



## Climate Survey Import Instructions Parent/Guardian Links

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 24, 2025.

Note that the Parent Climate Survey will be administered through Qualtrics as it has been in previous years. The form will be available through April 11, 2025 at 11 PM.

This documentation lays out instructions for the import required for the Ecollect form delivery of the Parent and Guardian Survey links. The steps listed here must be taken by district-level PowerSchool Administrators to ensure that the Qualtrics links to the Parent and Guardian School Climate Survey are made available to parents and guardians.

Please note that Parent Portal access is required in order for parents and guardians to access this survey, but documentation for how to provide this is not included here. If guidance is needed in providing Parent Portal access to users in your district, please submit a PowerSchool ticket.

1. Verification of Current SCDE Customizations Plugin – To do this,
  - a. From the Start Page signed in at the District Office, navigate to System Management > Server > Plugin Configuration.
  - b. Locate the plugin on this page entitled “SCDE Customizations.” Ensure that it is version 1.0.8 **AND** that the box to the right is checked; this indicates that the plugin is enabled. If the box is not checked, check it.

If your district does not have this plugin installed or if you do not have the correct version 1.0.8, please contact [powerschool@ed.sc.gov](mailto:powerschool@ed.sc.gov) with the following message. The Data Collection team will send you the plugin file with instructions for the 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:

2. **Import Process for Parent and Guardian School Climate Survey Links** – after verification of the SCDE Customizations version 1.0.8 plugin, district PowerSchool Administrators should take the following steps to complete the import needed for the Parent and Guardian School Climate Survey. To do this,
  - a. In ADT (Advance Data Transfer), select the PowerSchool import file. Save this import file to another location on your computer.
  - b. In PowerSchool, from the Start Page at the District Office, navigate to Data & Reporting > Imports > Data Import Manager.
  - c. Select “Browse” and navigate to the location where you saved the import file, selecting this file.
  - d. In the “Import Into” dropdown, select U\_SCDE\_STU\_X
  - e. For “Field Delimiter,” select Comma. For “Character Set,” select Windows ANSI. See image below for reference –

partnersbulldog.powerschool.com/admin/datamgmt/importmanager.action

PowerSchool SIS

District 23-24

### Data Import Manager

**Select Source and Target**

Source: Choose File ParentGuar...\_Bulldog.csv

Import Into: U\_SCDE\_STU\_X

Field Delimiter: Comma Character Set: Windows ANSI

Next

Map Columns

Select Options

- f. Click Next.
- g. In the Map Columns section, select PowerSchool field U\_SCDE\_STU\_X.PARENT\_SURVEY for the Import File Column labeled “Link.”  
**\*\*Please pause to double check that the correct field (U\_SCDE\_STU\_X.PARENT\_SURVEY) has been selected. This will prevent data from being overwritten in other fields.**
- h. Map the DCID column to the PowerSchool field U\_SCDE\_STU\_X.StudentsDCID and map the Link column to

**\*\*Note:** if districtcode shows as an Import File Column, on the left side of the screen, do not map anything to it.

- i. Click Next.
- j. In the Data Import Manager section, check 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 in the image below –

