PowerSchool Basics

Learn the basics of PowerSchool including signing in, basic navigation, searching for students, working with individual students, and using group functions.

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

Teachers: http://[yourserver]/teachers

Substitutes: http://[yourserver]/subs

Parent/Student: http://[yourserver]

Searches

Search for students using symbols to locate the student or students based on matching attributes.

When you create a search command, it consists of three parts:

[Field Name] [Comparator] [What you're looking for]

`first_name` = **James**

In the search area of the Start Page, click **View Field List** to see a list of student field names. Use symbols in search commands to compare a value to what you're looking for.

The results of your search will appear in the Current Student Selection area of the Start Page.

Symbol	Means	Does	Example
=	Equals	Finds exact match	`First_name=cody`
<	Less than	Finds all matches less than the number you enter	`Grade_level<11`
>	Greater than	Finds all matches greater than the number you enter	`Grade_level>3`
<=	Less than or equal to	Finds all matches less than or equal to the number you enter	`Grade_level<=10`
>=	Greater than or equal to	Finds all matches greater than or equal to the number you enter	`Grade_level>=4`

#	Does not equal	Finds everything that doesn't match what you entered	`Football#`
			Returns all students who have the Football check box selected
			`Football#1`
			Returns all students who don't have the Football check box selected

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Symbol	Means	Does	Example
in	One of these values is present in the field	Finds all matches that contain one of the items you entered	**Last_name in smith,jones**
Contains	Value is contained in the field	Finds all matches where what you're looking for is anywhere in the field	**Street contains maple**
!contain	Value is not contained in the field	Excludes matches to what you typed	**Street !contain maple**
@	Wildcard	Fills in unknown information in the search	**last_name=@ski** Finds any student whose last name ends with "ski," such as Kowalski

Useful Search Commands

Other commands can be added to a search to filter for student status information.

Command	Use
alert_medical#	For students with medical alerts
/enroll_status=-1	For preregistered students
enroll_status=0	For active students only
/enroll_status#0	For any student who isn't active
/enroll_status=1	For inactive students only
/enroll_status=2	For transferred-out students
/enroll_status=3	For graduated students
/enroll_status=4	For historical grades imported for students who were never active in the PowerSchool application
mother contains -	For 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: **grade_level=9;street contains Maple**

Advanced Searches

Use the Advanced search options to refine, add, or subtract from your search results. When you check **Advanced** on the Start Page, you separate your search results from your current selection. Essentially, you can verify that your search worked before making the students the current selection, and perform more searches to customize the current selection further.

1. On the Start Page, select a grade level
2. Check **Advanced**
3. In the search field, delete the search command and enter **football#**
4. Press **Enter**

   You should have two different groups of students in the results area.

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5. Click **Within** to find the students that are listed in both the current selection and the search results, and make those students the current selection
6. Click **Add** to add the football players to the current selection of students
7. Click **Subtract** to find the students that are listed in both areas, and remove them from the current selection
8. Click **Set** to make the football players the current selection and replace the original current selection

Selections by Hand

Once you've selected a group of students, select individual students for a more defined sub-group.

1. Below your current selection, click **Select By Hand**
2. Clear the Student column header check box
3. Select the students you want in your group
4. Click **Update Selection**

   The students you selected are now your current selection.

Stored Searches

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**
6. Click **Run Search** to verify that you entered the search correctly

Search Codes

Use search codes in the first part of a search command. Place a search code in the same position as a PowerSchool field. Also, on the Start Page, click **View Field List** and scroll to the bottom of the field list to see a list of the available search codes

Search Code	Does	Example
*birthday	Finds students whose birthdays are 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=8/31/2014`**
*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= SOC1200`** **`*enrolled_in= SOC1200.4`**
*not_enrolled_in	Finds students who are currently not enrolled in the specified course	**`*not_enrolled_in =SOC1200`**

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Search Code	Does	Example
*has_completed_ course	Finds students who have at least one historical grade entry for the specified course	***has_completed_ course=SOC1200**
*has_not_ completed	Finds students who do not have any historical grade entries for the specified course	***has_not_completed= SOC1200**
*cumulative_ credit_hours	Finds students with the specified number of credit hours	***cumulative_credit_ hours=12** ***cumulative_credit_ hours<15** ***cumulative_credit_ hours>5**
*number_of_ classes	Finds students who are currently enrolled in the specified number of classes	***number_of_classes= 5** ***number_of_classes< 5** ***number_of_classes> 5** ***number_of_classes# 6**
*attendance_ points	Finds students who have the specified number of attendance points in any course, during a specified term, or between a specified range of dates	***attendance_points> 9** ***attendance_points (S1)>9** ***attendance _points(8/28/14, 12/20/14)>9**

Search Code	Does	Example
*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**
*secondarystudents	Find students who are scheduled in classes at your school but attend another school in your district.	***secondarystudents= all**

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.

Enable Smart Search at the District Level

Smart Search must be enabled first at the district level.

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

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Enable Smart Search at the School Level

Once enabled at the district, it must be enabled for each user. Your security settings may affect your ability to enable the feature or the entry choices for the field.

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

More Search Options

The Start Page contains more options to find students and other users. You've explored the links on the Students tab, but use the Staff tab to find teachers and staff members in your school. Use the Parent tab to find users that have set up PowerSchool Parent Portal accounts.

Another helpful search tool is the Teacher Schedules page. To view individual teacher schedules and class rosters, click **Teacher Schedules** in the main menu and select a teacher. View the teacher's class roster by clicking the enrollment number. Then, make those students the current selection.

Individual Students

Select an individual student to access the student pages. The pages you see will vary based on your security settings.

You'll find a lot of student information, including attendance, grades, demographics, log entries, and class schedules. The information you need will depend on the circumstance, but locating a student is one of the most common requests. Use the following four pages to find current year schedule information:

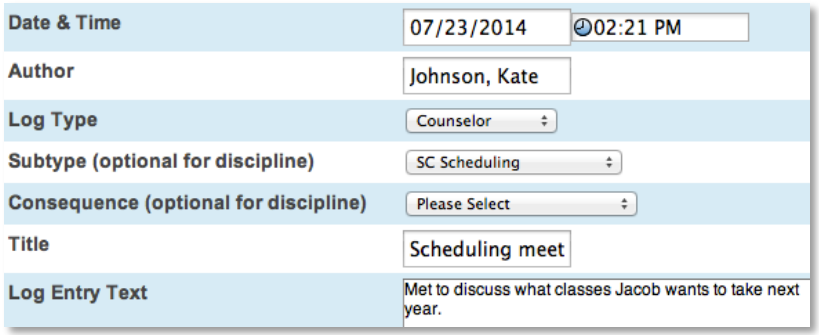
- Quick Lookup
- Bell Schedule View
- List View
- Matrix View

Enter a Log Entry

Use log entries to create permanent records of student interaction with staff, such as discipline incidents, visits to the nurse's office, or meetings with a counselor. The Log Entries student page contains a list of all the logs for a specific student.

1. Search for and select an individual student
2. From the student pages menu, click **Log Entries**
3. Click **New**

   The Date, Time, and Author will populate automatically.
4. From the menu, choose a log type
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**

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Print a Report for an Individual Student

Generate a report for a single student using built-in report templates.

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)
6. Click **Submit**
7. On the Report Queue (System) - My Jobs page, click **Refresh** to update the status of your report
8. When the status is 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. Click the Select Function arrow and choose **Save Stored Selection**
3. Give the selection of students a descriptive name, such as **`Top Students`** or **`Discipline Watch`**
4. From the list of options, select **SAVE the current selection with a new name**
5. Click **Submit**

   The new selection appears in the list below the options.

List Students

Use List Students to create a quick report of student information by selecting specific fields.

1. Search for a group of students
2. Click the Select Function arrow and 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. Enter a name for the column title

   For example, if you added **`lastfirst`** under Field Name for column 1, then enter **`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**

Name	Grade Level	Phone
Adams, Corby	10	1-555-555-2892
Adams, Julie	12	1-555-555-3600
Ahlberg, Emmy	10	1-555-555-3558
Allred, Jacee L	12	1-555-555-1726

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Print Mailing Labels

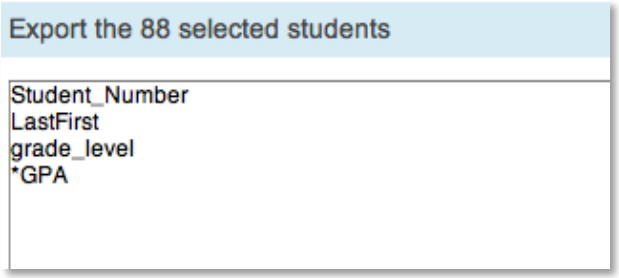
Print mailing labels directly from PowerSchool for an efficient way to mass mail students.

1. Search for a group of students
2. Click the Select Function arrow and 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**
6. When the status is completed, click **View**

Perform a Quick Export

Export students and specific information to work with data in an external spreadsheet application.

1. Search for a group of students
2. Click the Select Function arrow and choose **Quick Export**
3. In the text entry box, enter the field names 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**

   Save and open the file with a spreadsheet application.

View Student Screens

1. Search for a group of students
2. Click the Select Function arrow and choose **Student Screens**
3. From the menu, choose the desired student page you wish to view for 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

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