



POWER SCHOOL CTE EXPORT

Instructions for PS Direct Database Export (DDE) for CTE data submissions:

Semester Final Grades

School Year 2024-2025

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MICHIGAN



CTEIS

Reporting Requirements for CTE & MC in CEPI (CTEIS)

1) Student Demographic Data

Early in the school year, we will request that you run this data export to filter on students enrolled in CTE & MC courses in your school. The export is designed to provide us with the required student demographic data required for state reporting by MARESA.

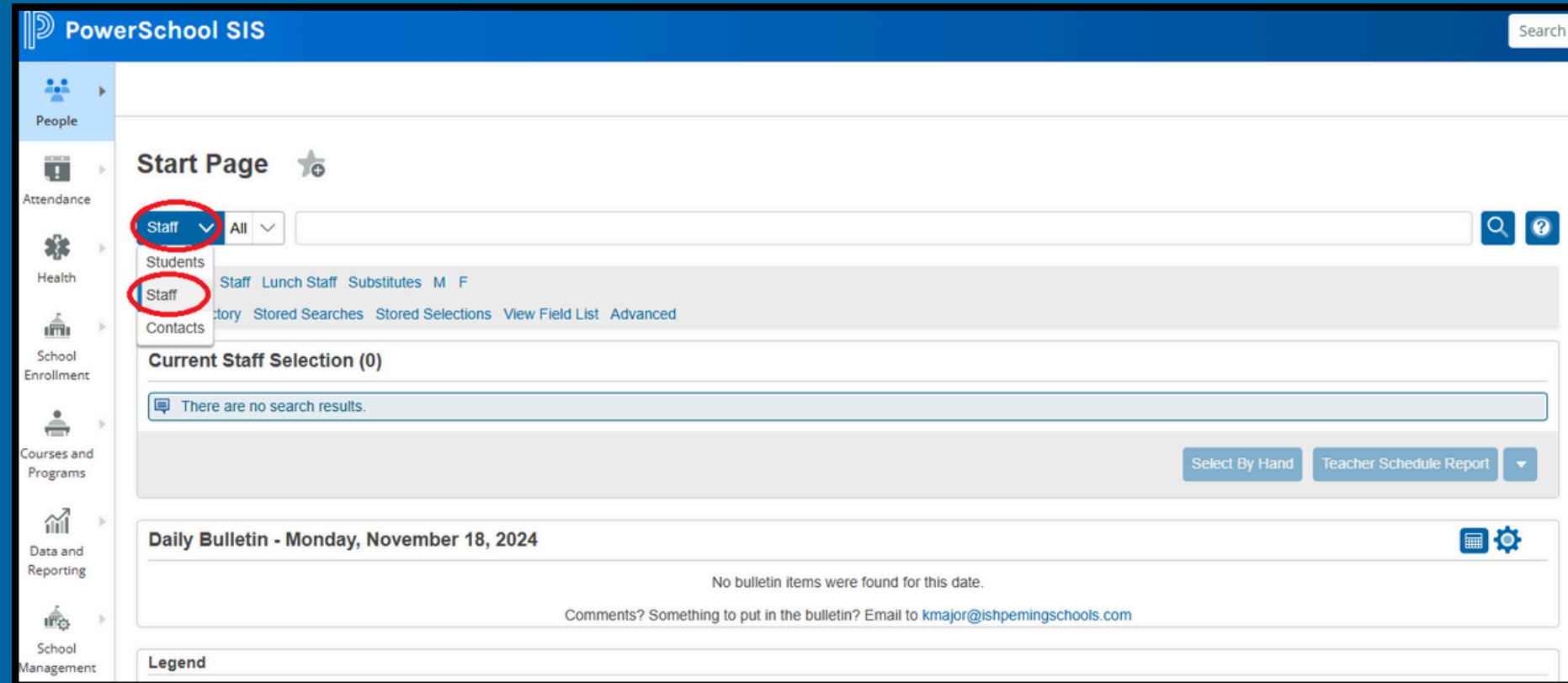
2) CTE & MC Course Enrollments

This data export will also provide MARESA CTE staff with the course names, numbers and sections for students enrolled in CTE & MC courses at your school in the current school year.

3) Final Grades

After Final Grades are entered and stored in your PowerSchool at the end of each term, we'll need you to run a similar data export again, so we can submit the Final Grades component to CTEIS.

This process is very similar to the reports from earlier in the year (with extra matching & filtering steps). It contains some duplicate data from prior steps, so we can be sure the grades are correctly aligned to the students and course enrollment.

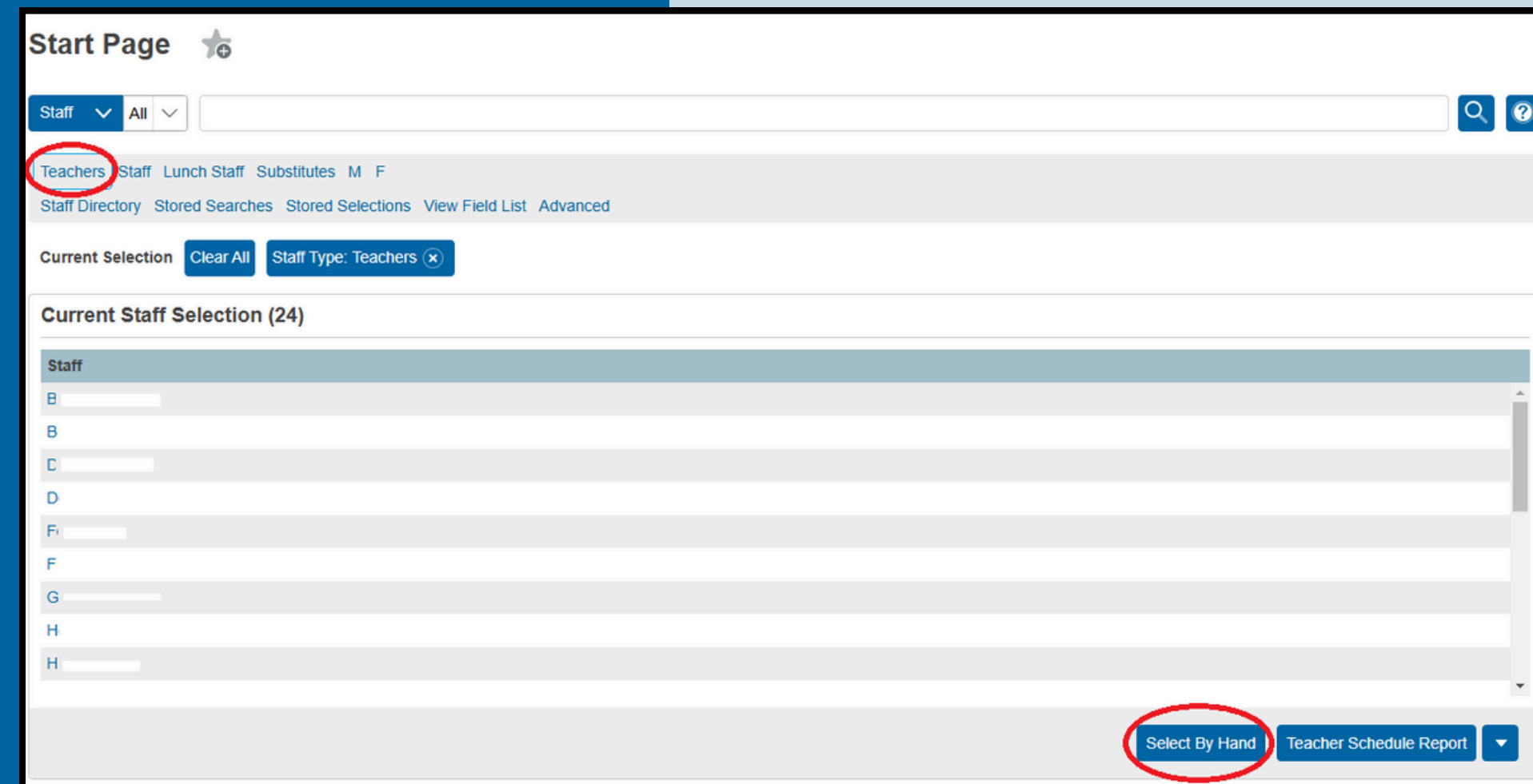


Start by filtering and selecting the students from your school who are enrolled in CTE and MC classes:

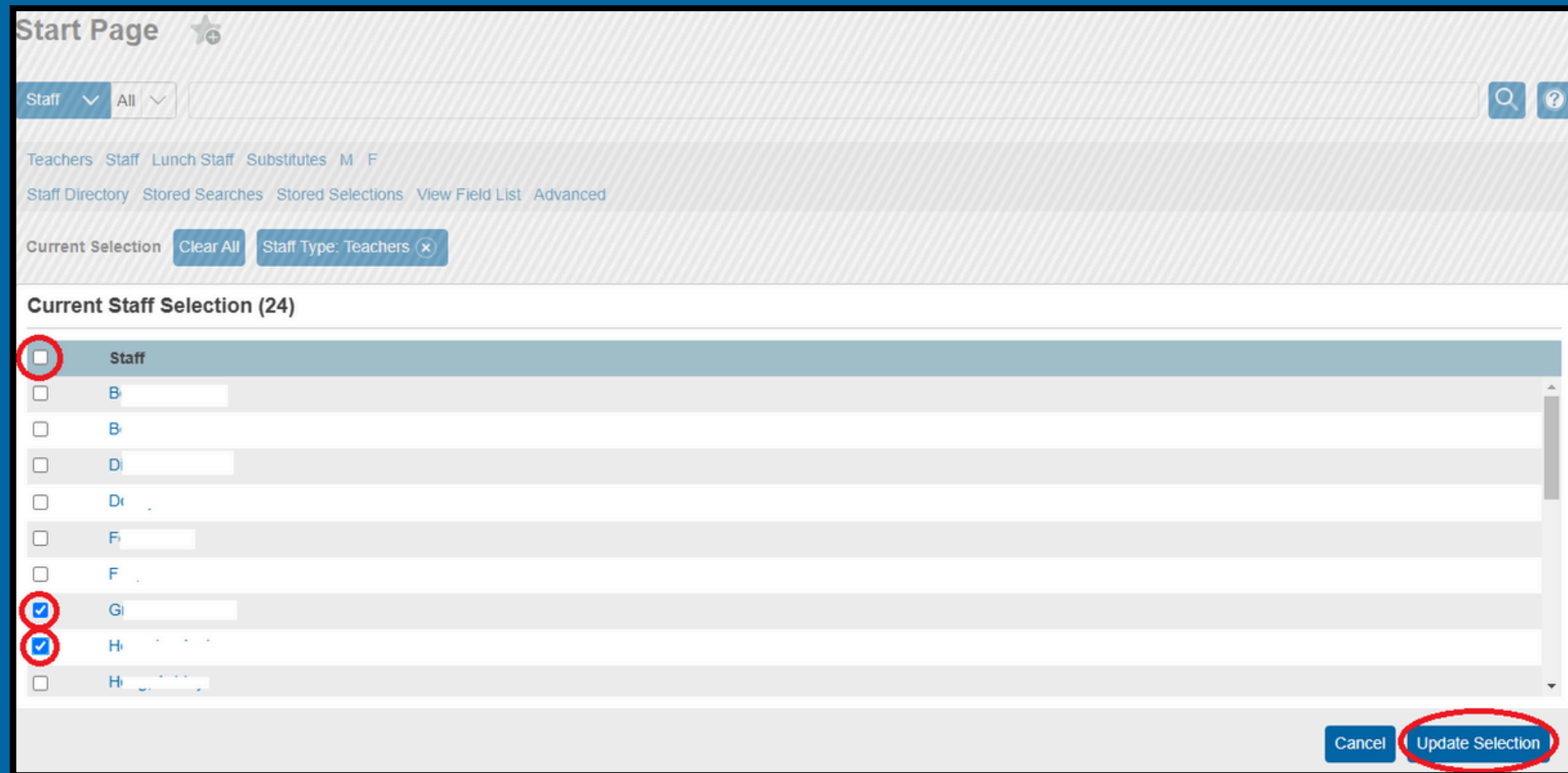
From the main PowerSchool screen, choose your school and the current school year. Then at the school level, run a search on Staff to select all staff members who teach CTE and MC courses:

Select **Staff** from the drop down box.

Select **Teachers**, then **Select By Hand**.



Filtering the Student Search



Deselect all teachers by unchecking the box next to **Staff**.

Select only the teachers assigned to CTE and MC courses by checking the box next to each of these teacher's names and then selecting **Update Selection**.

Note: Remember to include any special names you may have created in PowerSchool to identify CTE & MC teachers. For example "Outside District" or using Erich Ziegler as the teacher.

You have now set up your filter for the database export, based on CTE and MC teachers. From these selections, you can access multiple tables in the Direct Database Export (DDE) to match these teachers to students enrolled in their courses.

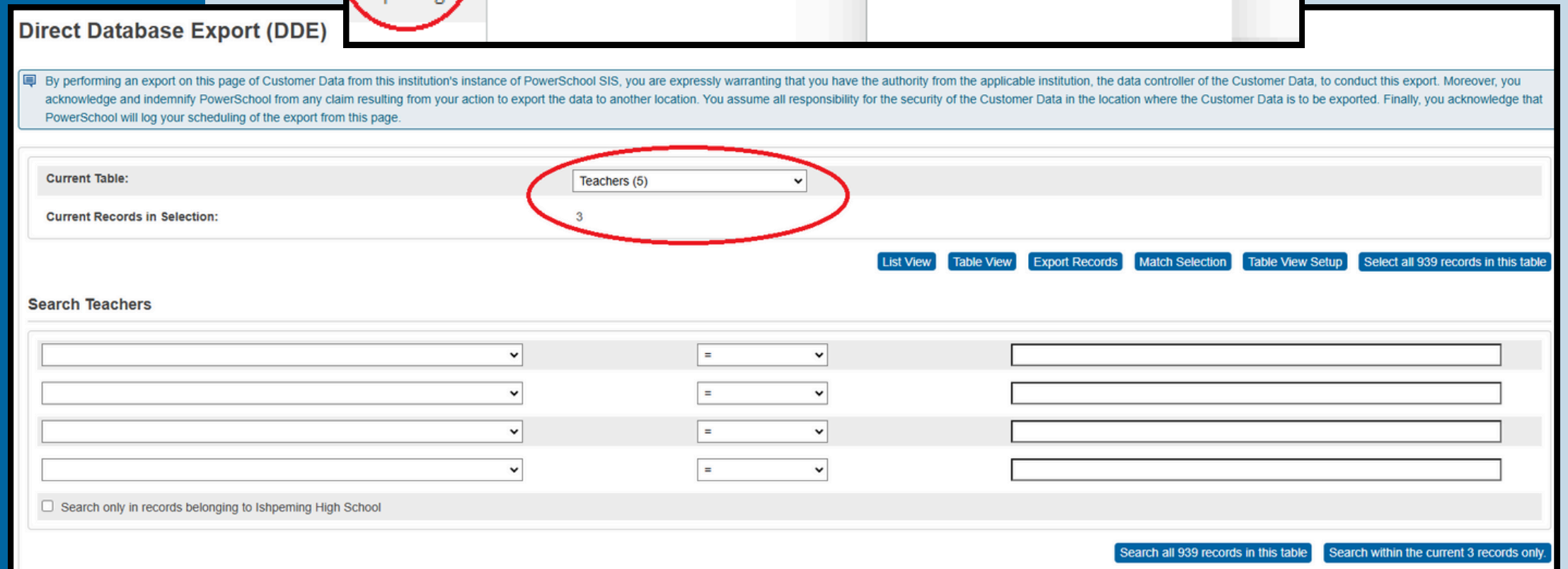
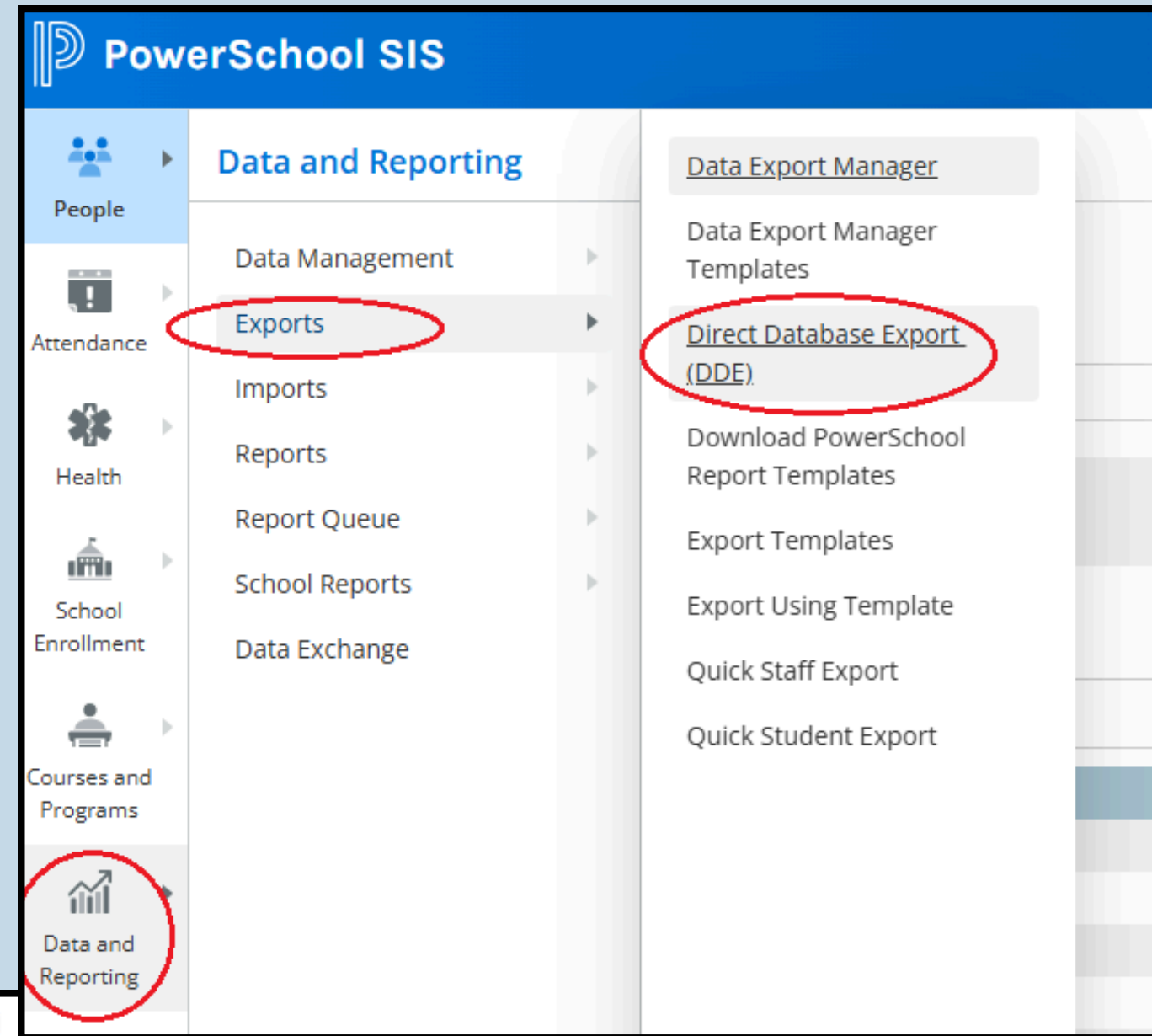
Filtering the Student Search

Defining the DDE Tables

For the grades data export, you will perform a series of steps to match data tables within PowerSchool, and filter those tables with each other to ultimately include only the final grades for the applicable term (typically S1 & S2) for the students enrolled in this year's courses for the teachers selected in the previous step.

Select Data and Reporting > Exports > Direct Database Export (DDE)

From the **Current Table** dropdown, select **Teachers (5)** and confirm that the number of **Current Records in Selection** matches the total number of teachers you filtered on in the previous steps.



Defining the DDE Tables

Note: Clicking “Select All ####” in step 2 clears any filters you may have previously set to be sure that your new filters begin with the full data set in this table.

1. From the Current Table dropdown, select CC (4).

2. Click Select all #### records in this table.

3. Click Match Selection.

On the next screen, select Teachers from the drop down and click Proceed to match selection.

Direct Database Export (DDE)

By performing an export on this page of Customer Data from this institution's instance of PowerSchool SIS, you are expressly warranting that you have the authority from the applicable institution, the data controller of the Customer Data, to conduct this export. Moreover, you acknowledge and indemnify PowerSchool from any claim resulting from your action to export the data to another location. You assume all responsibility for the security of the Customer Data in the location where the Customer Data is to be exported. Finally, you acknowledge that PowerSchool will log your scheduling of the export from this page.

Current Table: CC (4)

Current Records in Selection:

Search CC

CC (4)
Calendar (29)
Calendar_Day (51)
CC (4)
ClassRank (15)
Code_Entity (162)
Component (161)

List View Table View Export Records **Match Selection** Table View Setup **Select all 115754 records in this table**

Match Selection

Current Table: CC

This function creates a new selection of records in this table (CC), based on the records in the table selected below.

Teachers
Students
Courses
Sections
Teachers
Terms
Schools
Attendance

Not all tables can be used to create selections in this table; there must be a relation between the two tables. For example, records in the Students table may be matched with records from the CC table, because the CC table has a field called StudentID. However, attempting to match the Students table with the Teachers table does not work because the Students table does not have a TeacherID field and the Teachers table does not have a StudentID field. This function may take several minutes to complete.

Back to Direct Database Export Main Screen

Proceed to match selection


Defining the DDE Tables

Note: 3400 identifies the full 2024-2025 school year. S1 = 3401 and S2 = 3402. This pattern continues year to year, so the 2025-2026 school year has a term ID of 3500 in Powerschool.


Beneath Search CC, enter the following additional CC table search criteria:

TermID >= 3400

Select Search within the current ### records only.

Direct Database Export (DDE) 



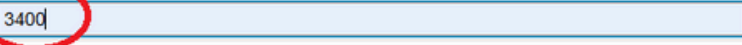









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Current Table: CC (4) 

Current Records in Selection: 3867

[List View](#) [Table View](#) [Export Records](#) [Match Selection](#) [Table View Setup](#) [Select all 115754 records in this table](#)

Search CC

TermID 	>= 	3400 
	= 	
	= 	
	= 	

Search only in records belonging to Ishpeming High School

[Search all 115754 records in this table](#) [Search within the current 3867 records only.](#)

Defining the DDE Tables

Note: Clicking “Select All ####” in step 2 clears any filters you may have previously set to be sure that your new filters begin with the full data set in this table.

1. From the Current Table dropdown, select Students (1).

2. Click Select all #### records in this table.

3. Click Match Selection.

On the next screen, select CC from the drop down and click Proceed to match selection.

You have now narrowed the student selection to only those students enrolled in courses that are taught by your original teacher selection this school year.

Direct Database Export (DDE)

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Current Table: Students (1)

Current Records in Selection:

- StudentAttendanceSummary (200)
- StudentRace (201)
- Students (1)
- StudentSchedulingResults (190)
- StudentTest (87)

Export Records Match Selection Table View Setup Select all 4580 records in this table

Current Table: Students

This function creates a new selection of records in this table (Students), based on the records in the table selected below.

CC

Log

Blobs

ClassRank

Logins

ReEnrollments

StateSupportData

DS

Back to Direct Database Export Main Screen

Proceed to match selection

Defining the DDE Tables

Note: Clicking “Select All ####” in step 2 clears any filters you may have previously set to be sure that your new filters begin with the full data set.

1. From the Current Table dropdown, select Stored Grades (31)

2. Click Select all #### records in this table.

3. Click Match Selection.

On the next screen, select Students from the drop down and click Proceed to match selection.

Direct Database Export (DDE)

By performing an export on this page of Customer Data from this institution's instance of PowerSchool SIS, you are expressly warranting that you have the authority from the applicable institution, the data controller of the Customer Data, to conduct this export. Moreover, you acknowledge and indemnify PowerSchool from any claim resulting from your action to export the data to another location. You assume all responsibility for the security of the Customer Data in the location where the Customer Data is to be exported. Finally, you acknowledge that PowerSchool will log your scheduling of the export from this page.

Current Table: StoredGrades (31)

Current Records in Selection: Stats (17), **StoredGrades (31)**, StudentAttendanceSummary (200), StudentRace (201), Students (1)

Match Selection, Table View Setup, Select all 375507 records in this table

Match Selection

Current Table: StoredGrades

This function creates a new selection of records in this table (StoredGrades), based on the records in the table selected below.

Students, Courses, Sections, Terms, Schools

Not all tables can be used to create selections in this table; there must be a relation between the two tables. For example, records in the Students table may be matched with records from the CC table, because the CC table has a field called StudentID. However, attempting to match the Students table with the Teachers table does not work because the Students table does not have a TeacherID and the Teachers table does not have a StudentID field.

This function may take several minutes to complete.

Back to Direct Database Export Main Screen

Proceed to match selection

Defining the DDE Tables

Note: 3400 identifies the full 2024-2025 school year. S1 = 3401 and S2 = 3402. This pattern continues year to year, so the 2025-2026 school year has a term ID of 3500 in Powerschool.

Beneath Search Stored Grades, enter the following Stored Grade table filters:

TermID = 3401

StoreCode = S1 (at the end of the year, use S2)*

Select Search within the current ### records only.

The screenshot shows the Powerschool interface for searching stored grades. At the top, the 'Current Table' is set to 'StoredGrades (31)' and 'Current Records in Selection' is 24806. Below this are several buttons: 'List View', 'Table View', 'Export Records', 'Match Selection', 'Table View Setup', and 'Select all 375507 records in this table'. The 'Search StoredGrades' section contains a grid of filter fields. The first row has 'TermID' set to '3401'. The second row has 'StoreCode' set to 'S1'. Both the filter names and the values are circled in red. Below the grid is a checkbox for 'Search only in records belonging to Ishpeming High School'. At the bottom right, there are two search buttons: 'Search all 375507 records in this table' and 'Search within the current 24806 records only', with the latter being circled in red.

This is the final matching and filtering step to report only the final semester grades for the students who are enrolled this year in the selected CTE teachers' courses.

***Many districts define the PowerSchool grading terms for semesters as:
S1 = Semester 1 & S2 = Semester 2**

If you created a different code for your final grading term (ex. T1 for Term 1), use that here instead. However, we do not need to report quarterly or exam grades (E1, Q1, etc.) - only final semester grades.

Exporting the Data

Current Table: StoredGrades (31)

Current Records in Selection: 437

[List View](#) [Table View](#) [Export Records](#) [Match Selection](#) [Table View Setup](#) [Select all 375507 records in t](#)

StoredGrades

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

Search only in records belonging to Ishpeming High School

[Search all 375507 records in this table](#) [Search within the current 437 reco](#)

- [1]Last_Name
- [1]First_Name
- [1]Middle_Name
- [1]State_StudentNumber
- [1]Gender
- [1]DOB
- [1]DistrictofResidence
- [1]SchoolID
- [1]Home_Phone
- [1]Street
- [1]City
- [1]State
- [1]Zip
- [1]GuardianEmail
- SchoolID
- Course_Name
- Course_Number
- SectionID
- Teacher_Name
- TermID
- StoreCode
- Grade

Select **Export Records**.

In the next screen, enter the contents of the field list at left into the large box (see also accompanying Word file).

Be sure to include the brackets with the numbers, just as typed in the list. These identify which PowerSchool tables the data will be pulled from.

Also, be sure each field is typed on its own line.

Click **Submit**.

Export Records

Export the 437 selected records (Table: StoredGrades)

[1]Last_Name
[1]First_Name
[1]Middle_Name
[1]State_StudentNumber
[1]Gender
[1]DOB
[1]DistrictofResidence

Field Delimiter: Tab

Record Delimiter: CR

"Surround fields" Column titles on 1st row

Export DCID

Optional: Sort Field Name	Direction
<input type="text"/>	>
<input type="text"/>	>
<input type="text"/>	>

[Back to Direct Database Export Main Screen](#)

[Submit](#)

Sending the Data



That's it!

You now have a .text file in the download folder of your computer.

Please return that file via email to the following MARESA staff:

eziegler@maresa.org
trsmith@maresa.org
clabij@maresa.org

Thank you!

If you've got any questions or problems with your CTEIS PowerSchool Direct Database Export, please contact Christina Labij.