PowerSchool ***Students in a Course - DDE***

***Finding students who are in a math class in semester 2*** – Use the following instructions to pull information from PowerSchool using DDE.

**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 ***CC(4)***
4. Under ***Search Sections*** filter the term ID *=* Internal TermID

TermID = 2302(S2)

1. Also under ***Search Sections*** filter the Course\_Number *contains* MAT



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 347 records found.*



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

**NOTE:** instead of the table number you could use the table name if you would rather (must be EXACT name of the table).

Ex: instead of [5] you could use [Teachers] or instead of [2] you could use [Courses]

Just remember that regardless of your preference above,+ you must use the [ ] for either option.

 [1]lastfirst

[2]course\_name

[5]lastfirst

Expression

DateLeft

TermID



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 you can quickly see all the students taking Math in your school.