Student Searches
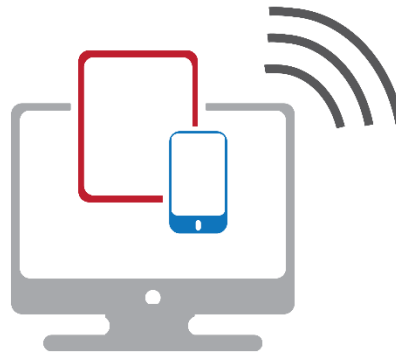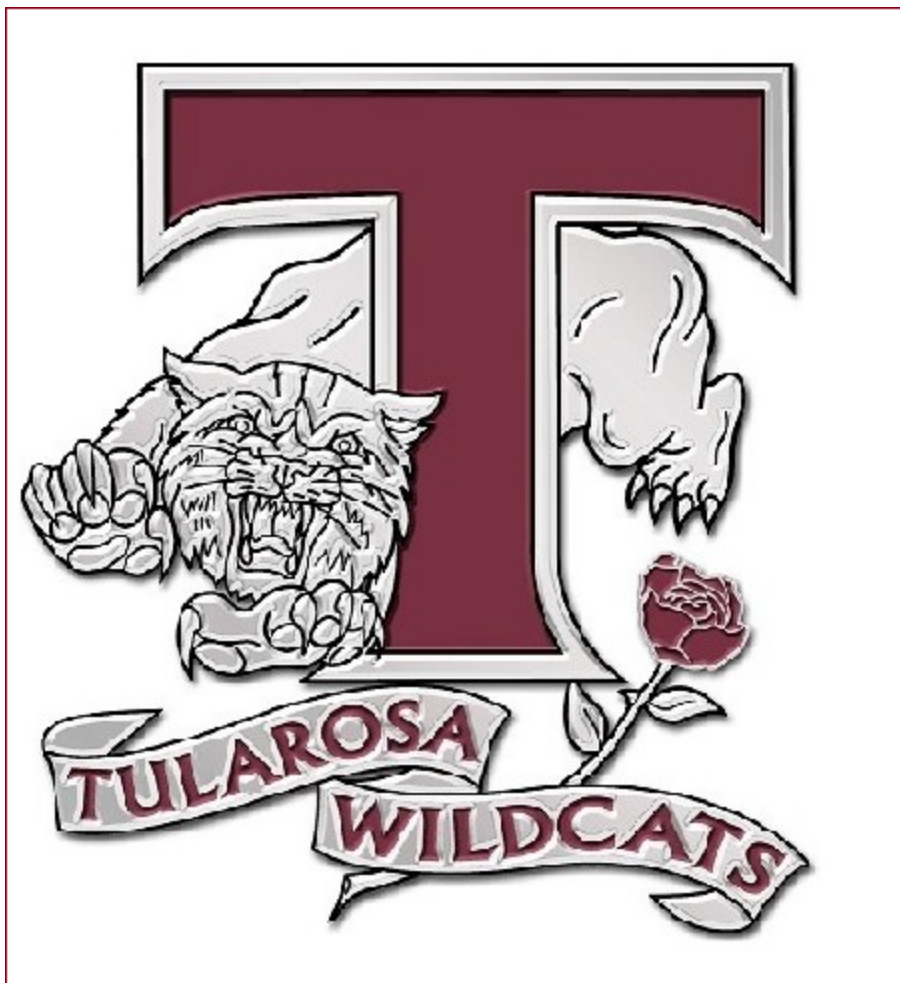
Agenda

- Accessing student data – search techniques
- Basic searches
- Search commands
- Compound Searches and Search Codes
- Stored searches and stored selections
- Special searches – gpa, grades, attendance, log entries
- Other ways to get student groups
- Q & A

What goes in, can be found

Personalize Your Searching

- **Smart Search-** automatically provides a drop-down list of suggestions that you may choose from, including students, staff, stored searches and fields

Start Page

| Students | Staff | Contacts |

smi

- Smith, Aaron A
- Smith, Amy G
- Smith, Andy
- Smith, Anna
- Smith, Bob
- Smith, Casey
- Smith, Edward
- Smith, Garrett B

Personalize – Smart Search

19.X Version

Start Page > Personalize >
Interface _ Enable Smart
Search

Personalize - Interface

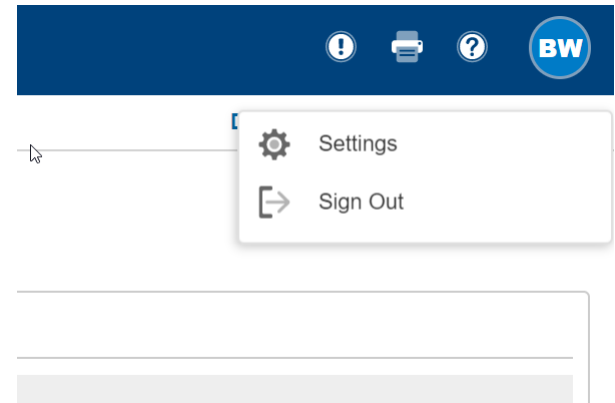| Personalize Options	
Enable task navigator	☐
Smart Search Options	
Enable Smart Search	☑
Include Inactive Student/Staff Results	☑

20.4 Version

Smart Search is automatically
enabled. To edit, go to user >
settings

⚠ 🖨 ❓ **BW**

⚙ Settings

➡ Sign Out

Smart Search Options

☐ **Disable Smart Search**

☑ **Include Inactive Student/Staff Results**

Searching Basics

Active vs Inactive

- Using any of the quick buttons will only find Active Students unless you have enabled the inactive option under Smart Search.
- Using the forward slash ("/") in front of your search criteria will add all inactive results along with your active results that meet your search criteria.

The Basics – Version 19.X

Advance Search Options

See all Student Fields

Start Page

| Students | Staff | Contacts |

[search box] 🔍 ☐ Advanced ☐ Include Remote Enrollments View Field List

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All Stored Searches Stored Selections

Include Students taking classes in this school but enrolled in another school

- Alphabetic by last name
- Grade Level
- Gender
- All in the building

- Type in search box
  - Last name of student
  - student number
  - search commands/codes

The Basics – Version 20.4

Start Page

Students ∨	All ∨		🔍	❓

9 10 11 12 F M B All ☐ **Include Remote Enrollments**

Stored Searches   Stored Selections   View Field List   Advanced

- Drop down has replaced the tabs for Students/Staff/Contacts
- Common field searches are now available below the 'All' dropdown.
- Alphabet searching will need to be enabled if you want them displayed again.

Start Page

Students ∨	All ∨	

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
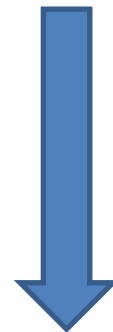
K 1 2 3 4 5 6 7 8 9 10 11 12 F M B All

Stored Searches   Stored Selections   View Field List   Advanced

Interface

☐ **Disable New Experience**

☐ **Display Quick Search Alphabet**

☐ **PowerSchedule Task Navigator**

Help is Back!

Start Page

Students ∨ | All ∨ | [ ] | 🔍 | ❓

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 6 7 8 9 10 11 12 F M B All

Stored Searches   Stored Selections   View Field List   Advanced

Current Student Selection (0)

💬 There are no search results.

Search Commands for Field Searches

Field – Comparator - Value

The Field List

PowerSchool Field List:

Filter: [   ]

Student Field Name		
1. Activities.band	265. S_MI_STU_GC_X.ecAdminUnit2	529. S_MI_STU_GC_X.seExitDate
2. Activities.basketball	266. S_MI_STU_GC_X.ecAdminUnit3	530. S_MI_STU_GC_X.seFAPEDate
3. Activities.decathlon	267. S_MI_STU_GC_X.ecAdminUnit4	531. S_MI_STU_GC_X.seHours
4. Activities.football	268. S_MI_STU_GC_X.ecAdminUnit5	532. S_MI_STU_GC_X.seIEPAnotherDist
5. Activities.golf	269. S_MI_STU_GC_X.ecaEntryDate1	533. S_MI_STU_GC_X.seIEPDate
6. Activities.helping_hands	270. S_MI_STU_GC_X.ecaEntryDate2	534. S_MI_STU_GC_X.seInitialDays
7. Activities.nat_honor_society	271. S_MI_STU_GC_X.ecaExitDate1	535. S_MI_STU_GC_X.seInitialResult
8. Activities.show_choir	272. S_MI_STU_GC_X.ecaExitDate2	536. S_MI_STU_GC_X.seInitialResultDate
9. Activities.soccer	273. S_MI_STU_GC_X.ecaOutcome1A1	537. S_MI_STU_GC_X.seInitialTimely
10. Activities.swim_team	274. S_MI_STU_GC_X.ecaOutcome1A2	538. S_MI_STU_GC_X.seInitialTimePC
11. Activities.track_field	275. S_MI_STU_GC_X.ecaOutcome1B1	539. S_MI_STU_GC_X.seMinutes
12. Alert_Discipline	276. S_MI_STU_GC_X.ecaOutcome1B2	540. S_MI_STU_GC_X.sePEPE
13. Alert_DisciplineExpires	277. S_MI_STU_GC_X.ecaOutcome2A1	541. S_MI_STU_GC_X.sePlanType
14. Alert_Guardian	278. S_MI_STU_GC_X.ecaOutcome2A2	542. S_MI_STU_GC_X.sePrgm1

- Different Fields based on your state reporting and any district customizations
- Don't memorize the field number!

Comparators

Comparator	Meaning
=	equals
<	is less than
>	is greater than
<=	is less than or equal to
>=	is greater than or equal to
#	does not equal
in	is [field] present in the search argument?
contains	is the search argument contained in the [field]?
!contain	is the search argument not contained in the [field]?
@	wildcard

Search Comparators '=, <, <=, >, >='

- Grade_Level=9   Returns all 9th graders

- Grade_Level<9   Returns students in grade 8 and lower.

- Grade_Level>=9   Returns students in 9, 10, 11 and 12th grades

Search Comparator -

- Does not Equal a value
  - LunchStatus#p – Who does not have a value of 'P' in their field? Returns students with any value other than 'P'.

- Does not Equal Blank
  - S_MI_STU_GC_X.homelessStatus# - this will return students that have a value in this field.
  - Alert_Medical# - Returns students that have a value in the alert field.

Search Comparator – In and Not In

- Grade_level in 3,5,8 – will return students in those grade levels only.

- Racecode in I,B – will return all students with those specific Scheduling/Reporting Ethnicity values.

- Race.FedCode not in I,B,W – will return all students that have a value in their Federal Race field other than the ones listed here.

Search Comparator – contains or !contain

- Street contains Main – will return all students with Main anywhere in the Street Field. It could be Main Street, Main Trail, house number doesn't matter.

- Alert_medical contains peanuts – returns students with a peanut allergy included in the medical alert.

- Home_Phone !contain (555) – will return all students who do not have an area code of (555) regardless of the rest of the phone number.

**This search does not have to be exact like the equal comparator. More flexible.

Search for Check marks

When searching on a field that uses a check mark:

With a check mark =1 or can also look for # with nothing filled in.

Without a check =0 or can also look using = with nothing filled in.

Does the student play Football?

Activities.Football =1 or Activities.Football#

Is student excluded from State Reporting (field may be different per state)?

State_ExcludeFromReporting = 1

Does student have Special Education Flag set? (Depends on your state reporting)

S_MI_STU_GC_X.flagSpecEd=1

Search Comparator - Wildcard @

First_name =jen@

Student
Bailey, Jenilyn H
Kern, Jennifer T
Page, Jenna P
Roberts, Jennifer S
Smithy, Jenna E

Street = @Main@

Address
123 Main
235 Kilmaine Ct
12345 Main St

You cannot use the @ or wildcard comparator for numerical fields, such as student numbers.

Special search – Search Codes

Fields List – scroll down to Search Codes

PowerSchool Field List::

Students Search Code		
1. *allstudents	7. *enrolled_in	13. *not_enrolled_in_period
2. *as_of	8. *fee.fee_balance	14. *number_of_classes
3. *attendance_points	9. *has_completed_course	15. *secondarystudents
4. *birthday	10. *has_not_completed	16. *special_program
5. *cumulative_credit_hours	11. *hours_requested	
6. *currenthours_requested	12. *not_enrolled_in	

PSUG Events
VIRTUAL Conference

Search Code Examples

- *birthday=today - Find students with a birthday today
- *birthday=5/13 - Find students with the birthdate of 5/13 regardless of year.
- *enrolled_in= MAT1100 – Finds students with that course on their schedule.
- *has_completed_course = MAT1100 – Finds students with that course in their historical/stored grades
- *has_not_completed_course = MAT1800 – Finds students that do not have this course in their historical/stored grades.
- *number_of_classes <5 – Finds students that have 4 or less classes on their schedules.

Compound Searches **;**

- AND Search- returns results for those who meet both
  - Gender=M;Grade_Level=4
  - *birthday=today;Grade_level>=3;Grade_Level<=6
  - *birthday>=7/1;*birthday<=7/31

- Only limit to the number of compound searches together is when you have chosen a search that provides no return of students/staff.

Missing Photos

- PhotoFlag=0

Returns a list of all students with no photo.

Advanced Search – Version 19.X

Start Page

| Students | Staff | Contacts |

[ ] Advanced [ ] Include Remote Enrollments View Field List

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All Stored Searches Stored Selections

[✓] Advanced [ ] Include Remote Enrollments View Field List

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All Stored Searches Stored Selections

Search Results (0)

There are no search results.

Current Selection | Set | Add | Subtract | Within

Current Student Selection (475)

Student	Student Number	Grade Level	Date of Birth
Alfonso, Scott	7	11	11/16/2003
Allred, Alfred P	9	10	5/1/2003
Almanza, Harold	12	11	8/18/2003
Anderson, Barry	13	12	11/29/2001
Anderson, Cameron	25	12	10/17/2001

<< < **1** 2 3 4 5 > >>

Select By Hand | Select Function

Advanced Search – Version 20.4

- **Set**
  Makes the selection the Current Selection

- **Add**
  Adds the selection to the Current Selection

- **Subtract**
  Subtracts out anyone in the selection from the Current Selection

- **Within**
  Only keeps records from the Current Selection that are in the new selection

Version 20.4 Direct Field Search

Version 20.4 Direct Field Search

- Provides valid comparators

- Provides code sets for fields that have particular codes

- Can only use the field one time.

- Allows you to add and remove the field output as needed for your current selection.

- Works the same for Student, Staff and Contacts. However also follows user security access.

Start Page

| Students ⌄ | All ⌄ | | 🔍 ❓ |

9 10 11 12 F M B All ☐ Include Remote Enrollments

Stored Searches   Stored Selections   View Field List   Advanced

Current Selection   [Clear All]   [Gender: Male ⊗]   [Grade Level: 10, 12 ⊗]   [First Name: br ⊗]

Current Student Selection (17)

Student	Student Number	Grade Level	Date of Birth
Adair, Brandon	3	12	12/12/2002
Dailey, Brody C	918	12	6/10/2002
Grantham, Bryce H	985	12	11/16/2002
Hanson, Brock H	1309	12	11/17/2002
Herman, Brian P	1334	12	4/29/2002
Holweger, Brian P	1344	12	4/30/2002

Version 20.4 Live Search

Select the plus symbol to add the student to your current selection. If you want all the results you can select the magnifying glass or hit enter.

If you want inactive to be included, you either need to select that option under your settings or use the '/'.

Select by Hand

Select by Hand

- Creating a current selection with specific students can be done with 'Select by Hand'.

Start Page

| Students | Staff | Contacts |

[_____] 🔍 ☐ Advanced   ☐ Include Remote Enrollments   View Field List

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9   10   11   12   M   F   All   Stored Searches   Stored Selections

Current Student Selection (14)

Student	Student Number	Grade Level	Date of Birth
Falk, Chelsea R	953	11	6/20/2003
Farley, Lacey D	954	12	11/24/2001
Farnsworth, Chris	955	10	3/12/2003
Faulkner, Kindra G	956	12	7/5/2001
Fenner, Linda	957	11	2/28/2002
Fisher, Christopher F	959	12	7/12/2002
Flom, Crystal	960	11	6/24/2003

[Select By Hand]   [Attendance Change][▼]

Select by Hand

- After choosing the option to select by hand, you then get the checkboxes next to the student names. Once you have your selection done by adding or removing the checkboxes, you must select 'Update Selection'.

Select by Hand – Group Functions

Group Functions

Current student selection: 10

Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Screens	Shows student pages for currently selected students.

Attendance

Attendance Change	Changes attendance records for one or many days for currently selected students.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.

Using the group function option you will then need to follow the instructions to use the CTRL key or Command for Mac users and left mouse to select the students.

Select Students By Hand - (10)

Hold down the CTRL key to make multiple selections

```
(3)       (12/17/00) (12) Adair, Brandon
(2)       (12/08/98) (12) Adams, Julie
(6)       (06/26/00) (12) Aikinson, Andy G
(11)      (03/27/01) (12) Allred, Jacee L
(20042)   (10/30/01) (12) Anderson, Trevor
(27)      (08/29/01) (12) Andrews, Illana
(47)      (04/09/01) (12) Bondy, Bethany P
(49)      (06/17/00) (12) Bowen, Greg R
(52)      (05/09/01) (12) Brady, Jonathan F
(55)      (09/08/00) (12) Brewster, Annie G
```

○ Keep selected students
○ Remove selected students

[Functions] [Selections]

Stored Searches vs
Stored Selection

Stored Searches

- Stored Searches are shared across the District
- Use a specific naming convention
- Be aware that ANYONE can edit

Stored Searches

New	
Name of Stored Search	**Perform Search Now**
8th Graders G-O	Run Search
Family IDs	Run Search
January Birthdays	Run Search
Seniors with less than 10 Credit Hours	Run Search
Soccer Boys	Run Search
Soccer Girls	Run Search

Stored Searches

- To edit Click on the Name of Stored Search

- To Create a New Search Click on New Button

- To Execute a search Click on Run Search

Stored Searches

	New	
Name of Stored Search		**Perform Search Now**
8th Graders G-O		Run Search
Family IDs		Run Search
January Birthdays		Run Search

Stored Searches

- To Create/Edit Searches
  - Give the search a name
  - List the search arguments on their own line

Stored Selections

- Static List - Snapshot in time
  - Same list even if the students no longer meet the original requirements.

- Common Uses
  - List of students on count day
  - List of students you were working on and know you need to go back to.

Stored Selection

- Can be accessed from the start page or through group functions.

Start Page

Students	Staff	Contacts

A B C D E F G H I J K L M N O P Q R S T U V W X

9   10   11   12   M   F   All   Stored Searches   Stored Selections

Current Student Selection (14)

Student	Stu...
Falk, Chelsea R	
Farley, Lacey D	
Farnsworth, Chris	
Faulkner, Kindra G	
Fenner, Linda	

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

✓
Attendance Change
Batch Address Validation
Batch Boundary Validation
Data Validation Report
Enrollment Summary
Export Using Template
Fee Functions
Graduation Plan Selection
Graduation Progress Report
Graduation Progress Summary
ID/Password Assignment
Immunization Compliance
Invalid Requests
LDAP Directory Synchronization
List Students
Mass Enroll in Classes
Next School Indicator
Print Report
Print Mailing Labels
Quick Export
Re-Enroll in School
Reports Menu
Save Stored Selection
Search By GPA
Search By Grades/Attendance

Stored Selections

18 Students records in current selection

Name of new selection | current selection

- ◉ SAVE the current selection with a new name
- ◯ ADD records that belong to ANY of the checked selections TO the current selection
- ◯ FILTER records in current selection BY records that belong to EVERY checked selection
- ◯ CREATE a NEW selection based on records that belong to ANY of the checked selections
- ◯ CREATE a NEW selection based on records that belong to EVERY checked selection
- ◯ DELETE all checked selections
- ◯ PUBLISH all checked selections for other users

Selections	Published	#	
☐ 2016 ending		204	Go Functions

If Publish others
can change it

Stored Selections

18 Students records in current selection

Name of new selection | current selection

● SAVE the current selection with a new name

○ ADD records that belong to ANY of the checked selections TO the current selection

○ FILTER records in current selection BY records that belong to EVERY checked selection

○ CREATE a NEW selection based on records that belong to ANY of the checked selections

○ CREATE a NEW selection based on records that belong to EVERY checked selection

○ DELETE all checked selections

○ PUBLISH all checked selections for other users

Selections	Published	#	
☐ 2016 ending		204	Go Functions

Get the students
and go to Functions

Special Function Searches

Search by GPA

Search By GPA

Option	Value
Scan these	● 641 currently enrolled students ○ selected 475 students
Who are enrolled in this	course.section number [ ]

	A	B
1	☐	☐
2	☐	☐
3	☐	☐
4	☐	☐

teacher [All Teachers ▼]

Option	Value
Whose cumulative GPA is	greater than ▼ [ ] GPA method: Grade Count ▼
Whose term GPA ([ ]) is	greater than ▼ [ ] GPA method: Grade Count ▼
Whose current GPA is	greater than ▼ [ ] GPA method: Grade Count ▼
Who were enrolled as of this date	MM/DD/YYYY 📅
Who match this search	[ ]

Only the specified criteria entered will be used to perform the search.
Fields left blank will be ignored.
Note: GPA searches may take several minutes to complete.

Search by Grades or Attendance

Search by Grades/Attendance

Search By Grades/Attendance

Which students to include	● The selected 475 students ○ All 641 currently enrolled students
Term	19-20 Year
Minimum # of classes needed to meet search criteria	8
☐ **Scan for this final grade** (comma separated)	Any = ▾ F,D-,D,D+
☐ **Scan for this final grade percentage**	> ▾
☐ **Scan for this citizenship grade** (comma separated)	Any = ▾
☑ **Scan for attendance**	Scan this attendance mode Meeting ▾ for this attendance code All Absent Codes ▾ < ▾ 8 Periods ● Cumulative per Section Enrollment Record ○ Total Count
When scanning attendance	● Scan all attendance records ○ Only scan records in this date range 01/01/2011 ▦ - 5/14/2011 ▦
Scan for grades in	Historical grades ▾ Store code/Final grade: S2
Scan for all classes enrolled	● as of this date 05/13/2020 ▦ ○ anytime during the current term
Results	● Make this the current selection of students ○ Display matching students & Sections
	Search by GPA

Search Perfect Attendance

Perfect Attendance Search

Option	Value
Attendance mode to use	Meeting ▾
Students to scan	● The selected 475 students ○ All 641 currently enrolled students
Date range to scan	06/01/2016 🗓 - 06/30/2016 🗓
Disregard these codes when searching	T,TE,S,F

Note: This operation may take 20 minutes to complete. All enrollment records in the date range specified will be scanned. Any attendance record containing any attendance code other than those specified above will cause that student to be excluded from the report output.

Search Log Entries

Log Entries Search

Option	Value
Log Type *	[▼]
Log Subtype	[▼]
Log Consequence	[▼]
Contain this text	[ ]
And contain this text	[ ]
Does not contain this text	[ ]
Title contains this text	[ ]
Entered on or after this date	MM/DD/YYYY 🗒
Entered on or before this date	MM/DD/YYYY 🗒
Student Grade Level	[ ]
Author	[ ]
Sort by	Date, then name ▼

* Must choose a log type before searching

Other ways to select students
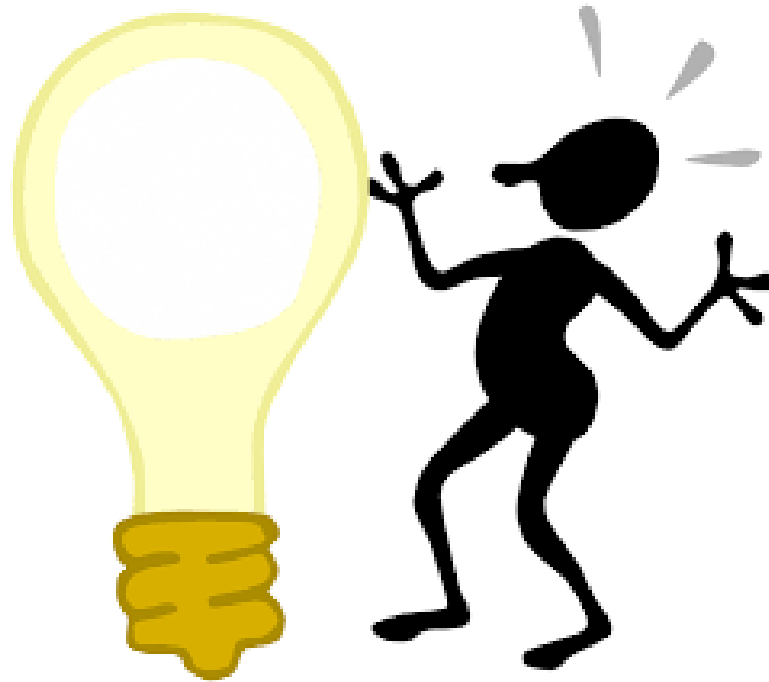
Enrollment Summary

Enrollment Summary: Scheduling/Reporting Ethnicity as of 10/11/2017 (A)   Washington Elementary

View:
Scheduling/Reporting Ethnicity ▼

Students:
○ All Active Enrollments
◉ Current Selection

Date:
10/11/2017

As Of Date

Grade Level	Total in Grade	Asian	African-American	Caucasian	Hispanic or Latino	American Indian	Pacific Islander	Unclassified
0	152 86 / 66	28 18 / 10	16 12 / 4	56 26 / 30	14 10 / 4	14 6 / 8	22 12 / 10	2 2 / 0
1	156 74 / 82	24 12 / 12	28 8 / 20	32 22 / 10	18 8 / 10	12 6 / 6	30 16 / 14	12 2 / 10
2	158 94 / 64	18 12 / 6	22 12 / 10	42 26 / 16	24 14 / 10	28 16 / 12	24 14 / 10	0 0 / 0
3	160 84 / 76	28 18 / 10	24 14 / 10	48 22 / 26	24 14 / 10	12 8 / 4	24 8 / 16	0 0 / 0
4	162 88 / 74	30 18 / 12	18 6 / 12	52 28 / 24	20 16 / 4	18 10 / 8	24 10 / 14	0 0 / 0
5	162 80 / 82	20 10 / 10	26 16 / 10	54 32 / 22	22 6 / 16	22 10 / 12	18 6 / 12	0 0 / 0
Total	950 506 / 444	148 88 / 60	134 68 / 66	284 156 / 128	122 68 / 54	106 56 / 50	142 66 / 76	14 4 / 10

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

Scheduling/Reporting Ethnicity
vs Federal Reporting

All values can be used to create a current selection

Teacher Schedules

Teacher Schedule - Carruthers, Elizabeth   FL90

☐ Display today's sections   [PowerTeacher Pro] [New]

| Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
1(A-B)	S1	LAN1000	Spanish 1	1	410	21		
2(A-B)	S1	LAN1000	Spanish 1	2	410	17		
2(A-B)	S2	LAN1000	Spanish 1	3	410	16		
3(A-B)	S2	LAN1000	Spanish 1	4	410	19		
4(A-B)	S2	LAN1000	Spanish 1	5	410	20		

Make all students listed above the current selection

- To work with the group of students in all of the selected teacher's classes listed in the schedule: click **Make all students listed above the current selection**. The Group Functions page appears.

- Or select a single class of students by clicking on number in enrollment column.

Master Schedule – Matrix View

Master Schedule - School Year By Teachers

Teacher	Day	Period 1	Period 2	Period 3	Period 4
Abram, MichaelLD (1)	A	U.S. History SOC1000.2 19/25 Room 125 1(A) Term: 19-20			U.S. History SOC1000.5 17/25 Room 124 4(A) Term: 19-20
	B			Current Affairs SOC2000.3 28/25 Room 123 3(B) Term: 19-20	
Accatino, Steve (STAFF)	A	Open Media OPmedia.1 17/25 Room 141 1(A) Term: S1 ---------- Open Study OPstudy.16 17/25 Room LL 1(A) Term: S1	Open Media OPmedia.16 20/25 Room 141 2(A) Term: S1 ---------- Open Study OPstudy.15 25/25 Room LL 2(A) Term: S1	Open Media OPmedia.15 16/25 Room 141 3(A) Term: S1 ---------- Open Study OPstudy.14 18/25 Room LL 3(A) Term: S1	Open Study OPstudy.13 14/25 Room LL 4(A) Term: S1 ---------- Open Media OPmedia.14 10/25 Room 141 4(A) Term: S1

Click on the number of students enrolled to get that group of students

I have my students selected …. now what?

List Students

Print Reports

Export Students

Mass Enroll Students

ANY Group Function