







Smart Search

Purpose: Administration - In order to help you get the search result you want faster, you can enable Smart Search. Smart Search works in conjunction with the Search Student and Search Staff fields on the PowerSchool Start Page. When enabled, as you enter your search criteria, PowerSchool automatically provides a drop-down list of suggestions that you may choose from, including students, staff, stored searches, fields, and PowerSchool page names. Suggestions provide the following visual cues as to the type of the suggestion:

Result Type	Text Color
Students 	Orange
Staff 	Orange
Stored Searches 	Green
Fields 	Black
PowerSchool Page Names	Blue

Search Students



Note: Suggestions are dependent upon how Smart Search is enabled, as well as whether you are searching for students or staff.

How to Enable Smart Search

In order to make Smart Search available for users to turn on and off, you must enable Smart Search at the district level.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.
3. Select the **Enable Smart Search** checkbox.
4. Click **Submit**. The Changes Recorded page appears.

How to Disable Smart Search

Once you have enabled Smart Search, later you may find it necessary to disable it. Although Smart Search then is no longer available to users, users' personalized Smart Search settings are retained.

1. On the start page, choose **District** from the main menu. The District Setup page appears.



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2. Under Other, click **Miscellaneous**. The Miscellaneous page appears.
 3. Deselect the **Enable Smart Search** checkbox.
 4. Click **Submit**. The Changes Recorded page appears.

How to Personalize Smart Search

If Smart Search is enabled, each PowerSchool user can then opt to turn Smart Search on or off at any time.

1. On the start page, choose **Personalize** from the main menu. The Personalize page appears.
2. Click **Interface**. The Personalize - Interface page appears.
3. Select the **Enable Smart Search** checkbox. Alternately, deselect the checkbox to disable this feature.
4. Select the **Include Page Results** checkbox to make those PowerSchool pages that are accessible to you searchable. Otherwise, leave the checkbox blank.
5. Select the **Include Inactive Student/Staff Results** checkbox to make inactive students and staff searchable. Otherwise, leave the checkbox blank.
6. Click **Submit**. The Changes Recorded page appears.