
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

PFAI Export

Table of Contents

PFAI Export 1

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Registration > Utilities > PFAI Export

This utility exports ASCENDER data to a .csv text file that can be imported into third-party PFAI software. Physical Fitness Assessment Initiative (PFAI) is the fitness assessment tool used by all districts to assess students in grade levels K-12. One record is created for each student currently enrolled in each selected course.

- District and campus data is extracted from district and campus demographic tables.
- Student data is extracted from the student demographic, student enrollment, and parent tables.
- Course information is extracted from the district course offered current year, campus course offered current year, section offered current year, and meeting time current year tables.
- Instructor data is extracted from the employee demographic table, which is used by the Human Resources and District Administration applications, and the instructor current year table.

NOTE: The extract file being created will include the **Student ID**, **Student Last Name**, and **Student First Name** for each record in order to identify the data belonging to the student. When the extract file is ready to be uploaded using the PFAI Application via TEAL, the three columns will need to be removed from the file in order to meet the data format requirements for the upload.

Click here to view the interface.

Export data:

Select Campus	Select the campus for which to create the export file.
Semester	Select the semester for which to create the export file. The semesters displayed depend on the type of grade reporting used at the selected campus. If two-semester grade reporting is used at the campus, options 1 and 2 are displayed. If four-semester grade reporting is used at the campus, options 1, 2, 3, and 4 are displayed.
Select Period	Select the period.
All Courses	Select to export all courses. Leave blank to export specific courses. If selected, the **Course Selection** field is disabled; you cannot select specific courses. If blank, you can select specific courses.
Include Contact Email	Select to include the parent's (i.e., contact's) email address in the extract.

❑ If you did not select **All Courses**, click **+Add** to add a course to the list.

A blank row is added to the grid.

Course Selection	Type the course number, or click ⋮ to select the course. The field is disabled if you selected **All Courses**.

❑ Click **Execute**.

When completed, you are prompted to save the csv file. The number of students processed is also displayed.

	Click to delete a course from the list. The row is shaded red and will be deleted when you click **Delete Course**.
Reset Courses	Click to clear any courses under **Course Selection**. The grid is cleared.
Delete Course	Click to delete any rows selected for deletion.
Preview Errors	Click to view the error list if errors are encountered. **Review the report using the following buttons**: Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover