PowerSchool ***Verifying Grade Levels – DDE***

***Verifying Grade levels in Sections for Class Size Survey data*** – Use the following instructions to pull information from PowerSchool using DDE to help ensure none of the sections are missing their grade levels. If the grade level was missed it would default to 0 which indicates Kindergarten.

**Instructions:**

1. On the PowerSchool start page, choose ***System*** from the main menu.
2. Then choose ***Direct Database Export*** ***(DDE)*** from the list.
3. For ***Current Table***: choose ***Sections(3)***.
4. Under ***Search Sections*** filter the Term ID >=(greater than or equal to) TermID

(the Term ID for 2013/2014 is 2300).



1. Once you have all the above information in the screen then ***Search all #### records in this table***.
2. If your search is successful then you will notice the “0” in the ***Current Records in Selection*** change to the number of records you pulled in your search. *Example below changed to 716 records found.*



1. Click - ***Export Records***.
2. On the next screen input the following information into the ***Field Delimiter*** area.

Course\_Number

**NOTE:** If you have multiple grades in sections then you should have the **AB\_Sec\_Multi\_Grades** filled in.

[2]Course\_Name

Section\_Number

Grade\_Level

AB\_Sec\_Multi\_Grades

[5]LastFirst



All of these fields can be found in this drop down menu, except for the ones pulling from other tables [ ], which will have to be typed in.

1. Remember to click on ***SUBMIT***.
2. This information will now be pulled into EXCEL where it will be easy to see which sections are not set up with Grade Levels.