PEARSON

PowerSchool Basics
Quick Reference Card

Log In

In the address bar of your browser, type the url of your server, plus the extension that matches your level of access to PowerSchool:

Administrators: http://(yourserver)/admin
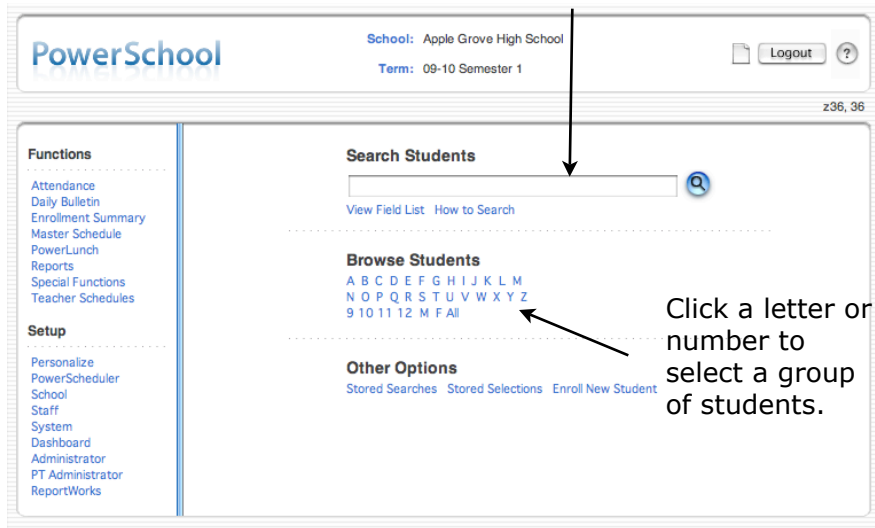
Teachers: http://(yourserver)/teachers

Substitutes: http://(yourserver)/subs

Parent/student: http://(yourserver)

The Start Page

Type a name or search command

Click a letter or number to select a group of students.

Conducting Searches

Create a Search Command:

(Field Name) (Comparator) (What you're looking for)

lastname   =   Smith

To see a list of field names you can use click **View Field List** under the Search area on the Start Page.

Symbols to use in search commands to compare a value to what you're looking for:

Symbol	Means	Does	Example
=	Equals	Finds exact match	`First_name=jamaal`
<	Is Less Than	Finds all matches smaller than the number you enter	`Grade_level<11`
>	Is Greater Than	Finds all matches greater than the number you enter	`Grade_level>3`
<=	Is less than or equal to	Finds all matches less than or equal to the number you enter	`Grade_level<=10`
>=	Is greater than or equal to	Finds all matches greater than or equal to the number you enter	`Grade_level>=4`
#	Does not equal	Finds everything that doesn't match what you entered	`Football#`
In	One of these values is present in the field	Finds all matches that contain one of the the items you entered	`Last_name in yang,holt`

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Symbol	Means	Does	Example
Contains	Value is contained in the field	Finds all matches where what you're looking for is anywhere in the field	`Street contains maple`
!contain	Value not contained in the field	Excludes matches to what you typed	`Street !contain maple`
@	Wildcard	Fills in unknown information in the search	`last_name=@ski` (Finds any student whose last name ends with "ski" such as Kowalski)

Useful Search Commands

Command	Use
alert_medical#	Find students with medical alerts
/enroll_status=-1	For pre-registered students
/enroll_status=0	Zero for only active, which is what you get anyway without the /
/enroll_status=1	For only inactive students
/enroll_status=2	For transferred-out students
/enroll_status=3	For graduated students
/enroll_status=4	For historical grades imported for students who were never active in the PowerSchool application
mother contains -	Finds mothers who have hyphenated names

Compound Searches

Combine two or more searches into one. Use multiple search commands simultaneously. Separate the search commands with a semicolon (;), which means "and."

`Example: last_name=smith;street contains Washington`

Search Prefixes

Use a prefix to broaden your search.

Prefix	Example
/	`/last_name=Ramirez`
Include inactive students in search	

&	`grade_level=9`
	
	`&*birthday=today`

Search within the results of a selection you've been working with	
+	First: `football#` Then: band#
Add results of a new search to previous search	

Store a Search

Create a stored search when you know you're going to run the same set of search commands routinely.

1. On the Start Page, click **Stored Searches**
2. Click **New**
3. Give the search a descriptive title
4. In the Search instructions box, enter the search commands
5. If you are saving a compound search, enter one command per line
6. Click **Submit**

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Search Codes

Use Search Codes in the first part of a search command.

Search Code	Example
*birthday	*birthday=today
	*birthday=4/1
	*birthday>=4/1;*birthday<=4/30
Finds students whose birthday is today, on a certain date, or within a specific range	
*as_of	*as_of=10/31/2007
Finds students who were active on the specified date	
*not_enrolled_in_period	*not_enrolled_in_period=4
Finds students who are not enrolled in a course for the specified period	
*enrolled_in	*enrolled_in=5600
	*enrolled_in=5600.02
Finds students who are currently enrolled in a specified course and section	
*not_enrolled_in	*not_enrolled_in=5600
Finds students who are currently not enrolled in the specified course	
*has_completed_course	*has_completed_course=5600
Finds students who have at least one historical grade entry for the specified course	
*has_not_completed	*has_not_completed=5600
Finds students who do not have any historical grade entries for the specified course	
*cumulative_credit_hours	*cumulative_credit_hours=12
	*cumulative_credit_hours<15
	*cumulative_credit_hours>5
Finds students with the specified number of credit hours	

Search Code	Example
*number_of_classes	*number_of_classes=8
	*number_of_classes<7
	*number_of_classes>5
	*number_of_classes#6
Finds students who are currently enrolled in the specified number of classes	
*attendance_points	*attendance_points>9
	*attendance_points(Q1)>9
	*attendance_points(8/28/07,12/20/07)>9
Finds students who have the specified number of attendance points in any course, any course during a specified term, or any course between specified range of dates	
*hours_requested	*hours_requested<6
	*hours_requested>8
	*hours_requested=10
Finds students who have course requests for the specified number of credit hours	
*special_program	*special_program=resource
Finds students who are enrolled in the specified special program	
*fee.fee_balance	*fee.fee_balance>0
Finds students who owe money on their student fee accounts	

Smart Search

Smart Search is a PowerSchool auto-completion feature that works with the Search field. Once enabled, as you type in the Search field, the feature creates a suggestion menu below the field, relating to possible student or staff names, fields, or stored searches. Use the cursor to select your choice, or continue typing in the field. Smart Search must first be enabled at the district level. Once enabled at the district, it must be enabled at your school. Your security settings may affect your ability to enable the feature or the entry choices for the field.

Enable Smart Search at District Level

1. From the District Office Start Page, click **District > Miscellaneous**
2. Check **Enable Smart Search**
3. Click **Submit**

Enable Smart Search at School Level

1. From the Start Page, click **Personalize > Interface**
2. Check **Enable Smart Search**
3. Check **Include Inactive Student/Staff Results** (optional)
4. Click **Submit**

Log Entry

1. Search for an individual student
2. From the student pages menu, click **Log Entries**
3. On the Log entries page, click **New**
4. Enter a description for the log entry in the Log Entry Text box
   The Author ID will already be entered
5. Choose a log type from the next menu
6. Choose a subtype
7. If using a discipline log, select a consequence from the menu
8. Enter a name for this entry in the Title field
9. Enter the date and time of entering the log
10. If there is any other state-required information, enter it in the appropriate fields
11. Click **Submit**

Print a Report For an Individual student:

1. Search for a student and make a selection
2. From the student pages menu, select **Print A Report**
3. From the report menu, select the desired report to print
4. Determine enrollment period if printing schedules, or time period if printing a fee list
5. Add desired options for watermark printing and when to print

report, then click **Submit**
6. On Report Queue (System) - My Jobs, click **Refresh** to update the status of your running report
7. When the Report shows as completed, click **View** to open the report for viewing or printing

Group Functions

Once you have selected a group of students, you can perform a wide variety of tasks.

Store a Selection

Create a stored selection when you know you will be working with the same group of students routinely.

1. Select a group of students
2. From the Group Functions menu, click **Save Stored Selection**
3. Give the selection of students a descriptive name, such as "February Birthdays," or "Discipline Watch"
4. From the list of options on the Stored Selections page, click **Save the current selection with a new name**
5. Click **Submit**

Select Students By Hand:

1. Search for a group of students
2. From the Group Functions menu, click **Select Students by Hand**
3. Use the Command Key (Mac) or Control (Windows) and click the desired student names
4. If you want to select a group of names that are next to each other, click the first name you want, then press **shift** and click the last name in sequence
5. Choose either "Keep selected students" or "Remove selected students"
6. Click **Selections** to save the selection as a Stored Selection
7. Alternatively, click **Functions** to see the list of functions you can perform with the selected students

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List Students:

1. Search for a group of students and make a selection
2. From the Group Functions menu, select **List Students**
3. Enter a Report Title name, such as `Student Helpers`
4. Type a field name, or click on a field from the Fields list
5. Then add a name for the Column Title (example: `lastfirst` in Field Name, and `Name` in Column Title)
6. Specify what additional columns you want on the list by adding more field names and Column Titles
7. Format with padding (white space) if you wish
8. Indicate which field you want to sort the list by
9. Click **Submit**

Print a Report for a Group of Students:

1. Search for a group of students and make a selection
2. From the Group Functions menu, select **Print Report**
3. From the report menu, select the desired report to print
4. Determine how many student records to include on the report, and what order to list the data
5. Determine the enrollment period if printing schedules, or time period if printing a fee list
6. Add desired options for watermark printing and when to print report
7. Click **Submit**

Print Mailing Labels:

1. Search for a group of students and make a selection
2. From the Group Functions menu, select **Print Mailing Labels**
3. Select which mailing label layout you wish to use from the menu
4. Select how many pages to print, the sort order, and when to print the report
5. Click **Submit**

Quick Export:

1. Search for a group of students and make a selection
2. From the Group Functions menu, select **Quick Export**
3. In the field name text entry box, enter the field for the information that you want to export (one per line)
4. Access the **Fields** link if you need to see the field names
5. When you are finished, click **Submit**

Counselor's Screen:

1. Search for a group of students and make a selection
2. From the Group Functions menu select **Counselor's Screen**
3. From the available menu, choose the desired student pages screen you wish to use in connection with your selection of students
4. Click **Submit**
5. Click a student's last name from the left menu
6. Use the arrows near the top of the student pages menu to toggle back and forth between students in your selection