

Exporting from PowerSchool to Excel Quick Reference Card

Exporting from PowerSchool to Excel

Mac OS X

Safari

Currently, Safari does not have the functionality to export information automatically from PowerSchool to Excel; however, use the following procedure to transfer information quickly from the browser to an Excel spreadsheet when you export information.

1. Export information from PowerSchool using Quick Export, Export Using a Template, Direct Database Export, or Direct Database Access
2. When the information appears in a new browser window, choose **File > Save As**
3. From the Format menu, choose **Page Source** and save the file on your desktop
4. Control-click or right-click the exported file (**student.export.text**) on your desktop, and choose **Open With > Microsoft Excel**

If you don't have Microsoft Excel as an option, choose **Other**. In the Choose Application window, choose **All Applications** from the Enable menu, and select **Microsoft Excel**. Then, click **Open**.

Firefox

1. Use Quick Export to export data from PowerSchool
2. Select **Save File** and click **OK**
3. Navigate to your Downloads folder
4. Control-click or right-click the name of the exported file (**student.export.text**), and choose **Open with > Other**
5. In the Choose Application window, choose **All Applications** from the Enable menu
6. Click **Microsoft Excel**
7. Check **Always Open With**

Now, when Firefox gives the options to open or save the file, you can choose **Open**, and the file will open in Excel.

8. Click **Open**

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Windows

Internet Explorer

1. Export information from PowerSchool using Quick Export, Export Using a Template, Direct Database Export, or Direct Database Access
2. Save the export file to your desktop
3. On your desktop, right-click the file (**student.export.text**)
4. Choose **Open**, and click **Select a program**
5. Click **OK**
6. Find and select **Microsoft Excel**
7. Click **Open**
8. Select **Always use the selected program to open this kind of file**

Now, when Internet Explorer gives the options to open or save the file, you can choose **Open**, and the file will open in Excel.

9. Click **OK**

Firefox

1. Use Quick Export to export data from PowerSchool
2. On the Opening student.export.text window, select **Open With**
3. Click **Browse**
4. From the Choose Helper Application window, click **Browse**
5. Find and select **Microsoft Excel**
6. Click **OK**
7. In the Opening student.export.text window, select **Do this automatically for files like this from now on**

Now, when Firefox gives the options to open or save the file, you can choose **Open**, and the file will open in Excel.

8. Click **OK**