



Conducting Searches

There are three parts to every search in PowerSchool.

A search allows you to select a group of students. Basic searches in PowerSchool contain three parts:

1. A Field Name
2. A Comparator
3. The Search Argument

A search combines the three parts as follows:

[Field name] [Comparator] [Search argument]

Example A:

Grade_Level=12

Example B:

Mother=Jane

You may enter a search from the start screen using one of the following:

1. Entering the student's name or student ID.
2. Using the Field List to meet the criteria you are searching for.
3. Selecting the grade level of the student.
4. Using the first letter of the student's last name.

Once you have the selected students you may use the forward or back arrow to advance to the next student or select Switch Student to enter a new student's name.

Combing Searches

You can enter multiple searches criteria by separating each with a **semicolon (;)**. The semicolon is used to combine two parameters within your search.

Grade_Level<12;Gender=M

This search will select all 9th, 10th and 11th grade male students.

Dropping Students

To search **all** students, even those who are inactive place a **forward slash (/)** before your search.

/Exitdate<10/01/2015

This search will select all students who were dropped before October 1, 2015.



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The Wildcard

The wildcard lets you search when you have missing data. By substituting the wildcard PowerSchool will select all students who match the partial information you have. The wildcard may be used in both any and multiple positions with your search.

Example A: *This search will select all students whose first name begins with Jen*

First_Name=Jen@

Example B: *This search will select all students whose name has "ohn" in the middle of their name.*

First_Name=@ohn@

The Comparators

| | |
|----------|--|
| = | 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 arguments? |
| contains | Is the search argument contained in the [field]? |
| !contain | Is the search argument not contained in the [field]? |

Special Searches

The following table contains special searches. They are special because they search more than a simple student database field. These searches may take longer than a basic search because of the amount of information that is being processed.

| PowerSchool Field Name | Description | Example |
|-------------------------|---|--|
| *birthday | Allows searching of month and day only for birthdays | *birthday=11/12 (birthdays on 11/12) *birthday=today *birthday>=06/1;*birthday<7/1 (finds birthdays in a certain date range) |
| *as_of | Finds all students enrolled on a particular date | *as_of = 9/5/06 (finds all students enrolled on 9/5) |
| *enrolled_in | Finds students enrolled in a particular class | *enrolled_in=2700 (for all students in this course) *enrolled_in=2700.08 (for all students in this specific section) |
| *not_enrolled_in | Finds students not enrolled in a particular course | *not_enrolled_in=0890 |
| *number_of_classes | List students of classes the student is enrolled in | *number_of_classes<6 (finds students with less than 6 classes) |
| *not_enrolled_in_period | Finds students who do not have the specified period in their schedule | *not_enrolled_in_period=1 |
| race.fedcode | Finds the federal reporting race code | Race.fedcode=W (finds all the students marked White) |



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Group Functions – Preview

The following are examples of what you can do with groups of students.

A. Enrollment Summary

- Shows grade level, ethnicity, and gender for and section.
- You can show the enrollment summary for any query of students.
- The numbers on the enrollment summary are live links to students.
- Use Reports-->Run Reports-->
- Enrollment Summary by Date to view this screen on any date of the school year.

| Grade Level | Total in Grade | (W) White | (B) Black or African American | (A) Asian | (I) American Indian or Alaskan Native | (P) Native Hawaiian / Other Pac Islander | Hispanic/Latino | Two or More Race Categories | Unspecified |
|-------------|------------------|------------------|-------------------------------|------------|---------------------------------------|--|-----------------|-----------------------------|-------------|
| -2 | 1 0 / 1 | 1 0 / 1 | 0 0 / 0 | 0 0 / 0 | 0 0 / 0 | 0 0 / 0 | 0 0 / 0 | 0 0 / 0 | 0 0 / 0 |
| -1 | 35 17 / 18 | 27 12 / 15 | 2 2 / 0 | 0 0 / 0 | 0 0 / 0 | 0 0 / 0 | 2 1 / 1 | 4 2 / 2 | 0 0 / 0 |
| 0 | 53 24 / 29 | 32 17 / 15 | 4 1 / 3 | 0 0 / 0 | 3 1 / 2 | 1 1 / 0 | 7 0 / 7 | 6 4 / 2 | 0 0 / 0 |
| 1 | 61 23 / 38 | 41 14 / 27 | 2 0 / 2 | 0 0 / 0 | 3 3 / 0 | 0 0 / 0 | 11 4 / 7 | 4 2 / 2 | 0 0 / 0 |
| 2 | 67 36 / 31 | 54 29 / 25 | 5 2 / 3 | 0 0 / 0 | 0 0 / 0 | 0 0 / 0 | 3 1 / 2 | 5 4 / 1 | 0 0 / 0 |
| 3 | 52 25 / 27 | 36 19 / 17 | 3 0 / 3 | 0 0 / 0 | 2 1 / 1 | 0 0 / 0 | 4 3 / 1 | 7 2 / 5 | 0 0 / 0 |
| 4 | 69 33 / 36 | 45 19 / 26 | 4 2 / 2 | 0 0 / 0 | 1 1 / 0 | 0 0 / 0 | 8 5 / 3 | 11 6 / 5 | 0 0 / 0 |
| 5 | 52 29 / 23 | 41 22 / 19 | 1 1 / 0 | 1 0 / 1 | 2 2 / 0 | 0 0 / 0 | 4 2 / 2 | 3 2 / 1 | 0 0 / 0 |
| Total | 390 187 / 203 | 277 132 / 145 | 21 8 / 13 | 1 0 / 1 | 11 8 / 3 | 1 1 / 0 | 39 16 / 23 | 40 22 / 18 | 0 0 / 0 |

B. Search by Grades/Attendance

- You can screen any group of students for attendance and current grade criteria.
- Enter in the Minimum # of classes.
- Make sure and select “Current grades” to view recent grade information.
- Be sure and enter the correct Store code/Final Grade:
Use Q1,Q2,Q3,Q4,S1,S2
(depending on your school’s setup)

| | |
|---|--|
| Which students to include | All 392 currently enrolled students |
| Term | 15-16 Year |
| Minimum # of classes needed to meet search criteria | 1 |
| <input checked="" type="checkbox"/> Scan for this final grade (comma separated) | Any = ▾ F |
| <input type="checkbox"/> Scan for this final grade percentage | > ▾ A |
| <input type="checkbox"/> Scan for this citizenship grade (comma separated) | Any = ▾ |
| <input type="checkbox"/> Scan for attendance | Scan this attendance mode: Meeting ▾ for this attendance code: All Present Codes ▾ < ▾ 1 Periods <input checked="" type="radio"/> Scan all attendance records <input type="radio"/> Only scan records in this date range: 5/6/2016 - 5/6/2016 |
| Scan for grades in | Historical grades ▾ Store code/Final grade: S2 |
| Scan for all classes enrolled | <input checked="" type="radio"/> as of this date: 05/09/2016 <input type="radio"/> anytime during the current term |
| Results | <input checked="" type="radio"/> Make this the current selection of students <input type="radio"/> Display matching students & Sections |



Conducting Searches

*Period_info for “Listing Students” or “Quick Export”

The following table contains special codes that you can use on the “List Students” or “Quick Export” options after selecting a group of students. The *period_info searches both the student database & the course catalog database to list or export data from the student schedules.

| Name | Code | Description |
|---|---|--|
| Teacher Name | ^(*period_info;XX;teacher_name) | Teacher name for the section with expression XX. [CC]TeacherID |
| Teacher Preferred Name | ^(*period_info;XX;teacher_preferred_name) | Teacher name for the section with expression XX. [Teachers]PreferredName |
| Course Name | ^(*period_info;XX;course_name) | Course name for the section with expression XX. [CC]Course_Name |
| Course Number | ^(*period_info;XX;course_number) | Teacher name for the section with expression XX. [CC]Course_Number |
| Section Number | ^(*period_info;XX;section_number) | Section number for the section taught section with expression XX. [CC]Section_Number |
| Current Grade | ^(*period_info;XX;current_grade) | Student's current grade for the section with expression XX. [PGFinalGrades]Grade |
| Current Percent | ^(*period_info;XX;current_percent) | Student's current percent grade for the section with expression XX. [PGFinalGrades]Percent |
| Current Citizenship | ^(*period_info;XX;current_citizenship) | Student's current citizenship for the section with expression XX. [PGFinalGrades]Citizenship |
| Teacher Comment | ^(*period_info;XX;teacher_comment) | Teacher comments for the section with expression XX. [PGFinalGrades]Comment Note: Entered via PowerTeacher Gradebook, as opposed to PowerTeacher Portal or PowerGrade. The DAT will choose the final grade comment that matches the "Current Grade" setting in the Current Grade Display screen in the school setup of PowerSchool Admin (Start Page > School Setup > Current Grade Display > Current Grade). |
| Room | ^(*period_info;XX;room) | The classroom for the section with expression XX. [Sections]Room |
| All teachers ever associated to a section | ^(*period_info;1(A);all_section_teachers) | Note: Name format is 'last, first'. Only teachers with roles flagged for display on reports will be listed. Teachers are listed according to the sort order defined in the role module. |
| All teachers currently associated to a section | ^(*period_info;1(A);current_section_teachers) | Note: Name format is 'last, first'. Only teachers with roles flagged for display on reports will be listed. Teachers are listed according to the sort order defined in the role module. |



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Enrollment Summary Graphs

You might not know that the Enrollment Summary page has some charts that you can easily access.

Click on the Enrollment Summary that click on the blue title links along the title row on the top or on each grade level column on the left hand side. A graph of enrollment by ethnicity or an enrollment by grade level will appear. This can viewed both by individual school levels or by the district level for a complete summary graph of you school.

