



WORKING WITH GROUP FUNCTIONS

Purpose: *All users* - Once you have selected students using search commands, you may then use this selected group in a wide variety of group functions. This document will go through each of these functions. We will try to order these, with the most commonly used topics up first. That is not to say they are the most important. Each user may have their own ideas on this.

This document assumes you know how and have selected a group and are now ready to progress forward to use Group Functions. **The Group Functions Menu (drop down) is below the displayed group of selected students.**

Select Students by Hand -This function allows you to select a smaller sub-group of students, not by any criteria, but by selecting individual students. You are determining the group.

From the Start Page:

1. Select ALL or possibly a Grade Level or Gender (basically starting with a larger group)
2. Once they are selected – go to the Group Functions Menu and pick **“Select Students by Hand”**
3. This function allows the user to select multiple students to make a smaller – sub list.
4. Click on the **First Name** you wish to select, then hold the **Control** key down to select any and all additional students you wish to select.
5. You now have two options
 - Click **Selections** to Store these currently selected students as a stored selection or
 - Click the **Functions** button which will lead you to the Functions Menu where with your smaller sub group you may use a new group function

Examples of when you may use this – Mass Change Attendance or for a Phone Call List.

List Students - This function takes your selected students and allows you to build a list with them and include various demographic, attendance, or gpa information in it.

The first time a user selects this function – they will receive an empty setup screen. After setting up the first list, the setup is maintained and can be tweaked for each new use. **For that reason, we recommend setting up the report to include standard demographic information that you would wish to see on most reports.** This allows the user to get by with less tweaking each time they select it.



Setting up the first list:

1. On the left hand column – enter the **Field Name** (see Field List) and in the right hand column enter a field **title**. Look at the example below:

Report Title (shown at top of page): Wrestling		
Col	Field name	Column Title
1.	*count	count
2.	First_name	First
3.	Last_Name	Last
4.	Grade_Level	Grade

Be sure to indicate a title for the list.

Using ***count** as the first Field Name will count the number of students that appear on the list and number them on the left hand side.

While there will be exceptions to various list needs, you may use this list over and over, simply changing the title to represent what group has been selected, for example, Band, Choir, etc.

If you alter the field names or column titles it will save your last input. Previous setups will be lost unless you took a screen shot of the setup and saved it.

In addition, the user controls the ability to include gridlines, sorts, etc. Clicking **Submit** will display the list on the screen – including the demographic information.

The List Student feature also allows you to use Data Access Tags or DATs to pull information from the database.

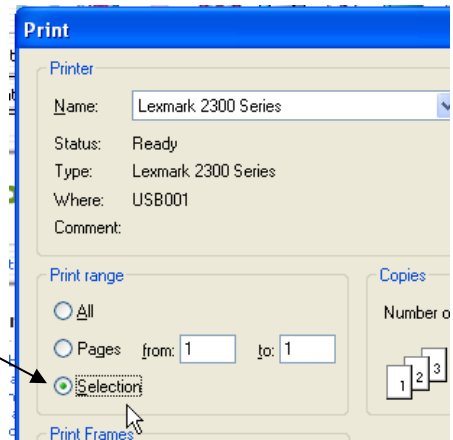
Two GW documents explain how to use it to pull attendance and GPA information.

See documents PS-0901-28 MISC Attendance from List Students and
 PS-0902-10 MISC Compare GPA Using List Students



To **Print the List** – the fastest and easiest way to print this screen is to:

1. Highlight the information by dragging your mouse over the data you want printed.
2. Click **File** on your Browser title bar
3. Click Print
4. Click Selection in the print range



Another way to print is to:

1. Go to File Menu and Print. (this will include the menu items on your left on your printed document). To remove the Menu items from your list:
 1. Click **Personalize** (under Setup)
 2. Select **Interface**
 3. Click **Hide left navigation menu**
 4. Click **Submit**.
 5. This will print your list without the menu items.
 6. To display (or unhide the navigation menu) return to the Personalize Menu from the Start Page and click **Interface** and remove the check from Hide left navigation menu.

You can also export this data to a Excel Spreadsheet by:

1. Highlight the information you want to put in the spreadsheet
2. Right click (ctrl click on a Mac)
3. Copy
4. Open a spreadsheet
5. Paste or paste special txt if necessary.
6. You may now sort or otherwise manipulate the data as needed.

PRINT MAILING LABELS - Takes the user to a Print Mail labels screen, where the user will select:

1. the mail label layout they wish to print (drop down)
2. how many pages (1 or all)
3. sort (from their pre-defined sort)
4. when to print (ASAP, night, weekend or specific time)
5. Click **submit** (note the number of students selected to see that is what you are expecting)



PRINT REPORTS - This selection allows you to print reports for the selected students. From the Group Functions menu – select Print Reports. By default, PowerSchool will bring up the first report in your list of reports. You can click on the drop down menu to select from all reports.

Reports are divided into three categories with a dividing line in between.

Form Letters

Report Cards

Object Reports (User defined)

ATTENDANCE CHANGE - This group function allows you to Mass Change Attendance for the selected students. For example, you may select students by hand based on Phone Calls for Illness. Once you have selected the students, you may go in and make one entry for all of these students that will update all of their attendance records at the same time. Other times you may choose to use this function are when Teams or Fine Arts groups will be away from school, or perhaps even individual students who will be away from school for several days. Assuming you have selected your group – to use Attendance Change, do the following:

1. Click on **Attendance Change** (from Group Functions Menu)
2. Verify – enter the From – To Dates of the Attendance Change
3. Select the individual periods affected or select All for the entire day
4. Select **Codes to Scan For** (most instances this will be Present)
5. Attendance Code to Set – Select the **Attendance Code** you will be assigning
6. Indicate if you wish to overwrite any other Attendance Codes (for example, the student was to be on a Field Trip, but Parents called them in Ill today)
7. Optional Comment
8. **Submit**

This should record the attendance change in the Students Records.

ENROLLMENT SUMMARY - This function essentially calls the Enrollment Summary screen up, however, rather than the whole school being represented; only those selected students would be included in the totals and available lists.

In the example above, only 10th grade students were included. Clicking on any of the numbers would bring up a list of those students included in calculating that number.

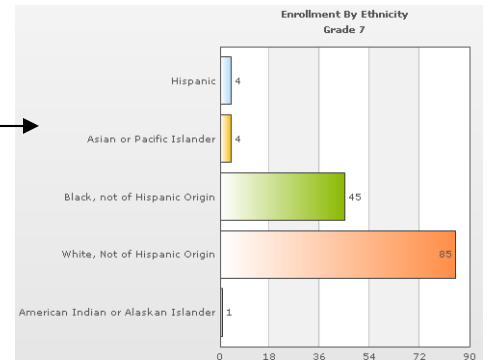
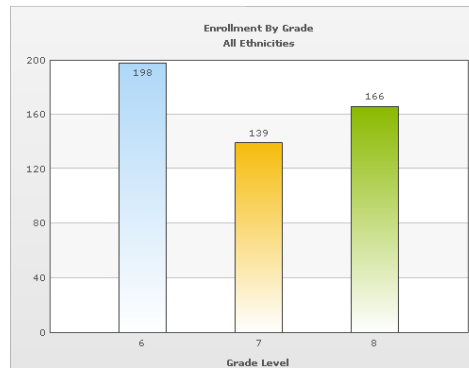
Clicking on the number for grade level and you will get

Grade Level	TOTAL IN GRADE	Asian or Pacific Islander	Black, not of Hispanic Origin	Hispanic	American Indian or Alaskan Islander	White, Not of Hispanic Origin	Unclassified
6	198 107 / 91	5 1 / 4	60 38 / 22	3 1 / 2	1 0 / 1	129 67 / 62	0 0 / 0
7	139 73 / 66	4 2 / 2	45 21 / 24	4 2 / 2	1 1 / 0	85 47 / 38	0 0 / 0
8	166 78 / 88	4 3 / 1	48 22 / 26	5 3 / 2	1 0 / 1	108 50 / 58	0 0 / 0
TOTAL	503 258 / 245	13 6 / 7	153 81 / 72	12 6 / 6	3 1 / 2	322 164 / 158	0 0 / 0

a graph showing ethnicity for all the students in that grade

Click on the word Total and you will receive a graph showing all students by ethnicity.

Click on any of the column headers and you will receive graphs of totals or each ethnicity by grade.



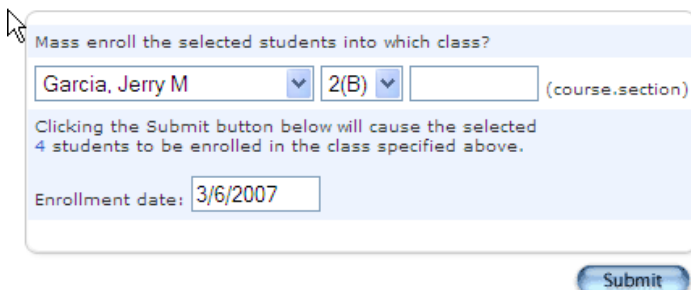
REPORTS MENU - This selection leads you to the menu of canned reports from PowerSchool. These reports are in addition to the reports mentioned above in the PRINT REPORTS group function.

SAVE STORED SELECTION - This is covered in more detail in the PS Stored Searches – Stored Selections document, however, basically it takes your currently selected students and allows you to save them as a stored selection for future reference. The selection is maintained in its current state (not updated).

MASS ENROLL IN CLASSES - Once you have selected your group of students, you may use this function to mass enroll the students into a class or multiple classes. The mass assign is done one class at a time however, the student selection remains the same, so you may simply repeat the process to add them to more classes.

To mass assign a class:

1. Click on the **Mass Enroll** link in the group functions.
2. This will bring up a screen in which you will choose the Teacher and then the period you wish to Mass Assign the selected students to.
3. Click **Submit** and you will be informed as to which class section they have been added to. The screen looks like the one below:



Mass enroll the selected students into which class?

Garcia, Jerry M [v] 2(B) [v] [] (course.section)

Clicking the Submit button below will cause the selected 4 students to be enrolled in the class specified above.

Enrollment date: 3/6/2007

Submit



QUICK EXPORT - This feature allows users to export various fields from the student record to be used in Excel as well as other uses. The user can determine which fields to include, the order they are included and of course, this process is only done for the selected students, so they control who is included. Some characteristics of the Quick Export:

6. Files are always created in a Text Format (.txt extension)
7. Once a Quick Export is setup, much like the List Students function, the Quick Export saves the last export layout. After the original use, the next time you select Quick Export, the Fields used in the previous export are displayed. You can use them as they exist or re-vamp them to better meet your needs.
8. Only one field can be entered on a line (enter them in the order you want them exported)
9. Click Submit when you have entered all of the fields you want.

NOTE: While the most common fields used will come from the Student Table, Quick Export include fields from other Tables. A sample export screen is displayed below:

Export the 110 selected students

Last_name
First_name
DOB
Grade_level

Field Delimiter: Tab

Record Delimiter: CR

"Surround Fields" Column titles on 1st row

[FIELDS](#)

Submit

In this sample, the four fields listed above, will be exported for the selected students. **It is important to note that these exports rely on the correct field names from your Field List or if you need a quick reference, the Fields link at the bottom will display one for you.**

Additional settings: Field Delimiter (Tab usually works best for Excel) and Record Delimiter, CR (carriage return) is also what is recommended. It is recommended that you DO NOT check Surround Fields and depending on your use, you may or may not want Column Titles on the 1st Row.

Be sure to save the file in a location you can access it for your further uses.

STUDENT FIELD VALUE - This function allows you to assign a field value to the selected group of students. Basically it has Mass Update capabilities for the selected students. Some examples of when you may wish to use this function.



The Football coach has given you a list of those students involved in Football and you wish to code this on the Student's Activity record. Rather than go through each individual student's record, you want to update all of them at one time. Student Field Value function allows you to do just that.

1. Once Students are selected – click on Student Field Value
2. The following screen will be displayed:

Option	Value
Field To Change (Fields)	Golf
New Field Value	1
<input type="checkbox"/> Clear Field Value	
Insert * to use the current field value with the new field value.	
<input type="checkbox"/> Do not overwrite existing data.	

WARNING: This change is irreversible.

Submit

3. Enter the **Field Name** you wish to change (Fields link will provide a reference)
4. Enter the New Field Value (for flagging Student Activities, 1 equals checked)
5. You can determine the options you wish to use.

While my example references Student Activities, you could easily use this same function to change the address for multiple students from the same family. The family members would become the selected students and the change could apply to all of them. Be careful when using this type of updating. It can be a very powerful tool and quite a time saver, but it can also mess up a lot of records you did not mean to touch.

NEXT SCHOOL INDICATOR – All students (even if staying in the same building for the next year) must have the Next School Indicator set.

NOTE: For Graduates, it is recommended that a Graduate Building be defined and once students have completed high school they be promoted to that building.

Setting the Next School Indicator is best done in mass when possible. For example, a high school would like to set the Next School Indicator to their building for the current 9th – 11th graders.

1. Search command would be Grade_Level >=9;Grade_level<=11
2. Select **Next School** Indicator
3. A drop down will be available to select the Building you want to assign.
4. Click **Submit**

To alter an individual student or students – only select those special students.



STUDENT SCHEDULE REPORT - This function allows you to print Student Schedules only for selected students. The schedules can be printed one student per page or multiple students per page. Users will select the correct Bell Schedule they want printed on the report.

MASS PRINT A STUDENT SCREEN - This function allows user to print a selected student screen for the currently selected students. If for example, you wish to print a Demographic screen for selected students, this is the feature you want. Once students have been selected:

1. Select **Mass Print a Student Screen**
2. You will be given a drop down asking which screen you would like to print. Click **Submit**

You will receive a set of instructions that includes:

3. Locate the list of selected students frame (left side) and click on the **white background** (this essentially selects all of the students, although it is not readily apparent to the user)
4. File Menu – Print - **Check the box “Print all linked documents”** (this may be found on the Options Page)
5. Click **OK**

The software will produce a list of those students selected and then the selected screen for each student.

COUNSELORS SCREEN - This function allows the user to select a group of students and then select a specific screen they wish to look at for each of these selected students. This will save a great amount of time as opposed to the user identifying each student and then locating the specific screen they wish to view. Once students are selected:

1. Select the **Group Function – Counselors Screen**
2. Select from the drop down – the screen you wish to set as the Counselor’s Screen
3. Click **Submit**
4. A new screen will appear, with a list of current selected students on the left hand side.
5. Click on the **name of the student** whose information you wish to view. As you select additional students, the screen that appears – is the one you selected.

There are additional Group Functions available, however they will be covered in other handouts as they are more specific in nature.

These include:

- Export Using Template
- ID/Password Assignment
- Search by GPA
- Search for Perfect Attendance
- Fee Functions
- Re-Enroll in School
- Search by Grades/Attendance
- Transfer Out of School