

Conference Calendar

For Elementary, Middle, and High School
Parent Teacher Conferences

User's Guide

For questions about Conference Calendar contact SchoolSystems, LLC at
www.mySchoolSystems.com

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Table of Contents

Parent's Guide

Logging In	3
Student Schedule	5
Making an Appointment	6
Email Notification	8
Getting Help	8

Teacher's Guide

Logging In	9
Viewing Conference Schedule	10
Blocking Time	12
Checking/Reserving Student Appointments	14
Getting Help	15

Administrator's Guide

Logging In	16
Student / Teacher Log-In Information	17
Show Duplicate Log-in Info	18
Create a 2 nd Conf for Student	18
Add a Class to all Schedules	18
View Student Schedule	18
View Teacher Schedule	18
Schedule Blocking	18
Change Student Info	19
Change Teacher Info	19
Change Admin Info	19
Statistics	19
Getting Help	20

Setting Up Conferences

Confirm School Information	21
Upload Data Files to the Web Server	23
Student Data File	25
Teacher Data File	25
Class Data File	26
Set Conference Dates/Times	27
Change Conference Dates	29
Set Times for Students and Teachers	30
Set Date/Times When Signup Ends	30
Blocking Times for All Teachers	31
Validating the Setup	32

Appendix 1 - Exporting Data from PowerSchool

Exporting Data Files	34
Student File	34
Class File	40
Teacher File	44

Appendix 2 - Creating Export Templates in PowerSchool

Student Data File Export Template	48
Teacher Data File Export Template	52
Class Data File Export Template	55

Parent's Guide

Logging In

The parent will enter the student's first and last name along with a password. The password will be provided by the school and is not case sensitive (can be entered in upper case, lower case, or mixed). If the parent has forgotten their password they can click on the link titled "Forgot password?" That will allow them to enter their student's first and last name. If that student is found in the data file, and they have one or more email addresses on file, a message containing their password will be sent to them.

For students from a split family, a second user account can be created. For those situations, the additional account will be the student's first name, their last name with a number appended to the end of it, and the password.



Development Site
5823 Wells Ln
Cedar Rapids, IA 52411
319.560.1336

[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[En Español](#) [Logout](#)

Parent/Student Login

Student's First Name:
 Student's Last Name:
 Password:
 (PowerSchool PW given to you by your school)

[Forgot password?](#)

Parents can get this program displayed in Spanish by pressing the En Español link in the upper right corner. For the parents, every page will be displayed in Spanish. Names of the classes will be as defined in the school database, most likely English.

Teacher's and Administrator's pages will all be in English.

Should the parent try to log in to schedule conferences before the allowed sign-up start time, they will receive a message indicating that the conference sign-up is not yet enabled. The administrator sets the date and time when conferences start; the parent log-in is disabled before that. Teachers and the administrator can log in before the parent's allowed log-in time.



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[En Español](#) [Logout](#)

Parent/Student Login

Sorry, the conference calendar program for Your School's Name is not enabled until September 14, 2009 at 8:00 am.

Please try again after that time.

Currently: September 8, 2009 12:23 am

Student Schedule

The next page the parent will see is a listing of the classes and teachers the student is enrolled with. The parent can schedule an appointment with each teacher by clicking the button on the right of the line.



Xavier High School
6300 42nd St. NE
Cedar Rapids, IA 52411
(319) 294-6635

Help Parents Teachers Admin

Quick jump to sibling's schedules

En Español Logout

Nicholas Ball Thomas Ball

Conference Schedule for Christopher Ball

Optional note to parents (presently blank)

Teacher	Class	Room	Date	Time	
Julie Kadlec	FIT/WELL 10	152	---	---	
Barbara Miltner	ALGEBRA II*	107	Friday October 21, 2011	09:00 AM	
Daniel Thraen	SCRIPTURES I	201	Friday October 21, 2011	09:10 AM	
Scott Schaub	CHEMISTRY*	127	Friday October 21, 2011	09:20 AM	
Daniel Swanson	SOCIAL ISSUES TODAY*	208	Friday October 21, 2011	09:30 AM	
David Sullivan	HUMAN ANAT/PHYS *	117	Friday October 21, 2011	09:50 AM	
Ashley Kimbal	SPANISH II	209	Friday October 21, 2011	10:00 AM	
Tracie Marshall	ENGLISH II*	223	Friday October 21, 2011	10:15 AM	

Enter your Email Address to receive a reminder of your appointment (separate email addresses by a space, a comma, or semi-colon):

Submit Email Address

There will be a prompt for the parent to enter an email address at the bottom of this page. Entering an email address (or multiple ones separated by commas or semicolons) will allow the program to send a reminder email days before their scheduled appointment.

Making an Appointment

This will bring up a page showing all the timeslots for each day of the conferences. A red "x" indicates a timeslot that is already taken or is blocked by the teacher. Open circles (radio buttons) are available to be selected.

The program can be configured by the school's administration to force "travel time" between conference appointments. If this is set, parents cannot select conferences back-to-back. A time period of one conference length between conferences will be enforced by the program. This will ensure parents can get from one teacher to the next and keep the conferences running on-time.



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[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[Logout](#)

Schedule a Conference for Jacob Gunner with Erin Milner

Thursday Nov 08, 2007	Friday Nov 09, 2007	Monday Nov 12, 2007
04:00 <input type="radio"/>	04:00 <input type="radio"/>	01:00 <input type="radio"/>
04:15 <input type="radio"/>	04:15 <input checked="" type="radio"/>	01:15 <input type="radio"/>
04:30 <input type="radio"/>	04:30 <input checked="" type="radio"/>	01:30 <input type="radio"/>
04:45 <input type="radio"/>	04:45 <input type="radio"/>	01:45 <input checked="" type="radio"/>
05:00 <input type="radio"/>	05:00 <input type="radio"/>	02:00 <input type="radio"/>
05:15 <input type="radio"/>	05:15 <input type="radio"/>	02:15 <input type="radio"/>
05:30 <input checked="" type="radio"/>	05:30 <input type="radio"/>	02:30 <input type="radio"/>
05:45 <input checked="" type="radio"/>	05:45 <input checked="" type="radio"/>	02:45 <input type="radio"/>
06:00 <input type="radio"/>	06:00 <input type="radio"/>	03:00 <input checked="" type="radio"/>
06:15 <input type="radio"/>	06:15 <input type="radio"/>	03:15 <input type="radio"/>
06:30 <input type="radio"/>	06:30 <input checked="" type="radio"/>	03:30 <input type="radio"/>
06:45 <input type="radio"/>	06:45 <input type="radio"/>	03:45 <input type="radio"/>
07:00 <input checked="" type="radio"/>	07:00 <input checked="" type="radio"/>	
07:15 <input type="radio"/>	07:15 <input type="radio"/>	
07:30 <input type="radio"/>	07:30 <input type="radio"/>	
07:45 <input type="radio"/>	07:45 <input type="radio"/>	

Cancel appointment with this teacher

The parent will choose the desired timeslot by clicking in the open radio button and then clicking on the "Schedule Time" button. On a certain date, determined by the school administrator, the parent will not be able to schedule or change their appointments. The teacher and administrator will still be able to make changes and schedule appointments on behalf of the parents. This prevents parents from making changes at the last minute without the school office being aware of it.

After scheduling a time, the student's list will appear with the selected conference shown. This appointment can be changed by clicking the button on the right of the line.



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[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[Logout](#)

Conference Schedule for Ted Adams

Teacher	Class	Room	Date	Time	
Liz Cecak	AP ENGLISH	I211	Tuesday April 21, 2009	04:00	Change
Rebecca Blocker	AP US HIST	E135A	Tuesday April 21, 2009	04:20	Change
Robert Anderson	HS Homeroom	A101	---	---	Schedule
Meredith Petersen	HS TAG	L109	---	---	Schedule
Steve Schuett	PE WAIVER	Guidance	---	---	Schedule
Jessica Maassen	PRE-CALCULUS	F157	---	---	Schedule

Some schools limit the number of conferences a parent can sign up for. This number can be set by the administrator in the set-up procedure. When the parent reaches the limit, a message is displayed and they can no longer schedule any more conferences. Teachers and the administrator can schedule an unlimited number of conferences for a parent.



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[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[Logout](#)

Conference Schedule for Ted Adams

Parents can only sign up for 3 conferences. **You have reached that limit.**

Teacher	Class	Room	Date	Time	
Liz Cecak	AP ENGLISH	I211	Tuesday April 21, 2009	04:00	Change
Rebecca Blocker	AP US HIST	E135A	Tuesday April 21, 2009	04:20	Change
Robert Anderson	HS Homeroom	A101	---	---	
Meredith Petersen	HS TAG	L109	---	---	
Steve Schuett	PE WAIVER	Guidance	---	---	
Jessica Maassen	PRE-CALCULUS	F157	Tuesday April 21, 2009	04:40	Change

Email Notification

Three days before the scheduled conference, the family will receive a daily email reminding them of their appointment. This email will appear to come from the email address which the administrator entered in the program setup.

Getting Help

If the parent should require assistance, clicking on the “Help” link in the upper left corner of the window will open their email program with the To: field filled in with the email address of the designated administrator from the school.

Teacher's Guide

Logging In

The teacher will enter their first and last name along with a password. The password will be provided by the school and is not case sensitive (can be entered in upper case, lower case, or mixed).



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[Help](#) [Parents](#) [Teachers](#) [Admin](#)

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Teacher Login

Teacher's First Name:

Teacher's Last Name:

Password:

(School Defined)

Viewing Conference Schedule

The next page the teacher will see is a listing of appointments. If there are no appointments yet a message will indicate such.

At the top of the teacher's schedule will be options to show or hide the student's names, and to show or hide the blocked timeslots. Choosing to hide the student's name will replace all names with the word "Unavailable". Some school like to print the schedules and post in the hallways and prefer to hide the student's names. This way parents can still see what timeslots are available without seeing who has signed up for which time slots.

Choosing to hide the blocked timeslots will do just that, not show the timeslots that are blocked for that teacher. This will shorten the printout.

CONFERENCE CALENDAR USER'S GUIDE



Your School's Name
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Help Parents Teachers Admin

En Español Logout

- [Schedule Blocking](#)
- [View Conference Schedule](#)
- [Students Not Signed Up](#)
- [All Student Schedules](#)
- [View Other Teachers](#)

User's Manual

OPTIONS:

Show Names Hide Names
 Show Blocked Times Hide Blocked Times



Conference Schedule for Teresa Barrer, Room: 111

No-Show	Date	Time	Student
	Mon May 20, 2013	03:30p	
	Mon May 20, 2013	03:50p	
<input type="checkbox"/>	Mon May 20, 2013	04:10p	Jordan Barry
	Mon May 20, 2013	04:30p	
	Mon May 20, 2013	04:50p	
	Mon May 20, 2013	05:10p	Blocked
	Mon May 20, 2013	05:30p	Blocked
	Mon May 20, 2013	05:50p	
	Mon May 20, 2013	06:10p	
<input type="checkbox"/>	Mon May 20, 2013	06:30p	Peter Jacobs
	Mon May 20, 2013	06:50p	
	Mon May 20, 2013	07:10p	

Conference Schedule for Teresa Barrer, Room: 111

No-Show	Date	Time	Student
	Tue May 21, 2013	03:30p	
	Tue May 21, 2013	03:50p	
<input type="checkbox"/>	Tue May 21, 2013	04:10p	Andrew Ireland
	Tue May 21, 2013	04:30p	
	Tue May 21, 2013	04:50p	
	Tue May 21, 2013	05:10p	Blocked
	Tue May 21, 2013	05:30p	Blocked
	Tue May 21, 2013	05:50p	
	Tue May 21, 2013	06:10p	
	Tue May 21, 2013	06:30p	
	Tue May 21, 2013	06:50p	
	Tue May 21, 2013	07:10p	

Conference Schedule for Teresa Barrer, Room: 111

No-Show	Date	Time	Student
	Thu May 23, 2013	08:00a	
	Thu May 23, 2013	08:20a	
	Thu May 23, 2013	08:40a	
	Thu May 23, 2013	09:00a	
	Thu May 23, 2013	09:20a	
	Thu May 23, 2013	09:40a	
	Thu May 23, 2013	10:00a	
	Thu May 23, 2013	10:20a	
	Thu May 23, 2013	10:40a	
	Thu May 23, 2013	11:00a	Blocked
	Thu May 23, 2013	11:20a	Blocked
	Thu May 23, 2013	11:40a	
	Thu May 23, 2013	12:00p	
	Thu May 23, 2013	12:20p	
	Thu May 23, 2013	12:40p	
	Thu May 23, 2013	01:00p	
	Thu May 23, 2013	01:20p	
	Thu May 23, 2013	01:40p	

Some schools like to keep track of the number of parents that do not show up for their conferences (no-shows). If desired, after a conference day or session, the teachers can view their schedules and check off the students that did not show up. The administrator can run a report to get the number of no-shows.

Also, if a family “drops in” for an unscheduled conference the student’s name can be typed directly into the teacher’s schedule. This will help provide an accurate count of the number of conferences held. Names entered here are not matched with the student list so a student may have “dropped-in” for a conference but will show as not registered.

Blocking Time

The teacher can block times if they will be unavailable or would like to take breaks. The teacher would click on the “Schedule Blocking” button on the left side. As many boxes can be checked as necessary. Clicking on the “Block Times” button at the bottom of the page will block those timeslots. A red “X” indicates an appointment has already been made for that time and therefore cannot be blocked.



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[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[En Español](#) [Logout](#)

- [Schedule Blocking](#)
- [View Conference Schedule](#)
- [Students Not Signed Up](#)
- [All Student Schedules](#)
- [View Other Teachers](#)

Block Conference Times for Kim Bowen

Tuesday Aug 24, 2010	Wednesday Aug 25, 2010
09:00 <input type="checkbox"/>	03:00 <input checked="" type="checkbox"/>
09:20 <input checked="" type="checkbox"/>	03:20 <input type="checkbox"/>
09:40 <input checked="" type="checkbox"/>	03:40 <input type="checkbox"/>
10:00 <input type="checkbox"/>	04:00 <input type="checkbox"/>
10:20 <input checked="" type="checkbox"/>	04:20 <input checked="" type="checkbox"/>
10:40 <input type="checkbox"/>	04:40 <input type="checkbox"/>
11:00 <input type="checkbox"/>	05:00 <input type="checkbox"/>
11:20 <input checked="" type="checkbox"/>	05:20 <input type="checkbox"/>
11:40 <input type="checkbox"/>	05:40 <input checked="" type="checkbox"/>
12:00 <input type="checkbox"/>	06:00 <input type="checkbox"/>
12:20 <input type="checkbox"/>	06:20 <input type="checkbox"/>
12:40 <input type="checkbox"/>	06:40 <input type="checkbox"/>
01:00 <input type="checkbox"/>	07:00 <input checked="" type="checkbox"/>
01:20 <input checked="" type="checkbox"/>	07:20 <input type="checkbox"/>
01:40 <input type="checkbox"/>	
02:00 <input type="checkbox"/>	
02:20 <input type="checkbox"/>	
02:40 <input type="checkbox"/>	
03:00 <input type="checkbox"/>	
03:20 <input type="checkbox"/>	
03:40 <input type="checkbox"/>	

[Block Times](#)

Checking/Reserving Student Appointments

The teacher can see which students have not signed up for a conference with them yet. Clicking on the “Students Not Signed Up” button on the left side will bring up a list of all students that have this teacher and have not signed up for a conference with them yet.

The teacher can click on the “Schedule” button next to the name of any of these students to make an appointment with them. This may be helpful if a family does not have Internet access and has asked the teacher to reserve a time for them.



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[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[En Español](#) [Logout](#)

Schedule Blocking
 View Conference Schedule
 Students Not Signed Up
 All Student Schedules
 View Other Teachers

Students Not Signed Up with Kim Bowen

Colton Bulicek

Alicia Cole

Joseph Dighton

Randi Henning

Devann Horras

Jared Jirak

Rachel Kirkpatrick

The teacher also has access to all the student’s schedules. This is provided so the teacher can schedule other conferences for any student in the building. Clicking the button titled “All Student Schedules” will bring up a list of all student names which the teacher can then select.

The teacher can also see the schedules of the other teacher’s in the building. By clicking the button titled “View Other Teachers” this teacher can select a teacher and be able to see their conference schedule. This is provided in case a teacher is trying to arrange appointments for a family that wants to coordinate conferences with certain teachers or that have other children they would also like to coordinate conferences with.

Getting Help

If the teacher should require assistance, clicking on the “Help” link in the upper left corner of the window will open their email program with the To: field filled in with the email address of the designated administrator from the school.

Administrator's Guide

Logging In

The administrator will enter their username along with a password. The password will be provided by SchoolSystems and can be changed by the administrator after logging in. The password is not case sensitive (can be entered in upper case, lower case, or mixed). If the administrator has forgotten their password they can click on the link titled "Forgot password?" That will allow them to enter their email address. If that email address is found in the data file, a message containing their username and password will be sent to them.



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Administrator's Login

Administrator's Username:

Password:

[Forgot password?](#)

Conference Calendar ver 9.1002

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Site hosted by ITS

Password Notification

If you have forgotten your password you can have it emailed to you.
Enter your email address here. This will be used to locate your password.

Administrator's Email:

Once logged in, a menu will appear giving the administrator many functions to choose from. The main page will also show a synopsis of the conference setup for a quick check that everything is correct.



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Help Parents Teachers Admin

En Español Logout

<ul style="list-style-type: none"> ▶ Setup Conferences ▶ Student Log-in Information ▶ Teacher Log-in Information ▶ Show Duplicate Log-in Info ▶ Create 2nd Conf for Student ▶ Add a Class to all Schedules ▶ View Student Schedule ▶ View Teacher Schedule ▶ Schedule Blocking ▶ Change Student Info ▶ Change Teacher Info ▶ Change Admin Info ▶ Statistics User's Manual 	<p>Conference Schedule Program</p> <p>Use the menu on the left to select an action</p> <p>Sign-Up starts: Saturday, Oct 01, 2011 7:00 am</p> <p>15 minute conferences will be held on: Tuesday, Oct 11, 2011 from 9:00 am to 4:00 pm Thursday, Oct 13, 2011 from 9:00 am to 4:00 pm Tuesday, Oct 18, 2011 from 4:00 pm to 8:00 pm</p> <p>Sign-Up ends on: Monday, Oct 10, 2011 at 10:00 pm Wednesday, Oct 12, 2011 at 10:00 pm Monday, Oct 17, 2011 at 10:00 pm</p>
---	--

Each button on the left side will be discussed on the following pages.

Student/Teacher Log-In Information

The buttons [▶ Student Log-in Information](#) and [▶ Teacher Log-in Information](#) will display the student and teacher log-in names and passwords.

This is useful if a parent or teacher forgets their password, or is confused about what first or last name to log in with.

On the Student Log-in page, a button at the top of the page titled “Student Log-in Excel File” is shown. Clicking this button will generate a Microsoft Excel file with all the student log-in information including their first and last names, passwords and email addresses. This can be used to create a mail-merge in Excel for sending a note home to the parents with their username and password.

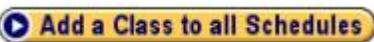
Show Duplicate Log-in Info

The button  will display the student log-in names and passwords for those students which had duplicate accounts created.

Create a 2nd Conf for Student

The button  will create a second account for a student. This is useful when a student is from a divorced or separated family and the parents desire to have separate conferences. When one or more students are selected to have a duplicate log-in, their schedule is copied to a new user with the same first name, their last name will have a number appended to the end of it, the password will be the same as the original student's except it will be in reverse order (123 becomes 321), and the email address for the second account will be blanked. Conferences can be scheduled for this duplicate student independent of the original account.

Add a Class to all Schedules

The button  will place a teacher/class on all student's schedules. This is useful to add a specials teacher that may not be scheduled with students in the school database. Such classes as Guidance and Reading Specialist have been added using this feature.

View Student Schedule

The button  will first show a list of all students in the school. Selecting a student will then show the list of classes/teachers they are enrolled with along with the appointments made. The administrator can also make appointments and/or change appointments on behalf of the parent.

View Teacher Schedule

The button  will first show a list of all teachers in the school. Selecting a teacher will then show the list of students and the appointments that have been made. These appointments cannot be changed from this view.

Schedule Blocking

The button  will first show a list of all teachers in the school. Selecting a teacher will then allow the administrator to block timeslots for the teacher. The page is identical to the one used by the teachers in their log-in. Some schools prefer if the teachers block their own times, other schools like the administrator to schedule the teacher's breaks.

Change Student Info

The button  will first show a list of all students in the school as well as a button to add a new student. Selecting a student will display the personal information on this student and will allow the administrator to change any of it (except for the ID number of students already in the database). Students cannot be deleted from the database.

For new and existing students, fields are provided to add two classes. The teacher must be selected from the drop-down list; the title of the course is a free text field. If more than two classes are desired, you can save the information and then go back and select the same student again, thus entering two at a time as many times as you wish. Once classes are entered, they cannot be edited but can be deleted.

A button is also provided to allow the school administrator to assign random passwords to students that have no password. After running the set-up and loading the student data, if one or more students do not have passwords extracted from the school database, this button will generate random numeric passwords.

Change Teacher Info

The button  will first show a list of all teachers in the school as well as offer a button to add a new teacher. Selecting a teacher will display the personal information on this teacher and will allow the administrator to change any of it (except for the ID number of teachers already in the database).

Teachers can be deleted from the database if they do not teach any classes. This allows the administrator to remove non-teaching staff members from the program.

Change Admin Info

The button  will allow the administrator to create other administrator accounts and change the passwords they log in with. Multiple administrator account can be created. At this time, all accounts have equal permissions and privileges. Provisions have been made for expanding the role of a “super” user. The setting chosen for this is currently not active.

Statistics

The button  will show some information gathered from the databases. The total number of students and teachers/staff will be presented along with the number of students (families) signed up for conferences.

Next to the teachers is a link called ([more...](#)). Clicking on that will show a list of all teachers and will show the number of scheduled timeslots per day and the number of timeslots blocked per day along with the total number of conferences and total number of blocked timeslots.

The number of drop-ins and the number of no-shows are displayed. The total number of conferences scheduled and the number of actual conferences held will be shown. The number of actual conferences held will take into account the number scheduled, minus the number of no-shows, and adding in the number of drop-ins.

The number of students not signed up will be presented along with a button to see the names of those students and a button to see the names of the students that did sign up for conferences.

Another button is present on the statistics page to show a report of all the errors recorded in the system. Errors are logged whenever there is a failed attempt at logging in and when certain system errors have occurred (such as a file read error).

Getting Help

If the administrator should require assistance, clicking on the “Help” link in the upper left corner of the window will open their email program with the To: field filled in with the email address of the support person at SchoolSystems, LLC.

Setting Up Conferences

The administrator will set up the Conference Calendar program before every conference event. In most situations, all 8 steps of the set up will need to be run.



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319.560.1336

[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[En Español](#) [Logout](#)

[Return to Main Menu](#)

1 [Confirm School Information](#)

2 [Upload Data Files](#)

3 [Set Conference Dates and Times](#)

4 [Create New Student Files](#)

After clicking this button it may take up to 1 minute before finishing. Please be patient, the screen will change after the student files are created.

5 [Create New Teacher Files](#)

6 [Set dates/times when sign-up ends](#)

7 [Block Times for ALL Teachers](#)

8 [Validate Setup](#)

After clicking this button it may take several minutes before finishing. Please be patient, the screen will change after the completion of the verification.

Step 1: Confirm School Information

Step one of the set-up is to enter/confirm the school's information. Information such as the school's name, address, email, conference sign-up start date/time, and other information will be entered here. Step 1 will have to be run before every parent-teacher conference session and can be changed at anytime without affecting sign-ups.



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[En Español](#) [Logout](#)

[Return to Main Menu](#)



Confirm School Information

School Name:

Address:

Phone:

Email:

URL:

Parent Password Help:

Teacher Password Help:

Sign-up start date: / /

Sign-up start time: :

Your local time zone:

Allow teachers to block their own timeslots:

Yes

No

Force "Travel Time" gap between conferences:
Have a one period gap between scheduled appointments.

Yes

No

Maximum number of conferences parents can sign up for:

If a student has the same teacher for more than one class allow a separate conference with this same teacher:

Allow multiple conferences

One conference per teacher

Optional Note to include on student/class schedule page (in English):

Optional Note to include on student/class schedule page (in Spanish):

When the information is entered, or if all information is correct, click the button labeled Save Information/Proceed.

Step 2: Upload Data Files to the Web Server

Certain data will have to be made available by the school office and uploaded to the web server. Three files will have to be generated and formatted for use by this program. This data is usually extracted from a school wide database program such as PowerSchool™¹, JMC™² or from a spreadsheet. Files in Excel™³ CSV (comma-separated values) format can also be used.

The Conference Calendar program will need these files to be in an ASCII text format that is either “comma” delimited or “tab” delimited.

Each file will be loaded one at a time from a menu (above). If data in one file changes that does not affect the others then only the changed file(s) needs to be uploaded. Once all files have been uploaded the user can return to the setup menu.

The button labeled Combine Teacher/Classes is used when conferences are conducted in teacher pairs, or by a grade level unit and not by individual teachers. Two teachers are selected, one a

¹ PowerSchool is a registered trademark of Pearson School Systems

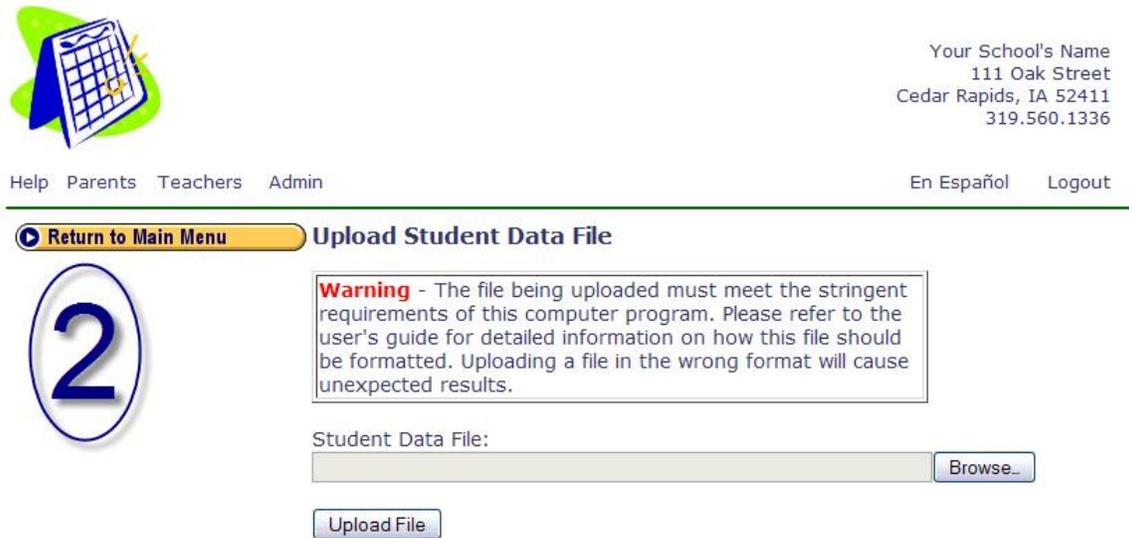
² JMC is a registered trademark of JMC Inc.

³ Excel is a registered trademark of Microsoft Corp.

primary, the other a secondary. A name is given for the class. When the rest of the setup steps are complete all students in either class are now part of this combined class.

The button labeled Limit Classes to Conference With is used when schools only want the parents to conference with a few of the student's classes, such as only the Homeroom teacher. Clicking this button will display all classes offered, the administrator will choose the classes they want to include (deleting the rest). When the data files are built in steps 4 and 5 only the classes chosen here will be included.

The figure below shows the upload data file screen.



Please note that the files being uploaded to the Conference Calendar program must be in a specified format for the program to operate correctly. The files and their format are listed below:

Student Data File

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Student ID Number	Student First Name	Student Last Name	Password	2 nd Password (optional)	Grade	Email Address (optional)

All optional fields must still be represented in the data file (see second entry in the example below).

Example file:

```
8004, Theodore, Harrison, ABNET, 3HJWQ, 12, Theo@aol.com
8006, Jennifer, Rickles, HEYD7, , 12,
9285, Kristin, Engels, HJUW3, YUSWX, 11,
9293, Emily, Fox, LKYUX, UWOID, 11, foxes@isp.net
9294, Jacob, Gunner, SDFGT, ZXC3V, 11, gunnerfamily@hotmail.com
9312, Tyler, Greis, POIXG, TYUTR, 11, tyler54@gmail.com
9318, Ame, Brothers, KJUCN, 89UYT, 11, 3brothers@yahoo.com
10088, Kathryn, Schulz, QTYHS, PLKJY, 10, k.schulz@TSA.gov
10090, Logan, Moreland, POMFD, R4E5T, 10, richard.moreland@bigcorp.com
10091, Maggie, Grades, 8UYNS, , TR56G, 10,
10094, Katlyne, Tucker, IODFG, ASD963, 10,
```

Teacher Data File

Column 1	Column 2	Column 3	Column 4	Column 5
Teacher ID Number	Teacher First Name	Teacher Last Name	Password	Room (optional)

All optional fields must still be represented in the data file.

Example file:

```
8105-133322, Stu, Bahn, YUI3E, 242
8105-4040, Teresa, Ball, BGH7Z, 121
8105-4041, Doug, Barnhardt, KIO5D, 111
8105-124434, Jo, Beading, ASB4D, 125
8105-4043, Elizabeth, Bogg, XCU6F, 109
8105-133323, Russ, Byer, LKI9N, 226
8105-4045, Mike, Caccho, ASR4Z, 115
8105-132109, Becky, Cervant, YUD2B, 233
```

Class Data File

Column 1	Column 2	Column 3
Student ID Number	Course Title	Teacher ID Number

All data in this table is required.

Example file:

```

9294,ALGEBRA II,8105-4070
9294,CHEMISTRY,8105-4075
9294,ENGLISH III,8105-4086
9294,FIT/WELL 11,8105-4057
9294,PSYCHOLOGY I,8105-4066
9294,SPANISH III,8105-132112
9294,WORLD CIVILIZATION,8105-4085
9300,ALGEBRA II,8105-4070
9300,CON-MAR BAND,8105-131906
9300,ENGLISH III,8105-4086
9300,FIT/WELL 11,8105-4057
9300,MUSIC THEORY,8105-131906
9300,SPANISH I,8105-4054
9300,WORLD CIVILIZATION,8105-4051
9306,ADV NEWSP PROD,8105-133323
9306,ALGEBRA II,8105-4043
9306,ENGLISH III,8105-119694
9306,FIT/WELL 11,8105-4066
9306,HUMAN ANAT/PHYS,8105-4081
9306,SPANISH III,8105-132112
9306,WORLD CIVILIZATION,8105-4051
9308,ALGEBRA II,8105-4070
9308,BASIC ART FORMS,119
9308,CHEMISTRY,8105-4081
9308,ENGLISH III,8105-119694
9308,FIT/WELL 11,8105-4057
9308,SPANISH I,8105-4047
    
```

Step 3: Set Conference Dates and Times

After uploading the data files, the conference dates and times will be set.

Note that every conference timeslot on every day must be the same length. You can not have 10 minute conferences on the first day and 15 minute conferences the second day. Each teacher must also have conferences on the same day(s) and at the same time(s), and of the same length.

Up to ten days/sessions of conferences can be selected. It is required that one day be filled in, days 2-10 are optional, but if any information is entered on any of those subsequent days then all the information for that day must be filled in.

When the last day's information is set, clicking any of the buttons titled

Enter if no more days



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[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[En Español](#) [Logout](#)

[Return to Main Menu](#)

[Clear All Fields on Form](#)



Length of each conference: Minutes

First day/session of conferences

Month: Day: Year:

Start Time of first conference: : Hour : Minute

Finish Time of last conference: : Hour : Minute

[Enter if no more days](#)

Second day/session of conferences

Month: Day: Year:

Start Time of first conference: : Hour : Minute

Finish Time of last conference: : Hour : Minute

[Enter if no more days](#)

Third day/session of conferences

Month: Day: Year:

Start Time of first conference: : Hour : Minute

Finish Time of last conference: : Hour : Minute

[Enter if no more days](#)

Fourth day/session of conferences

Month: Day: Year:

Start Time of first conference: : Hour : Minute

Finish Time of last conference: : Hour : Minute

[Enter if no more days](#)

Fifth day/session of conferences

Step 3: Change Conference Dates

Once the conference sign-up period has begun the dates of conferences can still be changed. In place of the previous page a message will be displayed warning the administrator that some students may have already signed up for conferences on these days.



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Cedar Rapids, IA 52411
319.560.1336

[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[En Español](#) [Logout](#)

[Return to Main Menu](#)

The conference sign-up period has begun.



In certain situations you may want to reschedule the dates of conferences. Those students already signed-up will be signed up for the same timeslot on the rescheduled day.

Would you like to reschedule conferences?

The administrator can reschedule conferences (to accommodate a school closing or other reason that requires the conference day to change). Rescheduling a day will keep all the appointments for the same time of day, only a change of date is allowed.



Development Site
5823 Wells Ln
Cedar Rapids, IA 52411
319.560.1336

[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[En Español](#) [Logout](#)

[Return to Main Menu](#)

Reschedule Conferences



Current Days

Tuesday, October 11, 2011 9:00 am to 4:00 pm

Thursday, October 13, 2011 9:00 am to 4:00 pm

Tuesday, October 18, 2011 4:00 pm to 8:00 pm

Steps 4 & 5: Set Times for Students and Teachers

Steps 4 and 5 of the set-up process will build all the datafiles for the students and teachers. Depending on the number of students and teachers in the school this can take a couple minutes. These steps will delete all information recorded for the conferences and, therefore, cannot be done once conference sign-up has begun. Both steps 4 and 5 must be run before each conference cycle to reset all the data and start fresh for the next conferences. If, after setting up the program, changes are made that require changes to steps 2 or 3, then steps 4 and 5 must be run again.

Step 6: Set Date/Times When Signup Ends

The date and time when the parents can no longer sign up for conferences is defined in step 6. Each day of conferences can have a different date when sign-up ends. Some schools will want these all to be the same, other schools want to allow the parents a chance to sign up for one of the later conferences after the first conference days have begun.



Development Site
5823 Wells Ln
Cedar Rapids, IA 52411
319.560.1336

[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[En Español](#) [Logout](#)

[Return to Main Menu](#)



Set the Date and Time Sign-up Ends for Each Conference Day

For the conferences on: Tuesday, October 11, 2011 9:00 am to 4:00 pm

Sign-up ends on: Month: Day: Year:

Time to End Sign-Up: : pm

For the conferences on: Thursday, October 13, 2011 9:00 am to 4:00 pm

Sign-up ends on: Month: Day: Year:

Time to End Sign-Up: : pm

For the conferences on: Tuesday, October 18, 2011 4:00 pm to 8:00 pm

Sign-up ends on: Month: Day: Year:

Time to End Sign-Up: : pm

Step 7: Block Times for All Teachers

The administrator can block teacher times in two ways. During the set up process, timeslots for all teachers can be set at once. Step 7 allows the administrator to select timeslots for the different conference days. This will block the same timeslots for all teachers. This is useful to block out a lunch or dinner hour for all teachers.



Development Site
5823 Wells Ln
Cedar Rapids, IA 52411
319.560.1336

[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[En Español](#) [Logout](#)

[Return to Main Menu](#) Block the Same Conference Times for all teachers



Tuesday Oct 11, 2011	Thursday Oct 13, 2011	Tuesday Oct 18, 2011
09:00 <input type="checkbox"/>	09:00 <input type="checkbox"/>	04:00 <input type="checkbox"/>
09:15 <input type="checkbox"/>	09:15 <input type="checkbox"/>	04:15 <input type="checkbox"/>
09:30 <input type="checkbox"/>	09:30 <input type="checkbox"/>	04:30 <input type="checkbox"/>
09:45 <input type="checkbox"/>	09:45 <input type="checkbox"/>	04:45 <input type="checkbox"/>
10:00 <input type="checkbox"/>	10:00 <input type="checkbox"/>	05:00 <input type="checkbox"/>
10:15 <input type="checkbox"/>	10:15 <input type="checkbox"/>	05:15 <input type="checkbox"/>
10:30 <input type="checkbox"/>	10:30 <input type="checkbox"/>	05:30 <input type="checkbox"/>
10:45 <input type="checkbox"/>	10:45 <input type="checkbox"/>	05:45 <input type="checkbox"/>
11:00 <input type="checkbox"/>	11:00 <input type="checkbox"/>	06:00 <input type="checkbox"/>
11:15 <input type="checkbox"/>	11:15 <input type="checkbox"/>	06:15 <input type="checkbox"/>
11:30 <input type="checkbox"/>	11:30 <input type="checkbox"/>	06:30 <input type="checkbox"/>
11:45 <input type="checkbox"/>	11:45 <input type="checkbox"/>	06:45 <input type="checkbox"/>
12:00 <input type="checkbox"/>	12:00 <input type="checkbox"/>	07:00 <input type="checkbox"/>
12:15 <input type="checkbox"/>	12:15 <input type="checkbox"/>	07:15 <input type="checkbox"/>
12:30 <input type="checkbox"/>	12:30 <input type="checkbox"/>	07:30 <input type="checkbox"/>
12:45 <input type="checkbox"/>	12:45 <input type="checkbox"/>	07:45 <input type="checkbox"/>
01:00 <input type="checkbox"/>	01:00 <input type="checkbox"/>	
01:15 <input type="checkbox"/>	01:15 <input type="checkbox"/>	
01:30 <input type="checkbox"/>	01:30 <input type="checkbox"/>	
01:45 <input type="checkbox"/>	01:45 <input type="checkbox"/>	
02:00 <input type="checkbox"/>	02:00 <input type="checkbox"/>	
02:15 <input type="checkbox"/>	02:15 <input type="checkbox"/>	
02:30 <input type="checkbox"/>	02:30 <input type="checkbox"/>	
02:45 <input type="checkbox"/>	02:45 <input type="checkbox"/>	
03:00 <input type="checkbox"/>	03:00 <input type="checkbox"/>	
03:15 <input type="checkbox"/>	03:15 <input type="checkbox"/>	
03:30 <input type="checkbox"/>	03:30 <input type="checkbox"/>	
03:45 <input type="checkbox"/>	03:45 <input type="checkbox"/>	

[Block Times](#)

[Return to Setup Menu](#)

Step 8: Validate Setup

Step 8 of the setup should be run to make sure there are no errors. This validation will check for the following conditions:

That all teachers actually teach a class – may be fine if the teacher list includes administrative staff, may indicate an error in the class data file that was uploaded.

That all student's are scheduled for at least one class – may indicate an error in the data files uploaded to this program.

That every teacher in a the student's schedule actually exists – in the class file uploaded to this program some classes may not have a teacher's name associated with it.

That no student is already signed up for a conference – indicates step 4 of the setup was not run.

That no teacher is already scheduled for a conference – indicates step 5 of the setup was not run.

That the dates and times set for the teachers match that of the students – this indicates step 4 of the setup was run but not step 5.

And that at least one teacher has a timeslot blocked – indicates step 7 was not run.



Your School's Name
111 Oak Street
Cedar Rapids, IA 52411
319.560.1336

[Help](#) [Parents](#) [Teachers](#) [Admin](#)

[En Español](#) [Logout](#)

[Return to Main Menu](#)

Setup Validation



- Victoria Althoff is already signed-up for a conference -
may have to run step 4 of the setup.
- Alexander Andersen is already signed-up for a conference -
may have to run step 4 of the setup.
- Michaela Beatty is already signed-up for a conference -
may have to run step 4 of the setup.
- Tyler Beck is not registered for any courses -
may have to upload a new class data file or delete this student.
- Jacqueline Blanchard is already signed-up for a conference -
may have to run step 4 of the setup.
- Nicole Carolan is not registered for any courses -
may have to upload a new class data file or delete this student.
- Danielle Ellis is already signed-up for a conference -
may have to run step 4 of the setup.

Appendix 1 - Exporting Data from PowerSchool

The administrator will need to export data from a school database or spreadsheet to be loaded into the Conference Calendar program. This Appendix describes how to export the three necessary files from PowerSchool. These instructions are for a personal computer running a Windows operating system and the Firefox web browser. Slight differences will be encountered if using the Internet Explorer or Safari web browsers or if using a different version of PowerSchool.

Exporting Data Files

Someone from the school must log into PowerSchool as an “Admin”. These instructions assume the templates that will export the data in the expected format already exist and are called PT Conference – Students, PT Conferences Classes, and PT Conferences – Teachers. The names of your templates are likely to be different.

Student File

Once logged into PowerSchool as an Administrator, you need to select which students to export data on. Some schools are combined elementary, middle, and/or high schools with different conference formats for different grade levels. This first example shows how to pull only the elementary students in a multi-grade level school. In the Search Students field, type

grade_level in 0,1,2,3,4,5

Where grade level 0 is Kindergarten. Make sure there are no spaces after the commas between the grades. For schools with preschools, grade_levels of -1 and -2 denote the 4 year olds (PK4) and 3 year olds (PK3).

The screenshot shows the PowerSchool interface. At the top left is the "PowerSchool" logo. To the right, it displays "School: St. Joseph Catholic School - Marion" and "Term: 07-08 Semester 1". Below this is a navigation menu with "Functions" and "Setup" sections. The "Functions" section includes links for Absentee Report, Daily Bulletin, Enrollment Summary, Master Schedule, PowerLunch, Reports, Special Functions, and Teacher Schedules. The "Setup" section includes links for Personalize, School, Staff, and System. The main content area is titled "Search Students" and features a search input field containing the text "grade_level in 0,1,2,3,4,5". To the right of the input field is a magnifying glass icon. Below the search field are links for "View Field List" and "How to Search". Further down, there is a "Browse Students" section with a grid of letters (A-Z) and numbers (1-8) for filtering, and a "Current Selection (209)" indicator. At the bottom, there is a "Stored Options" section with links for "Stored Searches" and "Stored Selections".

Click on the magnifying glass



For schools that are purely elementary, middle, or high school where all the students in the school are following the same conference format, you can click on the small “All” under Browse Students.

Search Students



[View Field List](#) [How to Search](#)

Browse Students

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)
[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
[9](#) [10](#) [11](#) [12](#) [M](#) [F](#) [All](#) [Current Selection \(779\)](#)

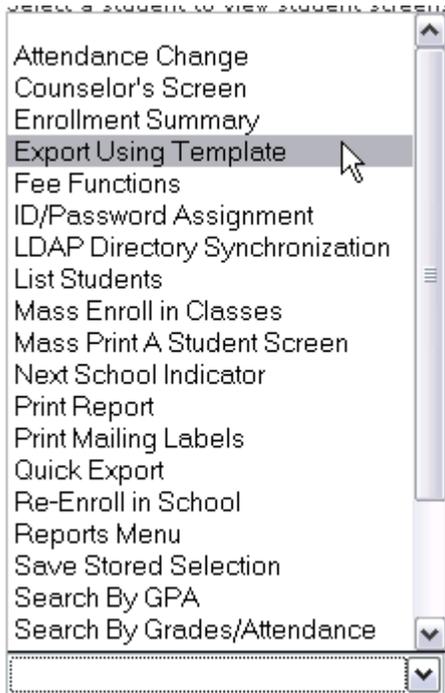
A list of selected students is displayed. Select the drop down list.

(18397)	(2)	Ahlers, Grace Katherine
(20005)	(K)	Althoff, Andrew J.
(17078)	(3)	Althoff, Ryan Richard
(10037)	(4)	Anderson, Mitchell Lee
(17041)	(3)	Annis, Keaton Mark
(15206)	(5)	Ball, Thomas Arthur
(17124)	(3)	Barish, Zachary Stephen
(15005)	(5)	Bauer, Katherine Rose
(17188)	(3)	Beadle, Timothy Patrick
(20014)	(K)	Bechen, Parker J.
(15224)	(5)	Becker, Noah Henry
(18005)	(2)	Behrens, Emma
(20023)	(K)	Behrens, Evan Duane
(16060)	(4)	Bellner, Allyson Faith
(20032)	(K)	Berning, Briley Nicole

Select a function for this group of students



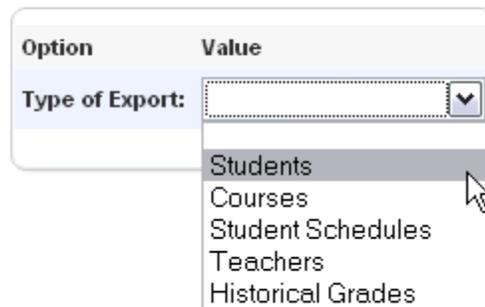
The drop-down window that appears will have a choice for Export Using Template.



Select this choice.

The Export Using Template screen that appears will prompt you for the type of export. For the student file choose Students.

Export Using Template



The next screen will prompt you for the name of the export template. Choose PT Conferences – Students (or the appropriate named template for your school).

Option	Value
Type of Export:	Students
Export template?	Class Rank Data
For Which Records?	<ul style="list-style-type: none"> Class Rank Data EASIER BASIC DEMOGRAPHICS EASIER EXTENDED DEMOGRAPHICS Health Database - Emails Health Database - Students Health Emergencies LifeTouch Photography PT Conferences - Students

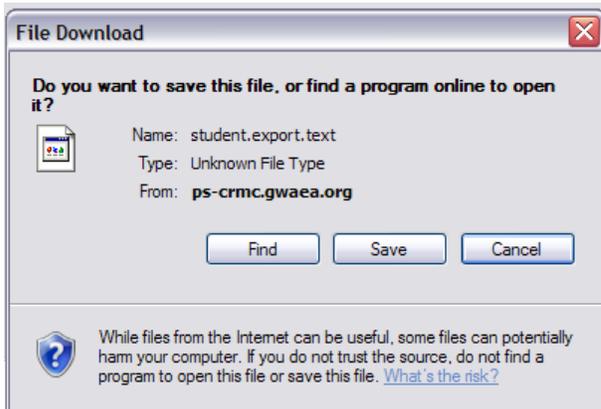
Then click on the submit button.

Option	Value
Type of Export:	Students
Export template?	PT Conferences - Students
For Which Records?	<input checked="" type="radio"/> The selected 317 students

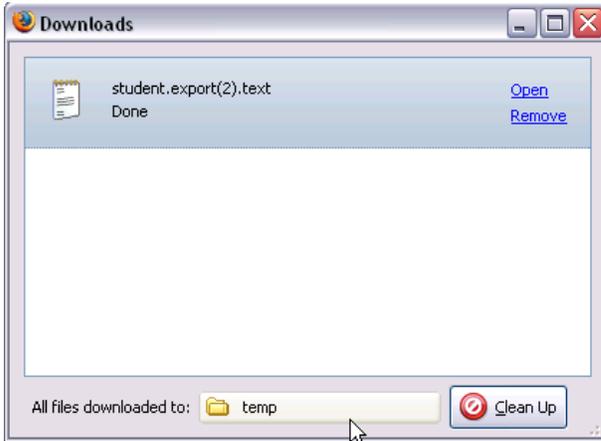
It will take some time for this export to run. Once it is complete, a dialog box will appear (if using Firefox on a Windows PC). This file does not require any editing so choose Save to Disk by selecting the radio button next to "Save to Disk" and clicking on the OK button.



The pop-up dialogue box for the Internet Explorer browser is shown below. Click on the Save button to save the file.



The file being exported will most likely be saved in the temp folder on your computer unless you choose a different location. You will have to locate this file before you can import it into the Conference Calendar program. You will also need to make note of the file name.



Class File

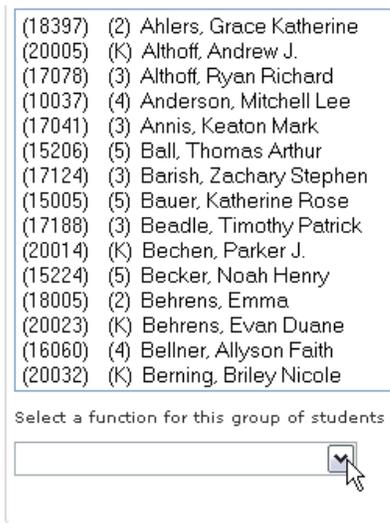
To export the class data, click on either the PowerSchool logo in the upper left corner of the window or the “Start Page” link below the logo to get back to the PowerSchool home page.



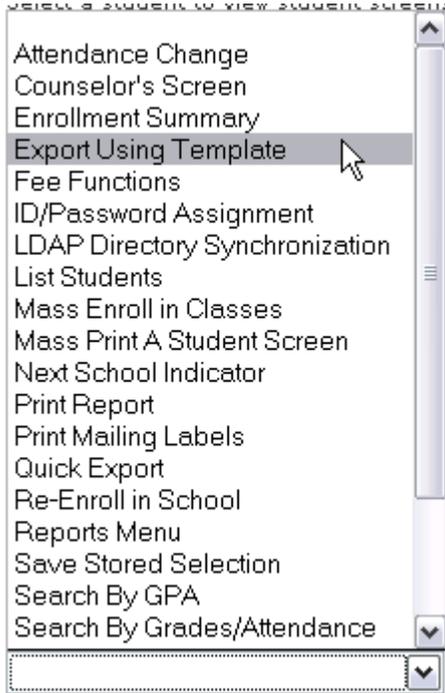
Click on all students or select the range of grade levels described in the section above.



A list of all selected students is displayed. Select the drop down list.



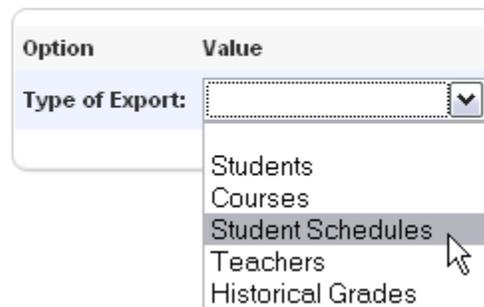
The drop-down window that appears will have a choice for Export Using Template.



Select this choice.

The Export Using Template screen that appears will prompt you for the type of export. For the class file choose Student Schedules.

Export Using Template



Select the template called PT Conferences, Classes (or the appropriately named template for your school).

Export Using Template

Option	Value
Type of Export:	Student Schedules
Export template?	PT Conferences, Classes
For Which Records?	<input checked="" type="radio"/> Only schedules for the 24 selected students Note: A few minutes may pass before exporting starts.

[Submit](#)

Make sure the lower radio button is selected to get this report for just the students selected.

Export Using Template

Option	Value
Type of Export:	Student Schedules
Export template?	PT Conferences, Classes
For Which Records?	<input type="radio"/> All 180404 records in this file <input checked="" type="radio"/> Only schedules for the 24 selected students Note: A few minutes may pass before exporting starts.

[Submit](#)

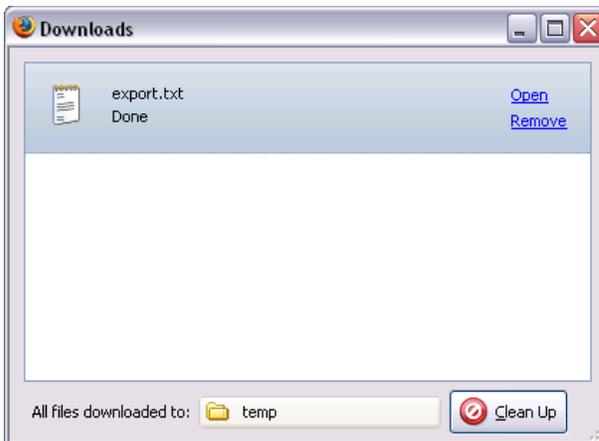
[Submit](#)

Click on the submit button.

This file will be very large so it may take a long time for this report to finish. Once it is complete, a dialog box will appear. This file may require any editing so choose to Save to Disk by selecting the radio button next to “Save to Disk” and clicking on the OK button. You may want to save this file with a “.csv” extension to make it easier to edit with Microsoft Excel (make sure to save again in .csv format after making changes in Excel).

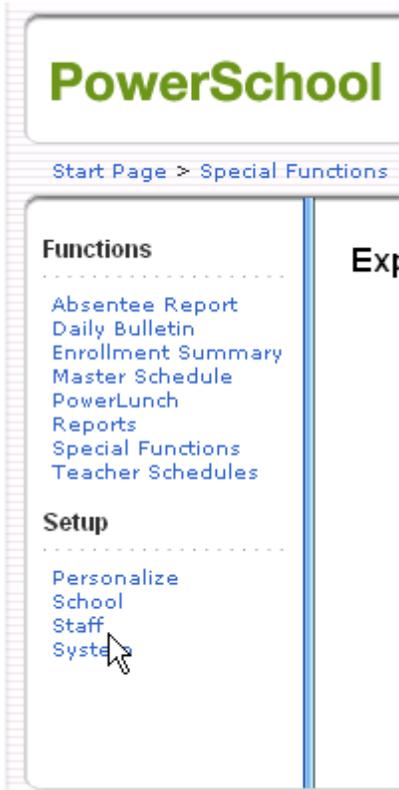


As with the student file, the file being exported will most likely be saved in the temp folder on your computer. You will have to locate this file before you can import it into the Conference Calendar program. You will also need to make note of the file name.

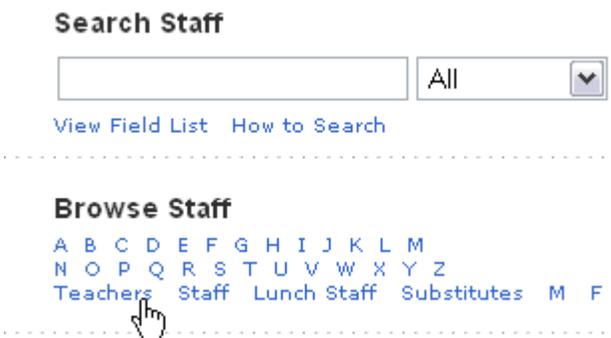


Teacher File

To export the teacher data, click on the word Staff in the left navigation menu. Newer versions of PowerSchool call this Staff Search.



At the staff page, select Teachers, or, to get all faculty, just click on the magnifying glass to the right of the “All” drop-down box. Selecting all faculty will include guidance counselors and some specialist that may not be classified as teachers. Extra faculty in this file will not be visible to the parents.



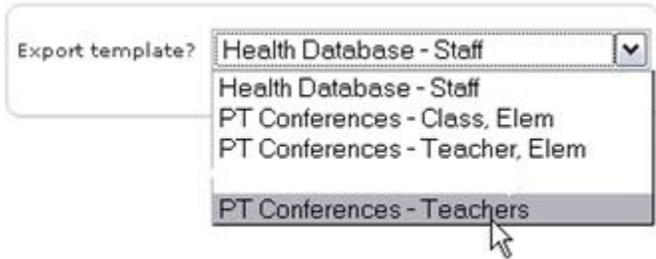
At the bottom of the list of teachers, click on the Functions button.



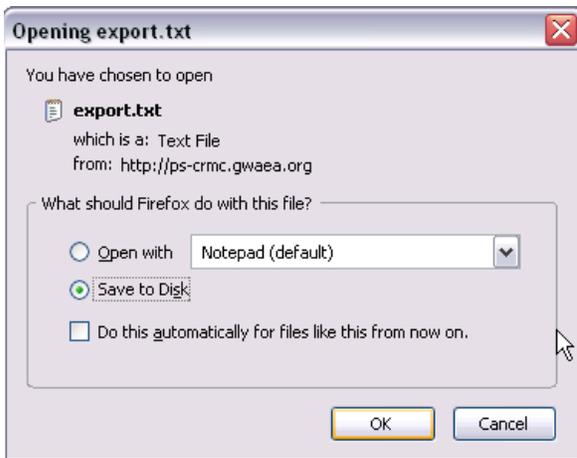
Then choose Export Using Template.



The next page will prompt you for the name of the export template. From the drop down list, choose PT Conferences – Teachers (or the appropriately named template for your school). Click on the submit button 



It will not take long for this report to finish. Once it is complete, a dialog box will appear. This file does not require any editing so choose Save to Disk by selecting the radio button next to “Save to Disk” and clicking on the OK button.



As with the student and class files, the file being exported will most likely be saved in the temp folder on your computer. You will have to locate this file before you can import it into the Conference Calendar program. You will also need to make note of the file name.



At this point, all the data files referenced in the 4th Section (Setting Up Conferences) of this User's Guide have been exported from PowerSchool and are now located on your computer. Follow the instructions in the Setting Up Conferences section of this User's Guide to upload these files into the Conference Calendar program.

Appendix 2 – Creating Export Templates in PowerSchool

If the school uses PowerSchool export templates can be created which will allow all schools in the district an easy way to export data consistently from one conference session to another. This Appendix describes how to create the three export templates in PowerSchool. These instructions show screen captures from an older version of PowerSchool. Slight differences will be noted if using a different version of PowerSchool.

Student Data File Export Template

Use the Students table.

Label	Value
Name of this template	PT Conferences - Students
Export from this table	Students
Delimited or fixed-field length?	Delimited <input type="button" value="v"/>
Field delimiter (ignored for fixed-field length)	Comma <input type="button" value="v"/> <input type="text"/>
	<input type="checkbox"/> Surround field values with quotes (" ")
End-of-line (record) delimiter	CRLF <input type="button" value="v"/> <input type="text"/>
Column Titles	<input type="checkbox"/> Put column titles on first row
Mime Type (leave blank for default)	<input type="text"/>
Number Of Columns In This Template	7
Total Width	0 (if using fixed-field length)
Export this template	

New

Column	Title	Width*	Cumulative Row Width
1	Student ID	0	0
2	First Name	0	0
3	Last Name	0	0
4	Password 1	0	0
5	Password2	0	0
6	Grade	0	0
7	Email Address	0	0

*Width applies only to fixed-width import templates, not delimited templates.

[Back to Templates for Exporting](#)

Option	Value
Title/Heading	<input type="text" value="Student ID"/>
Data To Export (Fields)	<input type="text" value="Student_Number"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="1"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	<input type="text" value="First Name"/>
Data To Export (Fields)	<input type="text" value="First_name"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="2"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	<input type="text" value="Last Name"/>
Data To Export (Fields)	<input type="text" value="Last_Name"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="3"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	<input type="text" value="Password 1"/>
Data To Export (Fields)	<input type="text" value="Student_Web_Password"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="4"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	<input type="text" value="Password2"/>
Data To Export (Fields)	<input type="text" value="Web_Password"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="5"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	<input type="text" value="Grade"/>
Data To Export (Fields)	<input type="text" value="grade_level"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="6"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	Email Address
Data To Export (Fields)	^(cnt1_email)^(cnt2_email)
If Blank, Export This	<input type="text"/> (optional)
Column Number	7 (zero to place at end)
Width In Characters	0 (used only for fixed field lengths)
Alignment	Left <input type="button" value="v"/> (used only for fixed field lengths)

Teacher Data File Export Template

Use the Staff table

Label	Value
Name of this template	PT Conferences - Teachers
Export from this table	Staff
Delimited or fixed-field length?	Delimited <input type="button" value="v"/>
Field delimiter (ignored for fixed-field length)	Comma <input type="button" value="v"/> <input type="text"/> <input type="checkbox"/> Surround field values with quotes (" ")
End-of-line (record) delimiter	CRLF <input type="button" value="v"/> <input type="text"/>
Column Titles	<input type="checkbox"/> Put column titles on first row
Mime Type (leave blank for default)	<input type="text"/>
Number Of Columns In This Template	5
Total Width	0 (if using fixed-field length)
Export this template	

[New](#)

Column	Title	Width*	Cumulative Row Width
1	Teacher ID	0	0
2	First Name	0	0
3	Last Name	0	0
4	Password	0	0
5	Room Number	0	0

*Width applies only to fixed-width import templates, not delimited templates.

[Back to Templates for Exporting](#)

Option	Value
Title/Heading	<input type="text" value="Teacher ID"/>
Data To Export (Fields)	<input type="text" value="TeacherNumber"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="1"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	<input type="text" value="First Name"/>
Data To Export (Fields)	<input type="text" value="First_Name"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="2"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	Last Name
Data To Export (Fields)	Last_Name
If Blank, Export This	<input type="text"/> (optional)
Column Number	3 (zero to place at end)
Width In Characters	0 (used only for fixed field lengths)
Alignment	Left <input type="button" value="v"/> (used only for fixed field lengths)

Delete

Submit

Option	Value
Title/Heading	Password
Data To Export (Fields)	TeacherNumber
If Blank, Export This	<input type="text"/> (optional)
Column Number	4 (zero to place at end)
Width In Characters	0 (used only for fixed field lengths)
Alignment	Left <input type="button" value="v"/> (used only for fixed field lengths)

Delete

Submit

Option	Value
Title/Heading	Room Number
Data To Export (Fields)	Sched_Homeroom
If Blank, Export This	<input type="text"/> (optional)
Column Number	5 (zero to place at end)
Width In Characters	0 (used only for fixed field lengths)
Alignment	Left <input type="button" value="v"/> (used only for fixed field lengths)

Class Data File Export Template

Use the Student Schedules table.

Label	Value
Name of this template	PT Conferences Classes
Export from this table	Student Schedules
Delimited or fixed-field length?	Delimited <input type="button" value="v"/>
Field delimiter (ignored for fixed-field length)	Comma <input type="button" value="v"/> <input type="text"/>
	<input type="checkbox"/> Surround field values with quotes (" ")
End-of-line (record) delimiter	CRLF <input type="button" value="v"/> <input type="text"/>
Column Titles	<input type="checkbox"/> Put column titles on first row
Mime Type (leave blank for default)	<input type="text"/>
Number Of Columns In This Template	3
Total Width	0 (if using fixed-field length)
Export this template	

New

Column	Title	Width*	Cumulative Row Width
1	Student ID	0	0
2	Course Name	0	0
3	Teachers ID	0	0

*Width applies only to fixed-width import templates, not delimited templates.

[Back to Templates for Exporting](#)

Option	Value
Title/Heading	<input type="text" value="Student ID"/>
Data To Export	<input type="text" value="[students]Student_Number"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="1"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	<input type="text" value="Course Name"/>
Data To Export	<input type="text" value="[courses]Course_name"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="2"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	<input type="text" value="Teachers ID"/>
Data To Export	<input type="text" value="[teachers]TeacherNumber"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="3"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)

Option	Value
Title/Heading	<input type="text" value="Teacher ID"/>
Data To Export	<input type="text" value="[teachers]TeacherNumber"/>
If Blank, Export This	<input type="text"/> (optional)
Column Number	<input type="text" value="3"/> (zero to place at end)
Width In Characters	<input type="text" value="0"/> (used only for fixed field lengths)
Alignment	<input type="text" value="Left"/> <input type="button" value="v"/> (used only for fixed field lengths)