# IMPORTING COURSE REQUESTS

# (Into PowerSchool from Career Cruising's Course Planner)

This document will take you through the steps required to import course requests from Career Cruising's .txt file, into PowerSchool/PowerScheduler. This document requires that the correct import utility has been added to your district's PowerSchool system. If it has not been installed, please speak with your Implementation Manager or contact imsupport@careercruising.com.

**Important Notes:**

- In order to import course requests to PowerSchool, you must log into the Career Cruising's **District** level account, known as RRS or Regional Reporting System (not at the School level). Access to this site is through www.careercruising.com/region.
- You can skip Step 1 and Step 2 if your counseling staff has not yet entered any course requests directly into the upcoming year scheduler database in PowerSchool.

## Step 1 – Edit the Current Course Requests file

Each year, a single modification needs to be applied to the **CurrentCourseRequests.txt** file. This modification is to change the YearID field. The YearID 2500 needs to be changed to 2600 for next year. This allows the script to export any course requests currently in the system for that year (2500 = 2015-16 versus 2600 = 2016-17 school year).

Login to your PS Administrator Power School account > select 'Custom Pages' > 'Admin' > 'Functions' > 'CurrentCourseRequests.txt' > Edit the file as shown in the snapshot below > Click '**Publish'** to ensure the change has been made.
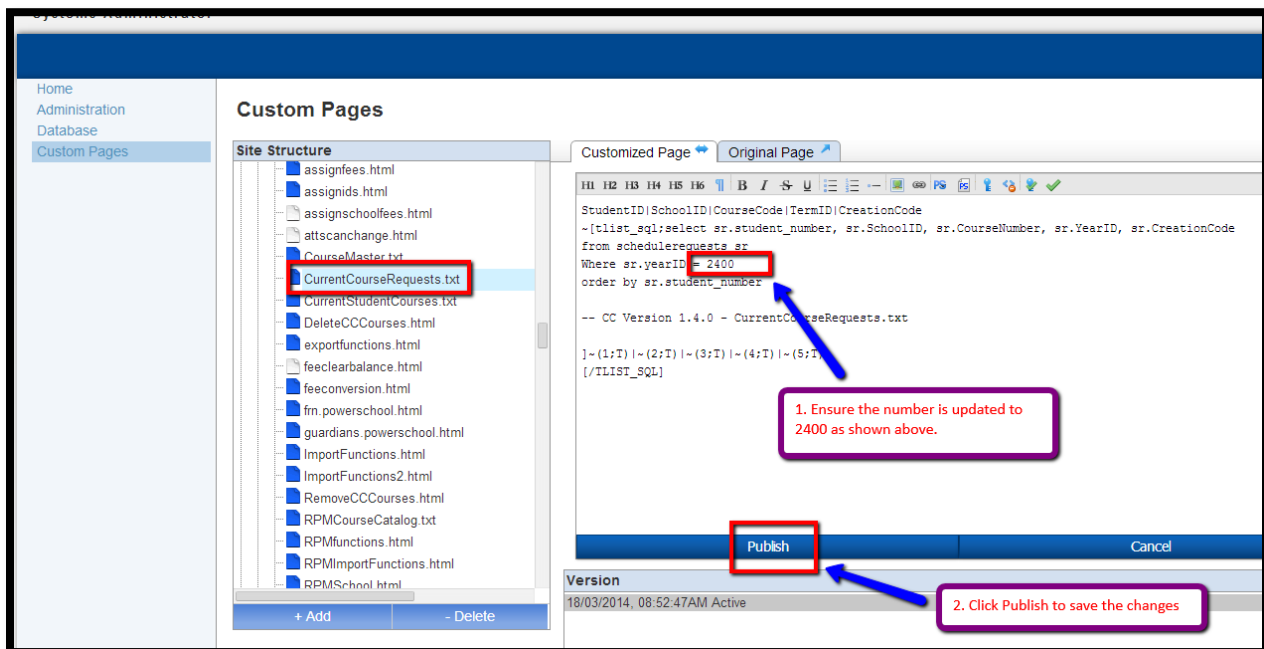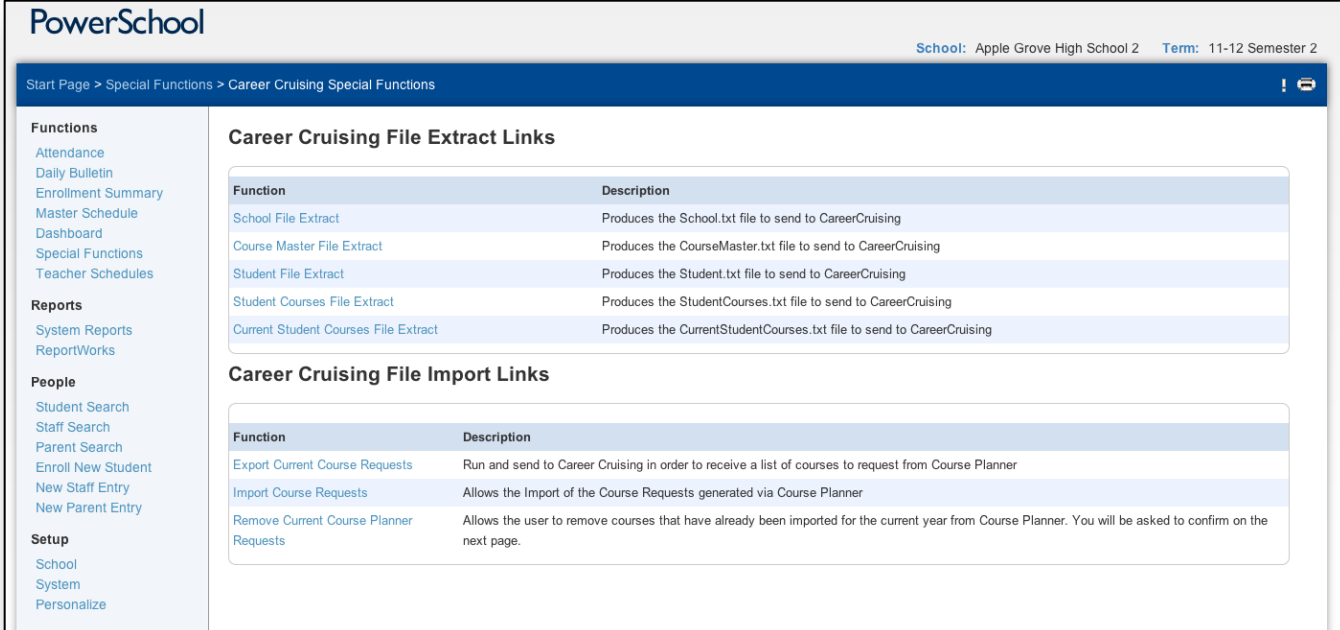


Figure 1.1

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## Step 2 – Export the Current Course Requests

The second step is to send Career Cruising a file containing your student's current course requests within PowerSchool. The current course requests will export any course requests currently in the system for the "2016-17" year. We require this information to ensure that we do not create duplicate course requests. We have made this step very easy by including the 'Export Current Course Requests' link in the Career Cruising Import/Export Utility.

To access the link, login to your PowerSchool system and click on 'Special Functions' in the left menu. In the list of special functions, select 'Career Cruising/Course Planner'. This will bring up a list of links corresponding to the import and export process (Figure 1).



**Figure 1**

To export the current course request file, click on 'Export Current Course Requests'. This will produce a list of text in your browser. Highlight all of the text (ctrl-a), copy it (ctrl-c) and then open a new text file and paste it into it. This file should then be sent to your Implementation Manager or to imsupport@careercruising.com. Your Implementation Manager will require 24-48 hours after they receive the **CurrentCourseRequests.txt** file from PowerSchool to ensure that the course requests that already exist in PowerSchool will not be included in the course requests export from Career Cruising. **IMPORTANT: Wait for an email reply from your Implementation Manager or imsupport@careercruising.com prior to moving on to Step 3.**

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## Step 3 – Export the Career Cruising Course Requests

New for this year!  You will be able to export the course data files from our Regional Reporting System (RRS).  Once you login, navigate to 'Course Planner' > click 'Export Courses' at the top right of the page.  If you are not familiar with your RRS access information, contact your Implementation Manager or imsupport@careercruising.com.

Before exporting course requests from the RRS, we invite you to a 'Course Planning Closing Tasks' webinar where you will receive training on the necessary tasks to complete in order to prepare for the export of student course requests from Career Cruising.  Details of these tasks are found in your RRS account > 'Course Planner' – 'Closing Tasks' or in any of the high school's CAMS > 'Course Planner' – 'Closing Tasks'.

Register for the Closing Tasks session now through this site. http://public.careercruising.com/us/en/training/webinars/?SessionType=Training

## Step 4 – Importing the File into PowerSchool

Once you have exported the course requests file through your RRS account, you will need to import the file into PowerSchool.

**Please Note:** It is always recommended to know how to delete an import to ensure it can be reversed if required.

As in Step 2, to access the link, login to your PowerSchool system and click on 'Special Functions' in the left menu. In the list of special functions, select 'Career Cruising/Course Planner'. This will bring up a list of links corresponding to the import and export process (Figure 1).

The link is directly below the export link and is titled 'Import Course Requests'. Once clicked, you will be asked to upload the file you have exported from the RRS (Figure 2).
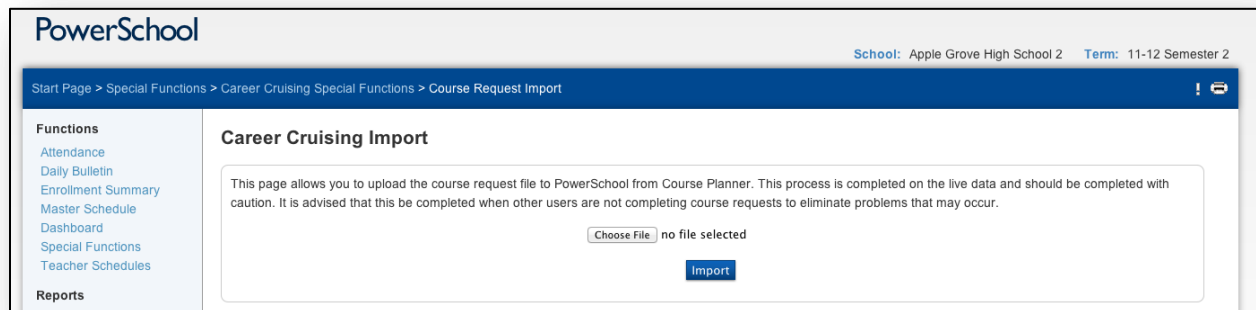


**Figure 2**

**Please note:** Some of our PowerSchool districts have told us that instead of using 'Import Course Requests', they find the import process easier to complete through the following navigation - 'Special Functions' > 'Importing & Exporting' >'Quick Import' > 'Schedule Requests'.

After importing the file, you will be asked to match the fields. These will already be matched for you, so click submit (Figure 3).

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Once you submit, the system will begin the process of moving the course request records into PowerSchool. This process can take some time depending on the number of student requests being entered.

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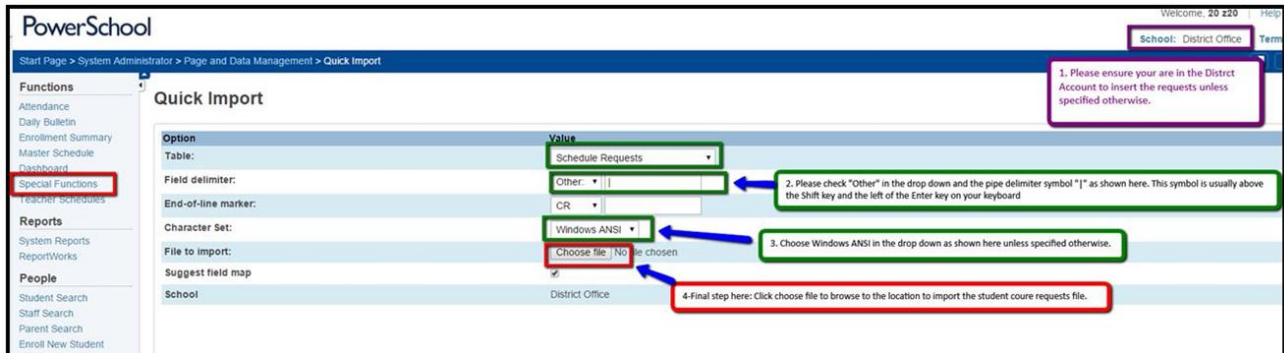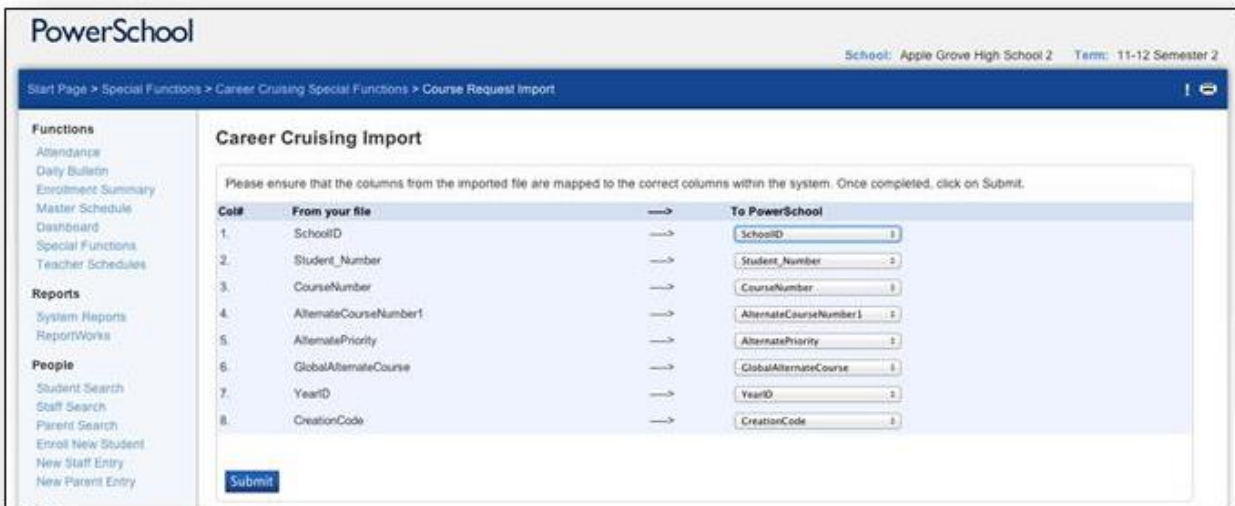# (Into PowerSchool from Career Cruising's Course Planner)

Once completed, you will receive a confirmation page, which will let you know if there were any errors. (Figure 4)   Errors will display in red.  Your Implementation Manager will provide you with instruction on how to adjust these errors and if required, instruction on how to translate the errors presented to you.  If you would like assistance by your Implementation Manager,  please send the error logs displayed in red in Excel file format to your Implementation Manager or imsupport@careercruising.com.  To do so, copy-paste the logs within a text file and add the file to your district's FTP account.
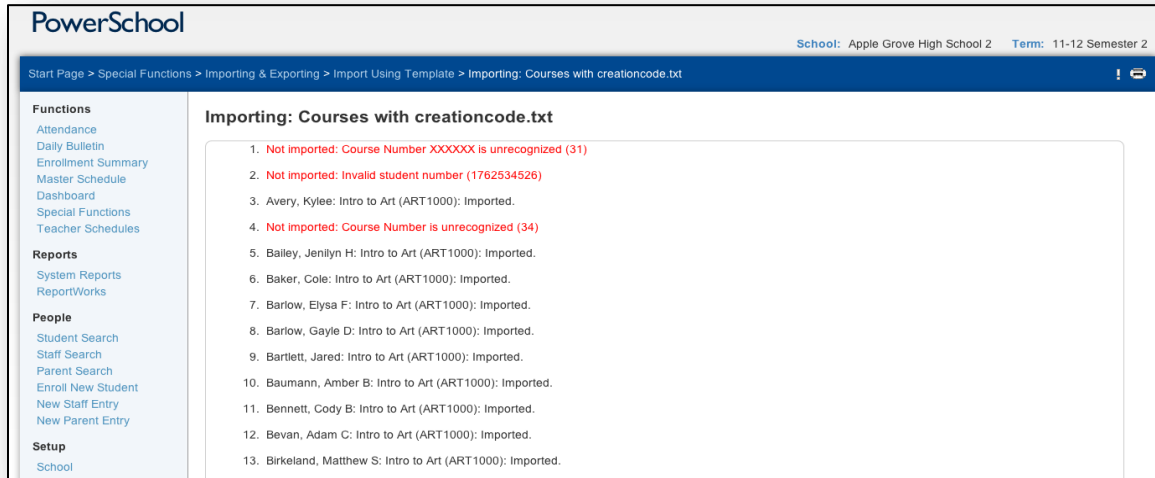


**PowerSchool**

School: Apple Grove High School 2    Term: 11-12 Semester 2

**Functions**
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

**Reports**
System Reports
ReportWorks

**People**
Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

**Setup**
School

**Importing: Courses with creationcode.txt**

1. Not imported: Course Number XXXXXX is unrecognized (31)
2. Not imported: Invalid student number (1762534526)
3. Avery, Kylee: Intro to Art (ART1000): Imported.
4. Not imported: Course Number is unrecognized (34)
5. Bailey, Jenilyn H: Intro to Art (ART1000): Imported.
6. Baker, Cole: Intro to Art (ART1000): Imported.
7. Barlow, Elysa F: Intro to Art (ART1000): Imported.
8. Barlow, Gayle D: Intro to Art (ART1000): Imported.
9. Bartlett, Jared: Intro to Art (ART1000): Imported.
10. Baumann, Amber B: Intro to Art (ART1000): Imported.
11. Bennett, Cody B: Intro to Art (ART1000): Imported.
12. Bevan, Adam C: Intro to Art (ART1000): Imported.
13. Birkeland, Matthew S: Intro to Art (ART1000): Imported.

**Figure 4**

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