TIMS Extract Errors related to PowerSchool Core Contacts or other irregularities.

After downloading the New TIMS Extract, sort the file in Textpad by Column 1 for 1 Character or Search for " (quotation marks) in the file.

This may uncover records with quotation marks at the beginning of the row of student data. These appear to be associated with the student record having " in a field used by the TIMS report, such as an emergency contact name like: Marcus "Johnathan" Smith.

Quotation marks in delimited files result in the file having extra quotation marks added at the beginning and end of the line and also doubles every quotation mark within the field.

The solution is to edit the data in PowerSchool so it no longer contains quotation marks. The student records will then be created correctly in the TIMS Extract and no longer have quotes associated with their row of data.

Another solution is for TIMS Operators to Search/Replace Quotes via a specific process outlined later in this document. Some quotes need to be removed, because they are 'extras' and others need to remain because they are intended and part of the field. This would need done before each UPSTU.

Ideally, PowerSchool Coordinators should review the file upon creation and first extraction and correct all character issues in the student information.

TIMS Operators may want to spot check this, as errors would reappear any time quotation marks are reintroduced into the student record. LEAs should develop a process to notify PowerSchool Coordinators of problematic student records so that they can be corrected.

```
"C88764
"C125346
"D189766
"C284362
"C150610
"C122156
"C121250
"C120467
"C126922
"C334548
"C384319
"C753619
"C624916
"C273317
C1249148
C1980289
```

```
John (.
*, ********
chael ""Andy""
ert
eath ""Chris""
er ""Crawford""
William "".
oshua
 Darrell "".
ic
oger "".
 Joseph "".
ohn
istopher
```

Textpad is a common program installed on LEA TIMS Servers used for reviewing the newstu file and other edits to TIMS Reports. Most TIMS Operators are familiar with opening the NewStu in Textpad.

Searching for Errors in the New TIMS Extract

Open the New TIMS Extract in Textpad
1) Using the "Find Tool", search for one quotation mark " within the file.
   The Find Tool is available under Search > Find .
   A shortcut is shown on the main icon list.
   And the F5 Button will also open the Find Tool.

2) Enter one quotation mark " in the Find What Box
   Make sure Wrap Searches is selected
   Then select Find Next
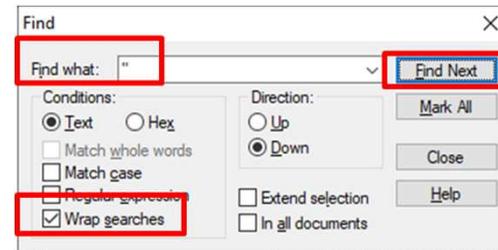
3) If there are student records with PowerSchool Errors, the search will find lines of data with quotation marks at the beginning and end of the row.

```
C1587782723              0208192020001011900 0
C7737968172              0308172020001011900 0"
C3215795779              0508172020001011900 0
```

4) If there are no errors found, you can proceed with UPSTU as normal using this file.

5) If you find Records with Quotations in the TIMS Extract, the best option is to send this list to the PowerSchool Coordinator for correction. If the corrections will be delayed and TIMS Staff want to proceed with UPSTU, there are simple steps to clean the file and proceed as normal.

6) Both solutions will be covered in the next slides.

Identifying All Records with Errors and Communicating with PowerSchool

1) Open the NewStu file in Textpad
2) Go to Tools > Sort
3) Sort the file using the following criteria

> *From = 1*
> *Length = 1*
> *Sort Order = Ascending*
> *Select OK*

4) This will move all records beginning with a quotation mark to the top of the file.
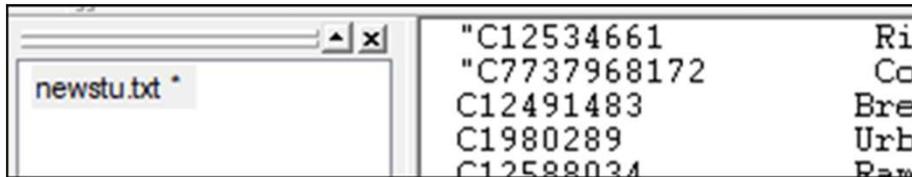
5) The students PowerSchool ID is the digits at the beginning of the row. All IDs with quotations need sent to PowerSchool for correction.

6) For a large number of errors, use Block Select Mode to Highlight/Copy/Paste all of the ID Numbers.

> *Choose Configure > Block Select Mode*
> *Click and Drag to Highlight the Full IDs*
> *Right Click > Copy*
> *Paste in Email to PowerSchool Coordinator*
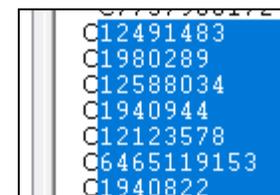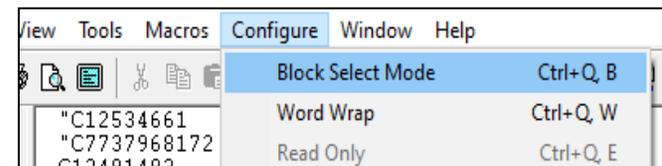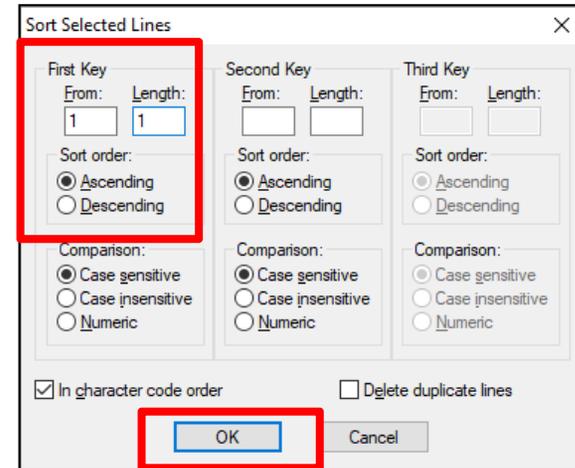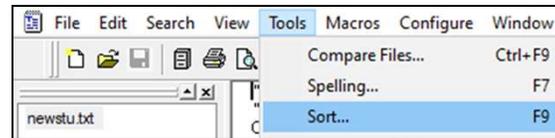
Steps to Clean the NewStu File for Immediate UPSTU

The end goal is to remove all the extra quotation marks from the file, so that the data is positioned appropriately in each line. There may be valid quotation marks within the rows, so a single search and replace **will not work**. Please follow these steps in order. The order is key to it working properly.

Note: In Notepad use Find and Replace (Edit/Replace)

1) Open the TIMS Extract in Textpad
2) Open the "Replace Tool"
        Search > Replace from Main Menu
        Shortcut shown in Icons List
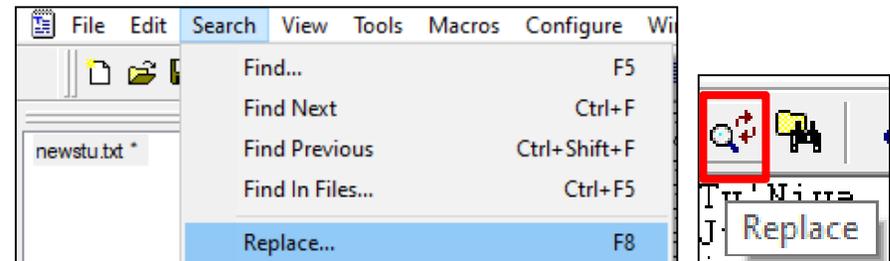
Replacement Step #1 – preserving valid quotations
    Find back to back quotation marks ""
    Replace with back to back percentage signs %%
    Choose Replace All (this may not find any to replace)
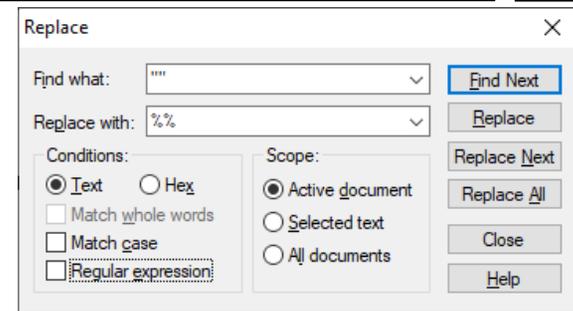
Replacement Step #2 – removing all remaining quotation marks
    Find all quotation marks "
    Replace with nothing (blank out the Replace With Box)
        Note: This is not a blank space, but actually nothing.
    Choose Replace All (this will remove the single quotation mark at the beginning and end of all rows and realign the ID)
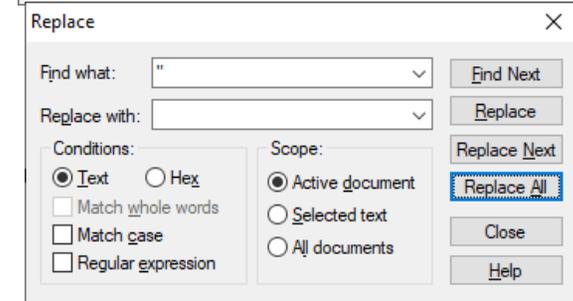
Replacement Step #3 – putting back valid quotation marks
    Find back to back percentage signs %%
    Replace with one quotation mark "
    Choose Replace All
        (This will restore valid " and remove extra characters)