PowerSchool

Setting up EdLink Reports

Steps for Successful Uploads

1. Get security credentials for EdLink sFTP server
2. Whitelist your server that will be used to upload the extracts
3. Create a remote connection to the EdLink sFTP server
4. Schedule each extract to run on a regular basis

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1. Security Credentials for EdLink

- Credential are needed to access sFTP server and create remote connection
- Security Coordinator needs to email **LDOE_LEA_Support@powerschool.com**
- In subject line, include the Sponsor Code and Name
- In body of the email, include any other pertinent information (e.g. identify other technical contacts and/or vendors who may need credentials, list the sponsor codes and sponsor names if support is provided for multiple school systems, etc.)
- Direct questions about credentials to **EdLink360@la.gov**

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2. Whitelist your server

- IP Address of the server that will be used to drop extracts on the PowerSchool sFTP must be whitelisted

- Hosted PowerSchool districts to work with Support to get their IP address

- Security Coordinator needs to email **LDOE_LEA_Support@powerschool.com**

- In subject line, include the Sponsor Code, Name and IP Address or range of IP addresses

- In body of the email, include any other pertinent information (e.g. identify other technical contacts and/or vendors who may require whitelisting of their IP Address(es)

- Home or private IP addresses cannot be whitelisted.

3. Create Remote Connection to EdLink

- Select **Remote Connection Manager** option under System/ System Settings/ Plugin Management Configuration

- Click on Remote Connection Manager at bottom of screen to get to screen to create new connections

Remote Connection Manager Setup

General Information

Plugin Name	Remote Connection Manager
Plugin Description	Manages remote connection for data transfer.
Plugin Version	1.0.0
Publisher	PowerSchool
Publisher Email	support@powerschool.com
Installed By	System
Installed/Updated On	03/28/2018
Enabled	True
Update Plugin	Update

Print Resource Details

Function	Description
Remote Connection Manager	Manage Remote Connections

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Create Remote Connection to EdLink

- Use Create Connection button to add a new connection

- One connection can be used to upload all extracts to EdLink

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Create Connection

Name	EdLink SFTP *
Description	EdLink SFTP
	989 characters left
Protocol	SFTP ∨ *

Host	13.65.236.122 *
Port	22 *
Authentication Type	Password ∨

Username	xxxxxxxxx
Password	•••••••••••
Confirm Password	•••••••••••

Test Connection

Create Remote Connection to EdLink

As of April 2021, the connection values are as follows:

- Protocol = SFTP
- Host = 13.65.236.122
- Port = 22
- Authentication Type = Password
- Finger Print = e4:6d:ac:a1:ef:14:0a:40:46:5b:89:54:d1:7b:06:20
- Remote Path = File_Extracts
- Allow download = checked
- Allow upload = checked

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4. Schedule Extracts

- Extracts should be run from District level and include all schools that are to be reported in a single file

- Files should be uploaded to the EdLink server by 7:00 PM to be processed overnight

- Most extracts should be uploaded nightly

- Each EdLink extract has a prompt to select the Remote Connection to use for the automatic upload to the EdLink server

- Use the PowerSchool Scheduling option within the report to schedule the generation on a regular basis

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4. Schedule Extracts

- Each Output File name option needs to be scheduled separately
- School Year is determined by the year selected at the top right of screen
- Use SFTP connection dropdown to select the EdLink remote connection you set up in Remote Connection Manager

Report Parameters	(Check box on the right to save as default value)		Clear All ⌄
Select Schools*	○ Select Multiple Schools — PowerSchool_Two_-1_8 / PowerSchool_Three_-1_8 / PowerSchool_Four_0_12 / PowerSchool_Five_0_8 / PowerSchool_Six_0_12		☐
	● All Schools		
Select Students*	○ The Selected 0 Students Only ● All Students		☐
Output File Name*	k3_assessments ⌄		☐
School Year*	2020-2021 ⌄		☐
SFTP connections*	(Disable) ⌄		☐

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9

4. Schedule Reports

- At bottom of the report parameter page, select 'Schedule' instead of 'Run Now'

- Under Schedule Settings, select 'Repeat' and specify the frequency of the repeats and when to start

- Identify the time the extracts should be run

- When completed, press Submit

Scheduling

Please select when to run

○ Run Now   ◉ Schedule

Please select schedule settings

Start Date [7/20/2021] 📅   Start Time [🕐 04:00 PM]

○ Run Once

◉ Repeat   ◉ Daily   ○ Weekly   ○ Monthly   ○ Yearly

Please select daily repeat cycle options

☑ Weekdays only

Please select end date range option

◉ No end date

○ Ends on [MM/DD/YYYY] 📅

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Submit

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