

Mac OS X

Safari

Currently, the ability to automatically export information from PowerSchool into Excel is unavailable in Safari; however, you can use the following procedure to quickly transfer information from the browser to an Excel spreadsheet each time you export information.

1. Export information from PowerSchool using Quick Export, Export Using Template, Direct Database Export, or Direct Database Access.
2. The information appears in your web browser.
3. Choose File > Save As. Save the information on your desktop.
4. Control-click the exported file on your desktop and choose Open With > Other.
5. On the Choose Application dialog, choose All Applications from the Enable pop-up menu and select Microsoft Excel.
6. Click Open.

Firefox

1. Use Quick Export to export data from PowerSchool.
2. On the "Opening student.export.text" dialog, select "Open with" and click Choose.
3. Select Microsoft Excel on the Choose Helper Application dialog and click Open.
4. Select the "Do this automatically for files like this from now on" checkbox.
5. Click OK.

Netscape

1. Choose Netscape > Preferences.
2. Click Helper Applications in the Navigator section.
3. Click New Type.
4. Enter text/ps-export in the MIME type and Extension fields.
5. Enter PowerSchool Export in the Description field.
6. Click Choose.
7. Choose Microsoft Excel.
8. Click OK.
9. Click OK on the Preferences dialog.
10. Use Quick Export to export data from PowerSchool.
11. On the "Opening student.export.text" dialog, select "Open with the default application (Microsoft Excel)."
12. Click OK.

Internet Explorer

1. Choose Preferences from the Explorer menu.
2. Click File Helpers.
3. Click Add.
4. Enter PowerSchool Export in the Description field.
5. Enter text/ps-export in the Extension and MIME type fields.
6. Click Browse in the File Type Section.
7. Choose Microsoft Excel.
8. Enter TEXT in the "File type" field.
9. Choose View with Application from the How to Handle pop-up menu.
10. Click OK.
11. Click OK on the Internet Explorer Preferences window.
12. Use Quick Export to export data from PowerSchool.
13. Locate the file you exported on your desktop.
14. Select the file and choose Show Info from the File menu (Command-I).
15. Choose Open with Application from the pop-up menu.
16. Click the application icon and choose Microsoft Excel.
17. Click Change All.
18. Click Continue.

Windows

Internet Explorer

1. Use Quick Export to export data from PowerSchool.
2. Save the export file to your desktop.
3. Locate the export file on your desktop.
4. Right-click on the file's icon.
5. Choose Open With from the pop-up menu.
6. Click Choose Program.
7. Choose Excel.
8. Click the "Always use the selected program to open this kind of file" checkbox.
9. Click OK.

Netscape

1. Choose Preferences from the Edit menu.
2. Click Helper Applications in the Navigator section.
3. Click New Type.
4. Enter PowerSchool Export in the Description of type field.
5. Enter xls in the File extension field.
6. Enter text/ps-export in the MIME type field.
7. Click OK.
8. Click OK on the Preferences window.

Firefox

1. Use Quick Export to export data from PowerSchool.
2. On the "Opening student.export.text" dialog, select "Open with" and click Choose.
3. Select Microsoft Excel on the Choose Helper Application dialog and click Open.
4. Select the "Do this automatically for files like this from now on" checkbox.
5. Click OK.