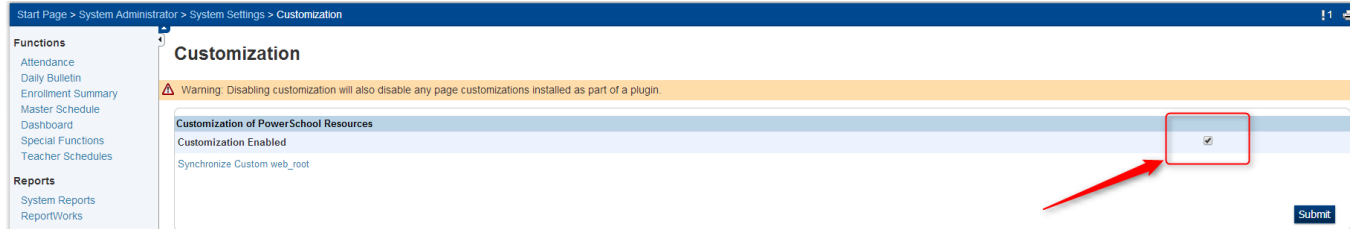


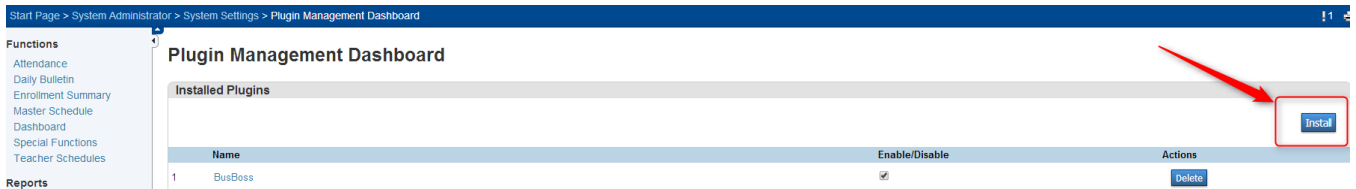
# PowerSchool Integration

## Installing the Configuration File

1. First, save the 'zipped' configuration file to your machine (do not unzip).
2. Make sure customizations are enabled under System-> System Settings -> Customization.



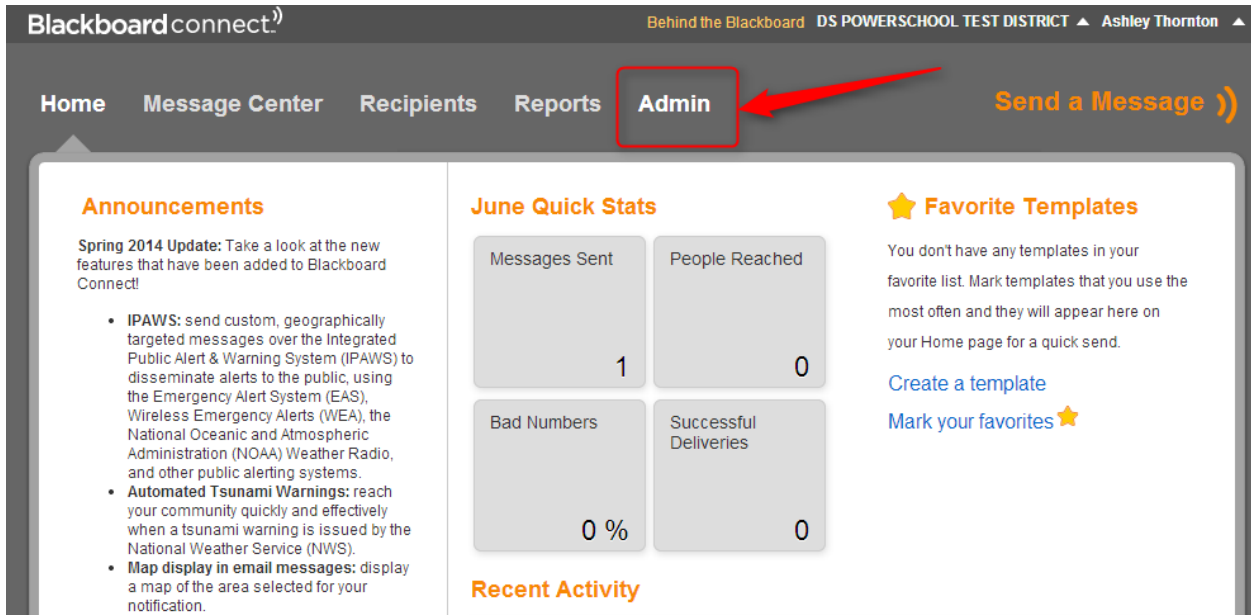
3. Then, navigate to System-> System Settings -> Plugin Management Dashboard
4. Click on the "Install" button.



5. Click on "Choose File," select the file from your computer, and then click on "Install."
6. In the list of installed plugins, you should see the file you just uploaded. Check the box under "Enable/Disable" to enable the plugin.

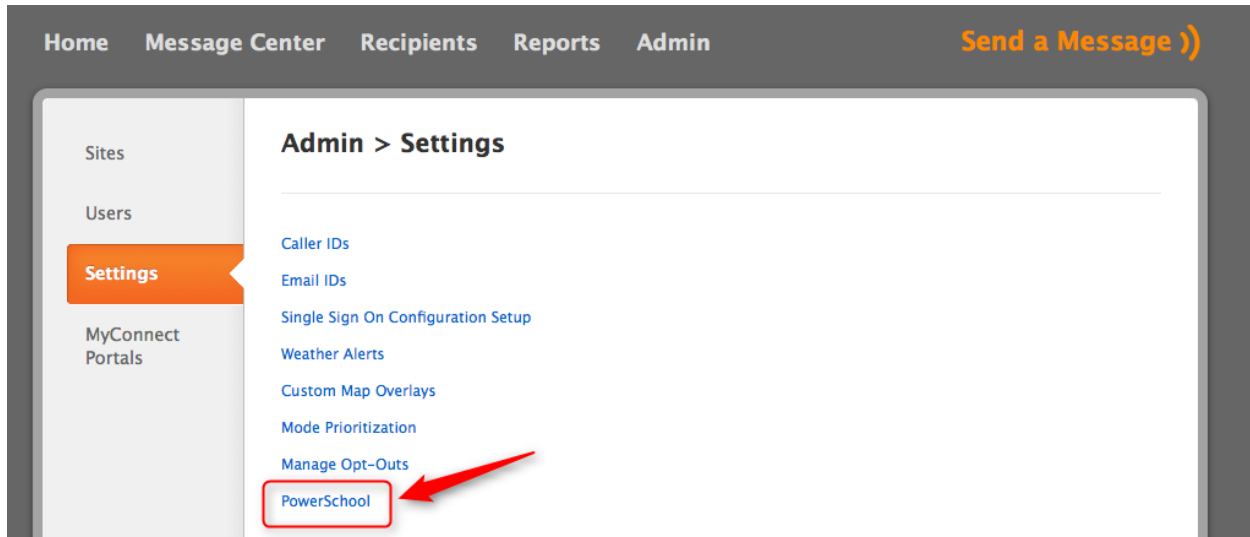
## Scheduling Data Extractions

1. Log into your Connect Beta Demo Account with the credentials provided.
2. Once you are logged in, click on "Admin"

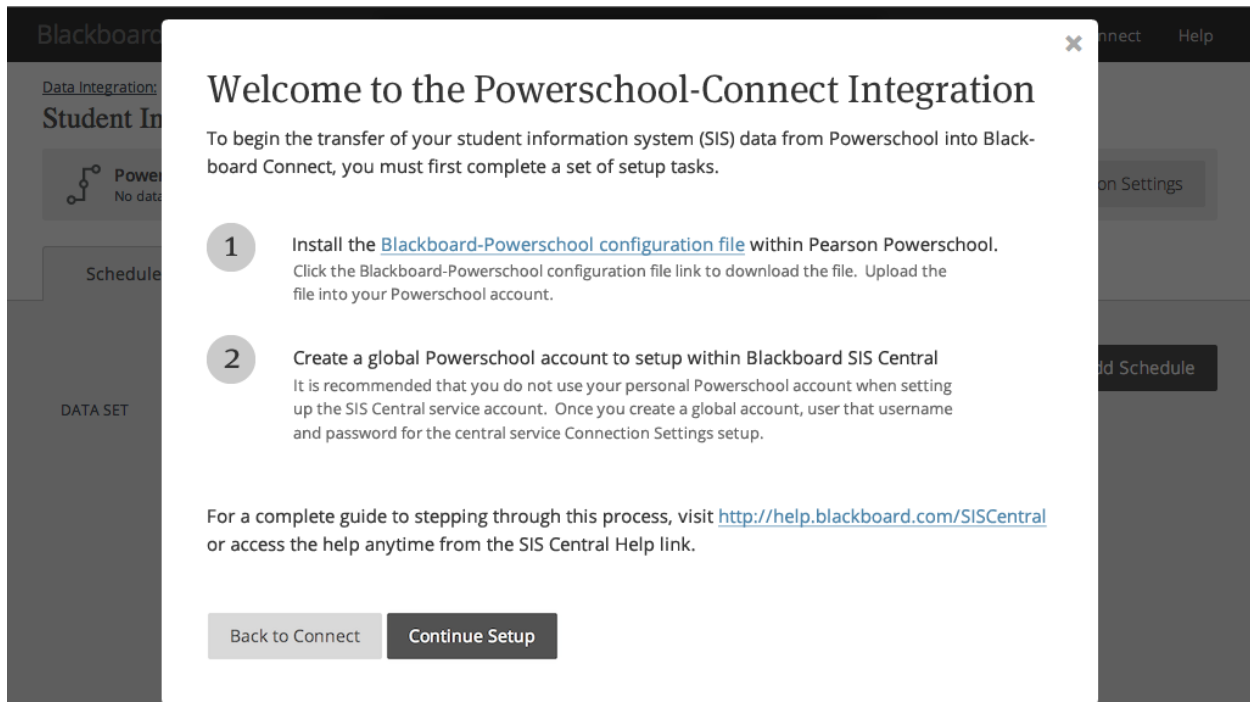


# PowerSchool Integration

- Under the Admin section click on “Settings” and then the “PowerSchool” link.



- You'll be taken to the Welcome screen where you should verify that both steps have been completed on this screen. *(installing the config file and creating a PowerSchool user)*



# PowerSchool Integration

- On the next screen, enter a PowerSchool username and password as well as the full URL (i.e. <https://yourschoolurl.powerschool.com>) for your instance of PowerSchool.  
*Blackboard recommends creating a separate user for this purpose.*

×

PowerSchool:

## Connection Settings

---

PowerSchool Administrator Username

PowerSchool Administrator Password

PowerSchool Administrator URL

Test Connection

---

Cancel Save

## Student Contact Import – Schedule Settings

- You will be automatically directed to the “Contact – Student Schedule” screen. You will need to enter the time you would like this extraction to start in the blank box “Start Time”.  
*You have the ability to change the “Run Day” on this page as well as the “Data Set Type”.*

×

Contact - Student Schedule

## Add Schedule

---

Schedule Settings

Data Set Type

Run Day

S  M  T  W  T  F  S

Start Time

*To run this extraction multiple times throughout each day, create additional schedules*

# PowerSchool Integration

## Student Contact Import – Data Mappings

2. Click on the “Data Mappings” section. Use the mouse to scroll through the mappings on this screen and set up the Connect mappings on the right. **Fields may be ignored, but at least one phone number or one email must be mapped.**

Contact - Student Schedule

### Add Schedule

---

Schedule Settings



---

Data Mappings




(PowerSchool) Source Field	(Connect) Destination Field
Contact Type	Contact Type
School ID	Institution
Student Number	Reference Code
Last Name	Last Name
First Name	First Name
Grade Level	Grade
Gender	Gender
Student Home Phone	Home Phone 1
Emergency Phone 1	Ignore
Emergency Phone 2	Ignore
Guardian Email	Ignore

# PowerSchool Integration

Mother Day Phon	SMS 1 Number
Mother Home Ph	SMS 2 Number
Father Home Pho	SMS 3 Number
Father Day Phone	SMS 4 Number

- Once you have completed the mappings, click on “Preview” at the bottom of the screen. A handful of records will be displayed to allow you to spot check some data. Confirm the data field values are accurate, and that the record count is accurate for active students.

## Contact - Student Extraction

 Connection to PowerSchool Verified  
 17276 records will be pulled from PowerSchool. Any changes will be sent to Connect

Institution	Last Name	First Name	Grade	Gender	Home Phone 1	Email Address 1	Language	Reference Code
100	Adair	Brandon	12	male	1-555-555-3612	momanddad@PSSIS.com	eng	3
100	Adams	Corby	10	male	1-555-555-2892	momanddad@PSSIS.com		4
100	Ahlberg	Emmy	10	female	1-555-555-3558	momanddad@PSSIS.com		5
100	Aikinson	Andy	12	male	1-555-555-3552	momanddad@PSSIS.com		6
100	Alfonso	Scott	11	male	1-555-555-2569	momanddad@PSSIS.com		7

- Close out of the Preview screen, and then save your student schedule.

# PowerSchool Integration

To run this extraction multiple times throughout each day, create additional schedules

## Data Mappings

Preview


Cancel

Save

- Now, you will see the student schedule you just created in the list of extractions for import into Connect.

Data Integration:





## Student Information System Management

 PowerSchool - Connect  
Total SIS Contact Records: 19830

Connection Settings

Scheduled Data Extractions    Extraction Log

+ Add Schedule

DATA SET	NEXT RUN DATE	ENABLED	
 Contact - Student Ready	Jul 15, 2014 1:00 AM EDT	<input checked="" type="checkbox"/>	  

- On this screen you can disable the schedule, edit or delete the schedule, as well as run the extraction now. Click on the play button to run the extraction now. Then, click on "Run Now".

# PowerSchool Integration

Scheduled Data Extractions    Extraction Log

+ Add Schedule

Run this data extraction now

DATA SET	NEXT RUN DATE	ENABLED
Contact - Student <i>Ready</i>	Jun 11, 2014 4:00 AM EDT	On

## Contact - Student Extraction

✓ Connection to PowerSchool Verified  
17276 records will be pulled from PowerSchool. Any changes will be sent to Connect

Run Now

Resync all data

Institution	Last Name	First Name	Grade	Gender	Home Phone 1	Email Address 1	Language	Reference Code
100	Adair	Brandon	12	male	1-555-555-3612	momanddad@PSSIS.com	eng	3
100	Adams	Corby	10	male	1-555-555-2892	momanddad@PSSIS.com		4

7. This should transfer the data immediately to Connect. To verify, check the “Extraction Log”. You can also verify the data in Connect under “Recipients”.

Scheduled Data Extractions    Extraction Log

DATA SET    NEXT RUN DATE    ENABLED

Contact - Student  
*Ready*    Jun 11, 2014 4:00 AM EDT    On

8. At this point, you can add another schedule for Staff Data. Follow the above steps 1-8 to set up a Staff Schedule and choose the “Contact – Staff” Data Set Type.

Scheduled Data Extractions    Extraction Log

+ Add Schedule

DATA SET    NEXT RUN DATE    ENABLED

Contact - Student  
*Ready*    Jun 11, 2014 4:00 AM EDT    On

# PowerSchool Integration

## Attendance – Schedule Settings

1. Choose “Attendance (Daily)” from the Data Set Type drop down menu. Then, choose your daily attendance template name from the drop down menu and enter the start time (*time the attendance will be pulled and sent to Connect*). The notification will go out as soon as the data is transferred.

Attendance (Daily) Schedule

### Add Schedule

Schedule Settings ▼

Data Set Type

Attendance (Daily) ▼

Template Name

Select One... ▼

Select One...

PS Attendance Test

S M T W T F S

Start Time

*To run this extraction multiple times throughout each day, create additional schedules*

## Attendance – Attendance Codes

2. Click the “Attendance Codes” section. Select the correct attendance codes for your daily attendance schedule.



# PowerSchool Integration

Attendance (Daily) Schedule

## Add Schedule

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Schedule Settings

---



Attendance Codes

---



A-Absent



F-Field Trip



I-In School Suspension



O-Out of School Suspension



P-Parent Excused



S-School Excused



T-Tardy



TE-Tardy Excused



U-Unexcused



V-Vacation



WS-Work Study hours



X-Truant

At least one attendance code must be selected.

Preview

- Once you have validated the number of records in the preview, close the preview screen and then save your attendance schedule.

# PowerSchool Integration

## Attendance (Daily) Extraction

 Connection to PowerSchool Verified  
10 records will be pulled from PowerSchool. Any changes will be sent to Connect









The extraction was previewed against data from the current day.

Institution	Reference Code
100	3
100	2190
600	1670

- You should now see the attendance schedule you just created in the list of scheduled extractions for import into Connect.

Scheduled Data Extractions      Extraction Log

[+ Add Schedule](#)

DATA SET	NEXT RUN DATE	ENABLED	
 Contact - Student <i>Ready</i>	Jul 15, 2014 1:00 AM EDT	<input checked="" type="checkbox"/>	  
 Attendance (Daily) <i>Ready</i>	Jul 14, 2014 6:00 PM EDT	<input checked="" type="checkbox"/>	  

- To run the attendance now and trigger a notification, click on the play button for the Attendance schedule. Then, click “Run Now”. *If no attendance records are marked today with the selected code, 0 records will be displayed. **This will send a message to the records listed on this screen.***

## Attendance (Daily) Extraction

 Connection to Powerschool Verified  
0 Records will be processed

[Run Now](#)

The extraction was previewed against data from the current day.

- Data will immediately be transferred to Connect. To verify, check the “Extraction Log”. You can also verify the message has been scheduled in the Message Center of Connect under “Outbox”.
- At this point, you can add another schedule for Attendance (Period) Data. Follow steps 1-5 above to set up another Attendance Schedule and choose the “Attendance (Period)” Data Set Type.