PowerSchool ***Students in Sections – DDE***

***Finding total number of students enrolled in each section*** – Use the following instructions to pull information from PowerSchool using DDE.

**Instructions:**

1. On the PowerSchool start page, choose ***System*** from the main menu.
2. Then choose ***Direct Database Export*** ***(DDE)*** from the list.
3. For ***Current Table***: choose ***Sections(3)***.
4. Under ***Search Sections,*** filter the term ID = TermID

(the Term ID for Semester 2 2013-2014 is 2302).



1. Once you have all the above information in the screen, then ***Search all #### records in this table***.
2. If your search is successful, then you will notice the “0” in the ***Current Records in Selection*** change to the number of records you pulled in your search. *Example below changed to 306 records found.*



1. Click - ***Export Records***.
2. On the next screen input the following information into the ***Field Delimiter*** area.

**NOTE:** instead of the table number you could use the table name if you would rather (must be the EXACT name of the table).

Ex: instead of [5] you could use [Teachers] or instead of [2] you could use [Courses]

Just remember that regardless of your preference above you must use the [ ] for either option.

No\_Of\_Student

Course\_Number

[2]Course\_Name

Section\_Number

 [5]LastFirst



All of these fields can be found in this drop down menu, except for the ones pulling from other tables [ ], which will have to be typed in.

1. Remember to click on ***SUBMIT***.
2. This information will now be pulled into EXCEL where it will be easy to see the number of students enrolled in each section.