historical Grades</li> </ul>

Submit

- From the **Export template?** drop down menu, select **High School Cumulative GPAs Export**.
- Select the radio button next to the selected student group.
- Click **Submit**.



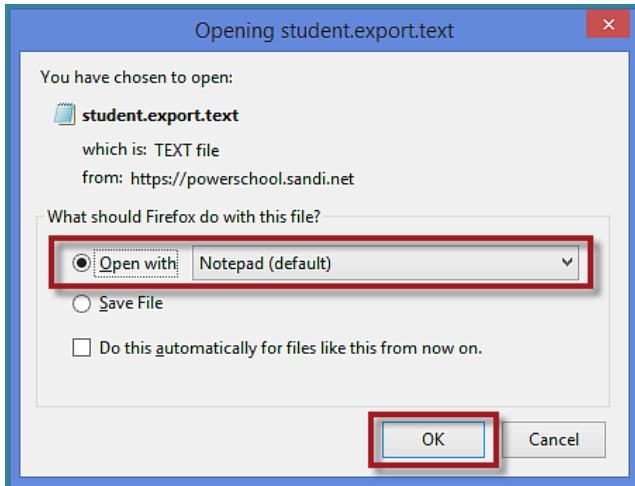
**Export Using Template**

Option	Value
Type of Export:	Students
Export <b>template?</b>	High School Cumulative GPAs Export
For Which Records?	<input type="radio"/> <input checked="" type="radio"/> The selected 408 students

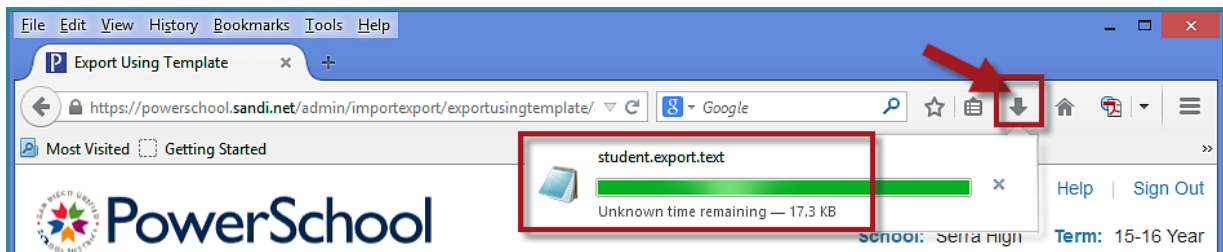
Submit

- Be patient. This report takes some time to run.

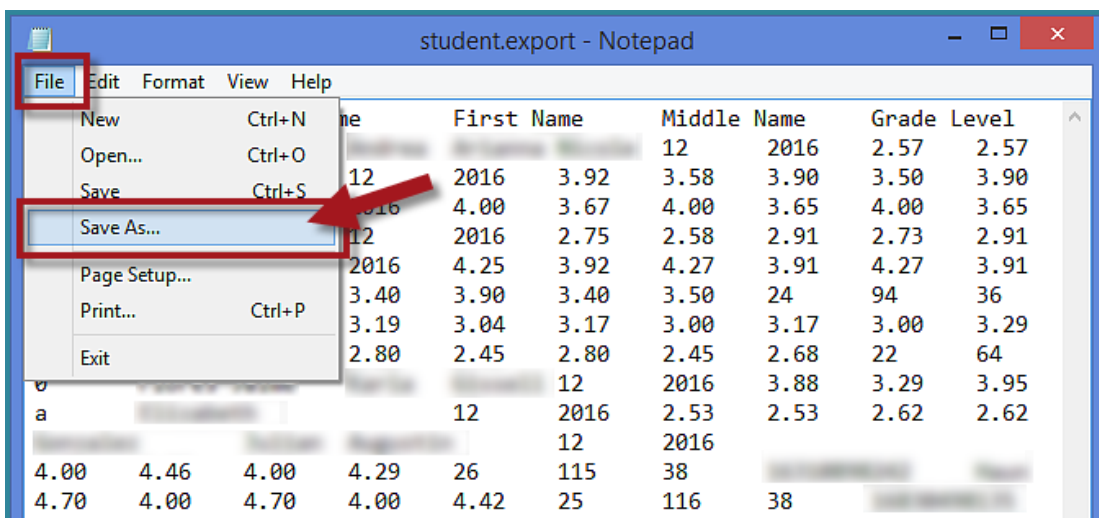
11. On the **Opening student.export.text** window, select the **Open with** radio button, and choose **Notepad (default)** from the drop-down menu, if not already selected.
12. Click **OK**.



13. The file will automatically open in Notepad, it may take some time so be patient. To view the progress of the download, click the download arrow on your computer.



14. When the **student.export** page opens, select **File** and choose **Save As...** from the drop-down menu. Save the document to your preferred location.

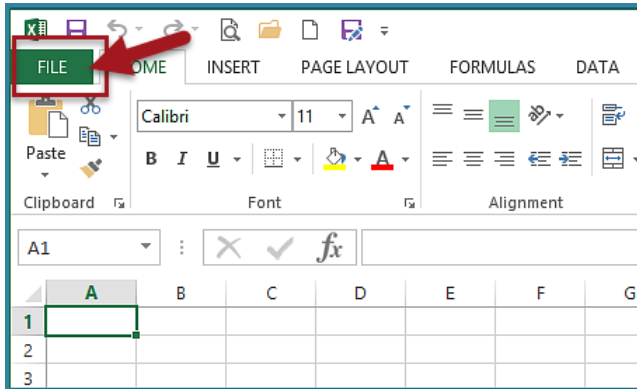


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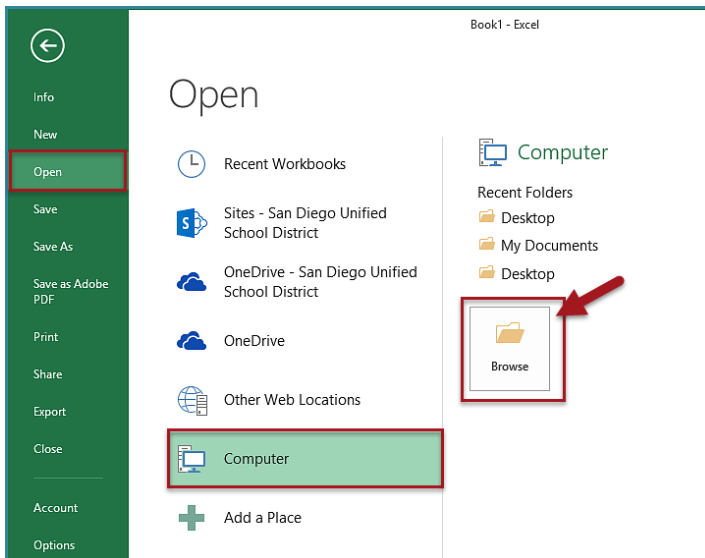
## How to Import PowerSchool GPA Exports into Excel

Site Users can take the exported **High School Cumulative GPAs** text file and import them into **Excel**. This will allow the user to rank students and sort them in various ways.

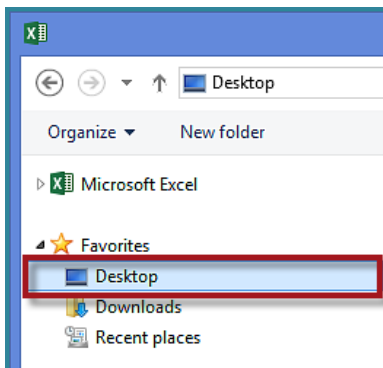
1. Launch **Excel** and click on the **File** tab.



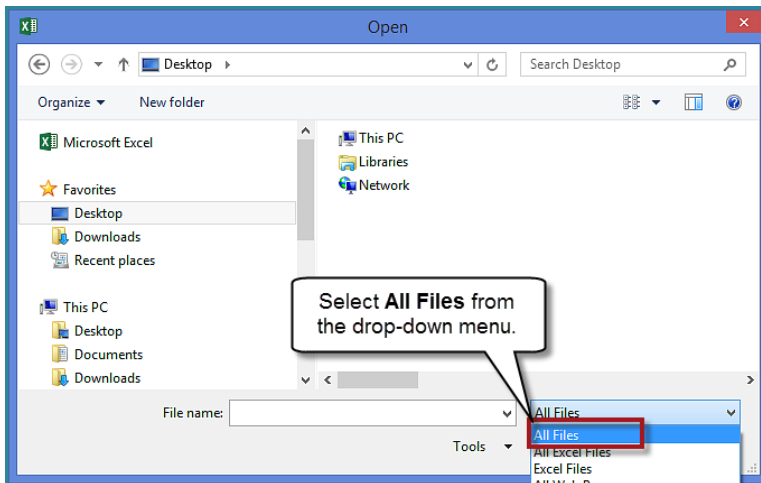
2. Select **Open**, click **Computer**, then select **Browse** to locate the file.



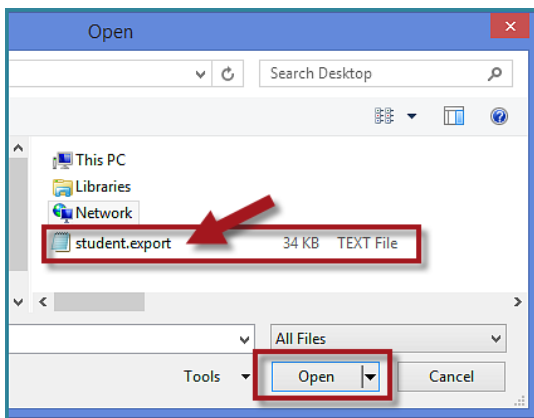
3. Find the location of the saved file and Click on it.



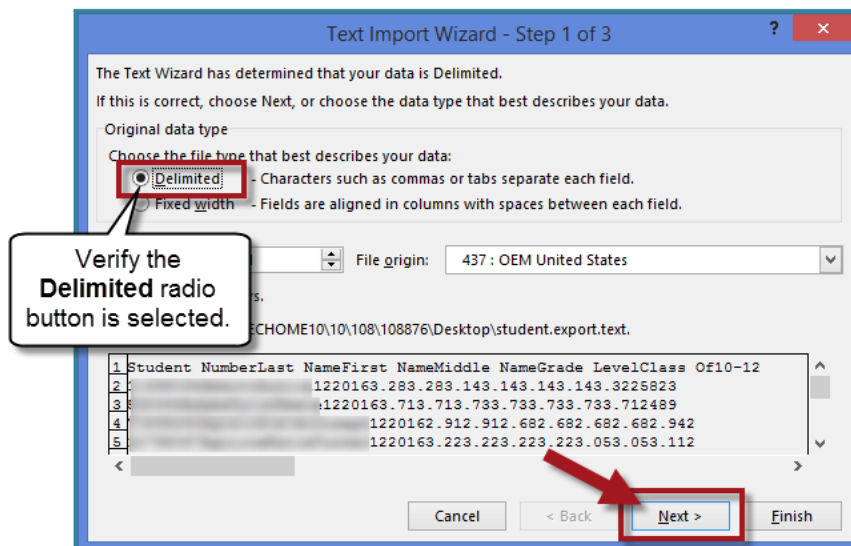
- Click on the drop down menu at the bottom right and select **All Files**.



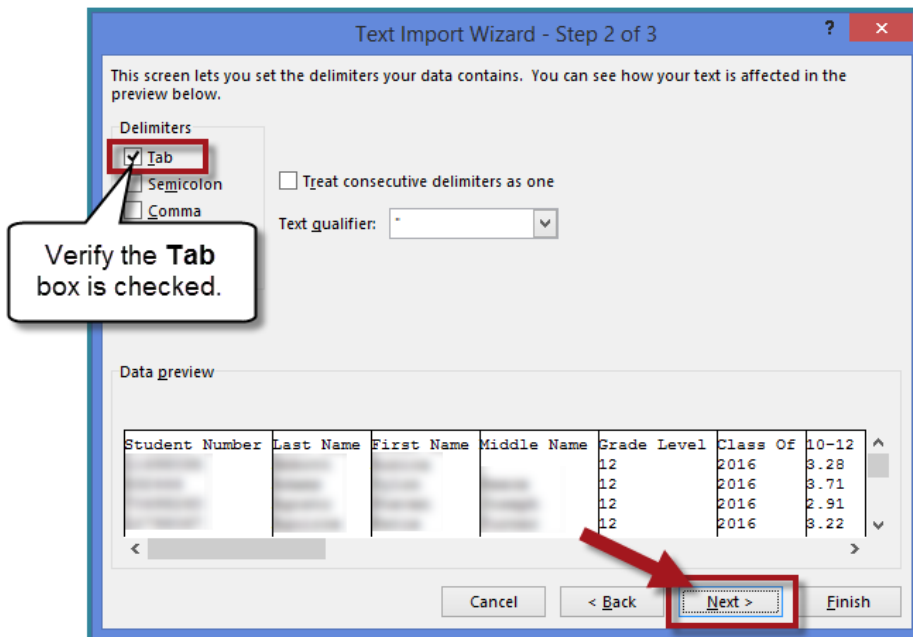
- Click on the **Text File** called **student.export** and select **Open**.



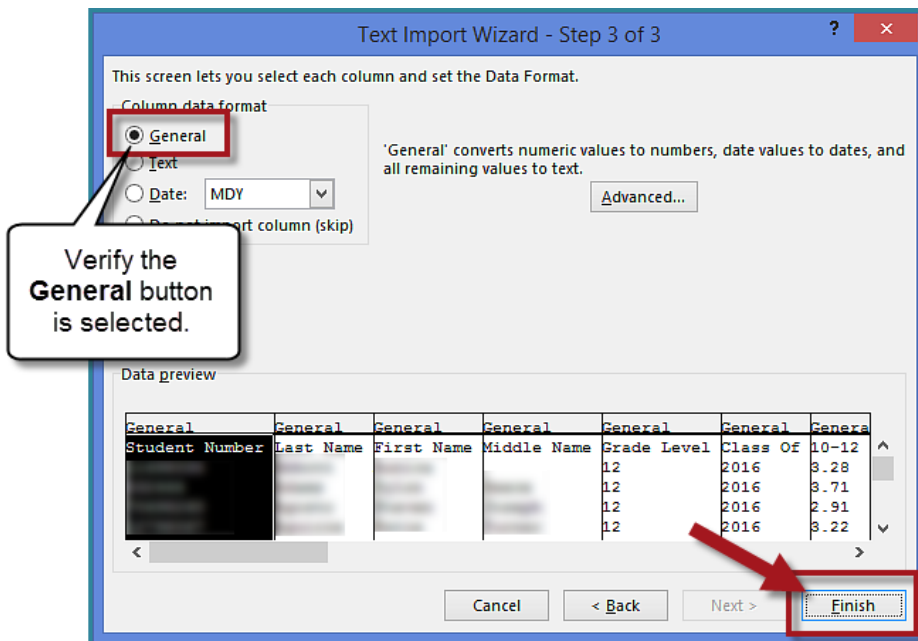
- On the **Text Import Wizard - Step 1 of 3** pop-up window, make sure that the radio button is selected for **Delimited**. Click **Next**.



- On the **Text Import Wizard – Step 2 of 3** pop-up window, make sure that the box next to **Tab** is checked. Click **Next**.



- On the **Text Import Wizard – Step 3 of 3** pop up window, make sure that the radio button next to **General** is selected. Click **Finish**.



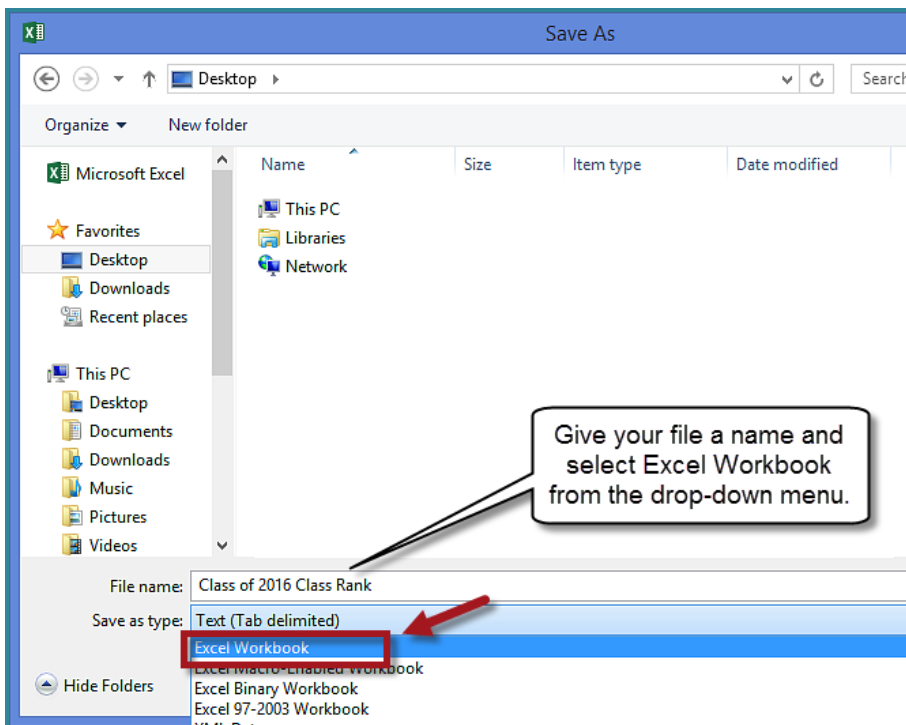
9. The student data exported from PowerSchool is now imported into **Excel** as raw data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Student N	Last Name	First Name	Middle Name	Grade Lev	Class Of	10-12 Total	10-12 Total	10-12 WGI	10-12 GPA	10-12 WGI	10-12 GPA	9-12 Total	Credits At	Grade Poi	Credits At	Grade Points 9-12	
2	11498035	Abbott	Aunica		12	2016	3.28	3.28	3.14	3.14	3.14	3.14	3.32	25	82	37	123	
3	532444	Adams	Dylon	Reece	12	2016	3.71	3.71	3.73	3.73	3.73	3.73	3.71	24	89	38	141	
4	70498260	Agosto	Steven	Joseph	12	2016	2.91	2.91	2.68	2.68	2.68	2.68	2.94	23	67	34	100	
5	12798067	Aguirre	Katie	Turner	12	2016	3.22	3.22	3.22	3.22	3.05	3.05	3.11	23	74	35	109	
6	12798199	Aguirre	Samantha	Turner	12	2016	2	2	2	2	2	2	1.94	25	50	36	70	
7	56865	Alagha	Obada	Yaman	12	2016	3.95	3.5	3.95	3.45	3.95	3.45	3.85	22	87	34	131	
8	41398027	Alessio	Sarah	Ann	12	2016	4.13	3.79	4.14	3.77	4.14	3.77	4.03	24	99	36	145	
9	426823	Ali	Aisha	Maseera	12	2016	3.68	3.48	3.65	3.43	3.65	3.43	3.78	25	92	37	140	
10	21398276	Amara	Adam		12	2016	3.96	3.61	3.95	3.53	3.95	3.53	3.69	23	91	35	129	
11	1.21E+08	Andrea	Arianna	Nicole	12	2016	2.57	2.57	2.52	2.52	2.52	2.52	2.66	23	59	35	93	
12	60998418	Angeles	Dannica	Caitleen	12	2016	4.04	3.63	4.05	3.59	4.05	3.59	3.89	24	97	36	140	
13	40498052	Antunez	Victor		12	2016	2.07	2.07	2	2	2	2	2.19	28	58	37	81	
14	62497416	Arreola	Bruno		12	2016	3.5	3.17	3.45	3.09	3.45	3.09	3.56	24	84	36	128	
15	82098046	Arroyo	Ashly		12	2016	2.85	2.63	2.88	2.63	2.88	2.63	2.63	27	77	38	100	
16	555651	Arroyo	Naesha		12	2016	3.74	3.39	3.74	3.39	3.74	3.39	3.76	23	86	37	139	
17	60897034	Arroyo	Noel		12	2016	2.96	2.88	2.86	2.77	2.86	2.77	2.97	24	71	35	104	
18	1.02E+08	Avila	Ashley		12	2016	3.76	3.52	3.74	3.48	3.74	3.48	3.58	25	94	36	129	
19	1.01E+08	Bach	Christian	J Velasco	12	2016	3.33	3	3.27	2.91	3.27	2.91	3.36	24	80	36	121	
20	90176	Bahul	Alexandra	Marie	12	2016	3.83	3.33	3.82	3.27	3.82	3.27	3.78	24	92	36	136	
21	12398182	Bakke	Alexandra	Catherine	12	2016	3.46	3.38	3.41	3.32	3.41	3.32	3.58	24	83	36	129	
22	60597111	Barajas	Ca Emily		12	2016	2.61	2.61	2.48	2.48	2.48	2.48	2.71	23	60	35	95	
23	1.12E+08	Barnard	Joshua	N	12	2016	3.92	3.58	3.9	3.5	3.9	3.5	3.89	24	94	36	140	
24	41198061	Barrins	Rosenda		12	2016	2.83	2.83	2.85	2.85	2.85	2.85	2.5	24	68	36	90	

**Note:** The student data is imported with basic (minimal) formatting. Columns and rows may appear crowded or illegible.

**IMPORTANT!** Make sure to save your file.

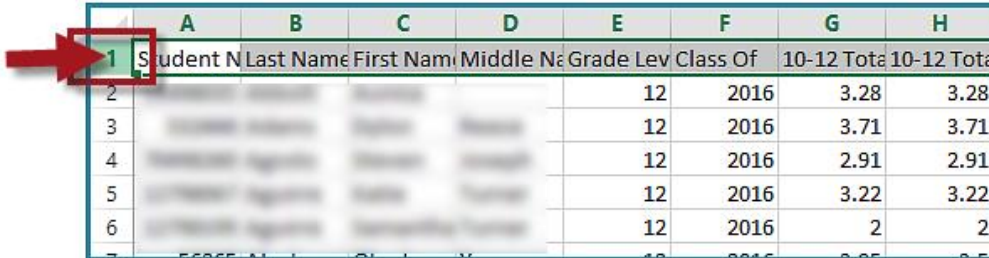
1. Select the **File** tab and click **Save As**, select where you would like to save your file.
2. Give your file a name, then select **Excel Workbook** from the drop-down menu.
3. Click **Save**.



## Formatting the Data in Excel

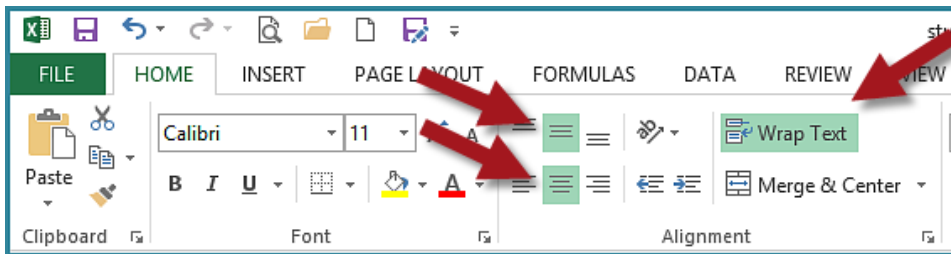
The following steps will improve the view of your student data:

1. Select **Row 1**, to highlight it for changes.



1	A	B	C	D	E	F	G	H
2	Student N	Last Name	First Name	Middle Name	Grade Lev	Class Of	10-12 Total	10-12 Total
3					12	2016	3.28	3.28
4					12	2016	3.71	3.71
5					12	2016	2.91	2.91
6					12	2016	3.22	3.22
7					12	2016	2	2

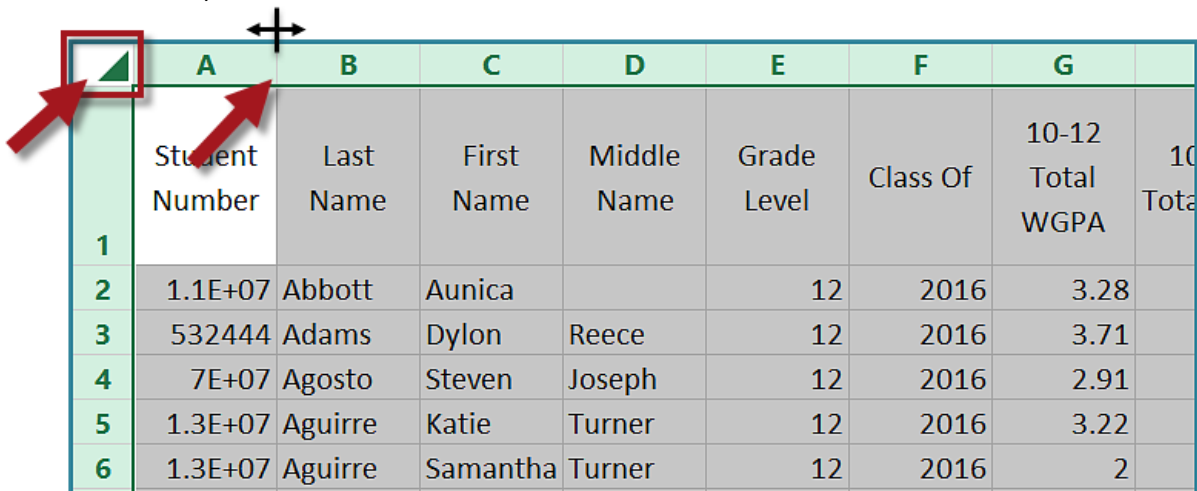
2. Then (in any order), select **center justified**, **middle aligned**, and **Wrap Text**.



This will make the text in **Row 1**, plainly visible.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student Number	Last Name	First Name	Middle Name	Grade Level	Class Of	10-12 Total WGPA	10-12 Total GPA	10-12 WGPA w/o PE	10-12 GPA w/o PE	10-12 WGPA w/o PE, ROTC	10-12 GPA w/o PE, ROTC	9-12 Total WGPA

3. Next, make adjustments to the Column widths to view the student names in their entirety. Click the top left corner of **Excel** to highlight the whole worksheet.
4. Then, double Click between the joint of the first two columns in the gray area (between **Column A**, and **Column B**).

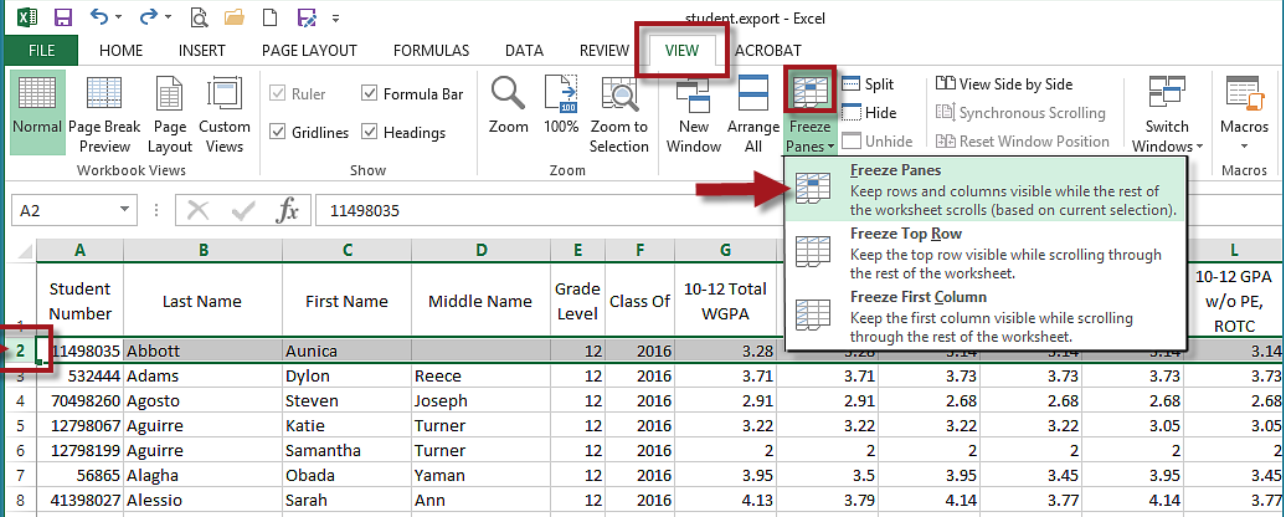


	A	B	C	D	E	F	G
1	Student Number	Last Name	First Name	Middle Name	Grade Level	Class Of	10-12 Total WGPA
2	1.1E+07	Abbott	Aunica		12	2016	3.28
3	532444	Adams	Dylon	Reece	12	2016	3.71
4	7E+07	Agosto	Steven	Joseph	12	2016	2.91
5	1.3E+07	Aguirre	Katie	Turner	12	2016	3.22
6	1.3E+07	Aguirre	Samantha	Turner	12	2016	2



**HINT!** Freeze Panes will allow you to “freeze” the column headers so that when you scroll down through the data, the headers will always be visible.

5. Select **Row 2** to highlight it for change, then click the **View** tab.
6. Click the **Freeze Panes** icon, and select **Freeze Panes** from the drop-down menu.



The screenshot shows the Microsoft Excel interface with the 'VIEW' tab selected. The 'Freeze Panes' dropdown menu is open, showing three options: 'Freeze Panes', 'Freeze Top Row', and 'Freeze First Column'. A red arrow points to the 'Freeze Panes' option. Another red arrow points to the 'Freeze Panes' icon in the ribbon. The spreadsheet data is visible below the ribbon.

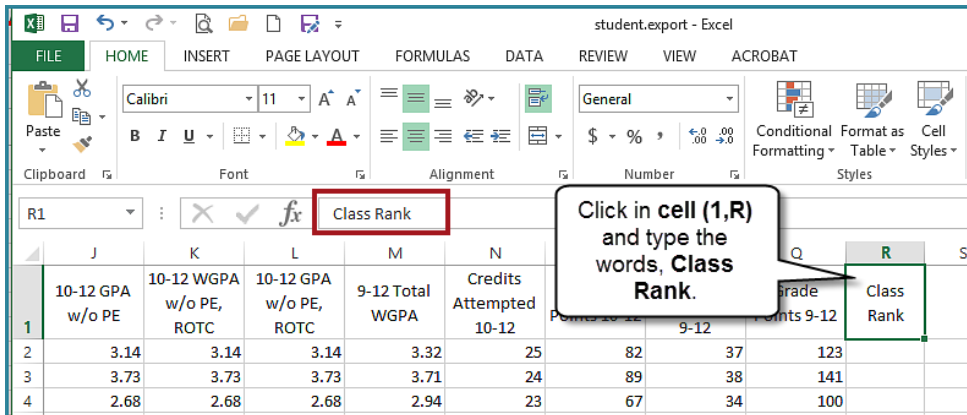
	A	B	C	D	E	F	G		L
	Student Number	Last Name	First Name	Middle Name	Grade Level	Class Of	10-12 Total WGPA		10-12 GPA w/o PE, ROTC
2	11498035	Abbott	Aunica		12	2016	3.28		
3	532444	Adams	Dylon	Reece	12	2016	3.71	3.71	3.73
4	70498260	Agosto	Steven	Joseph	12	2016	2.91	2.91	2.68
5	12798067	Aguirre	Katie	Turner	12	2016	3.22	3.22	3.22
6	12798199	Aguirre	Samantha	Turner	12	2016	2	2	2
7	56865	Alagha	Obada	Yaman	12	2016	3.95	3.5	3.95
8	41398027	Alessio	Sarah	Ann	12	2016	4.13	3.79	4.14

## How to Setup a Class Rank Column in Excel

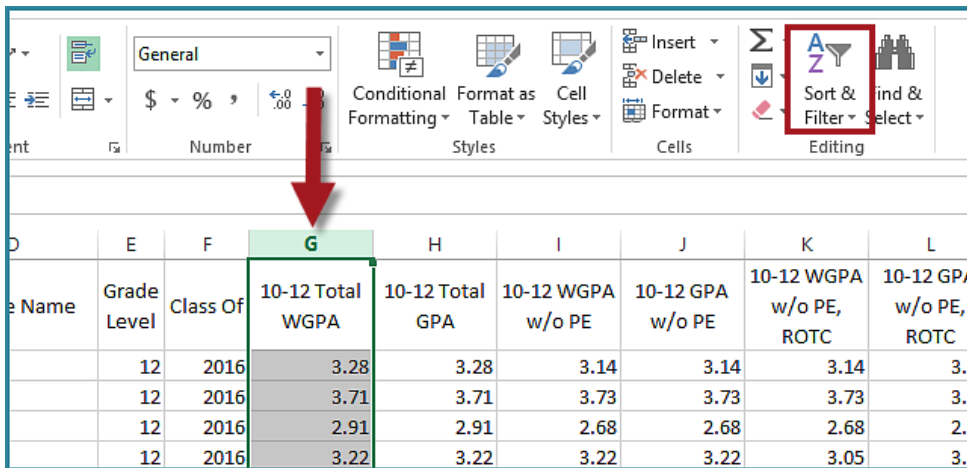
Site Users can take the exported GPA student data from PowerSchool and create a class ranking in **Excel**.

**IMPORTANT!** To correctly Rank the GPA's of the students selected, the order of the columns must remain the same. The formula will not work if the order of the columns is moved around or changed.

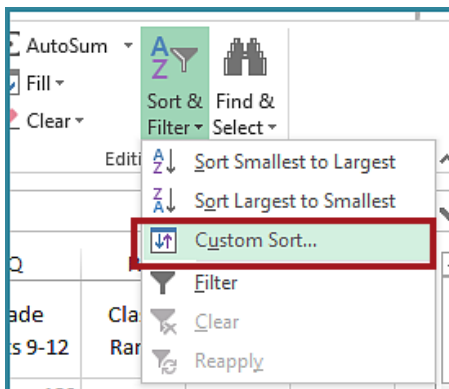
1. Click in **cell (1,R)** and type the words, **Class Rank**.



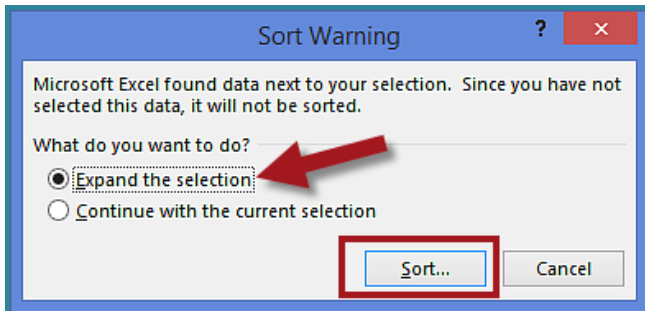
2. Select **Column G**, then click **Sort & Filter**.



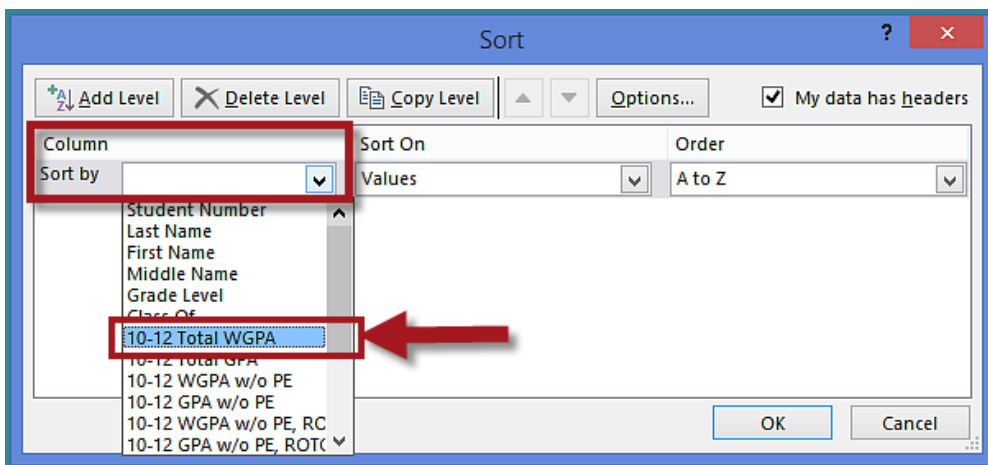
3. Select **Custom Sort...**, from the drop down menu.



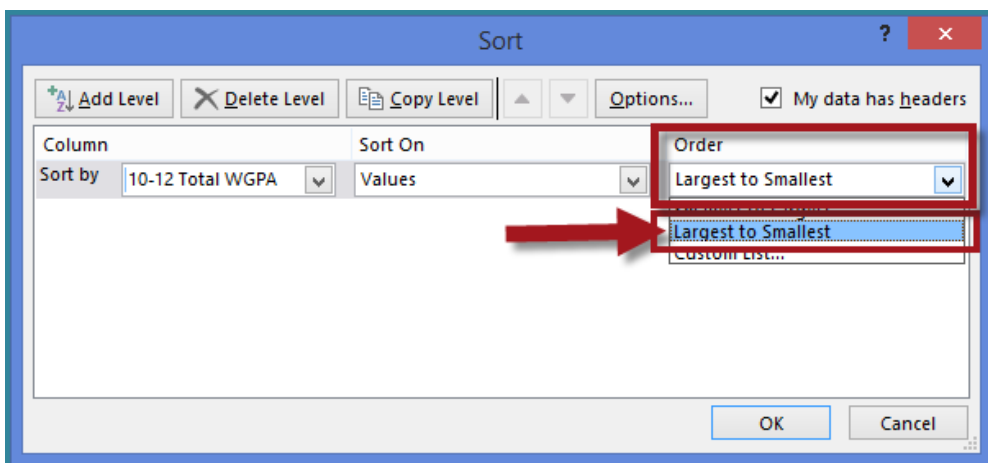
- A **Sort Warning** message will display. Make sure that the **Expand the Selection** radio button is selected.
- Click **Sort**.



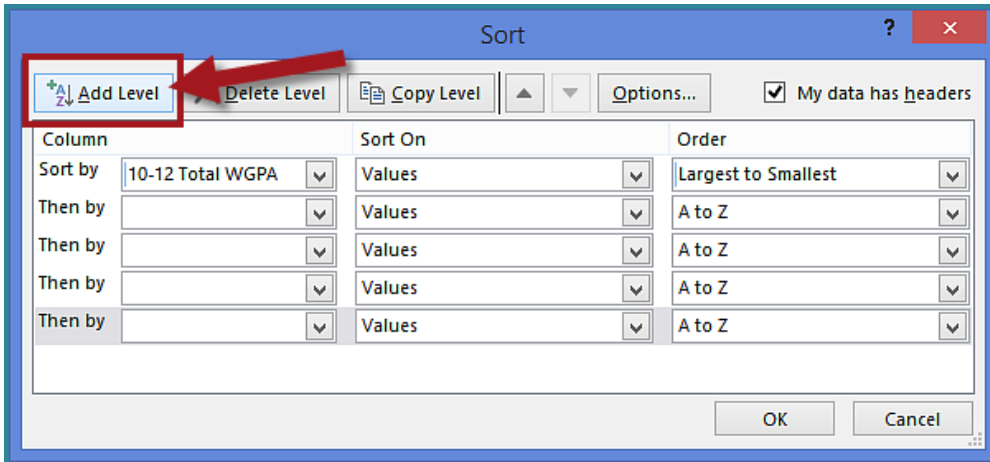
- Under the **Column** heading, select **10-12 Total WGPA** from the **Sort by** drop down menu.



- Under the **Order** heading, select **Largest to Smallest** from the drop down menu.

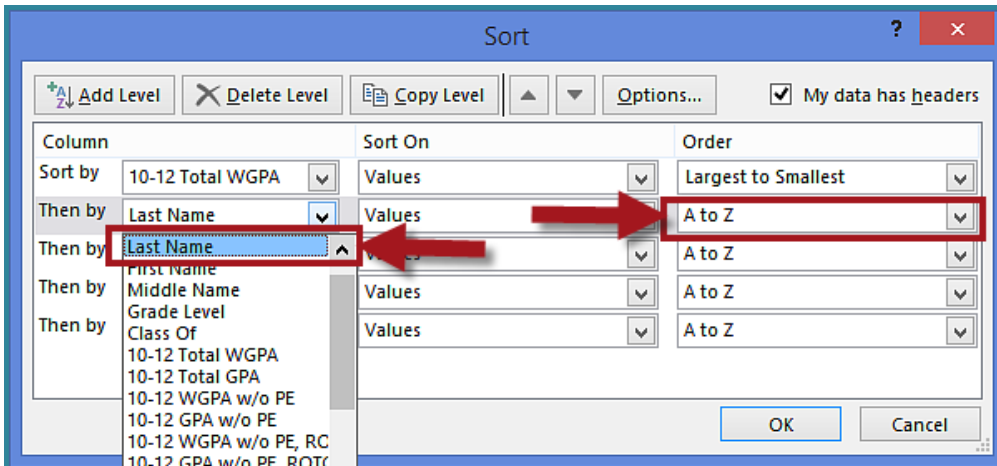


- Click on the **Add Level** button four times to open up four additional sorting rows.



Column	Sort On	Order
Sort by: 10-12 Total WGPA	Values	Largest to Smallest
Then by:	Values	A to Z
Then by:	Values	A to Z
Then by:	Values	A to Z
Then by:	Values	A to Z

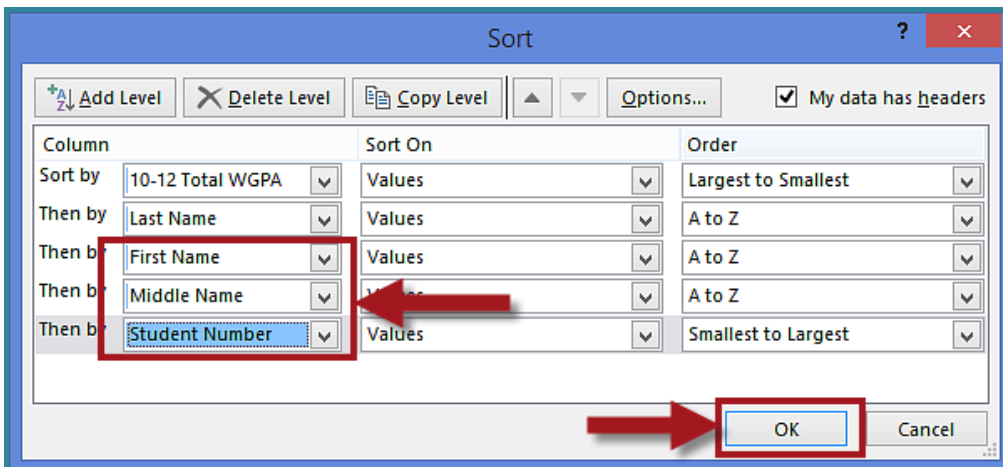
- Under the **Column** heading, select **Last Name** from the drop down menu. Make sure that the **Order** is **A to Z**.



Column	Sort On	Order
Sort by: 10-12 Total WGPA	Values	Largest to Smallest
Then by: Last Name	Values	A to Z
Then by: Last Name	Values	A to Z
Then by: Middle Name	Values	A to Z
Then by: Grade Level	Values	A to Z

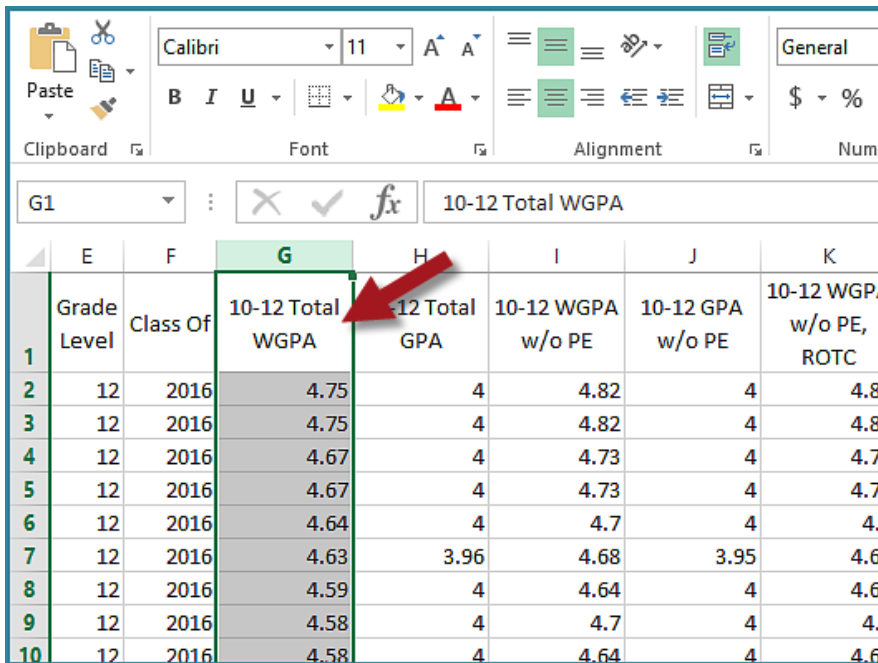
- Complete the next three sort orders; First Name, Middle Name, and Student Number.

- Click **OK**.



Column	Sort On	Order
Sort by: 10-12 Total WGPA	Values	Largest to Smallest
Then by: Last Name	Values	A to Z
Then by: First Name	Values	A to Z
Then by: Middle Name	Values	A to Z
Then by: Student Number	Values	Smallest to Largest

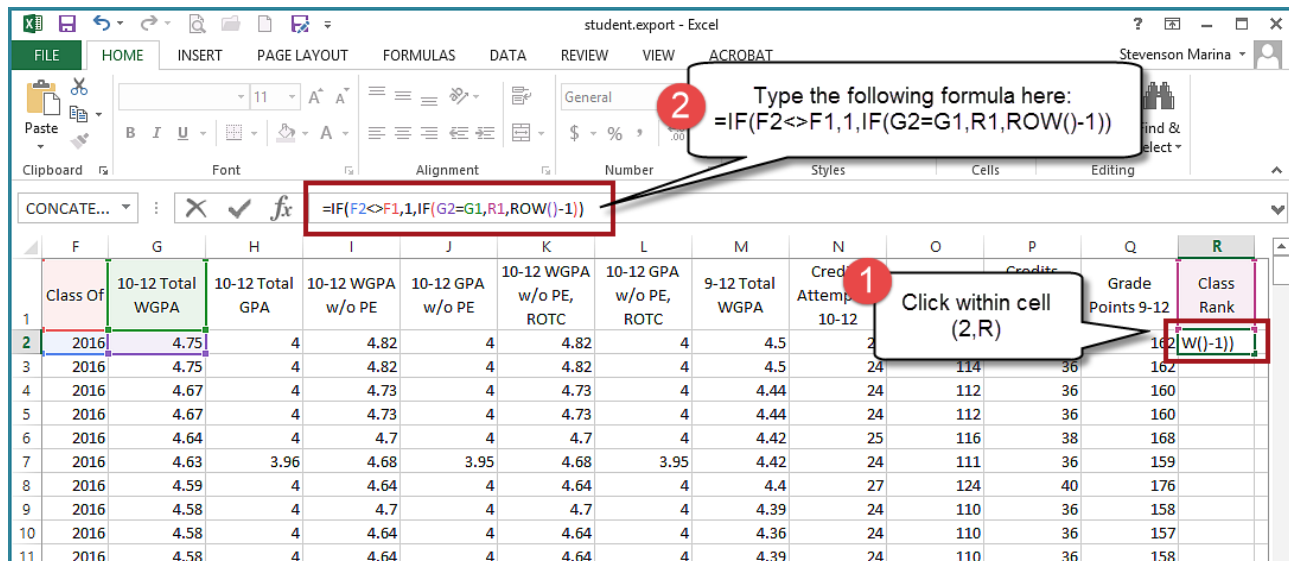
12. This will result in the descending order of **Column G**, from **Largest to Smallest**.



	E	F	G	H	I	J	K
1	Grade Level	Class Of	10-12 Total WGPA	10-12 Total GPA	10-12 WGPA w/o PE	10-12 GPA w/o PE	10-12 WGPA w/o PE, ROTC
2	12	2016	4.75	4	4.82	4	4.8
3	12	2016	4.75	4	4.82	4	4.8
4	12	2016	4.67	4	4.73	4	4.7
5	12	2016	4.67	4	4.73	4	4.7
6	12	2016	4.64	4	4.7	4	4.
7	12	2016	4.63	3.96	4.68	3.95	4.6
8	12	2016	4.59	4	4.64	4	4.6
9	12	2016	4.58	4	4.7	4	4.
10	12	2016	4.58	4	4.64	4	4.6

13. To set up the GPA class ranking in **Excel**, Click within the cell **(2,R)** to select it. Then, paste or write the following formula into the function box above the column headings:

**=IF(F2<>F1,1,IF(G2=G1,R1,ROW()-1))**



student.export - Excel

Stevenson Marina

2 Type the following formula here:  
=IF(F2<>F1,1,IF(G2=G1,R1,ROW()-1))

1 Click within cell (2,R)

	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Class Of	10-12 Total WGPA	10-12 Total GPA	10-12 WGPA w/o PE	10-12 GPA w/o PE	10-12 WGPA w/o PE, ROTC	10-12 GPA w/o PE, ROTC	9-12 Total WGPA	Cred Attempt 10-12	Credits	Grade Points 9-12	Class Rank	
2	2016	4.75	4	4.82	4	4.82	4	4.5	24	114	36	162	
3	2016	4.75	4	4.82	4	4.82	4	4.5	24	114	36	162	
4	2016	4.67	4	4.73	4	4.73	4	4.44	24	112	36	160	
5	2016	4.67	4	4.73	4	4.73	4	4.44	24	112	36	160	
6	2016	4.64	4	4.7	4	4.7	4	4.42	25	116	38	168	
7	2016	4.63	3.96	4.68	3.95	4.68	3.95	4.42	24	111	36	159	
8	2016	4.59	4	4.64	4	4.64	4	4.4	27	124	40	176	
9	2016	4.58	4	4.7	4	4.7	4	4.39	24	110	36	158	
10	2016	4.58	4	4.64	4	4.64	4	4.36	24	110	36	157	
11	2016	4.58	4	4.64	4	4.64	4	4.39	24	110	36	158	

14. Click on any cell away from cell (2,R), to apply the formula. The number one (1) will appear, indicating that the formula is working.

**NOTE!** The cell (2,R), has a one (1) in it because the formula has ranked this row as the highest WGPA in the group.

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Class Of	10-12 Total WGPA	10-12 Total GPA	10-12 WGPA w/o PE	10-12 GPA w/o PE	10-12 WGPA w/o PE, ROTC	10-12 GPA w/o PE, ROTC	9-12 Total WGPA	Credits Attempted 10-12	Grade Points 10-12	Credits Attempted 9-12	Grade Points 9-12	Class Rank	
2	2016	4.75	4	4.82	4	4.82	4	4.5	24	114	36	162	1	
3	2016	4.75	4	4.82	4	4.82	4	4.5	24	114	36	162	1	
4	2016	4.67	4	4.73	4	4.73	4	4.44	24	112	36	160	3	
5	2016	4.67	4	4.73	4	4.73	4	4.44	24	112	36	160	3	
6	2016	4.64	4	4.7	4	4.7	4	4.42	25	116	38	163	5	
7	2016	4.63	3.96	4.68	3.95	4.68	3.95	4.42	24	111	36	159	6	
8	2016	4.59	4	4.64	4	4.64	4	4.4	27	124	40	176	7	
9	2016	4.58	4	4.7	4	4.7	4	4.39	24	110	36	158	8	
10	2016	4.58	4	4.64	4	4.64	4	4.36	24	110	36	157	8	
11	2016	4.58	4	4.64	4	4.64	4	4.39	24	110	36	158	8	
12	2016	4.58	4	4.64	4	4.64	4	4.39	24	110	36	158	8	

15. To apply this formula to the remaining rows. Click on cell (2, R) and double-click on the lower right corner of the cell (your cursor will change to a plus (+) sign).

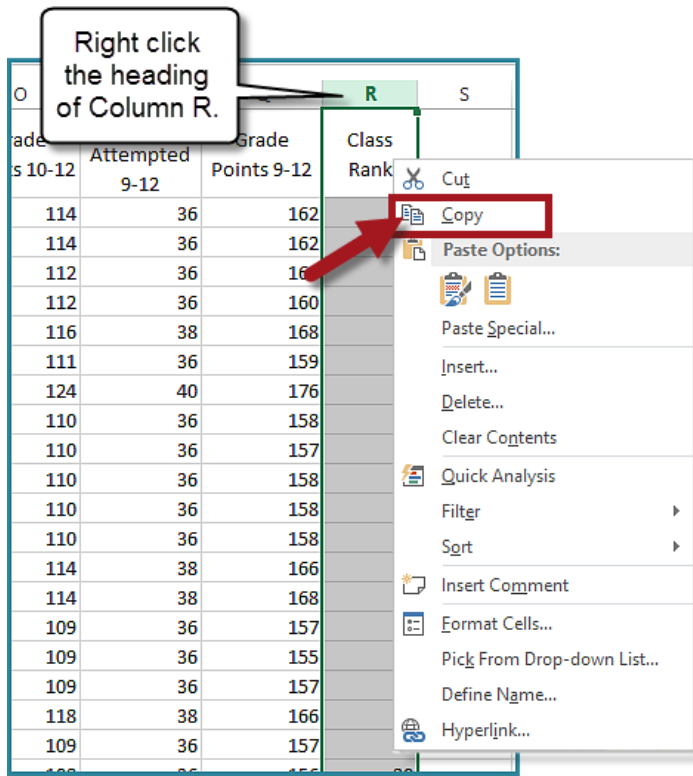
	O	P	Q	R	S
Class Of	Grade Points 10-12	Credits Attempted 9-12	Grade Points 9-12	Class Rank	
2016	24	114	36	162	1
2016	24	114	36	162	1
2016	24	112	36	160	3
2016	24	112	36	160	3
2016	25	116	38	163	5
2016	24	111	36	159	6

16. Column R, will then display the ranking order of the WGPAs for grades 10-12.

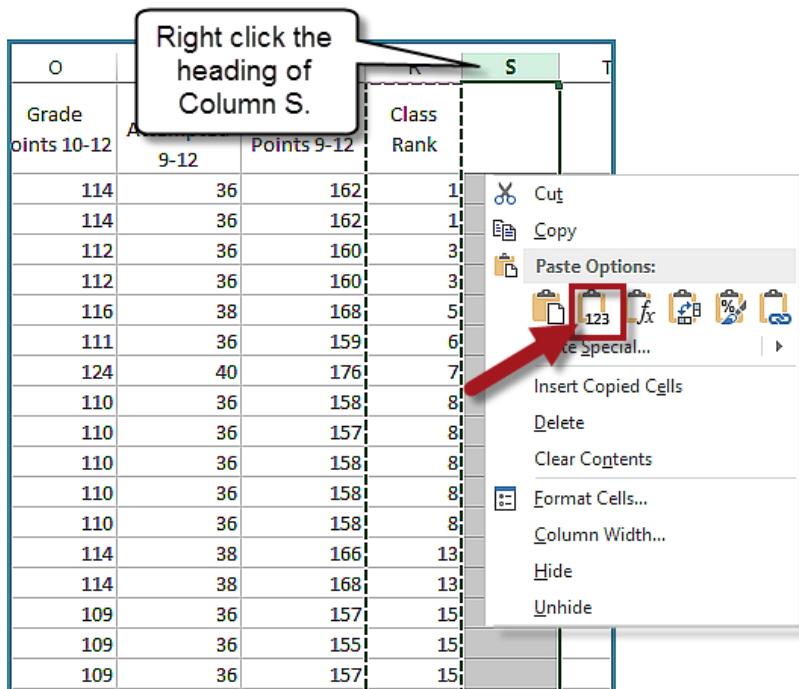
	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Class Of	10-12 Total WGPA	10-12 Total GPA	10-12 WGPA w/o PE	10-12 GPA w/o PE	10-12 WGPA w/o PE, ROTC	10-12 GPA w/o PE, ROTC	9-12 Total WGPA	Credits Attempted 10-12	Grade Points 10-12	Credits Attempted 9-12	Grade Points 9-12	Class Rank	
2	2016	4.75	4	4.82	4	4.82	4	4.5	24	114	36	162	1	
3	2016	4.75	4	4.82	4	4.82	4	4.5	24	114	36	162	1	
4	2016	4.67	4	4.73	4	4.73	4	4.44	24	112	36	160	3	
5	2016	4.67	4	4.73	4	4.73	4	4.44	24	112	36	160	3	
6	2016	4.64	4	4.7	4	4.7	4	4.42	25	116	38	163	5	
7	2016	4.63	3.96	4.68	3.95	4.68	3.95	4.42	24	111	36	159	6	
8	2016	4.59	4	4.64	4	4.64	4	4.4	27	124	40	176	7	
9	2016	4.58	4	4.7	4	4.7	4	4.39	24	110	36	158	8	
10	2016	4.58	4	4.64	4	4.64	4	4.36	24	110	36	157	8	
11	2016	4.58	4	4.64	4	4.64	4	4.39	24	110	36	158	8	
12	2016	4.58	4	4.64	4	4.64	4	4.39	24	110	36	158	8	
13	2016	4.58	4	4.64	4	4.64	4	4.39	24	110	36	158	8	
14	2016	4.56	4	4.61	4	4.61	4	4.37	25	114	38	166	13	
15	2016	4.56	3.92	4.61	3.91	4.61	3.91	4.42	25	114	38	166	13	
16	2016	4.58	3.96	4.59	3.95	4.59	3.95	4.26	24	109	26	157	15	

**NOTE!** For students with identical GPAs, the **Class Rank** will be identical for each of those students.

17. Right click the heading of **Column R**, and select **Copy** from the drop down menu.



18. Right click the heading of **Column S**, and select **Paste Options: 123**, from the clipboard.



19. This will create a class ranking order in **Column S**, identical to the class ranking in **Column R**.

**NOTE:** The pasting option of **123**, into **Column S** (used above), transferred the numerical value of **Column R**, only, and not the formula. This means that no matter which column is used to sort the data, the class rank in **Column S** will remain accurate.

M	N	O	P	Q	R	S	T
9-12 Total WGPA	Credits Attempted 10-12	Grade Points 10-12	Credits Attempted 9-12	Grade Points 9-12	Class Rank	Class Rank	
4	4.5	24	114	36	162	1	1
4	4.5	24	114	36	162	1	1
4	4.44	24	112	36	160	3	3
4	4.44	24	112	36	160	3	3
4	4.42	25	116	38	168	5	5
5	4.42	24	111	36	159	6	6
4	4.4	27	124	40	176	7	7
4	4.39	24	110	36	158	8	8
4	4.36	24	110	36	157	8	8
4	4.39	24	110	36	158	8	8

Because **Column S** contains the numerical value of **Column R**, only, and not the formula, the class rank will remain accurate no matter which column is used to sort the data.

**NOTICE!** When the data is sorted by a different column, **Column R** is no longer accurate, but **Column S** maintains the proper ranking.

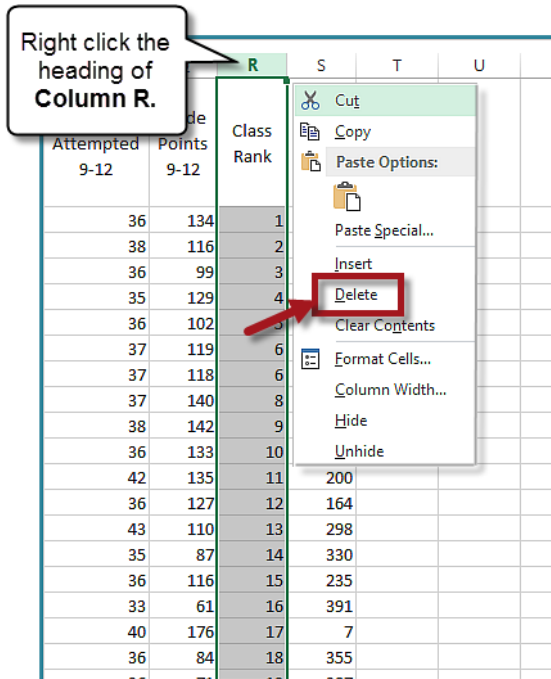
C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
First Name	Middle Name	Grade Level	Class Of	10-12 Total WGPA	10-12 Total GPA	10-12 Credits Attempted	10-12 Grade Points	9-12 Credits Attempted	9-12 Grade Points	Class Rank	Class Rank					
1																
2	Aaron	Gregory	12	2016	3.88	3.46	36	134	102	1	101					
3	Abraham	Antonio					38	116	99	2	222					
4	Adair	Berrano					36	99	99	3	312					
5	Adam						35	128	102	4	90					
6	Adrian						36	102	119	5	238					
7	Agape	S.					37	119	118	6	180					
8	Ai	Mauna Hitomi					37	118	118	6	180					
9	Aisha	Maseera	12	2016	3.08	3.48	37	140	102	8	135					
10	Alana	Mackenzie	12	2016	3.81	3.65	38	142	102	9	114					
11	Alec	David	12	2016	3.71	3.38	36	133	102	10	127					
12	Alec	Nicholas	12	2016	3.21	3	42	135	102	11	200					
13	Alec	Ferry	12	2016	3.46	3.04	36	127	102	12	164					
14	Alejandro	Leazar	12	2016	2.58	2.58	43	110	102	13	298					
15	Alejandro	Xavier	12	2016	2.35	2.35	35	87	102	14	330					
16	Alejandro		12	2016	2.96	2.67	36	116	102	15	235					
17	Alex		11	2016	1.62	1.62	33	61	102	16	391					

**NOTICE!** When the data is sorted by a different column, **Column R**, is no longer accurate. **Column S** maintains the correct ranking.

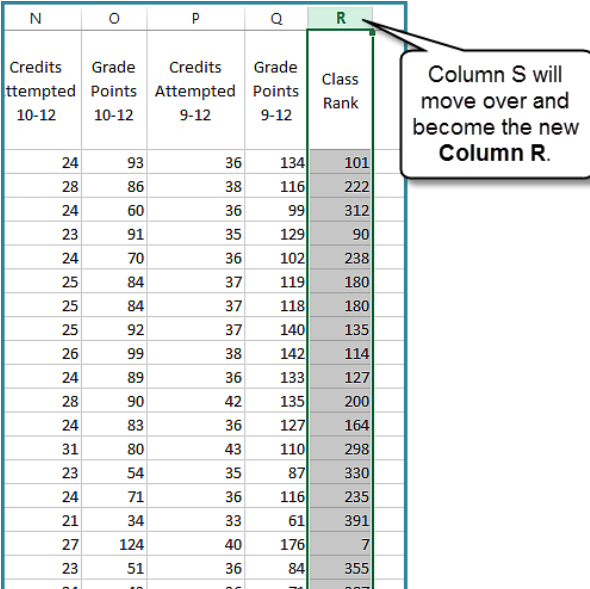
**IMPORTANT!** The class rank in **Column S** will remain accurate regardless of sorting done in any other column. **Column R** can be deleted.



20. To delete **Column R**, right click the **heading of Column R** and select **Delete** from the drop-down menu.



21. **Column S** will move over and become the new **Column R**.



Credits Attempted 10-12	Grade Points 10-12	Credits Attempted 9-12	Grade Points 9-12	Class Rank
24	93	36	134	101
28	86	38	116	222
24	60	36	99	312
23	91	35	129	90
24	70	36	102	238
25	84	37	119	180
25	84	37	118	180
25	92	37	140	135
26	99	38	142	114
24	89	36	133	127
28	90	42	135	200
24	83	36	127	164
31	80	43	110	298
23	54	35	87	330
24	71	36	116	235
21	34	33	61	391
27	124	40	176	7
23	51	36	84	355

Column S will move over and become the new **Column R**.

22. Now the student data in Excel can be sorted by any column and the Class Rank data will remain accurate in **Column R**.

23. **IMPORTANT!** Remember to save the document.