



Direct Database Export

The PowerSchool Direct Database Export system function [System > Direct Database Export] allows authorized administrative users to search within tables to select records matching desired criteria. Once records have been selected, authorized administrative users can export data from within the selected table as well as data from related tables.

Selecting Records in the CC (4) Table

1. From the Start Page navigate to **Start Page > System Administrator > Direct Database Export (DDE)**. An alternate path is **Start Page > System Administrator > Page and Data Management > DDE**.
2. Select the **CC (4)** from the **Current Table** popup menu.
3. **Search CC** for records matching two criteria **Course_Number >= 2805** and **Course_Number <= 2806** to select all CC table records for enrollment in either course 2805 or 2806
4. Perform a second search of the CC table **TermID >= 2400** to select enrollments in either course beginning with the 2014-2015 school year.
5. Click **“Search within the current N records only.”** to select desired enrollments.
6. The **Current Records in Selection** are those records matching desired course number and term across the district.

Exporting from CC (4) Table

1. Select **Export Records** from the menu below **Current Records in Selection**.
2. In the area to enter field names of data to export, enter the following by typing or copy/pasting.

```
[1]lastfirst
[1]Student_Number
[39]Name
Course_Number
DateEnrolled
DateLeft
```

The syntax **[1]lastfirst** will export lastfirst data from the **Students (1)** table and **[39]Name** will export the name of the school of enrollment from the **Schools (39)** table while the syntax for **Course_Number** does not require a table number **[4]** indicating the data is within the **CC (4)** table. The syntax convention including either the table number **4** or table name **Schools** within brackets can be used to export data from multiple related tables.

3. Click **Submit** in the lower right corner to perform an export of matching records as a tab-delimited text file to the browser default downloads location as **student.export.text**.
4. Navigate to the browser default downloads location to select the file and open and edit the file with a text editor, spreadsheet or database application. If the intention is to import the data back into PowerSchool, the file must be saved in the original tab-delimited file format.

Direct Database Export (DDE)

The screenshot shows the DDE interface with the following elements:

- Current Table:** CC (4)
- Current Records in Selection:** 0
- Buttons: List View, Table View, Export Records, Match Selection Table View Setup
- Search CC section with two criteria:
 - Course_Number >= 2805
 - Course_Number <= 2806
- Search only in records belonging to District Office (checkbox)
- Buttons: Search all 433260 records in this table, Search within the current 0 records only.

Direct Database Export (DDE)

The screenshot shows the DDE interface with the following elements:

- Current Table:** CC (4)
- Current Records in Selection:** 4391
- Buttons: List View, Table View, Export Records, Match Selection, Table View Setup
- Search CC section with one criterion:
 - TermID >= 2400
- Search only in records belonging to District Office (checkbox)
- Buttons: Search all 433260 records in this table, Search within the current 4391 records only.

Export Records

The screenshot shows the Export Records dialog box with the following elements:

- Title: Export the 1971 selected records (Table: CC)
- Field list: [1]lastfirst, [1]Student_Number, [39]Name, Course_Number, DateEnrolled, DateLeft
- Field Delimiter: Tab
- Record Delimiter: CR
- Options: "Surround fields" (checkbox), Column titles on 1st row (checkbox), Export DCID (checkbox)