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## SEARCHING FOR STUDENTS IN POWERSCHOOL

**Purpose:** *All Users* - The purpose of this document is to acquaint you with various ways of searching and locating students in PowerSchool. We will attempt to cover a wide variety of search capabilities, starting with basic searches and address some multiple search criteria.

A key component in PowerSchool is the ability to search and locate an individual student or groups of students based on specific selection criteria. This piece serves as the cornerstone for printing reports, viewing records, etc.

### BASIC SEARCHES

**All Student Searches begin at the Start Screen.** Basic Searches can be performed in a variety of ways.

- Enter part or all of a student's name in the Search Students box (hitting the magnifying glass to the right will bring up a list of potential matching students)
- By Grade Level – (click on the Grade Level you want)
- By Gender – (click on the Gender you want)
- By Letter of the alphabet (click on the letter of the Students Last Name)
- ALL Students – (click the ALL link)

#### Search Students



[View Field List](#) [How to Search](#)

#### Browse Students

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 **Current Selection (166)**

Using these basic search criteria – will either bring up the Student's information if only one student matches the criteria or a list of possible matches which will allow you to select the Student you wish to view.

**Once a student or students is selected, they become the CURRENT SELECTION.** The number of students included in the Current Selection is displayed to the right of the words – Current Selection. Characteristics of Current Selected Students include:

- They remain in Current Selection mode until, they are replaced by a new selection process or you log out of the software.
- Clicking on the word Current Selection on the Start Page will display those students contained in the Current Selection mode.
- Current Selection students can be used in any of the Group Function processes available in the Group Functions drop down.
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**NOTE: Group Functions will be covered in a separate document.**

## SEARCHING FOR STUDENTS BY FIELD VALUES

In addition to the basic searches mentioned above, PowerSchool has a powerful search capability that allows you to search for students based on information contained in many fields in the database.

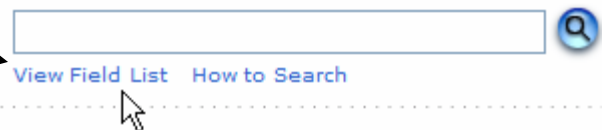
These field level searches are most commonly conducted on **Student Fields**. For that reason, we urge you to PRINT your Field List periodically and keep it handy as a reference tool until you become more familiar with the various field names. **The Field List is updated each time a district adds new fields to student screens.**

### Printing the Field List

From the School Start Page:

- Click on the **View Field List** link (this serves as a quick reference of field names)
- Click anywhere on the list Field List – Students portion of the screen
- File Menu – select **Print**

#### Search Students



Having this printed copy close at hand should expedite the building of search commands.

## SEARCH COMMANDS USING COMPARATOR SYMBOLS

When searching for students based on field values, you will use comparator symbols as a means of limiting your search. Search commands must contain three elements: a field name, a comparator, and a search argument.

Below is a list of the most commonly used comparators and what they mean:

Comparator	Means This	Does This	Example
=	Equals	Searches for an exact match to be included.	<b>first_name=Mike</b> (would find all students with the first name of Mike)
<	Less Than	searches for all students with less than a specific field value	<b>grade_level&lt;5</b> (would find all students in grades K-4)
>	Greater Than	searches for all students with greater than a specific field value	<b>grade_level &gt;9</b> (would find all 10-12 grade students)
<=	Less Than or Equal to	searches for all students less than or equal to a specific value	<b>grade_level &lt;=4</b> (would find all students 4 <sup>th</sup> grade and below)



Comparator	Means This	Does This	Example
> =	Greater Than or Equal to	searches for all students greater than or equal to a specific value	<b>grade_level &gt;= 10</b> (would find all students grade 10-12)
#	Does Not Equal	searches for students with a field value NOT EQUAL to a specific value	enter <b>Wrestling#1</b> to find all students who are NOT involved in Wrestling (all students except wrestlers should appear in you selection)
in	One of the values is present in the field - OR	Searches for students that contains any one of the specific criteria  Each search criteria must be separated by a comma	you want to find any student with a last name of Neilly, Benson or Yossi, then your search command would read <b>Last_Name in Neilly, Benson, Yossi</b> (this should bring up any student with the last name being one of those 3)
contains	The value is contained in the field	Searches for students who contain matching information anywhere in the selected field	<b>street contains 26<sup>th</sup></b> (this should locate any student, whose street contains 26 <sup>th</sup> . It may include students who live on 26 <sup>th</sup> Ave, 26 <sup>th</sup> St, 26 <sup>th</sup> Blvd, the key item being that the street contains 26 <sup>th</sup> )
!contain	The value is not contained in the field	Searches for students that do NOT match the information in the selected field	<b>street !contain 26<sup>th</sup></b> This finds those students NOT living on 26 <sup>th</sup> would be (in this case, only students living on a street not containing 26 <sup>th</sup> would be selected).
@	Wildcard	Replaces unknown information in the search argument	If you have a partial address that starts with 24 but the label has accidentally been ripped off and you want to find all students whose Street Number starts with 24. Your search command would be <b>street_number=24@</b> (this will find all occurrences of street numbers starting with 24. You will get 2415, 2410, etc. and the street name will not limit it).
;	Like an and; Compound search	Used between arguments where all arguments must be true	<b>*birthday&gt;=1/1;*birthday&lt;=1/31</b> will pull all matches between 1/1 AND 1/31



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## SEARCHING FOR STUDENTS ACTIVE IN A SPECIFIC STUDENT ACTIVITY

When searching for students active in a specific Student Activity, you will need to know the Field Name assigned to that activity and to locate active students (those who have the activity checked on their student activity screen) you will be searching for a student field value of 1 (regardless of the activity, 1 means you have made these students active in this activity). Some examples of these would be:

Wrestling=1    Pep\_band=1    Show\_Chair=1    Football=1

Another way to search for the same thing would be to use the # (does not equal) comparator with a blank search argument. That search would look like this: Wrestling# . the blank after # means find those that are not blank which is the same as those with a 1.

## USING COMPOUND SEARCHES

PowerSchool allows you to use compound searches, where you can build in multiple selection criteria to arrive at your final student selection. For example you could use a search command to find members of the Pep Band and then further restrict it to only Females who are a part of the Pep Band.

### Setting up a Compound Search

When setting up a compound search, each search command must be separated by a ; (semi colon) To be selected students would have to meet all of the criteria laid out in the various search commands. Failure to meet even one of these criteria will exclude the student from being selected. We are not aware of any limit on the number of search commands that can be setup. We have tried 4 without any problems.

### Examples of Compound Searches you May Use

**Grade\_Level>9;Grade\_level<12** This command would locate all students in Grades 10 and 11.

**Grade\_Level=10;Gender=M** This command would locate all Males in Grade 10

**Football=1;Grade\_level=11** This command would locate all 11<sup>th</sup> graders involved in Football.

**Band=1;Ethnicity=C** This will locate students who have Band checked as an activity and then restricts the students to those with Ethnic Code C for Caucasian



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## SEARCH COMMAND EXAMPLES YOU MAY FIND HELPFUL

The list below includes several search commands you may find helpful. You may need to do some additional tweaking of these in order to best meet your needs, but this will at least provide you some examples of how to go about setting them up.

**\*Birthday=today** This will locate all students who have a birthday today.

**\*Birthday>=3/1;\*Birthday<=3/31** This will locate all students who have a birthday in the month of March

**Home\_Room=123** Locates all students in Home Room 123

**EntryDate>=3/1/2007** Locates all students who have enrolled on or after March 1<sup>st</sup>, 2007. You may want to limit your search to students who enrolled just that month, by making it a compound search by adding this additional search command  
**EntryDate<=3/31/2007**

**Ethnicity=A (Asian)** Locates students who are coded with a specific Ethnic Code, in this case, Asian.

**Gender=F** Locates all Females

**ID=1285** Locates the student assigned to ID# 1285

**Golf=1** Finds all students with Golf checked as one of their Student Activities

## INCLUDING INACTIVE STUDENTS IN YOUR SEARCH

By default, PowerSchool only includes active students when performing a search. Including inactive students in your search requires an additional modification to your search command.

In order to include inactive students in your search, you must start your search command with a /

To find students with the Last Name of Smith (including inactive students) here would be the search command you would use:

**/Last\_Name=Smith**

## STORED SEARCHES AND STORED SELECTIONS

While these topics are certainly related to searching for students, they are covered in a separate document.