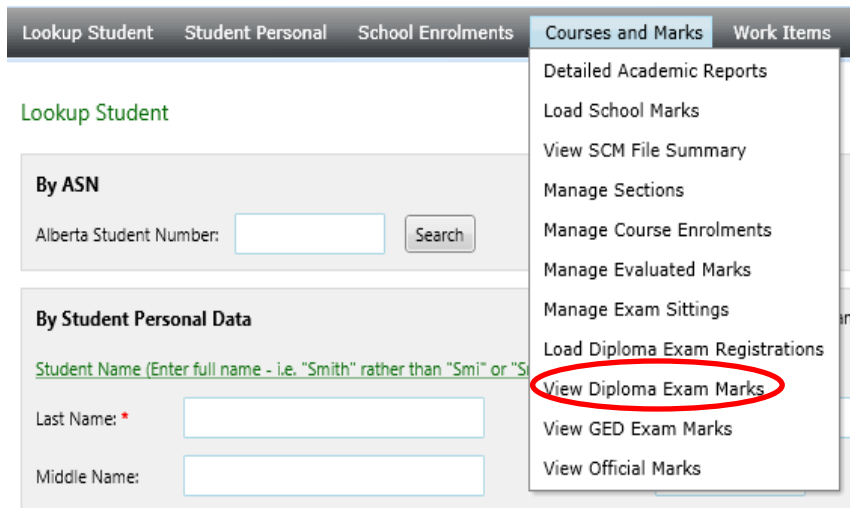


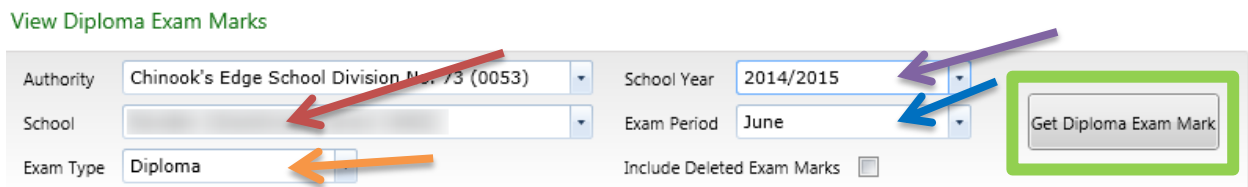
Use the following instructions to export Diploma and Official Marks from PASI and then import into PowerSchool.

In PASI:

1. In PASIprep go to the Courses and Marks tab and select **View Diploma Exam Marks**



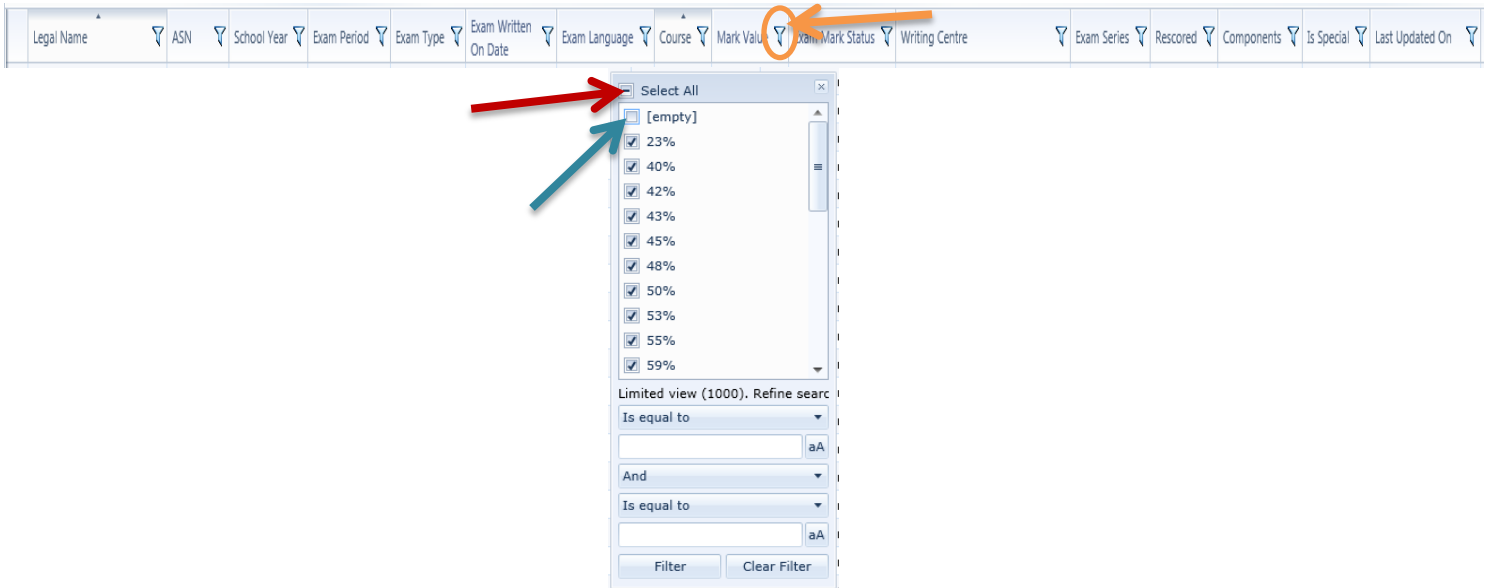
2. Indicate the information needed: **School** (should already be selected), **Exam Type**, **School Year** and **Exam Period**. Then Click on **Get Exam Marks**.



3. Filter to the correct **Writing Center** – students associated to a school will show marks regardless of which Writing Center the exam was written at.

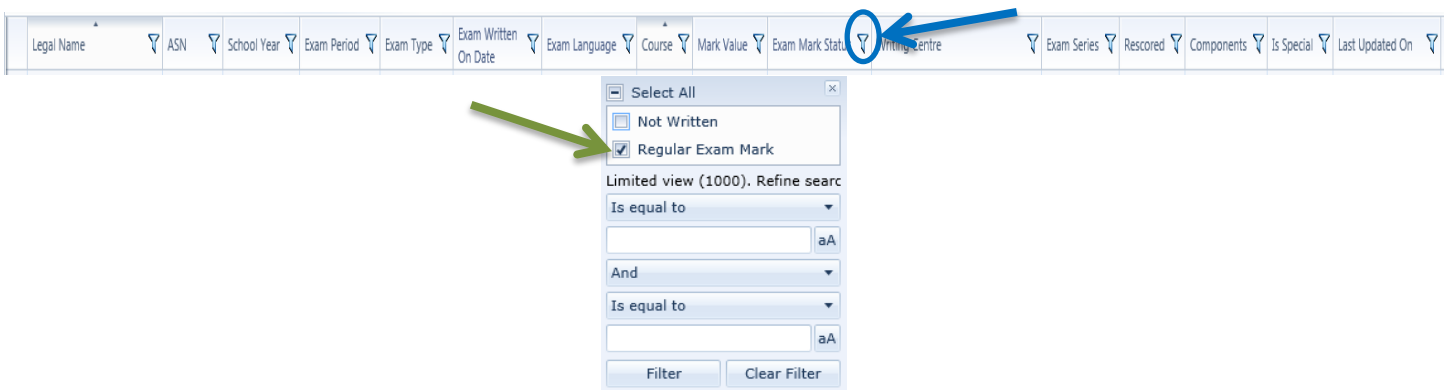
Legal Name	ASN	School Year	Exam Period	Exam Type	Exam Written On Date	Exam Language	Course	Mark Value	Exam Mark Status	Writing Centre	Exam Series	Rescored	Components	Is Special	Last Updated On
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4. Filter the **Mark Value** to not show marks that are empty. Click on the **Select All** then uncheck **[empty]**.



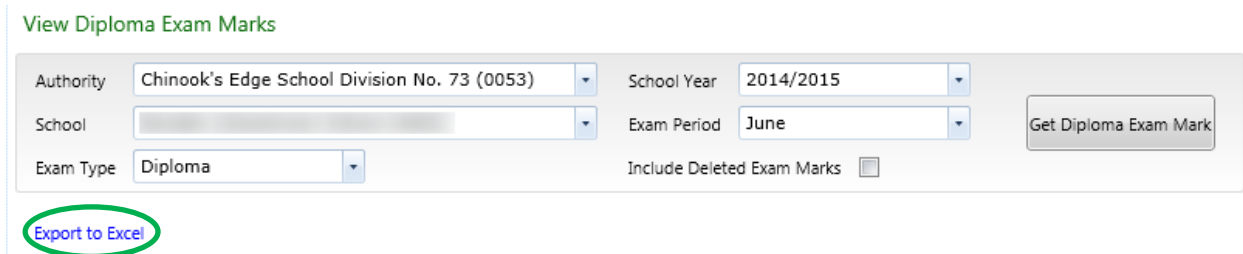
The screenshot shows a filter bar with various dropdown menus. The 'Mark Value' dropdown is selected, and its 'Select All' sub-menu is open. A red arrow points to the 'Select All' header, and a blue arrow points to the '[empty]' checkbox, which is currently unchecked. Other checkboxes for percentages (23%, 40%, 42%, 43%, 45%, 48%, 50%, 53%, 55%, 59%) are all checked. Below the list, there are search and filter options.

5. Filter on **Exam Mark Status** choosing **Regular Exam Mark**.



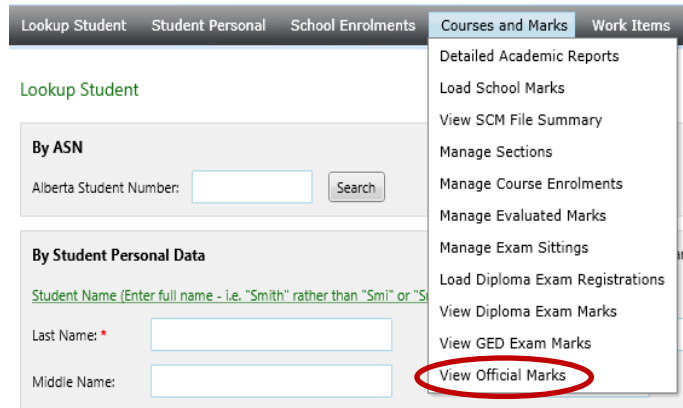
The screenshot shows the filter bar with 'Exam Mark Status' selected. The 'Select All' sub-menu is open, and a green arrow points to the 'Regular Exam Mark' checkbox, which is checked. The 'Not Written' checkbox is unchecked. The search and filter options below are also visible.

6. Click on **Export to Excel** and save the file (noting where it is being saved), labeling it with School Name, Type of Mark, Month and the Year. IE. Schoolname_Diploma_Marks_June_2015

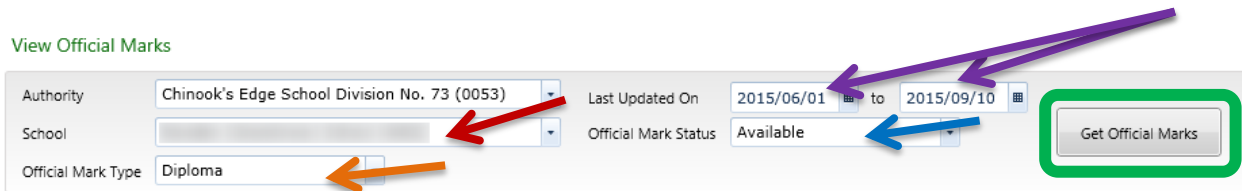


The screenshot shows a form titled 'View Diploma Exam Marks'. It contains several dropdown menus: 'Authority' (Chinook's Edge School Division No. 73 (0053)), 'School Year' (2014/2015), 'School' (blurred), 'Exam Period' (June), and 'Exam Type' (Diploma). There is a checkbox for 'Include Deleted Exam Marks' and a 'Get Diploma Exam Mark' button. The 'Export to Excel' button is circled in green.

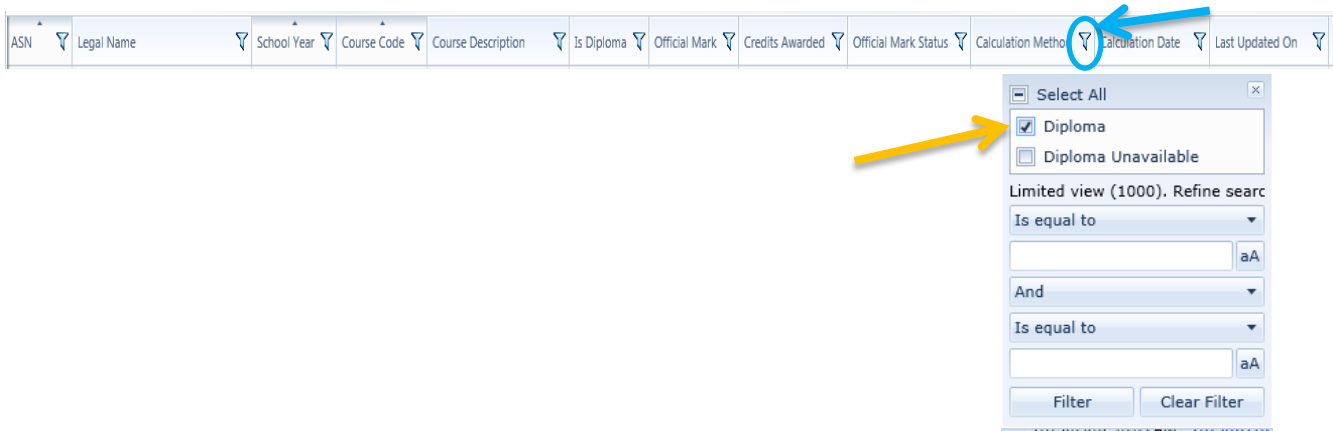
- From the Courses and Marks tab, choose **View Official Marks**. These are the final blended marks for Diploma Courses.



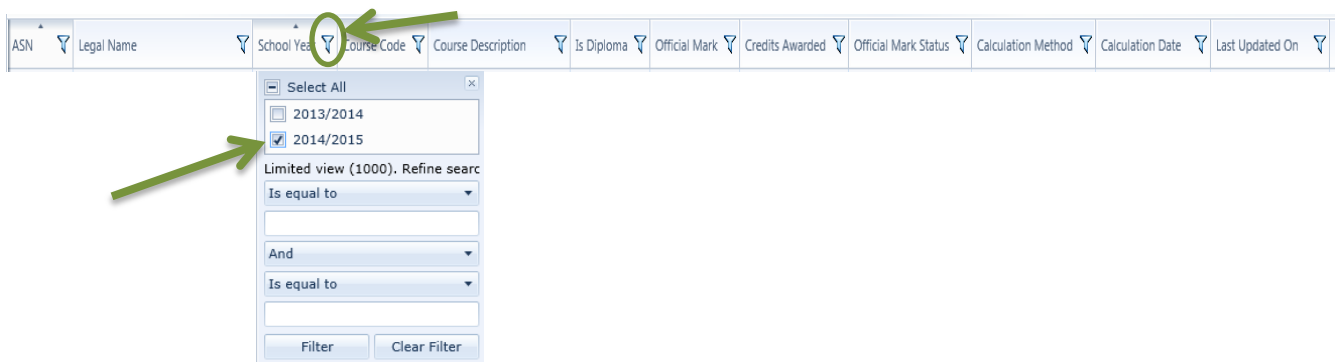
- Indicate the information needed: **School** (should already be selected), **Official Mark Type**, **Last Updated On** (the first date should be the start of the month the exams were written in and the last date can be today's date) and **Official Mark Status**. Then Click on **Get Official Marks**.



- Filter on the **Calculation Method** choosing **Diploma**.



- Filter on the **School Year**. Choose the School Year of the marks being imported.



- Click on **Export to Excel** and save the file (noting where it is being saved), labeling it with school name, Type of Mark, Month and the Year. IE. Schoolname_Official_Marks_June_2015

View Diploma Exam Marks

Authority: Chinook's Edge School Division No. 73 (0053) | School Year: 2014/2015 | School: [Redacted] | Exam Period: June | Get Diploma Exam Mark

Exam Type: Diploma | Include Deleted Exam Marks:

Export to Excel

In PowerSchool:

- Change the **Term** to the school year marks are being imported for. The screen will change colour and the text line at the top of the page will indicate that the term is set to a previous school year if the term is not in the current year.

Now viewing a previous school year | Welcome, [Redacted] | Help | Sign Out

School: [Redacted] | **Term:** 14-15 Year

- Click on **Special Functions** in the left side menu. Then choose **Interfaces to other systems**.

Special Functions

Functions

Attendance

Daily Bulletin

Enrollment Summary

Master Schedule

Dashboard

Special Functions

Teacher Schedules

Alert Solutions 2

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.
Alberta Special Functions	
PASI Student Lookup	Find students, view profiles and get Alberta Student Numbers (ASN) via PASI Direct Connect functionality
PASI Core Alerts	View Core Alerts and other notifications from PASI Direct Connect functionality

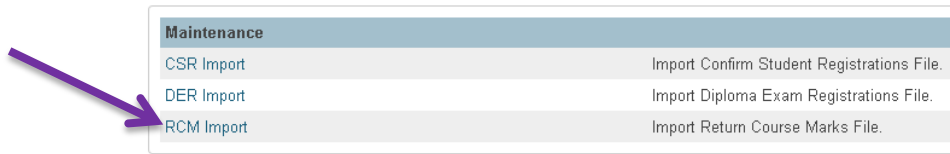
- Click on **Alberta Data Import System**.

Interfaces to Other Systems

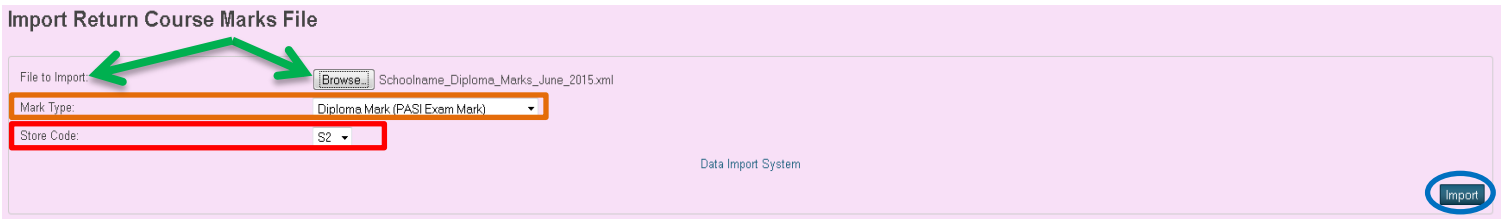
Function
Alberta Data Import System
PASI

- Click on **RCM Import**.

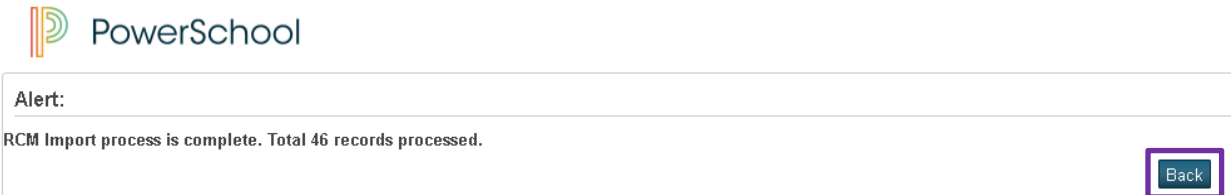
Alberta Data Import System



- Browse** to find the **File to Import**, choose the **Mark Type** and the **Store Code**. Be sure that the file being imported matches the Mark Type selected – Diploma Mark or Final Blended Mark (Official Marks). **Import**. This will be done once for the Diploma Mark and once for the Final Blended Mark (Official Marks).



- Once the file is imported the following message will appear (if all students imported correctly). Click on **Back** to repeat Step 5 for the second file.



- If there are issues with the import, a message will be displayed with the student's ASN and Course Number that was not updated. The marks may have to be entered manually for those students. If the student is in another school, use the /*as_of= search to access the student's records.

