

# DDE

## Course Section Fields

Navigation:

1. Select a building
2. Click on “System” under Setup
3. Click on Direct Database Export (DDE)

<b>Reports</b>	Average Final Grades	Calculate and store averaged final grades.
System Reports	Calculate Honor Roll	Calculate and store honor rolls.
ReportWorks	Change Course Number	Changes a course number system-wide.
<b>People</b>	Change School Number	Changes a school number system-wide.
Student Search	Clear Activities	Clears students activities.
Staff Search	Copy Master Schedule	Copies the master schedule (sections) from one year to another.
Parent Search	Copy School Setup Info	Overwrites existing school information with new information.
Enroll New Student	Custom Fields / Screens	Creates and edits fields and screens for staff and students.
New Staff Entry	<b>Direct Database Export (DDE)</b>	<b>Exports information from database directly.</b>
New Parent Entry	End-of-year process	Closes out and archives student records at end of year.
<b>Setup</b>	Export Historical Grades	Exports historical grades for current school year.
District	Import Report Template	Imports a report from another system.
<b>System</b>	Permanently Store Grades	Changes current grades into historical grades.
Personalize		

4. Select “Courses(2)” for the current table

Start Page > System Administrator > Direct Database Export (DDE)

### Direct Database Export (DDE)

Current Table: Courses (2)

Current Records in Selection: 0

List View Table View Export Records Match Selection Table View Setup

Choose Courses, then hit the Select button...

Select all records in this table

#### Search Courses

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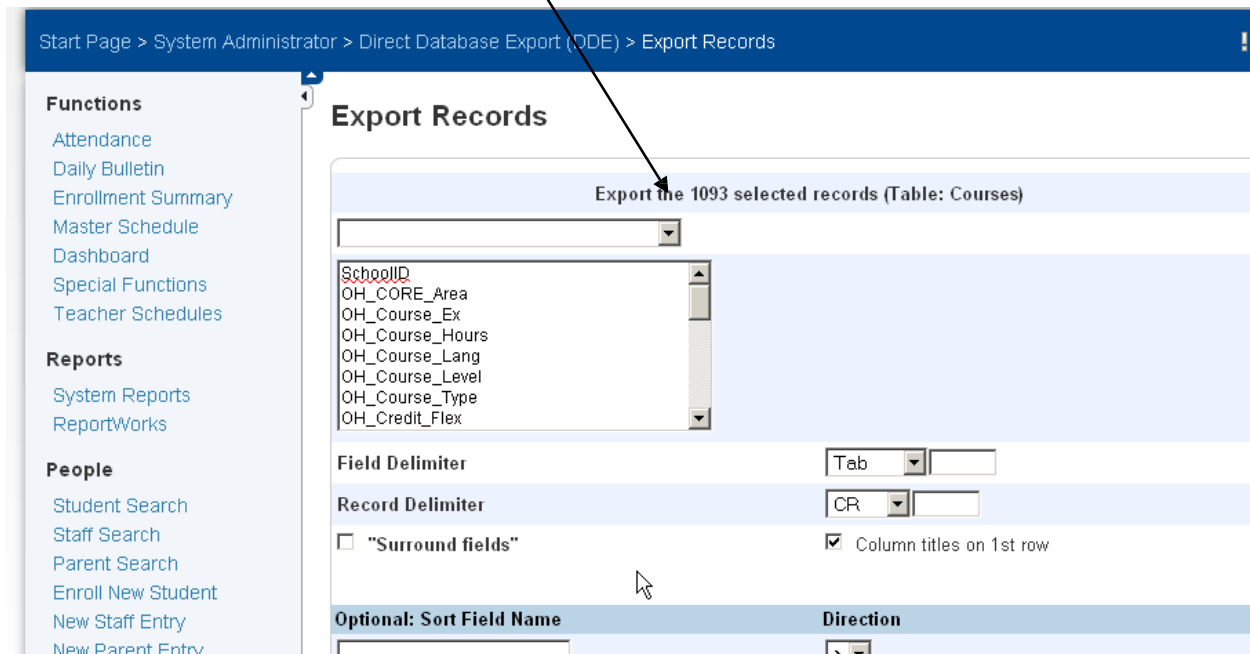
Search only in records belonging to District Office

Search all 845 records in this table Search within the current 0 records only.

- A. Click on “Select all records in this table”. A number will appear – see “Current Records in Selection”:
- B. Click on Export Records

This screen will appear. Use the pulldown to select fields for export. See list below for a list of choices you can copy/paste!

C. Locate the fields needed and populate box.



**Suggestion** – Once you create an export that works for you, save these to a word document so that these can be cut and pasted the next time.

DDE – Primary OH attributes

SchoolID

Course\_Number

Course\_Name

Credit\_Hours

OH\_Subject\_Code

OH\_Course\_Hours

OH\_CORE\_Area

OH\_Curriculum

OH\_Delivery\_Method

OH\_Educational\_Option

OH\_Student\_Population

DDE – **ALL** OH attributes

SchoolID

Course\_Number

Course\_Name

Credit\_Hours

OH\_CORE\_Area

OH\_Course\_Ex

OH\_Course\_Hours

OH\_Course\_Lang  
OH\_Course\_Level  
OH\_Course\_Type  
OH\_Credit\_Flex  
OH\_Credit\_Type  
OH\_CTA\_CBI\_Course  
OH\_CTAE  
OH\_CTE\_College\_Credit  
OH\_Curriculum  
OH\_Delivery\_Method  
OH\_Educational\_Option  
OH\_HQT  
OH\_HQT\_IRN  
OH\_Location\_IRN  
OH\_Program\_Builders\_Code  
OH\_Provider\_IRN  
OH\_Sem\_Code

D. Click on “submit”.

5. Locate spreadsheet - open with Excel. Spreadsheet can be used to filter the data and find out which fields are missing and need corrected.
6. Changes/updates can be made directly in PowerSchool, or you can modify the spreadsheet, and once completed, we will import for you.