Send Data to Ellevation with PowerSchool's Data Export Manager

Overview

This documentation explains how to send data daily (M-F) to Ellevation using **PowerSchool's Data Export Manager**.

This process ensures that updates made in PowerSchool are automatically reflected in Ellevation by the next business day.

Elevation Data Types	Description
Student Demographics	Used to initially add students to Ellevation and to continually update their records.
Student Course Schedules	Populates students' course schedules into Ellevation and is used to associate educators with their ELL students in many areas across the Ellevation platform. We will only import schedules for students already present in Ellevation and delete the other students' schedules.
Staff Roster	Used to associate educators with their ELL students in Ellevation and grant access to Ellevation through User Management. Please note that this process does not create user accounts in Ellevation, but merely populates a full list of staff who could become users in Ellevation via invitation from an administrator.

⚠ ***PowerSchool will serve as the source of truth and continue to be the authoritative source for your district data.*** *All fields in Ellevation that are automated from PowerSchool will be updated automatically using data in PowerSchool on a nightly basis. If you need to make any changes to these fields, please update them in PowerSchool. If you update any of these PowerSchool automated fields directly in Ellevation, they will be overwritten by the information in PowerSchool. Ellevation does not automate data back into PowerSchool.*

Step #1: Create the connection through Manage Remote Connections

1. In PowerSchool, navigate to the **Manage Remote Connections** page: *Start Page > System Administrator > System Settings > Plugin Management Dashboard > Manage Remote Connections*.

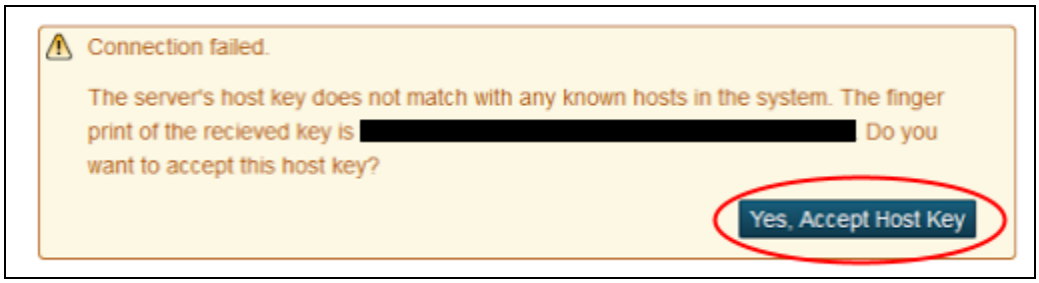
2. Click the **Create Connection** button. The Create Connection window will open.

3. Populate the fields as indicated below:

   - **Name**: Ellevation
   - **Protocol**: SFTP
   - **Host**: sftp.ellevationeducation.com
   - **Port**: 22
   - **Username and Password**: Please contact suzyh@ellevationeducation when you are ready to receive SFTP credentials for your district.
   - **Remote Path**: /data

4. Click the Test Connection button. If the connection is successful, a green "Connection Successful" bar will appear.

   Note: The message below might occur if this is your first time connecting to Ellevation's SFTP Server. Click "Yes, Accept Host Key".



5. Click the **Submit** button. This will save the connection so it may be used later in the Data Export Manager.

Step #2: Create Templates in the Data Export Manager

1. Navigate to the **Data Export Manager**: *Start Page > System Administrator > Page and Data Management > Data Export Manager*

2. Start by creating templates on the **Export** tab.

3. You will need to create three (3) templates through the Data Export Manager. Once you've created your three templates from the information in the table below, proceed to Step 4:

    i. Student Demographics
    ii. Schedules (can use the existing *Student: Course Data* PowerSchool template)
    iii. Staff Roster (can use the existing *Teachers* PowerSchool template)

Student Demographics	Student Schedules	Staff Roster
Category: Student Information **Export From**: Students	**Category**: Student Information **Export From**: Student: Course Data	**Category:** Staff Information **Export From:** Teachers
Necessary Fields: STUDENTS.First_Name STUDENTS.Middle_Name STUDENTS.Last_Name STUDENTS.Enroll_Status STUDENTS.SchoolID STUDENTS.Student_Number STUDENTS.State_StudentNumber STUDENTS.Grade_Level STUDENTS.Gender STUDENTS.DOB STUDENTS.Mailing_Street STUDENTS.Mailing_City STUDENTS.Mailing_State STUDENTS.Mailing_Zip STUDENTS.Home_Room STUDENTS.FedEthnicity STUDENTS.Ethnicity STUDENTS.EntryDate STUDENTS.ExitDate STUDENTS.Father STUDENTS.Mother STUDENTS.GuardianEmail STUDENTS.DistrictEntryDate STUDENTS.PrimaryLanguage STUDENTS.Next_School STUDENTS.Sched_NextYearGrade S_SC_STU_X.Engl_Prof S_SC_STU_X.Waiver_Ind	You can use the existing *Student: Course Data* PowerSchool template. Check to verify the default fields in PowerSchool match these below: **Necessary Fields:** STUDENTS.STUDENT_NUMBER TEACHERS.TEACHERNUMBER TEACHERS.LASTFIRST COURSES.COURSE_NAME CC.EXPRESSION CC.COURSE_NUMBER CC.SECTIONID CC.TERMID CC.DATEENROLLED CC.DATELEFT	You can use the existing *Teachers* PowerSchool template. Check to verify the default fields in PowerSchool match these below: **Necessary Fields:** TEACHERS.TEACHERNUMBER TEACHERS.Email_Addr TEACHERS.First_Name TEACHERS.Last_Name TEACHERS.SchoolID TEACHERS.Status

S_SC_STU_X.Student_Birthcntry
S_SC_STU_X.USSchEntryDate
S_SC_STU_X.First_Lang_Spoken
S_SC_STU_X.HomeLang
S_SC_STU_X.Oral_Commun_Lang
S_SC_STU_X.WrittenCommun_Lang
S_SC_STU_X.Init_TestType
S_SC_STU_X.Init_TestDate
S_SC_STU_X.Init_TestScore
S_SC_STU_X.Dropout_Date
S_SC_STU_X.Migrant
S_SC_STU_X.InstrSetting
S_SC_STU_X.Plan504Code
S_SC_STU_X.GradDate
S_SC_STU_X.GT_Qualified
S_SC_STU_X.AltAssessCde
S_C_STU_X.NinthGradeCode

S_SC_STU_CONTACTS_X.father_email
S_SC_STU_CONTACTS_X.mother_email

S_SC_STU_ESOL_X.Parent_30_Notification
S_SC_STU_ESOL_X.Return_US_School
S_SC_STU_ESOL_X.Esol_Firstservice_Date
S_SC_STU_ESOL_X.US_Reentry_Date
S_SC_STU_ESOL_X.Funding_Exception

STUDENTCOREFIELDS.father_home_phone
STUDENTCOREFIELDS.guardianship
STUDENTCOREFIELDS.mother_home_phone

Note: You can leave the "Labels Used on Export" as the defaults.

Column Filters:

Filter by:	Value:	
Students-enroll-status	=	0

Column Filters:

Filter by:	Value:	
CC.TERMID	>=	3200

Note: This will need to be changed each year to the current school year's term codes, for example:.

- *2022-2023 >= 3200*
- *2021-2022: >= 3100*
- *2020-2021: >= 3000*

Column Filters:

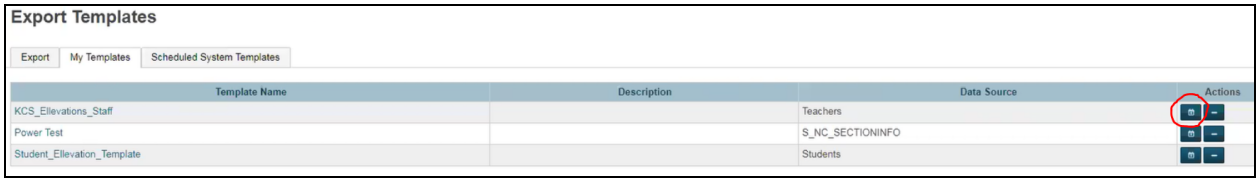
Filter by:	Value:	
Status	=	1

4. Select export format and output options:

    - **Export Field Name:** Example names can be *student_demographics.csv*, *schedules.csv*, or *staff.csv* (name should reflect the template data type)
    - **Line Delimiter:** CR
    - **Field Delimiter:** Comma
    - **Character Set:** Windows Ansi
    - **Include Column Headers:** Checked
    - **Surround "field values" in Quotes:** Checked

Step #3: Schedule the Export to Send Data to Ellevation Nightly

1. After you create a template, it will show up under the **My Templates** tab. Navigate to the My Templates tab and click on the calendar icon.



2. Schedule the export by filling in the fields:

    - **Schedule Active:** Checked
    - **Days to Execute:** M-F
    - **When to Execute:** Choose a time between 10 PM and 5 AM.
    - **Send output to:** Ellevation (or what you named the connection when you created a remote connection)
    - **Path:** Blank

3. Verify that the export now shows up under the **Scheduled System Templates** tab.

4. Repeat for each template.

*Note: If you need to make changes to the export scheduler, edit it from the **Scheduled System Templates** tab.*

🎉 Your automation setup is complete!