



POWER SCHOOL CTE EXPORT

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

[Student Demographics and CTE Course Enrollments](#)

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.

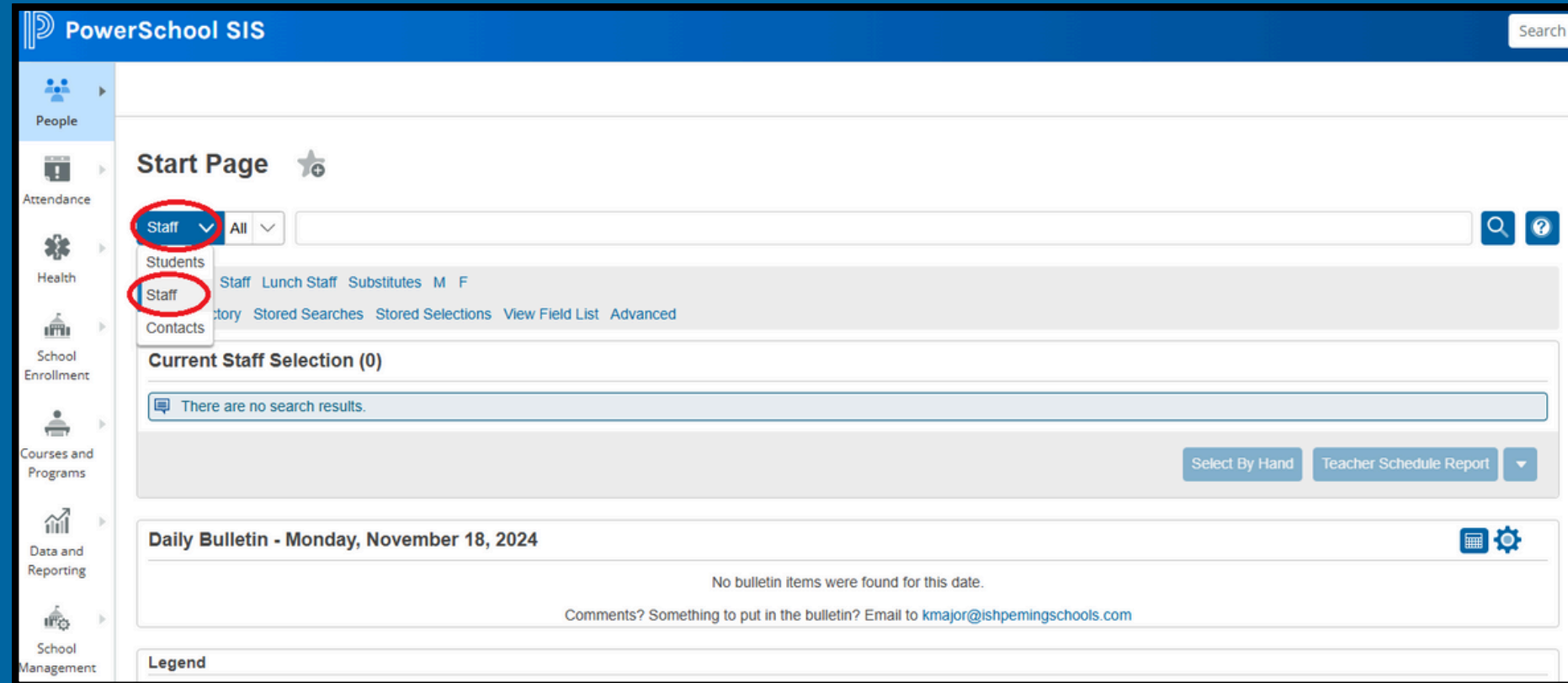
2) CTE & MC Course Enrollments

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.

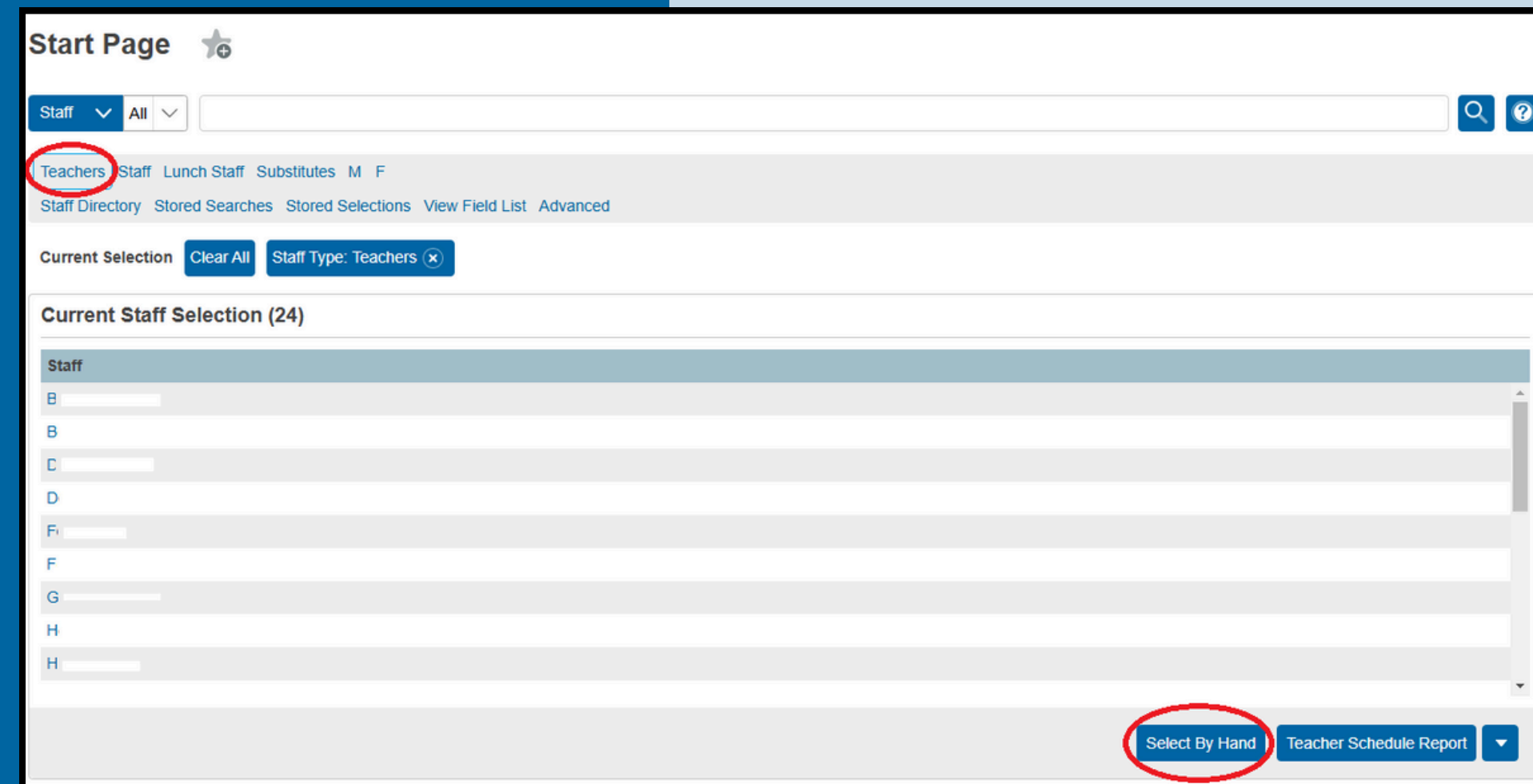


Start by filtering and selecting the students from your school who are enrolled in CTE and MC classes:

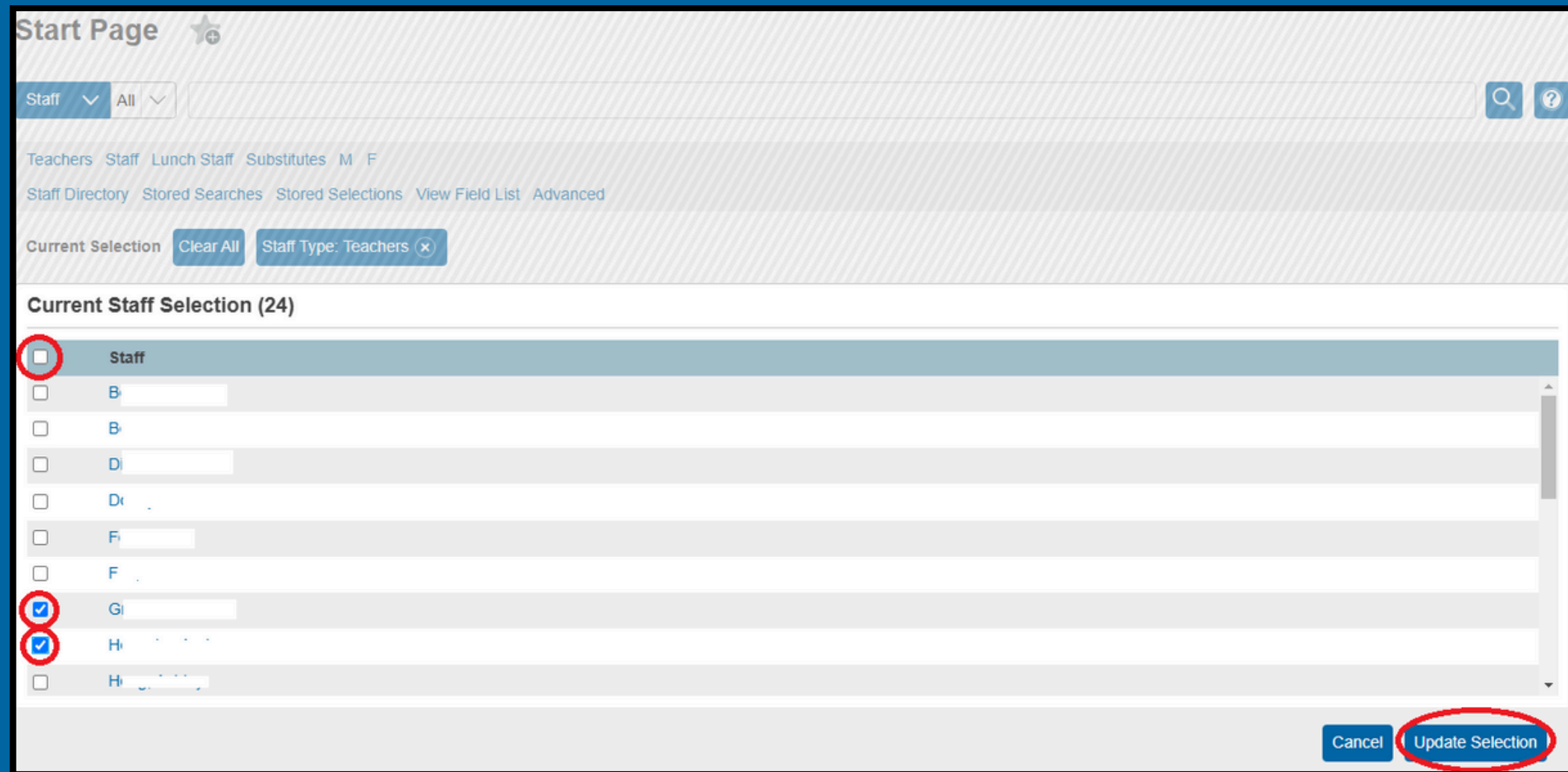
From the main PowerSchool screen, choose your school and the current school year. Then at the school level, run a search on Staff to select all staff members who teach CTE and MC courses:

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.

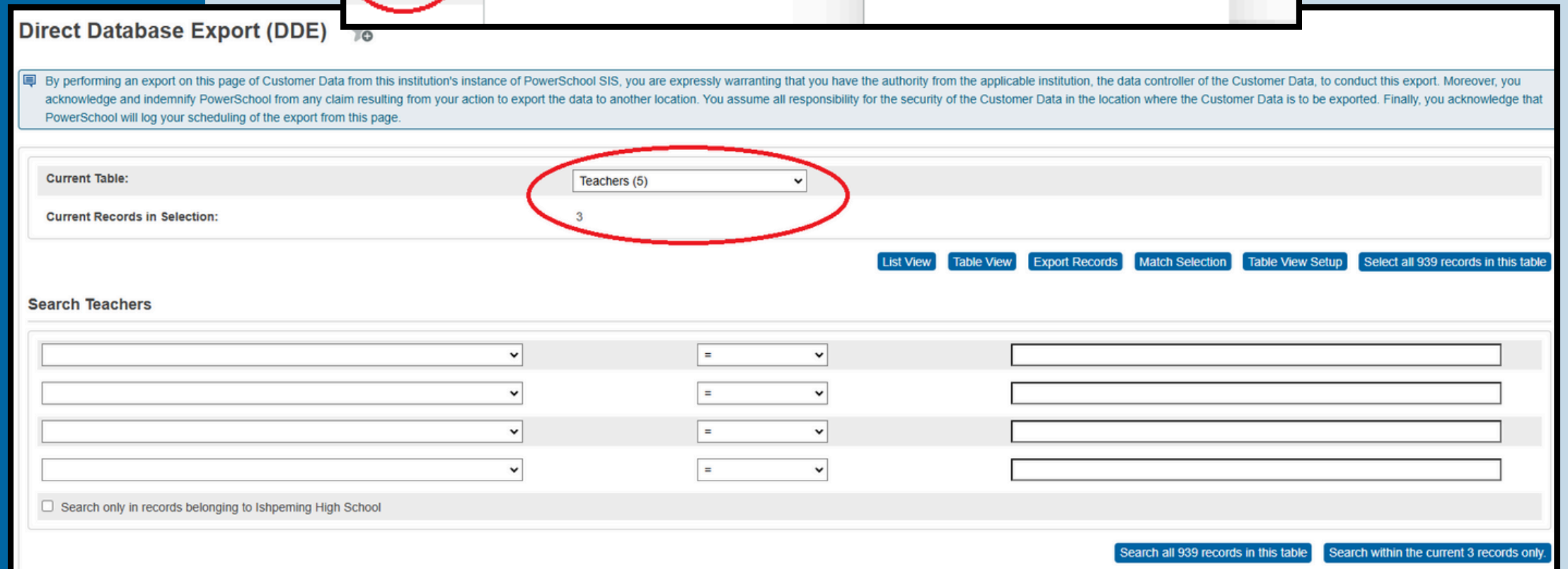
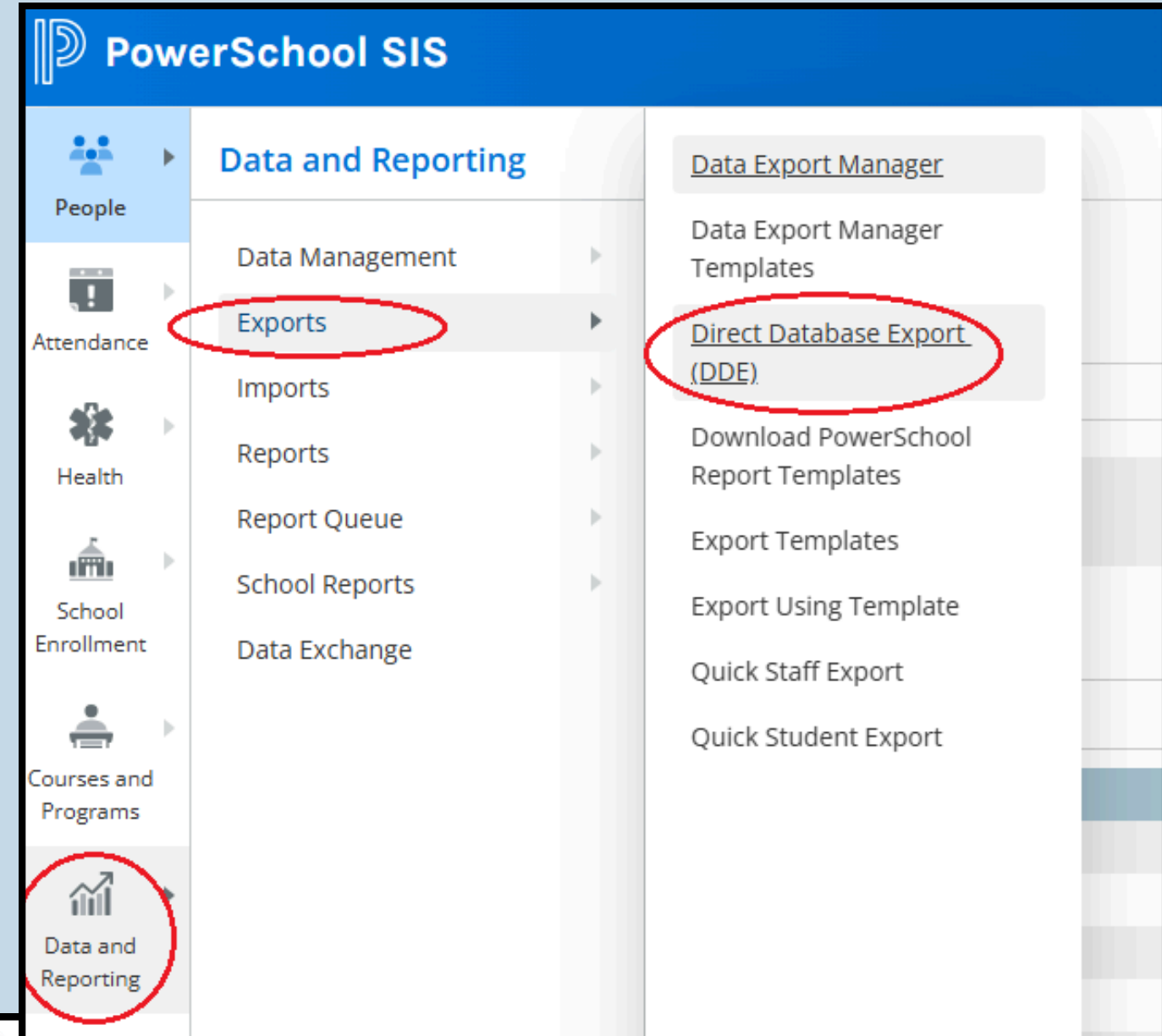
Filtering the Student Search

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.

Defining the DDE Tables

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

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: Select all 115754 records in this table

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

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

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

TermID >= 3400

Select Search within the current ### records only.

Note: 3400 identifies the full 2024-2025 school year. Because S1 = 3401 and S2 = 3402, using the >= function will filter on the entire school year.

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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

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Current Table: CC (4)

Current Records in Selection: 424

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

Search CC

Search only in records belonging to Isthmeping High School

Search all 115754 records in this table Search within the current 424 records only

Exporting the Data

Select **Export Records**.

In the next screen, paste the contents of the field list at left into the large box.

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.

Click **Submit**.

Export Records

Export the 424 selected records (Table: CC)

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

Field Delimiter: Tab
Record Delimiter: CR
 "Surround fields" Column titles on 1st row
 Export DCID

Optional: Sort Field Name Direction

Back to Direct Database Export Main Screen

Submit

- [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
- [2]Course_Name
- Course_Number
- Section_Number
- TermID
- DateEnrolled
- DateLeft

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.