

# PowerSchool Basics Quick Reference Card

## Sign In

In the address bar of your browser, type the URL of your server, plus the extension that matches your level of access to PowerSchool:

Administrators: [http://\[yourserver\]/admin](http://[yourserver]/admin)

Teachers: [http://\[yourserver\]/teachers](http://[yourserver]/teachers)

Substitutes: [http://\[yourserver\]/subs](http://[yourserver]/subs)

Parent/Student: [http://\[yourserver\]](http://[yourserver])

## The Start Page

The screenshot shows the PowerSchool interface. At the top, it says 'Welcome, 55 z55 | Help | Sign Out'. Below that, it identifies the school as 'Apple Grove High School 1' and the term as '11-12 Semester 1'. The main content area is titled 'Search Students' and includes a search input field, a search button, and links for 'View Field List' and 'How to Search'. Below the search field is a 'Browse Students' section with a row of letters from A to Z. Underneath the letters are the numbers '9 10 11 12' and the letters 'M F All'. At the bottom of the search area are 'Other Options' for 'Stored Searches' and 'Stored Selections'. A left-hand navigation menu lists various functions, reports, and people-related actions.

## Conducting Student Searches

Create a search command:

[Field Name] [Comparator] [What you're looking for]  
 lastname = Smith

To see a list of field names, click **View Field List** in the Search Students area of the Start Page.

Use symbols in search commands to compare a value to what you're looking for.

Symbol	Means	Does	Example
=	Equals	Finds exact match	<code>First_name=jamaal</code>
<	Is less than	Finds all matches less than the number you enter	<code>Grade_level&lt;11</code>
>	Is greater than	Finds all matches greater than the number you enter	<code>Grade_level&gt;3</code>
<=	Is less than or equal to	Finds all matches less than or equal to the number you enter	<code>Grade_level&lt;=10</code>
>=	Is greater than or equal to	Finds all matches greater than or equal to the number you enter	<code>Grade_level&gt;=4</code>

Symbol	Means	Does	Example
#	Does not equal	Finds everything that doesn't match what you entered	<b>Football#</b> Returns all students who have the Football check box selected  <b>Football#1</b> Returns all students who don't have the Football check box selected
In	One of these values is present in the field	Finds all matches that contain one of the items you entered	<b>Last_name in yang,holt</b>
Contains	Value is contained in the field	Finds all matches where what you're looking for is anywhere in the field	<b>Street contains maple</b>
!contain	Value is not contained in the field	Excludes matches to what you typed	<b>Street !contain maple</b>
@	Wildcard	Fills in unknown information in the search	<b>last_name=@ski</b> Finds any student whose last name ends with "ski," such as Kowalski

## Useful Search Commands

Command	Use
<b>alert_medical#</b>	Find students with medical alerts
<b>/enroll_status=-1</b>	For preregistered students
<b>enroll_status=0</b>	Zero for only active students
<b>/enroll_status#0</b>	For any student who isn't active
<b>/enroll_status=1</b>	For only inactive students
<b>/enroll_status=2</b>	For transferred-out students
<b>/enroll_status=3</b>	For graduated students
<b>/enroll_status=4</b>	For historical grades imported for students who were never active in the PowerSchool application
<b>mother contains -</b>	Finds mothers who have hyphenated names

## Compound Searches

Use a compound search to combine two or more searches into one and perform multiple searches simultaneously. Separate the search commands with a semicolon (;), which means "and."

**Example:** `last_name=smith;street contains Washington`

## Search Prefixes

Use a prefix to broaden your search.

Prefix	Does	Example
/	Include inactive students in the search	/last_name=Ramirez
&	Search within the results of a selection you've been working with	grade_level=9 &*birthday=today
+	Add results of a new search to previous search	First: football# Then: +band#

## Store a Search

Create a stored search when you know you're going to run the same set of search commands routinely.

1. On the Start Page, click **Stored Searches**
2. Click **New**
3. Give the search a descriptive name
4. In the Search instructions box, enter the search commands

For compound searches, enter one command per line.

5. Click **Submit**

## Search Codes

Use search codes in the first part of a search command.

Search Code	Does	Example
*birthday	Finds students whose birthday is today, on a certain date, or in a specific range	*birthday=today *birthday=4/1 *birthday>=4/1;*birthday<=4/30
*as_of	Finds students who were active on the specified date	*as_of=10/31/2011
*not_enrolled_in_period	Finds students who are not enrolled in a course for the specified period	*not_enrolled_in_period=4
*enrolled_in	Finds students who are currently enrolled in a specified course and section	*enrolled_in=5600 *enrolled_in=5600.02
*not_enrolled_in	Finds students who are currently not enrolled in the specified course	*not_enrolled_in=5600
*has_completed_course	Finds students who have at least one historical grade entry for the specified course	*has_completed_course=5600
*has_not_completed	Finds students who do not have any historical grade entries for the specified course	*has_not_completed=5600
*cumulative_credit_hours	Finds students with the specified number of credit hours	*cumulative_credit_hours=12 *cumulative_credit_hours<15 *cumulative_credit_hours>5

Search Code	Does	Example
*number_of_classes	Finds students who are currently enrolled in the specified number of classes	*number_of_classes=8 *number_of_classes<7 *number_of_classes>5 *number_of_classes#6
*attendance_points	Finds students who have the specified number of attendance points in any course, any course during a specified term, or any course between specified range of dates	*attendance_points(Q1)>9 *attendance_points(8/28/11,12/20/11)>9
*hours_requested	Finds students who have course requests for the specified number of credit hours	*hours_requested<6 *hours_requested>8 *hours_requested=10
*special_program	Finds students who are enrolled in the specified special program	*special_program=resource
*fee.fee_balance	Finds students who owe money on their student fee accounts	*fee.fee_balance>0

## Smart Search

Smart Search is a PowerSchool auto-completion feature that works with the Search field. Once enabled, as you type in the Search field, the feature creates a suggestion menu below the field, relating to possible student or staff names, fields, or stored searches. Use the cursor to select your choice, or continue typing in the field. Smart Search must be enabled first at the district level. Once enabled at the district, it must be enabled at your school. Your security settings may affect your ability to enable the feature or the entry choices for the field.

## Enable Smart Search at the District Level

1. On the District Office Start Page, click **District > Miscellaneous**
2. Check **Enable Smart Search**
3. Click **Submit**

## Enable Smart Search at the School Level

1. On the Start Page, click **Personalize > Interface**
2. Check **Enable Smart Search**
3. Check **Include Inactive Student/Staff Results** (optional)
4. Click **Submit**

## Log Entry

1. Search for and select an individual student
2. From the student pages menu, click **Log Entries**
3. Click **New**
4. From the menu, choose a log type
  - The Date, Time, and Author will populate automatically.
5. Choose a subtype
6. If entering a discipline log, select a consequence from the menu
7. Enter a title for the entry
8. In the Log Entry Text box, enter a description for the log entry
9. If there is any other state-required information, enter it in the appropriate fields
10. Click **Submit**

## Print a Report For an Individual Student

1. Search for and select a student
2. From the student pages menu, click **Print A Report**
3. From the "Which report to print" menu, select a report
4. Determine the enrollment period if printing schedules, or the time period if printing a fee list
5. Select a watermark (optional), and choose when to print (default is ASAP), then click **Submit**
6. On the Report Queue (System) - My Jobs page, click **Refresh** to update the status of your report
7. When the status says Completed, click **View**

## Group Functions

Once you select a group of students, you can perform a wide variety of tasks.

### Store a Selection

Create a stored selection of students when you know you will be working with the same group of students routinely.

1. Search for a group of students
2. From the Group Functions menu, choose **Save Stored Selection**
3. Give the selection of students a descriptive name, such as **February Birthdays Of Discipline Watch**
4. From the list of options on the Stored Selections page, select **Save the current selection with a new name**
5. Click **Submit**

## Select Students By Hand

1. Search for a group of students
2. From the "Select a function for this group of students" menu, choose **Select Students By Hand**
3. Use the Command key (Mac) or Control key (Windows) and click the desired student names
4. If you want to select a group of names that are next to each other, click the first name you want, then press **shift** and click the last name in the sequence
5. Choose **Keep selected students** or **Remove selected students**
6. Click **Selections** to save the group as a stored selection, or click **Functions** to see the list of group functions you can perform with the selected students

## List Students

1. Search for a group of students
2. From the "Select a function for this group of students" menu, choose **List Students**
3. Enter a Report Title, such as **Student Helpers**
4. Type a field name, or click **Fields** and select a field from the Fields list
5. Add a name for the column title (example: if you added **lastfirst** under Field Name for column 1, add **Name** under Column Title for column 1)
6. Specify what additional columns you want on the list by adding more field names and column titles
7. Select **Gridlines** if you want lines between rows and columns
8. Indicate which field you want to sort the list by
9. Click **Submit**

## Print Mailing Labels

1. Search for a group of students
2. From the "Select a function for this group of students" menu, choose **Print Mailing Labels**
3. From the menu, choose the mailing label layout to print
4. Select how many pages to print, the sort order, and when to print the report
5. Click **Submit**

## Quick Export

1. Search for a group of students
2. From the "Select a function for this group of students" menu, choose **Quick Export**
3. In the text entry box, enter the field name for the information that you want to export (one per line)
4. Click **Fields** if you want to see a list of field names
5. When you are finished, click **Submit**

## Counselor's Screen

1. Search for a group of students
2. From the "Select a function for this group of students" menu, choose **Counselor's Screen**
3. From the menu, choose the desired student page you wish to use in connection with your selection of students
4. Click **Submit**
5. Click a student's last name from the left menu
6. Continue clicking the last name of each student you want to view