

ReadMe

From Loop through BBEM Lists and save results to SharePoint

[Sharing my Power Automate flow: Get multiple Education Management List results as CSV files to SharePoint — Blackbaud Community](#)

SaveBBEMListCSVFilestoSharePoint.zip

Flow Summary

This flow, titled 'Loop through BBEM Lists and save results to SharePoint', retrieves items from a SharePoint list of BBEM lists; executes an Advanced, Basic, or Sky list in Blackbaud Education Management for each item; monitors each list job's status; retrieves results; and saves results as csv files to SharePoint. If any job or file creation fails, a notification email is sent.

Connections

This flow requires the following Power Automate connectors:

1. Blackbaud Sky Add-ins (premium)
2. SharePoint (standard)
3. Office 365 Outlook (standard)

Use Cases

Use this flow to quickly add and remove Advanced, Basic, or Sky lists or change save locations with easy updates to a SharePoint list. With a single Power Automate flow controlled by the SharePoint list, you may have some queries going into one SharePoint folder for a Union in Power BI, while others are saved in another location for different handling. You can turn on and off which queries are executed. Consider uses for one or more development copies of this flow that execute manually and reference one SharePoint list while maintaining a production copy running on a schedule and using a SharePoint list of production-ready lists and file paths.

Usage Instructions

1. Create a SharePoint list as specified under "Dependencies" below.
2. Import the flow (.zip) at make.powerautomate.com
3. Update steps to set variables: NotificationEmailAddress , ListSiteURL, ListName, FileFolderPath.
4. OPTIONS:
 - a. If your file destination is a different site, update the step to initialize FileSiteURL.
 - b. If you want to use the file destinations specified in the SharePoint list, update the step "Condition to update save destination form SharePoint List." Moving the set variable actions from False to True will reset FileSiteURL, FileFolderPath, and FileName to the values specified in the SharePoint List.

5. Save and test the flow.
6. The flow loops through each item in the SharePoint list, executes the query, and saves the results as a file in SharePoint.
7. If any step fails, a notification email is sent with details.
8. Update the trigger to schedule the flow or continue to execute manually on-demand.

Dependencies

The flow depends on a SharePoint list with the fields listed below. Create a list in a SharePoint site. For example, the SharePoint list might be named “BBEM_Lists.” You may add additional fields to describe the query, track edit dates or provide comments. Title is a required field.

Field Name*	Data Type	Description
Title	String	List name
ListType	String	The type of list being executed. Accepted values: "Basic", "Advanced", "Sky".
ListID	Numeric	The ID of the Advanced, Basic, or Sky list to execute
SharePointSiteURL	String	The site URL for saving output files
FolderPath	String	The folder path in SharePoint for file storage
FileName	String	The name of the output file to be saved
Include	Yes/No	“Yes” for the queries to run and save

**Flow depends on fields named exactly as defined here, but field order does not matter.*

BBEM_Lists ☆							
Title	ListType	ListID	SkyListCategory	FileName	SharePointSiteURL	FolderPath	Include
PBI_AthleticRoster	Advanced	13724		AthleticRoster2.csv	https://blackbaud.s...	Power BI Sample Data/BBEM/	✓
Basic List Example Registered Students	Basic	15737		BasicListTest.csv	https://blackbaud.s...	Power BI Sample Data/BBEM/	
PBI_GPA_student_list	Sky	39	Student List	CumulativeGPA.csv	https://blackbaud.s...	Power BI Sample Data/BBEM/	✓

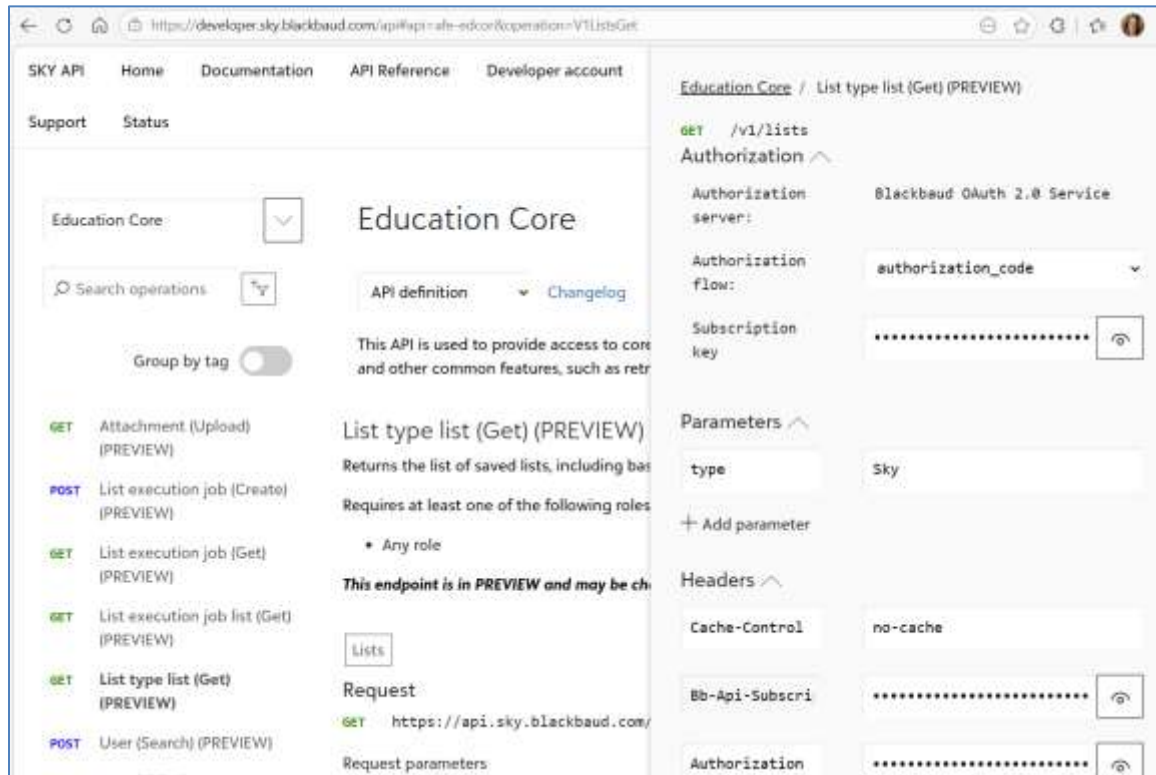
Sky Lists

“Sky” lists in Blackbaud’s Education Management are created through the “Build a new list” action on the Reporting > Manage Lists page. Sky lists are accessible on the Managed Lists page below the List actions.

The screenshot displays the 'Manage lists' interface in Blackbaud's Education Management system. At the top, a navigation bar includes links for Home, People finder, Group finder, Attendance, Conduct, Grades, Scheduling, Communication, Content, and Reporting. The 'Reporting' tab is active. Below the navigation bar, the 'Manage lists' section is titled. Under 'List actions', there are two primary options: 'Build a new list' (described as starting from scratch and fine-tuning with filters) and 'Manage basic and advanced lists' (described as requesting information from the system to gain insight into data). Below these actions, a section titled '2 Lists' with a 'Refresh' link shows a table of existing lists. The table has columns for List name, Type, Last edited on, Last edited by, and Owner. Two lists are listed: 'PBI_CumulativeGPA' and 'PBI_GPA_student_list', both categorized as 'Student List' and created/edited by 'Rebecca Sundquist'.

	List name	Type	Last edited on	Last edited by	Owner
...	PBI_CumulativeGPA	Student List	3/1/2026 3:38 PM	Rebecca Sundquist	Rebecca Sundquist
...	PBI_GPA_student_list	Student List	5/11/2026 10:10 AM	Rebecca Sundquist	Rebecca Sundquist

Unlike the display layout for Basic and Advanced lists, the list ID is not readily displayed for Sky Lists. Accessing the List ID requires using the new Education Core API endpoint **GET List type list**. Through the SKY API Console's "Try It" feature at [SKY API Reference - Education Core - GET List type list](#), you can request the list of lists where type = "Sky."



Locate your list in the returned JSON. In this example, the List ID is 39.

```
    }, {
      "id": 39,
      "name": "PBI_GPA_student_list",
      "type": "Sky",
      "category": "Student List",
      "description": "",
      "created_by": "Rebecca Sundquist",
      "created": "0001-01-01T00:00:00+00:00",
      "last_modified": "0001-01-01T00:00:00+00:00"
    }, {
```

For instructions on how to use the "Try it" feature through the Sky API Console visit [Try the API - SKY API](#).

Variables

After you have created your SharePoint list, as described above, import and edit the flow to set the variables: var_ListSiteURL, var_ListName, var_FileFolderPath, and var_NotificationEmailAddress. All flow variables are defined below.

Variable Name	Description	User set?
var_ListSiteURL	SharePoint site URL containing the list of QueryIDs to process	In flow
var_ListName	Name of the SharePoint list with QueryID and file details	In flow
var_NotificationEmailAddress	Email address for error notifications	In flow
var_FileFolderPath	Folder path in SharePoint for saving files	In flow or optionally In list
var_FileSiteURL	SharePoint site URL for saving output files. Defaults to value set in var_ListSiteURL.	In flow or optionally In list
var_FileName	Name for the output file	Automated in flow or optionally set in list
var_ListID	Query ID from the SharePoint list item	In list
var_ListType	Advanced, Basic, Sky	In list
var_JobID	System record ID for the executed list job	Automated
var_JobStatus	Status of the list job execution	Automated
var_JobError	Capture any error message if Job does not complete.	Automated
var_FileStatus	Status of the file creation	Automated
var_ResultsURI	URI for downloading list results	Automated
var_FlowStatus	Overall status of the flow	Automated
var_FileTrackerArray	Array tracking the file and query statuses	Automated

Troubleshooting Tips

If the flow fails to create a file or execute a query, the flow status will be set to 'Incomplete' and a notification email will be sent.

- Review the notification email for details on which step failed.
- Check that QueryID, SharePoint site URL, folder path, and file name are correct in your SharePoint list.
- Ensure Blackbaud Sky Add-in, SharePoint, and Outlook 365 connectors are authenticated.
- Update the timeout parameter of the “Do until job execution ends” control if any list job takes longer than 15 minutes to execute.