



STORED SEARCHES – STORED SELECTIONS

Purpose: *School Administrators* - Two features offered in PowerSchool that users will find extremely helpful are Stored Searches and Stored Selections. Both of these features allow users to call up lists of students using a certain criteria or calling up a list that had been generated previously using specific criteria.

This document will cover both of these features independently.

STORED SEARCHES

The Stored Searches capability allows users to setup a Search Command and store it for future use. Much like a Saved Query in SASIxp, what the user is storing is the search command, NOT the Results of running the Search.

It is important that the user understand that storing the search allows you to run the search and obtain a fresh new set of results each time the search is run. If for example, the user sets up a search for students who are involved in Football. Storing the search command does several things:

- Saves time in setting up the search each time
- Insures that the same search criteria is used each time
- Provides an updated list of who is involved in Football (assuming students have been updated)

STORING A SEARCH

To store a search:

1. From the Start Page – Click **Stored Searches** (near bottom – left)
2. Click **New** button
3. **Name your search** (*Stored searches can be seen and used by everyone in your district. Therefore, it is highly recommended that your district setup a process by which all schools abide by, in naming their stored searches. One method would be use the school name or an abbreviation of the school name as a prefix to the search name. You may even want to use a user's initials or departments to identify specific users*)
4. Enter in the Search commands (if more than one search command is used, each command must be entered on a separate line)

To the right is an example of the setup of a stored search that will locate 10th grade students involved in Wrestling, but limit the search only to 10th grade students.

Option	Value
Name (Fields)	Wrestling- 10th grade
Search instructions (one search command on each line)	Wrestling=1 Grade_level=10



When you have the selection criteria defined, click **Submit** to store the search. You can edit the existing search or if you no longer need it, it is recommended you delete it.

ACCESSING A STORED SEARCH

From the Start Page – click on the Stored Searches link located at the bottom of the screen.

1. This will display a list of existing stored searches
2. Click the **Run Search** link to the right.
3. This will select any and all students that match the search criteria (they become the current students selected)
4. You will be left at the Group Functions menu where you may choose the function you wish to use with these students.

Students with Discipline Alerts	Run Search
Transferred Out	Run Search
Wrestling- 10th grade	Run Search

NOTE: To edit the stored search – click on the Name of the Stored Search. Make appropriate changes and click the Submit button.

STORED SELECTIONS

A Stored Selection is essentially storing the search results from running a search command. Characteristics of a stored selection:

- * It is a stable set of results from the point in time the search was run (the file is not updated)
- * Stored selections can be quickly accessed and available for use with the multitude of Group Functions

We would anticipate that Stored Searches (see above) would be utilized more by schools, however, for those times when you need a set of data as a benchmark or your selected groups of students are very stable, then the stored selections will come in handy. For those of you coming from the SASI background, this is essentially the same as Saving Query Data in SASI.

CREATING A STORED SELECTION

From the Start Screen – select students according to your needs

1. Once students are selected – and displayed on the screen – go to the Group Functions Menu
2. Select **Save Stored Selection**
3. Here you will name your stored selection and choose Save the current selection with a new name

NOTE: As this is a stored selection – you may want to consider including the Date in the name of your stored selection. This will inform you and other users as to the date these students were selected.

4. Click **Submit**



The stored selection menu, offers a variety of options for using, combining and removing stored searches. They allow you to combine, create new and remove the stored selections on your site. Below is a sample of the stored selection screen.

18 Students records in current selection

Name of new 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	#	
<input type="checkbox"/>	Basketball Team		9	Go Functions
<input type="checkbox"/>	Drama Test		10	Go Functions
<input type="checkbox"/>	FootBall & Basketball	P	0	Go Functions

Once the Stored Selection has been saved, it will appear in list.



ACCESSING A STORED SELECTION

From the School Start Page:

1. Click **Stored Selections** in the bottom of the screen
2. Select an **option** from the Stored Selections screen OR select the **specific Stored Selection** you want and click the **Go Functions** link to the right.
3. Clicking the **Go Functions** link, will take you to the **Group Functions** menu where you can perform any of these functions. Your students are already selected.

DELETING A STORED SELECTION

We would certainly recommend that once you are done using a stored selection – permanently, that you remove it from the system. Keeping it cleaned up, should make this aspect of the software easier to use. No one wants to wade through tons of stored selections (particularly when they may not be utilized any more)

To delete a stored selection – from the School Start Page:

1. Click on **Stored Selections** – bottom of the screen
2. Check the **Stored Selection(s)** you wish to remove
3. Click the **radio button** for **“Delete all checked selections”**
4. Click **Submit**. The stored selection should be removed.