



Parent and Guardian School Climate Survey Links – Import Instructions for PowerSchool

PARENT AND GUARDIAN SCHOOL CLIMATE SURVEY LINKS – IMPORT INSTRUCTIONS FOR POWERSCHOOL

The Parent and Guardian School Climate Survey Ecollect form is scheduled to be delivered to parents and guardians directly through the PowerSchool Parent Portal on Monday, February 26, 2024.

Note that the Parent School Climate Survey will be administered through a platform called Qualtrics. The form will be available through April 12, 2024, at 11:00 p.m.

This documentation details instructions for the import required for Ecollect form delivery of the Parent and Guardian Survey links. These steps must be taken by a district-level PowerSchool Administrator to ensure that Qualtrics links to the Parent and Guardian School Climate Survey are made available to parents and guardians through Ecollect in Parent Portal.

IMPORTANT: Parent Portal is required for this delivery. This document does NOT detail how to set up Parent Portal accounts for parents. If your district has not enabled Parent Portal for your students' parents/guardians, please submit a PowerSchool support case if you need guidance.

I. Verification of Current SCDE Customizations Plugin

Prior to importing, a district PowerSchool Administrator should take the following steps to ensure that the plugin called “**SCDE Customizations**” version **1.0.8** has been enabled.

Instructions for users of the OLD PowerSchool user interface:

1. From the Start page at the District Office level, locate the Setup section of the navigation, and select System.
2. From the System Administrator page that appears, locate the Server section of the page, and select System Settings.
3. From the System Settings page that appears, select Plugin Management Configuration.
4. On the Plugin Management Dashboard page that appears, locate the plugin named “SCDE Customizations” and ensure that (a) it is version 1.0.8 and (b) the box to the right is checked to indicate that it is enabled. If the check box is not checked, select the check box to enable the plugin.

Note: *If your district does not have the plugin installed, or if you find that you do not have the 1.0.8 version,* please reach out to PowerSchool@ed.sc.gov with the following message, and the Data Collection Team will send you the plugin file with instructions for this simple installation:

This is to request the SCDE Customizations 1.0.8 plugin file and installation instructions.

My district's name: _____

My district's four-digit code: _____

Instructions for users of the NEW PowerSchool user interface:

1. From the Start page at the District Office level, select System Management > Server > Plugin Configuration.
2. On the Plugin Management Dashboard page that appears, locate the plugin named “SCDE Customizations” and ensure that (a) it is version 1.0.8 and (b) the box to the right is checked to indicate that it is enabled. If the check box is not checked, select the check box to enable the plugin.



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Note: *If your district does not have the plugin installed, or if you find that you do not have the 1.0.8 version, please reach out to PowerSchool@ed.sc.gov with the following message, and the Data Collection Team will send you the plugin file with instructions for this simple installation:*

This is to request the SCDE Customizations 1.0.8 plugin file and installation instructions.

My district's name: _____

My district's four-digit code: _____

II. Import Process for the Parent and Guardian School Climate Survey Links

Once it has been verified that the “SCDE Customizations” version 1.0.8 plugin has been enabled, the district PowerSchool Administrator will must take the following steps to complete the import needed for the Parent and Guardian School Climate Survey.

Instructions for users of the OLD PowerSchool user interface:

1. First, navigate to the designated Advance Data Transfer (ADT) application folder to select the PowerSchool import file. Save this import file to another location.
2. In PowerSchool, from the Start page at the District Office level, locate the Functions section of the navigation, and select Importing & Exporting.
3. From the Importing & Exporting page that appears, select Data Import Manager.
4. From the Data Import Manager page that appears, select “Choose File,” and then navigate to the location where you stored your district’s import file.
5. From the “Import Into” dropdown, select the following table: **U_SCDE_STU_X**.
6. Ensure that “Field Delimiter” is set to Comma and that “Character Set” is set to Windows ANSI. See the following screenshot to ensure that you have made the correct selections:

The screenshot shows the PowerSchool SIS interface for the Data Import Manager. The breadcrumb trail is: Start Page > System Administrator > Page and Data Management > Data Import Manager. The main heading is "Data Import Manager". Under the "Select Source and Target" section, the "Source" is set to "Choose File" with a file named "survey_XXXX.csv" selected. The "Import Into" dropdown is set to "U_SCDE_STU_X". The "Field Delimiter" is set to "Comma" and the "Character Set" is set to "Windows ANSI". Below this section are "Map Columns" and "Select Options" sections.



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- Click the “Next” button.
 - In the Map Columns section that appears, for the Import File Column labeled DCID, select the PowerSchool Field U_SCDE_STU_X.StudentsDCID
 - In the same Map Columns section, for the Import File Column labeled Link, select the PowerSchool Field U_SCDE_STU_X.PARENT_SURVEY
- IMPORTANT: Please double check to make sure you have selected the correct field (U_SCDE_STU_X.PARENT_SURVEY) so that the import does not overwrite data in any other field.**
- See the screenshot below to see the Map Columns section with the correct PowerSchool fields selected.
- NOTE: If districtcode is showing as an “Import File Column” on the left-hand side of the screen, do not map anything to this field.**

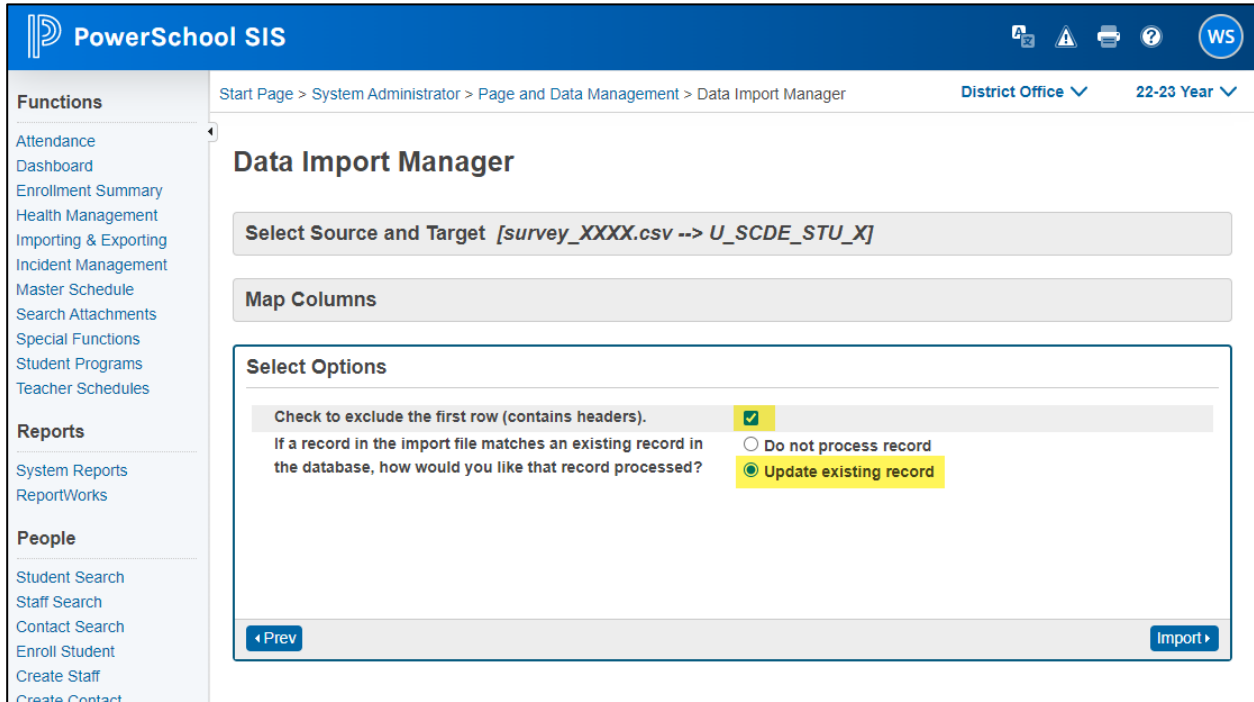
The screenshot shows the 'Data Import Manager' interface. At the top, there is a breadcrumb trail: 'Start Page > System Administrator > Page and Data Management > Data Import Manager'. To the right, there are dropdown menus for 'District Office' and '23-24 Year'. Below this, the main heading is 'Data Import Manager'. A box indicates the source and target: 'Select Source and Target [ParentGuardianSurvey_XXXX_2024_Bulldog.csv --> U_SCDE_STU_X]'. The 'Map Columns' section is highlighted with a blue border. It contains a table with two columns: 'Import File Column' and 'PowerSchool Field'. The first row has 'DCID' in the first column and 'U_SCDE_STU_X.StudentsDCID' in the second. The second row has 'Link' in the first column and 'U_SCDE_STU_X.PARENT_SURVEY' in the second. There are 'Select Template' and 'Save Template' buttons on the right side of the table. At the bottom, there are 'Prev' and 'Next' buttons.

Import File Column	PowerSchool Field
DCID	U_SCDE_STU_X.StudentsDCID
Link	U_SCDE_STU_X.PARENT_SURVEY

- Click the “Next” button.
- In the Data Import Manager section that appears, ensure that the box is checked for “Check to exclude the first row (contains headers)” as well as the radio button for “Update existing record” as shown below:



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13. Click the “Import” button. The screenshot below displays what you might see for the first few imported records on the Import Results page that appears (note that the header row was skipped, as intended):

Row #	Result
1	Skipped
2	Update
3	Update

If, after a few seconds, it seems that nothing has happened, try refreshing the page to ensure that all records were successfully processed.

For users of the old PowerSchool user interface, this concludes the import process for the Parent and Guardian School Climate Survey. Parents should now be able to successfully access the survey linked to within the Ecollect form titled Parent and Guardian School Climate Survey.

Please note that districts and schools will not be able to see submission counts via the Category Completion Report in PowerSchool because the Parent and Guardian Survey is submitted through the Qualtrics platform.

Instructions for users of the NEW PowerSchool user interface:

1. First, navigate to the designated Advance Data Transfer (ADT) application folder to select the PowerSchool import file. Save this import file to another location.
2. In PowerSchool, from the Start page at the District Office level, go to Data and Reporting > Imports > Data Import Manager.



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- From the Data Import Manager page that appears, select “Choose File,” and then navigate to the location where you stored your district’s import file.
- From the “Import Into” dropdown, select the following table: **U_SCDE_STU_X**.
- Ensure that “Field Delimiter” is set to Comma and that “Character Set” is set to Windows ANSI. See the following screenshot to ensure that you have made the correct selections:

The screenshot shows the PowerSchool SIS Data Import Manager interface. The browser address bar displays `partnersbulldog.powerschool.com/admin/datamgmt/importmanager.action`. The page header includes the PowerSchool SIS logo, a search bar, and navigation icons. The left sidebar lists various modules: People, BrightArrow, Attendance, Health, School Enrollment, Courses and Programs, Data and Reporting (highlighted), and a gear icon. The main content area is titled "Data Import Manager" and features a "Select Source and Target" section with the following settings: Source: Choose File ParentGuar..._Bulldog.csv; Import Into: U_SCDE_STU_X; Field Delimiter: Comma; Character Set: Windows ANSI. A "Next" button is located at the bottom right of this section. Below the "Select Source and Target" section are three buttons: "Map Columns", "Select Options", and "Next".

- Click the “Next” button.
- In the Map Columns section that appears, for the Import File Column labeled DCID, select the PowerSchool Field `U_SCDE_STU_X.StudentsDCID`
- In the same Map Columns section, for the Import File Column labeled Link, select the PowerSchool Field `U_SCDE_STU_X.PARENT_SURVEY`
IMPORTANT: Please double check to make sure you have selected the correct field (`U_SCDE_STU_X.PARENT_SURVEY`) so that the import does not overwrite data in any other field.
- See the screenshot below to see the Map Columns section with the correct PowerSchool fields selected.
NOTE: If districtcode is showing as an “Import File Column” on the left-hand side of the screen, do not map anything to this field.



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The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo, a search bar, and utility icons. The left sidebar contains navigation options: People, BrightArrow, Attendance, Health, School Enrollment, Courses and Programs, and Data and Reporting (highlighted). The main content area is titled 'Data Import Manager' and shows the 'Map Columns' step. A message at the top indicates the source and target: 'Select Source and Target [ParentGuardianSurvey_XXXX_2024_Bulldog.csv --> U_SCDE_STU_X]'. Below this is a table for mapping columns:

Import File Column	PowerSchool Field
DCID	U_SCDE_STU_X.StudentsDCID
Link	U_SCDE_STU_X.PARENT_SURVEY

Buttons for 'Select Template', 'Save Template', 'Prev', and 'Next' are visible. The 'Next' button is highlighted in the original image.

10. Click the “Next” button.
11. In the Data Import Manager section that appears, ensure that the box is checked for “Check to exclude the first row (contains headers)” as well as the radio button for “Update existing record” as shown below:



Parent and Guardian School Climate Survey Links – Import Instructions for PowerSchool

PowerSchool SIS

Search

District 23-24

Data Import Manager

Select Source and Target [ParentGuardianSurvey_XXXX_2024_Bulldog.csv --> U_SCDE_STU_X]

Map Columns

Select Options

Check to exclude the first row (contains headers).

If a record in the import file matches an existing record in the database, how would you like that record processed? Do not process record Update existing record

Prev Import

12. Click the “Import” button. The screenshot below displays what you might see for the first few imported records on the Import Results page that appears (note that the header row was skipped, as intended):

Row # ↑	Result
1	Skipped
2	Update
3	Update

If, after a few seconds, it seems that nothing has happened, try refreshing the page to ensure that all records were successfully processed.

For users of the new PowerSchool user interface, this concludes the import process for the Parent and Guardian School Climate Survey. Parents should now be able to successfully access the survey linked to within the Ecollect form titled Parent and Guardian School Climate Survey.

Please note that districts and schools will not be able to see submission counts via the Category Completion Report in PowerSchool because the Parent and Guardian Survey is submitted through the Qualtrics platform.