Exporting Information for School Photos

Photo companies such as Life Touch, Dewey, Dubba and Harvey require information to produce the photos and format the CD required for uploading into PowerSchool.



5. Copy the following into the window:

| LastFirst | | | |
|----------------|--|---|--|
| Grade_Level | Export the 7244 selected students | | |
| Student_Number | LastFirst Grade Level | ^ | |
| SchoolID | Student Number SchoolID 1301Name | | |
| [39]Name | Home_Room DOB | ~ | |
| Home_Room | | | |
| DOB | | | |

| 6. Click Submi | t Submit | | | |
|----------------|--|------|-----------------|----------|
| 7. Save AS | | | Save Save as | |
| | Do you want to open or save student.export.text from sisasdn.nbed.nb.ca? | Open | Save T | Cancel X |

8. Save the Document to the Desktop with a name that describes the contents: ASDN Photo information for Schools.

| | 11:58 AIVI | All Files |
|---|------------|----------------------------|
| 9. Open Excel and open file. The file has been saved as a | :43 AM | All Excel Files 🗟 🖹 |
| Text file so you will need to change to All Files to find it on | 4:50 PM | Excel Files |
| the Deckton | ::24 PM | All Web Pages |
| the Desktop. | 131 PM | XIVIL FILES Text Files |
| | 2.40 PM | All Data Sources |
| | 3:48 PIVI | Access Databases |
| | .1:32 AM | Query Files |
| | 1:06 PM | dBase Files |
| | :23 PM | Microsoft Excel 4.0 Macros |
| | -27 PM | Worksheets |
| | 11.01 | Workspaces |
| | 11:31 | Templates |
| | .0:20 AM | Add-Ins |
| | 41 PM | Toolbars |
| 10. Click Next twice and then Finish | 1:50 AM | SYLK Files |
| | | Backup Files |
| | | OpenDocument Spreadsheet |
| | _ | |
| | · · · | All Excertiles |
| Cancel < Back <u>N</u> ext > <u>F</u> inish | ools 🔻 | Open 🚽 Cancel |
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11. Email the list to your respective photography company.

Please remember not to send any student information to a photography company if the parents have not signed the media consent form. Any child that does not have consent will have to have their name removed from the Excel file before you send it.