




PowerSchool FTP Tips

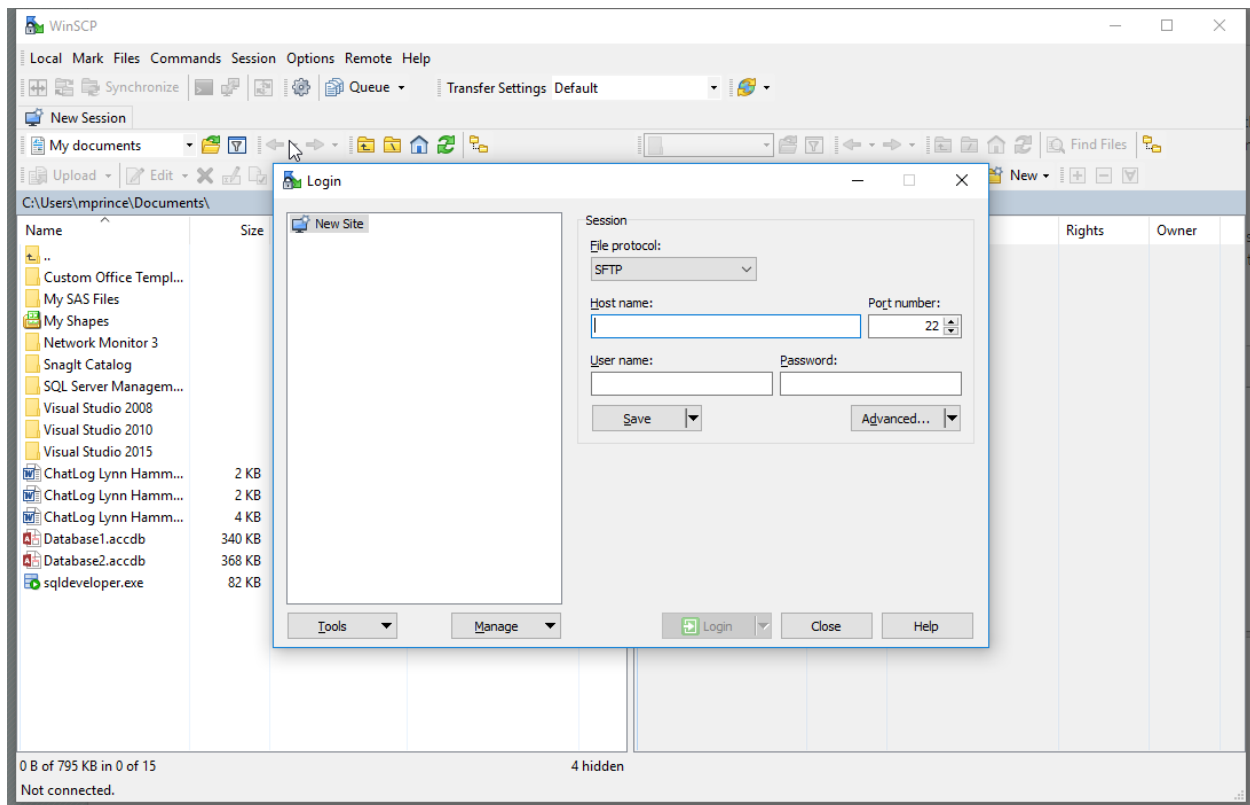
Properly named files

- Files leveraged to extract data from PowerSchool

Name	Type	Size
 FG	Microsoft SQL Server Query File	7 KB
 FGExport	Windows Batch File	2 KB
 Passwords - FG	Windows Batch File	1 KB

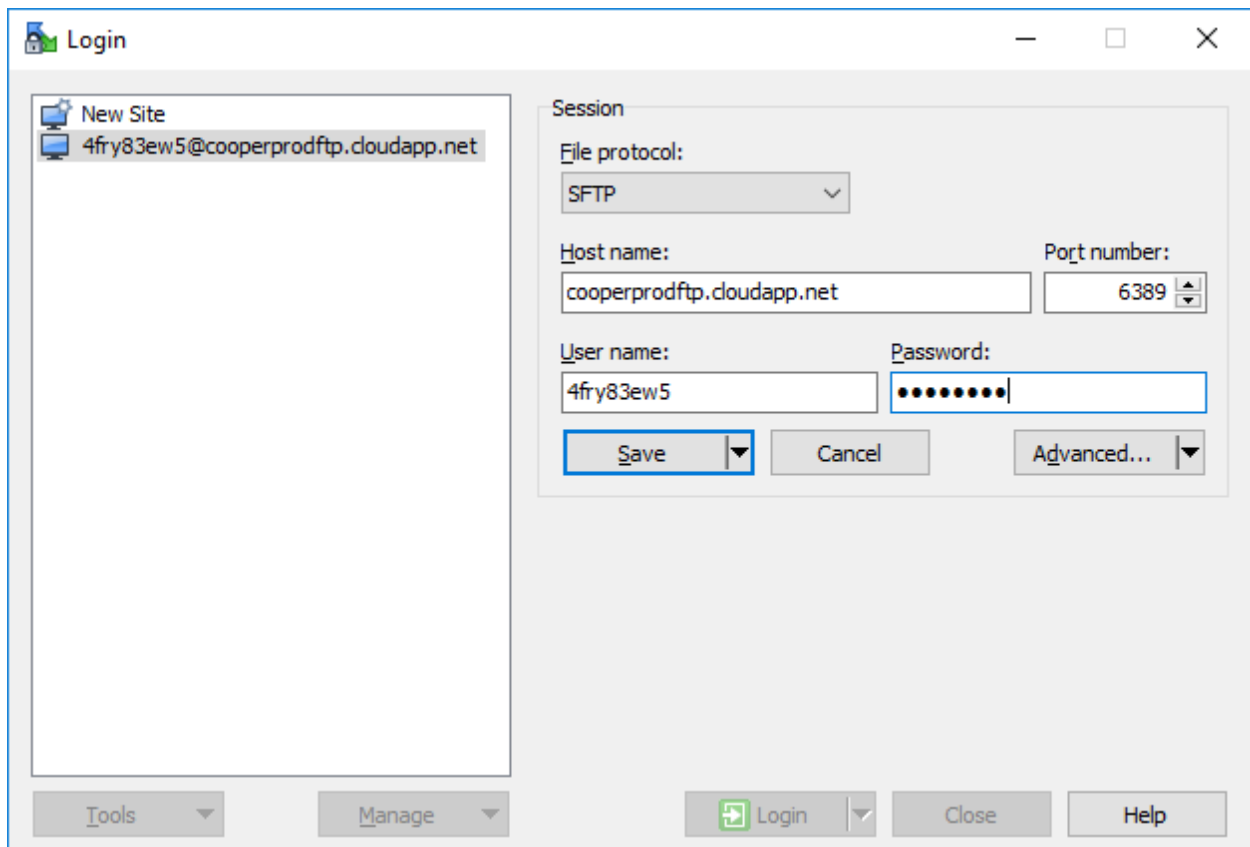
Interface of WinSCP client

- Leverage FTP client that has been vetted and approved by district IT department



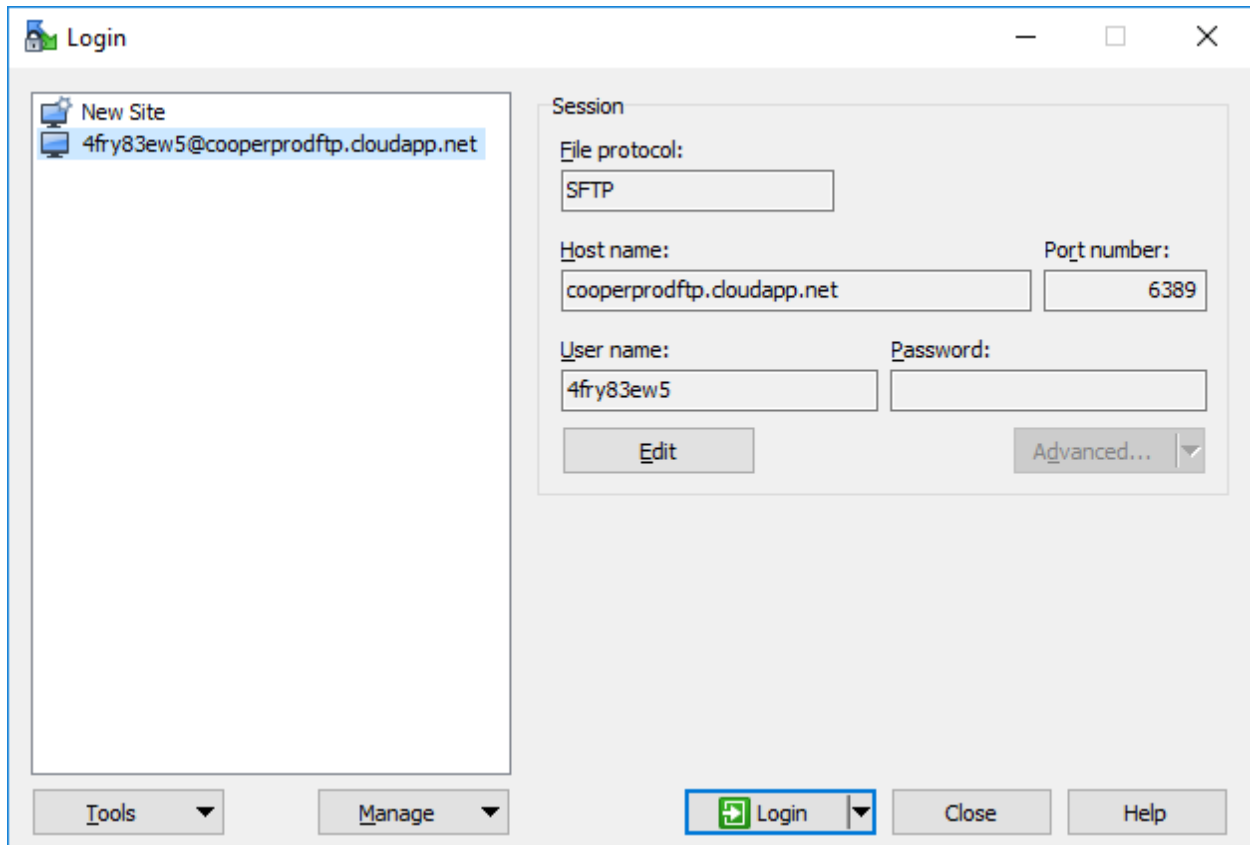
Interface after adding credentials

- Left click save

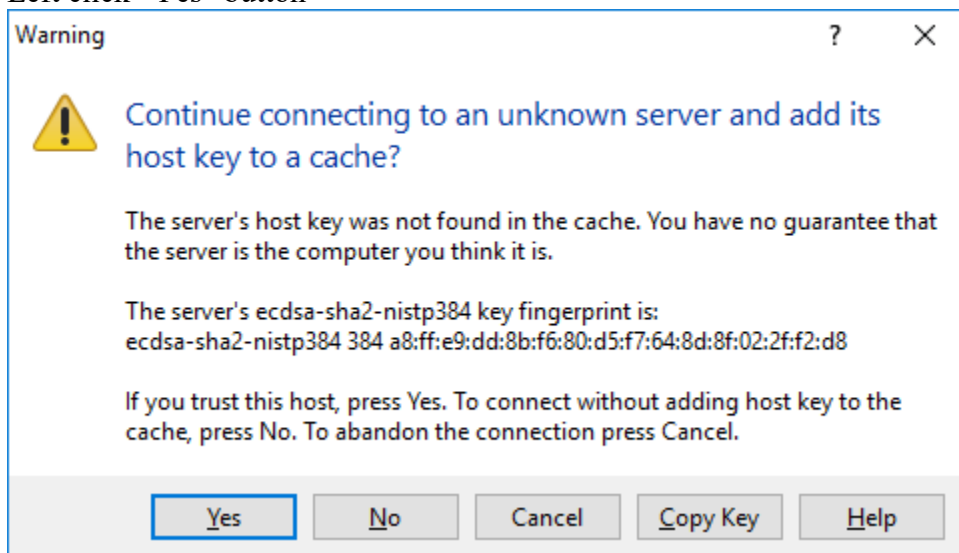


Interface after saving credentials

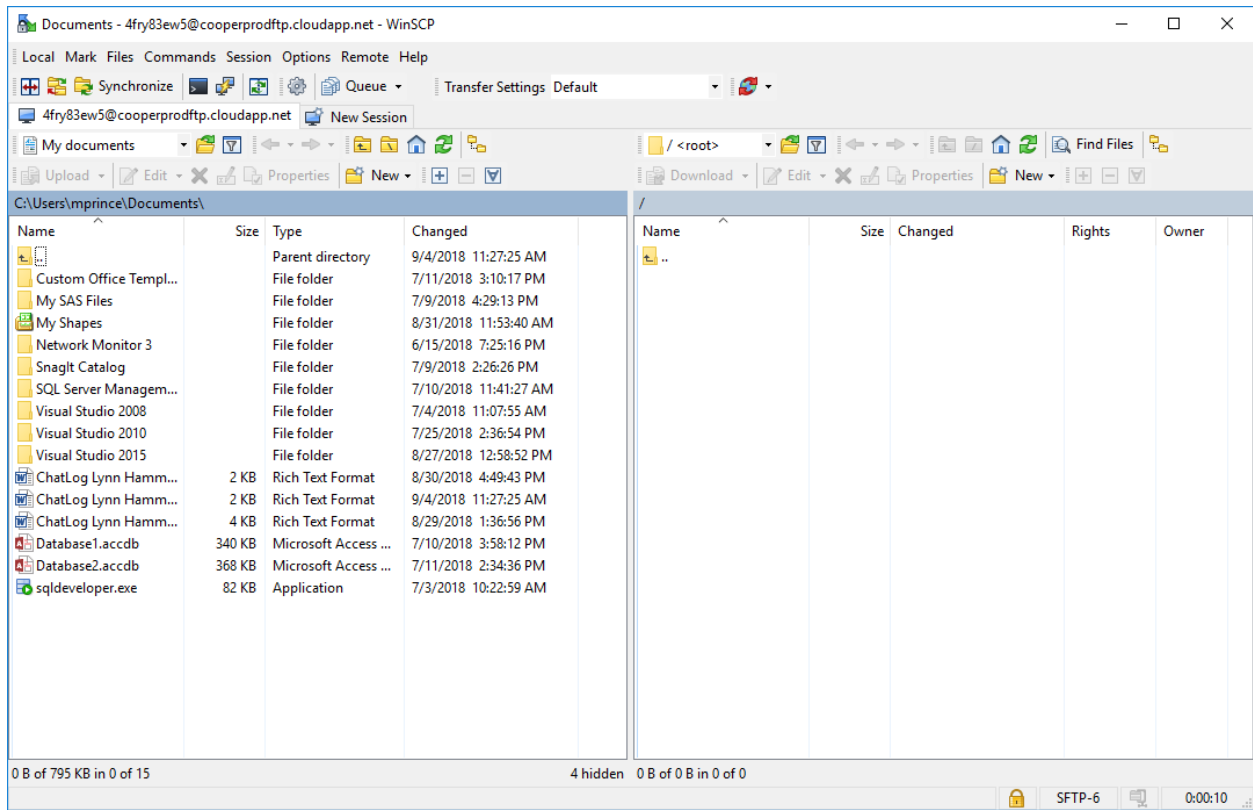
- Note that the login button is enabled



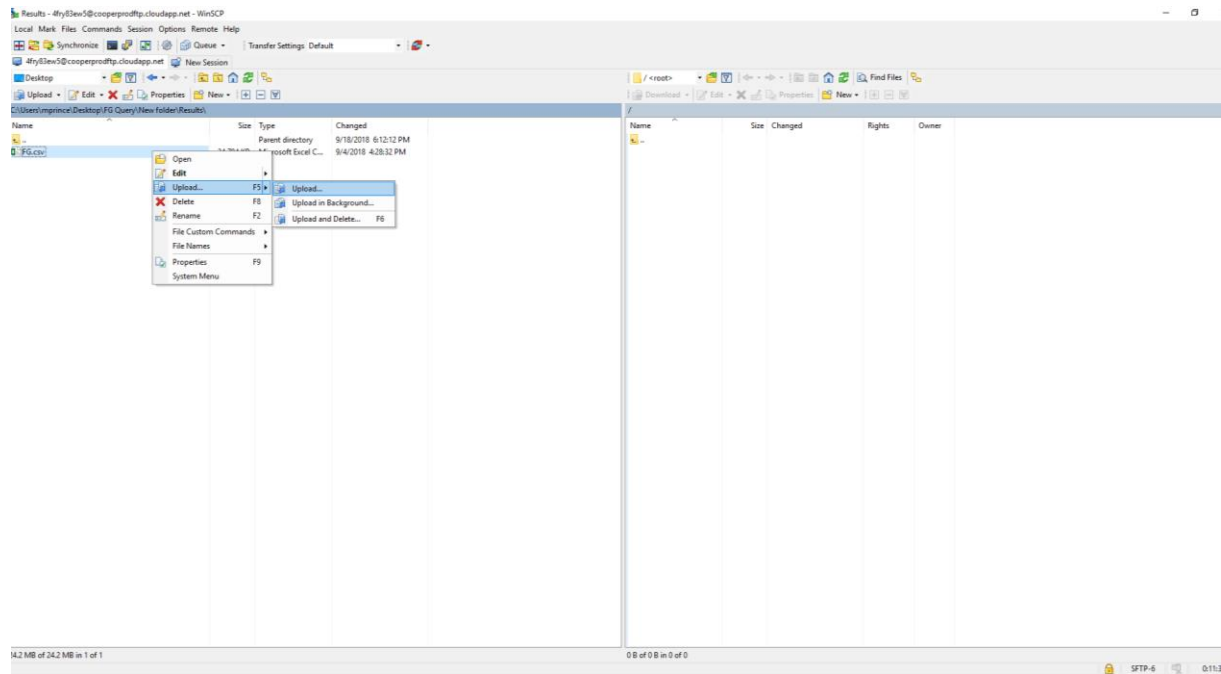
Left click “Yes” button



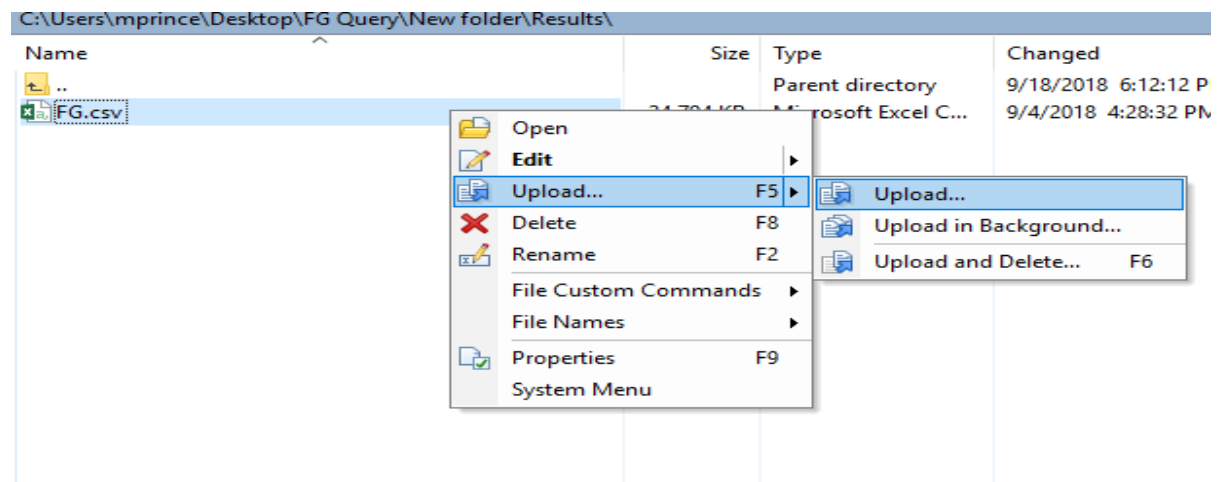
Successful connection to Cooper



Locate the exported and saved .csv file.

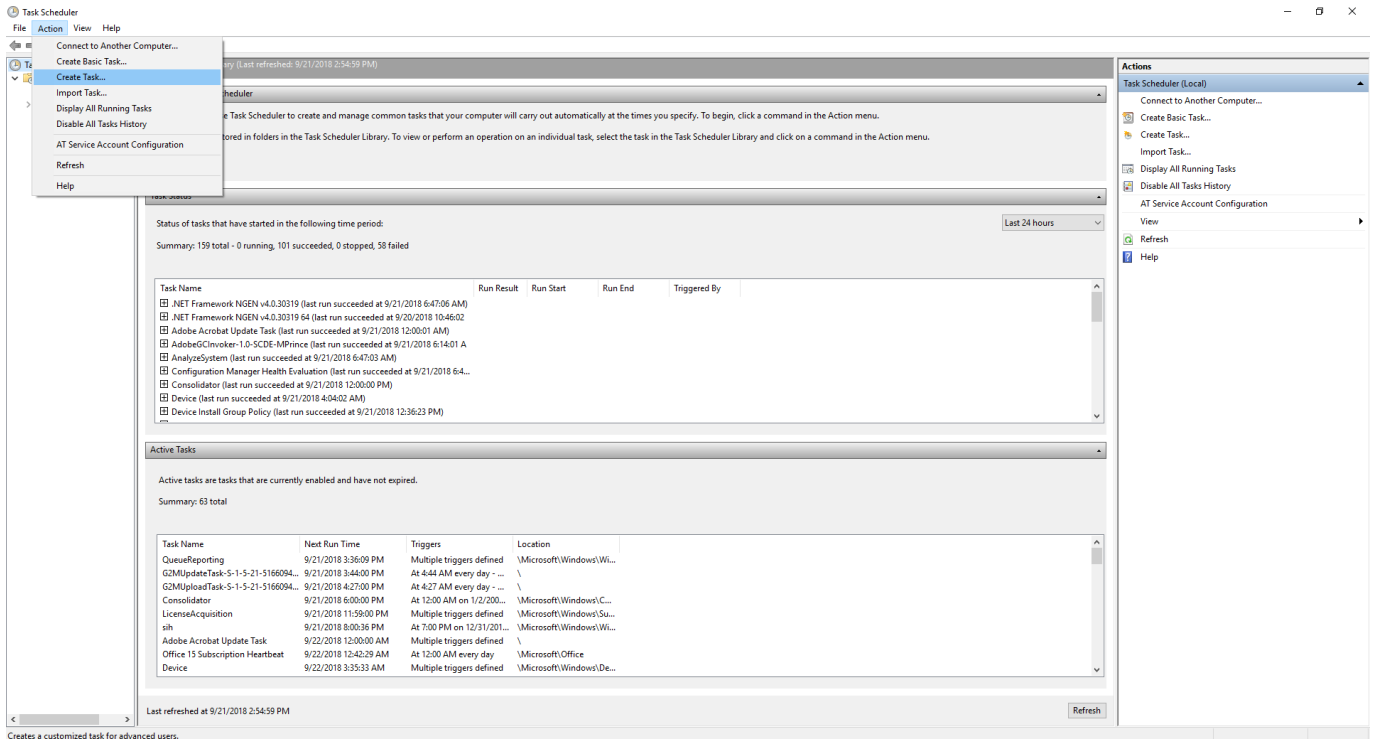


- Right click the file hover over “Upload” select “Upload” by Left click
 - Successful upload will appear in right window of the interface

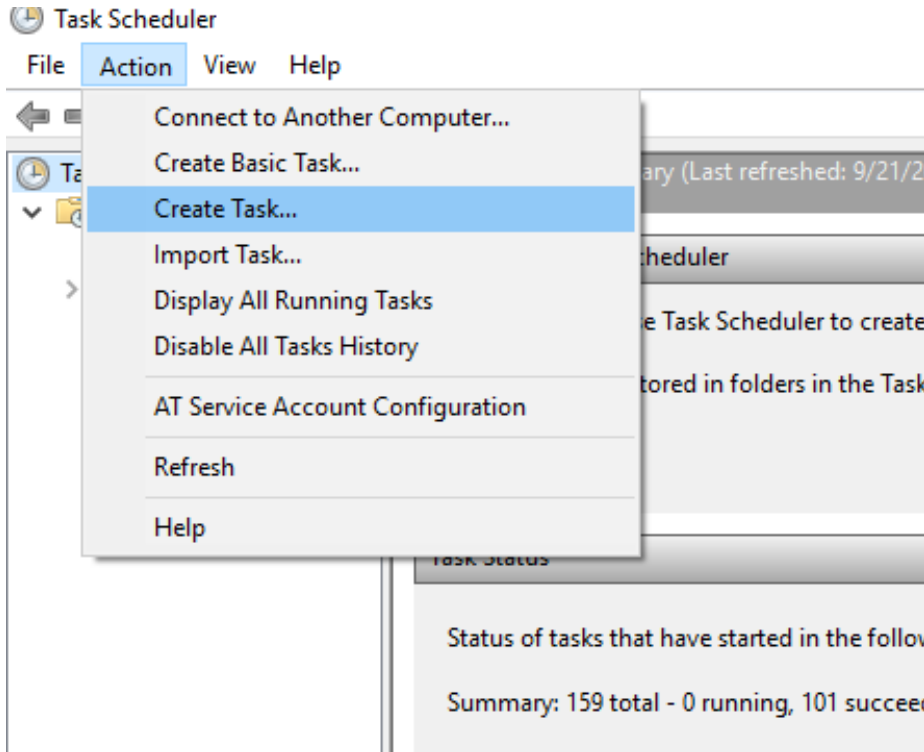


Create Task

- Task Manager interface



- Left click Action → Left click “Create Task...”



Task Manager’s Create Task interface

- Select Run whether user is logged on or not
- Click Left click “OK” button

The image shows the 'Create Task' dialog box in Windows Task Scheduler. The 'General' tab is selected. The 'Name' field contains 'FG Extraction'. The 'Location' field is empty. The 'Author' field contains 'SCDE\mprince'. The 'Description' field is empty. In the 'Security options' section, the text 'When running the task, use the following user account:' is followed by a text box containing 'SCDE\mprince' and a 'Change User...' button. Below this, there are three radio buttons: 'Run only when user is logged on' (unselected), 'Run whether user is logged on or not' (selected), and 'Do not store password. The task will only have access to local computer resources.' (unselected). There are also two checkboxes: 'Run with highest privileges' (unselected) and 'Hidden' (unselected). At the bottom, the 'Configure for:' dropdown menu is set to 'Windows Vista™, Windows Server™ 2008'. The 'OK' and 'Cancel' buttons are at the bottom right.

Create Task

General Triggers Actions Conditions Settings

Name: FG Extraction

Location: \

Author: SCDE\mprince

Description:

Security options

When running the task, use the following user account:

SCDE\mprince Change User...

Run only when user is logged on

Run whether user is logged on or not

Do not store password. The task will only have access to local computer resources.

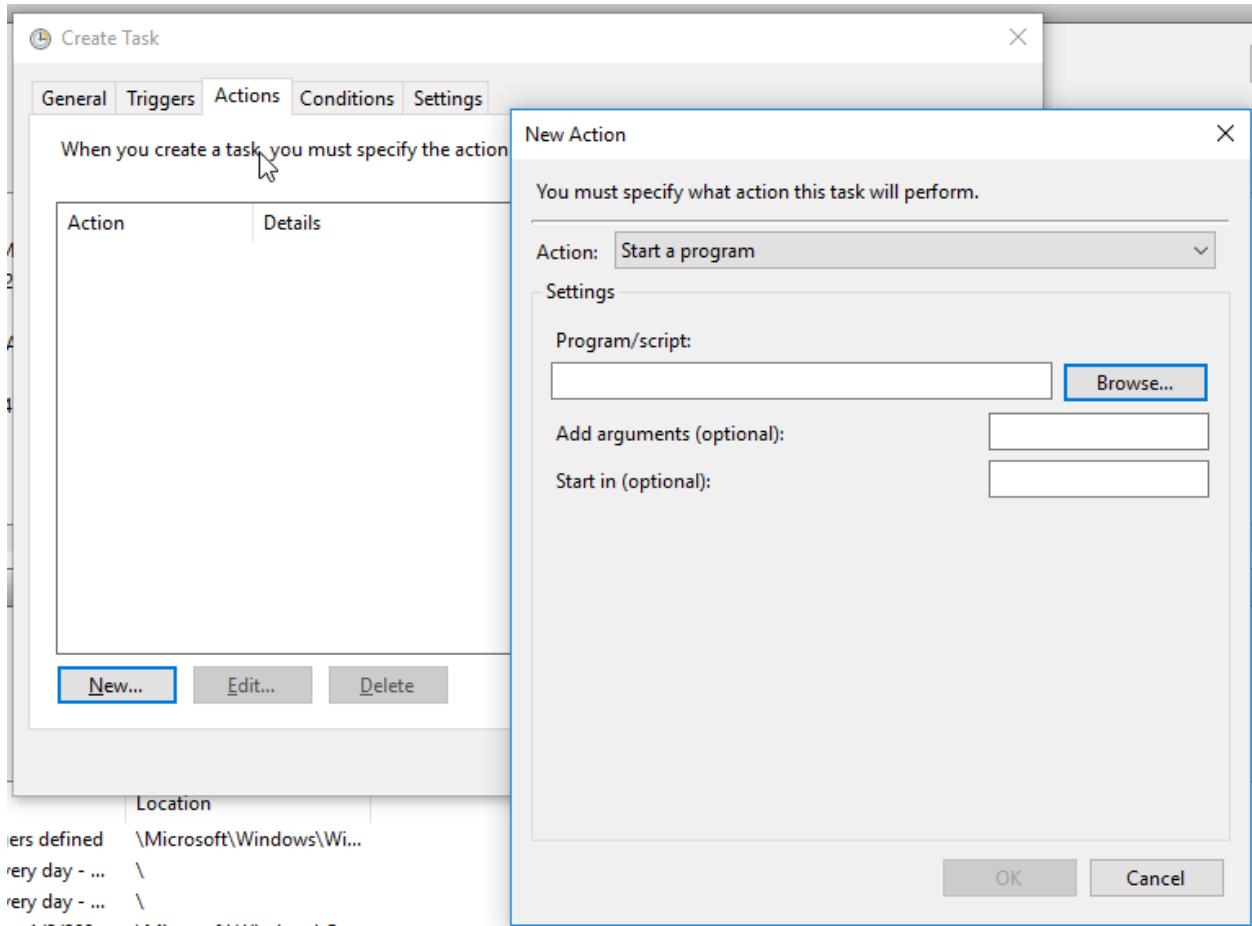
Run with highest privileges

Hidden Configure for: Windows Vista™, Windows Server™ 2008

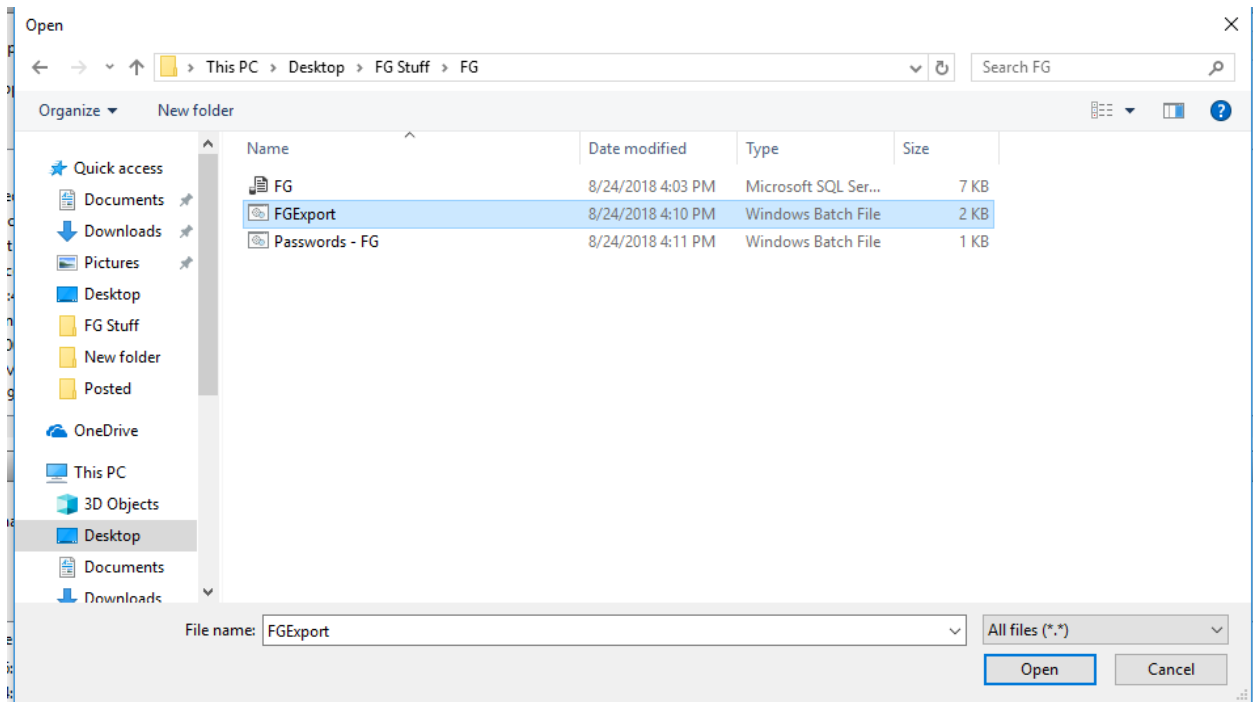
OK Cancel

Task Manager's New Action interface

- Action: Start a program
 - Left click Browse



- Locate folder where FGExport.bat is published and Left click



- Left click the Triggers tab of the Task Manager interface the left click New Trigger

- Set the task on a schedule Set start date and time and frequency
 - Weekly should be optimal for most districts
- Left click “OK”

New Trigger

Begin the task: On a schedule

Settings

One time
 Daily
 Weekly
 Monthly

Start: 9/21/2018 3:13:51 PM Synchronize across time zones

Advanced settings

Delay task for up to (random delay): 1 hour

Repeat task every: 1 hour for a duration of: 1 day

Stop all running tasks at end of repetition duration

Stop task if it runs longer than: 3 days

Expire: 9/21/2019 3:13:52 PM Synchronize across time zones

Enabled

OK Cancel

Completed Task

- The task can be edited by Left clicking the “Edit..” button
- Left click “OK” button

