

Mass Importing in the PLS Vault

1124 October 19, 2022 [PowerSchool - Admin Portal](#) 1085

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Mass Importing into the PLS Vault

Getting to the Administration Section of the PLS Vault

1. Select a student>Select “Custom Screens” on the left-hand side menu>Select “PLS Vault documents”>Select “Administration”

Student Screens

List (978)

Additional Student Fields
ANET Test Results

PLS Vault Access Log

PLS Vault Documents

PowerSchool SIS

Start Page > Student Selection >PSVault Documents

PSVault Documents

LPS PSVault Resources (Click to Expand/Collapse)

Access Log

Date	Records Accessed	Purpose of Access	Name and Position of Person Accessing
10/23/2025	Enrollment	Responding to a request for records	Paul Bunyan - Clerk
10/23/2025	State Assessments	Other	Scrooge McDuck - Counselor
10/24/2025	Multiple	Reviewing Student Record	Mary Poppins - Teacher
10/24/2025	English Learner Information	Reviewing Student Record	Luke Skywalker - EL Teacher
10/25/2025	Enrollment/Confidential	Adding information to the Student Record	Tony Stark - AP
10/26/2025	Everything	Reviewing Student Record	George Bailey - Principal

Date	Records Accessed	Purpose of Access	Name and Position of Person Accessing
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Archive of documents for [redacted]

Folder: <None> Archive: Administration

Documents

Delete Move Rename Add Download

2. On the “Special Functions” drop down, please select “Mass Import Custom”

Archive of documents for [REDACTED]

Back To Documents Special Functions: Select...

Folders

- <None>
- Access Log
- Consent to Release Records/Records Requests
- Bullying Investigation Letters
- English Learner Information
- Enrollment

Groups [-] [+]

- Everything
- Family Resource Center
- Foster Homeless
- FRC SPED
- Guardian
- Office Staff
- Principal and Assistant Principal

Folder/Group

Folder:

Group:

☐ Upload

Apply Access

Special Functions:

- Select...
- Mass Import PDF
- Mass Import Custom
- Count Documents
- Find Files by Size
- Delete Documents from Import
- Mass Upload File in Existing Folders
- Mass Upload File by School and Grade
- Mass Rename Document
- Mass Export Document
- Mass Copy Document
- Mass Move Document
- Mass Delete Document
- Mass Rename Folder
- Mass Delete Folder
- Manage Admin Users
- Set Access Key
- Set Archive Password
- API Settings

* Archive Download Access Active Sessions: 4

Creating a Template

3. If there is already a template for what you are importing, please skip to section "**Importing**". If there isn't a template, please select the + symbol on the top right.

Import Profiles

[illegible]

Close

Import

4. Insert Template name and select the import type. “Single PDF File with multiple student documents” is for when multiple students are in one PDF file. **“Folder with multiple PDF Documents”** is when there is one student per PDF file and all PDFs are in a folder. If you have multiple PDF files that have more than one student in the same folder, there is no way to mass import the folder. You would need to select the **“Single PDF File with Multiple Student**

Documents” and do one import per each PDF file.

Import Profile

Profile Name :

Insert Name for Template

Import Type :

Single PDF file with multiple student documents

Single PDF file with multiple student documents

Folder with multiple PDF documents

Student Key :

5. The student key is based on what is in the PDF File. Most have **“Student_Number”**. Please do not select **“ID”** as this isn’t the student’s LASID but an internal PowerSchool ID.

Student Key :

id

id

lastfirst

student_number

state_studentnumber

Student Name :

6. We don’t recommend checking these in.

Student Key :

student_number

☐ Remove Student Middle Name

☐ Convert Student Name to First Last

7. **“In document”** is for PDF files with multiple students. **“In File Name”** is for PDF files with just one student.

Key Location :

In Document

In Document

In File Name

8. These options only apply if you selected **“In Document”**. This will have the importer look at each page for the Student Key you selected.

Key Location : In Document ▼

☐ Key follows the First ▼ occurrence of

☐ Search entire page for key

Text that is only found on the first page of each document

Do not import pages containing this text

9. You would set it to find the First, Second or Third occurrence of your Student Key. In the box you would put in what the common factor is for your key across the entire PDF. An example would be “ID: ”. Please keep in mind, if there is a space after the colon you would have to enter it in this box as well.

☐ Key follows the First ▼ occurrence of

10. You would set it to just search each page for the Student Key.

☐ Search entire page for key

11. This one is more catered for the “Single PDF File” imports. This will help the importer see where one single student’s pages begin. For example: If a PDF file has 10 students and 3 pages per student, you would see what each first page has in common. In most cases it is the exam name or “Student ID: “. Please keep in mind, if there are any spaces around this key, you would have to enter it in this box as well.

Text that is only found on the first page of each document

12. Any pages you wouldn’t want to import in each PDF file, the key can be entered in the box.

Do not import pages containing this text

13. Select the folder.

Destination Defaults (Optional: Can be changed at time of import)

Save in Folder : <None> ▼

Save Files As : <None>

- Access Log
- Consent to Release Records/Records Requests
- Bullying Investigation Letters
- English Learner Information
- Enrollment
- Enrollment/Confidential
- Foster
- Homeless
- Restraint Report
- Special Education
- State Assessments
- Student Agreements

OK

14. Enter the name of the file.

Destination Defaults (Optional: Can be changed at time of import)

Save in Folder : English Learner Information ▼

Save Files As : How it will show up in the student's vault|

15. In order to get these two options, you would have to click the Tab Key on your keyboard when you are on the last two options.

Destination Defaults (Optional: Can be changed at time of import)

Save in Folder : English Learner Information ▼

Save Files As : How it will show up in the student's vault.

Cancel

OK

Importing

16. After selecting “OK” you will be brought back to this screen. Please select the template>Import.

Import Profiles

[illegible]

Close

Import

17. Select the + symbol for “Student File”

Import Documents

Import Profile : Test Import

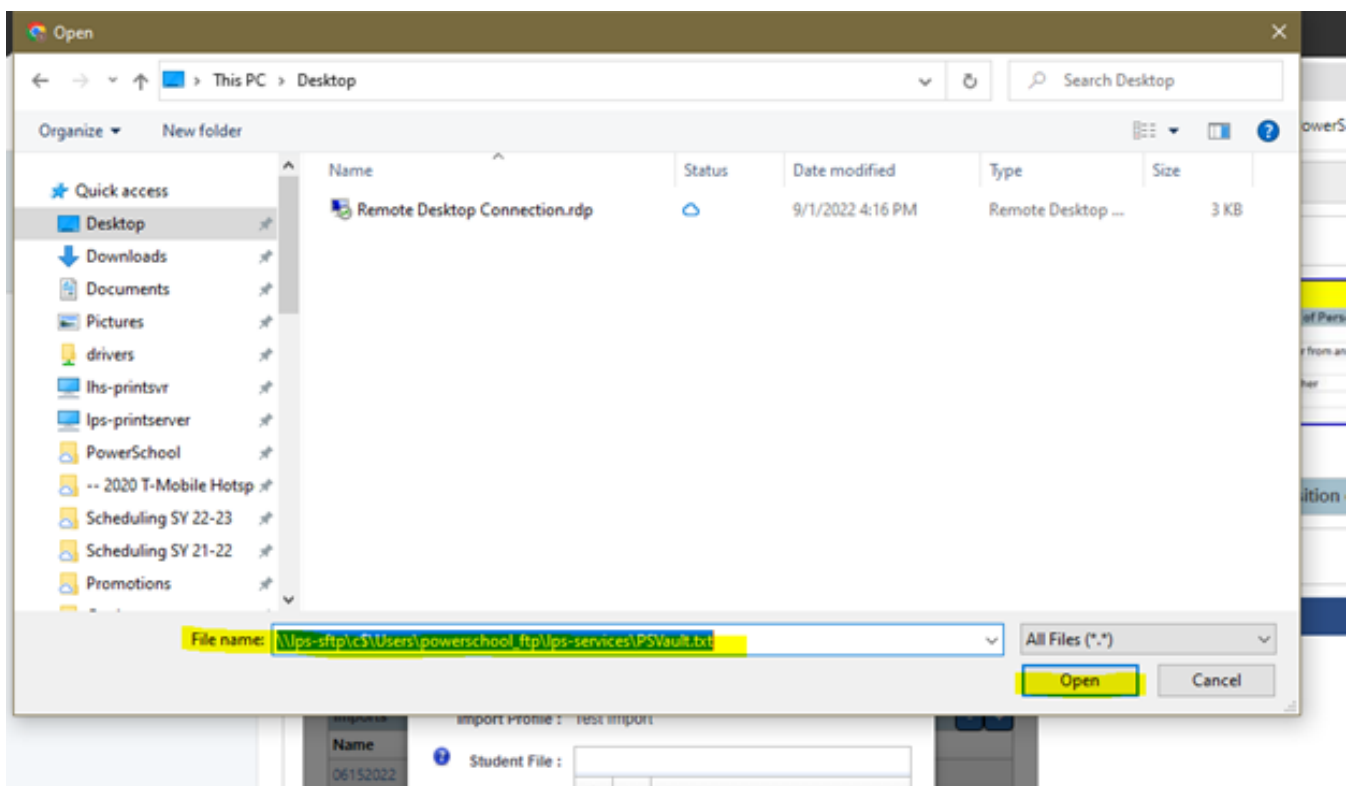


Student File :

+	-	

18. Copy this path in the “File Name” then select “Open”

\\LPS-SFTP.lawrence.k12.ma.usManualInterventionExportsPSVault



19. Select the + symbol for “Document File”

Import Documents

Import Profile : Test Import



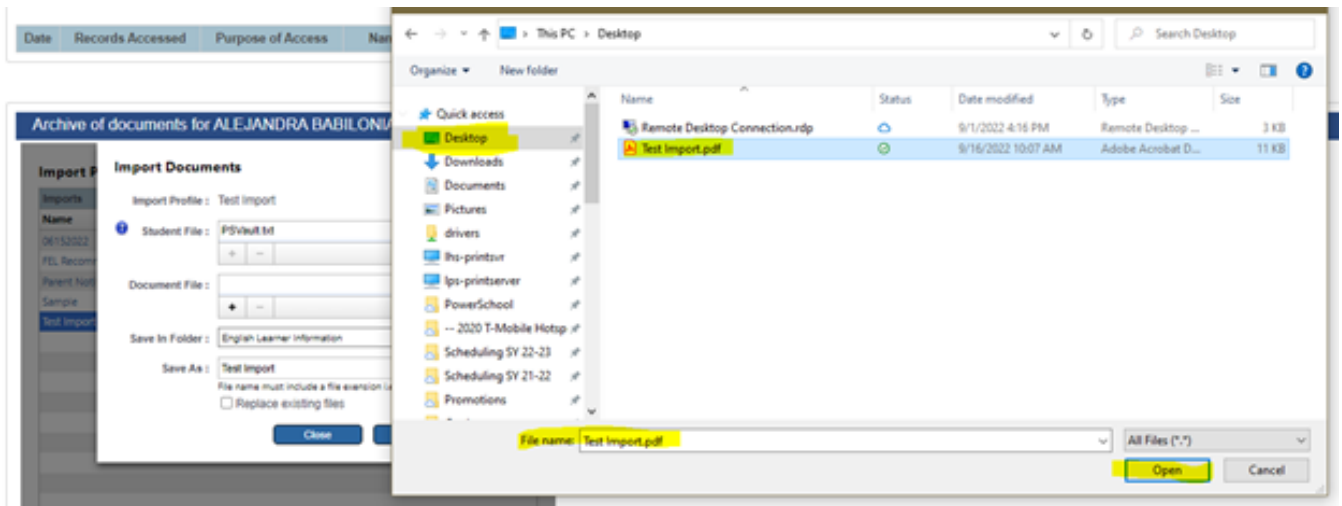
Student File : PSVault.txt



Document File :



20. In this pop up please find the import folder or PDF file>Select “Open”



21. These two options defaults from the selected template but you are able to modify before importing. Please make sure to include the file extension. Select “Import”.

Import Documents

Import Profile : Test Import



Student File :

PSVault.txt



Document File :

Test Import.pdf



Save In Folder :

English Learner Information



Save As :

Test Import.pdf

File name must include a file extension i.e. ".pdf"

☐ Replace existing files

Close

Import

22. After the import goes through this pop up will show up providing a concise import log. For a more detailed import log please select "Download Import Log".

Import Results

Duration : 3.33 seconds

Students Imported : 63,099

Documents Imported : 0

Pages Processed : 0

Rejected : 0

Message :

Close

Download Import Log

23. After the import is complete, we recommend checking at least 3 students per PDF file to ensure one student didn't receive all the pages in the one PDF file.

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=1124>