

Step 1:

The Configuration page includes a checkbox for 'Enable PowerSchool Nightly Import' with a help icon. Below it are four input fields: 'BASE URL', 'CLIENT ID', and 'CLIENT SECRET'. The 'CLIENT ID' field is highlighted with an orange circle.

Enabling the PowerSchool Nightly import will Perform a nightly sync with PowerSchool.

Base URL is the URL of your PowerSchool Integration. Client ID and Client Secret are generated when MPW installs the PowerSchool plugin.

Step 3:

The Preview Student ID field is a text input box with a 'Preview' button to its right. The 'Preview' button is highlighted with an orange circle.

The Single Student Preview allows you to import a single student into MPW to ensure that all fields have been mapped correctly

Enter a Student's ID and click **Preview** to preview what everything will be mapped to. If the fields are mapped correctly, click the import button.

Step 2:

The Field Mapping page shows a grid of dropdown menus for mapping PowerSchool fields to MPW fields. The 'Local Id' dropdown is highlighted with an orange circle. Buttons for 'Map Sites', 'Map Grades', 'Set Teacher Parameters', and 'Map Languages' are also visible.

Match the PowerSchool field names with the MPW names by selecting a PowerSchool field from the dropdown list. Only four fields are required for PowerSchool: **Student Number, Last Name, First Name and Site.**

You can select Skip from the dropdown list to pass over a field that you do not want matched.

Step 4:

The Manual Import section features a 'Start Import' button. The text above the button reads: 'Running manual import will start importing your students by mapping their data according to the mapping configuration you chose'.

The results of the import can be viewed in **Utilities: Import Results.**

Click the **Start Import** button to begin the full PowerSchool Import. A looping animation will begin. After you have run the Manual Import, the Nightly Import can be enabled.