

PowerSchool and Parchment

This document will walk you through the process for updates student records, creating an export roster, and submitting transcripts to Parchment

Overview

This document will cover the following process:

- Updating student Grad Year using Change Field
- Exporting the roster file for Parchment
- Exporting transcripts
- Upload batch transcripts

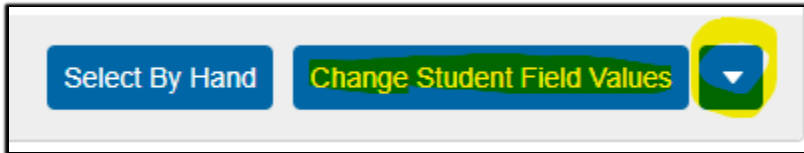
1. Update student Grad Year using Change Student Field Values
 - a. Go to the People icon
 - b. Select the grade level you wish to update

The screenshot shows the 'Start Page' interface. At the top right is a 'District Search' button. Below it are filters for 'Students' (set to 'All') and a search bar. A navigation bar contains letters A-Z and grade levels from -7(SB) to 13 F, with '9' highlighted in yellow. Below the navigation bar are links for 'Stored Searches', 'Stored Selections', 'View Field List', 'Advanced', and 'MultiSelect'. A 'Current Selection' bar shows 'Clear All' and 'Grade Level: 9' with a close icon. The main section is titled 'Current Student Selection (47)' and contains a table with the following data:

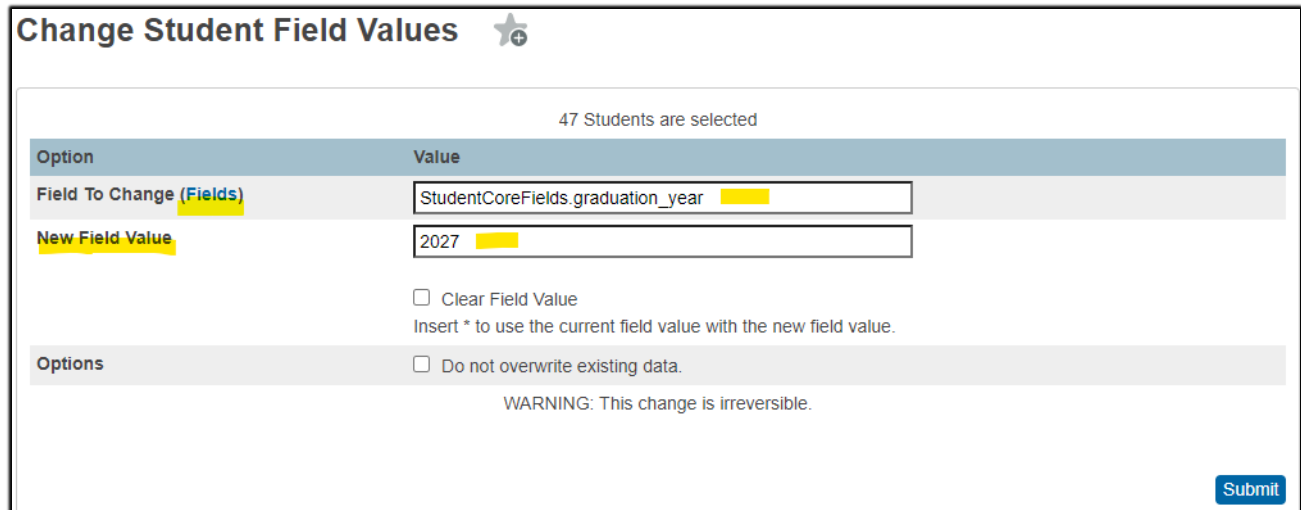
Student	Student Number	Grade Level	Date of Birth	School
Welman, Preston Scott	180002614	9	04/08/2008	MHS
Witt, Savannah	187000066	9	07/09/2008	MHS
Belesky, Kendall Elizabeth	180002920	9	07/11/2009	MHS
Scrowski, Brennan Robert	180003993	9	01/31/2009	MHS
Chesney, Alec Jerome	187000024	9	04/14/2009	MHS
Wilde, Adlanna Marie	180003482	9	03/11/2009	MHS
Devin, Charnele M.	180003171	9	07/02/2009	MHS
Devoe, Liliana May	180002951	9	09/16/2008	MHS

In this example I'm updating the 9th grade. The current school year is 23-24 school year their grade year would be 2027

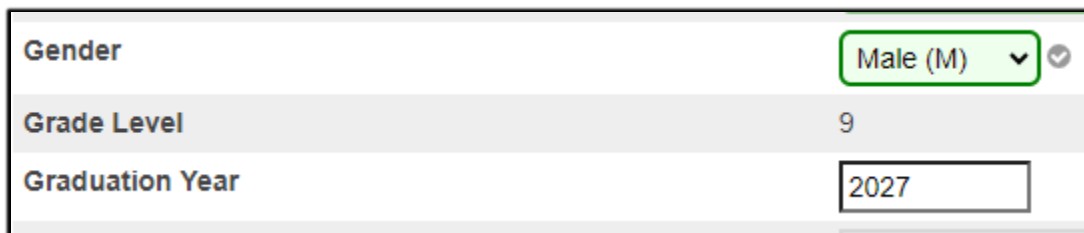
From the Function drop down menu select Change Student Field Values



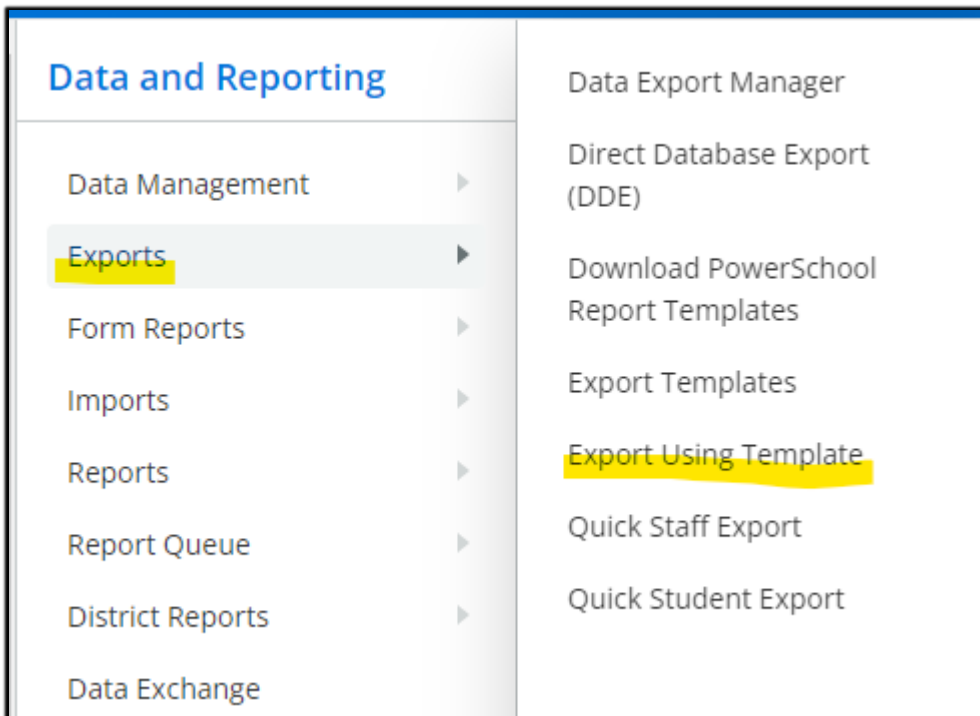
On the Change Student Field Values screen select the field for grad year and enter the appropriate grad year, click on Submit.

A screenshot of the 'Change Student Field Values' screen. At the top, it says '47 Students are selected'. Below this is a table with two columns: 'Option' and 'Value'. The first row is 'Field To Change (Fields)' with the value 'StudentCoreFields.graduation_year'. The second row is 'New Field Value' with the value '2027'. Below the table are two checkboxes: 'Clear Field Value' and 'Do not overwrite existing data.'. A warning message says 'WARNING: This change is irreversible.'. A 'Submit' button is in the bottom right corner.

To check the grad year field, go to People icon, select student, on student profile screen scroll down to Graduation Year

A screenshot of a student profile form. It shows three fields: 'Gender' with a dropdown menu set to 'Male (M)', 'Grade Level' with the value '9', and 'Graduation Year' with a text input field containing '2027'.

- Exporting student roster for students you are uploading to Parchment. Go to Data & Reporting, Exports, Export Using Template



- From the Export Using Template, Type of Export: select Student

The screenshot shows the "Export Using Template" form. The title "Export Using Template" is displayed with a star icon. Below the title is a table with two columns: "Option" and "Value". The "Type of Export:" option is selected, and its value is a dropdown menu. A "Submit" button is located at the bottom right of the form.

Option	Value
Type of Export:	<input type="text"/>

Submit

- From the Export template drop down select Parchment and then submit. Next open the file in Excel and save the file in .CSV format. This will be the file you upload for roster. **Note:** the roster file needs to reflect the students you are creating in the transcript batch file.

Export Using Template

Option	Value
Type of Export:	Students
Export template?	Parchment ▾
For Which Records?	<input type="radio"/> Aleman, Preston Scott <input checked="" type="radio"/> The selected 47 students

[Submit](#)

- Create a batch file for transcripts. Go to People icon, select students you want to send to Parchment.


Start Page

Students ▾ All ▾

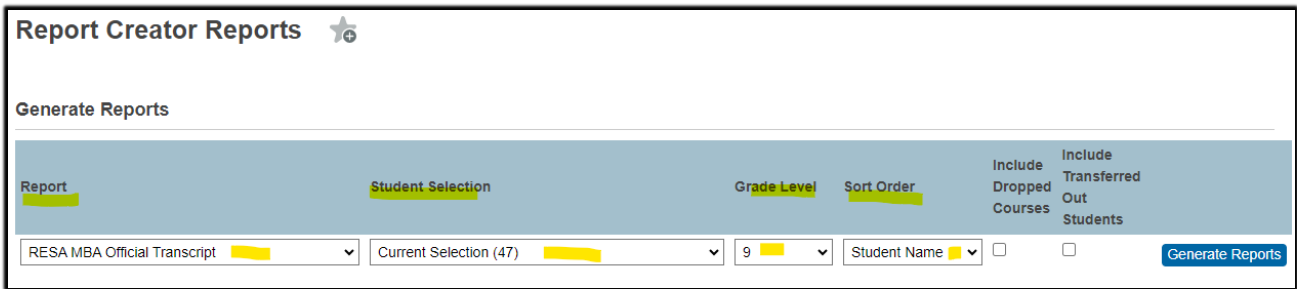
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
6 7 8 **9** 10 11 12 13 F M All Include Remote Enrollments

[Stored Searches](#) [Stored Selections](#) [View Field List](#) [Advanced](#) [MultiSelect](#)

Current Selection [Clear All](#) [Grade Level: 9 !\[\]\(b1029b5538982b79f1a87329160af9d7_img.jpg\)](#)

Current Student Selection (47) 

Next go to MBA Plugins, select MBA Report Creator, under Functions select Run Reports. Select the Transcript Report, select Student Selection and the remaining desired fields, click on Generate Report, save transcripts in PDF file.



The screenshot shows the 'Report Creator Reports' interface. At the top, it says 'Report Creator Reports' with a star icon. Below that is the 'Generate Reports' section. The interface includes several dropdown menus and checkboxes:

- Report:** RESA MBA Official Transcript
- Student Selection:** Current Selection (47)
- Grade Level:** 9
- Sort Order:** Student Name
- Include Dropped Courses:**
- Include Transferred Out Students:**

A 'Generate Reports' button is located at the bottom right of the form.

Parchment Instructions:

Step 1: Follow the steps in the video below to upload a roster to Parchment before uploading the transcript batches:

<https://vimeo.com/showcase/9669937/video/729307382>

Step 2: After uploading the roster, you would follow the steps in the video below to upload batch transcripts:

<https://vimeo.com/showcase/9669937/video/729302845>