Student Selections

Utilize this document to select students based on various Student Search Commands in PowerSchool.

Once you are logged in to PowerSchool, the student selection process is performed on the Start Page.

*Note:* Staff and Parent searches are performed similarly under the **Staff** and **Parents** tab, respectively.

The following Student search functions are detailed in this document:

- Search Options
- View Field List
- View Function List
- Select Students by Hand
Student Selections

Search Options
There are multiple ways to select single students or a group of students.

1. At the Browse Students section, click on one of the following:
   a. Alphabet = displays a list of all active students whose last name begins with the selected letter.
   b. Grade level = displays a list of all active students in the selected grade level.
   c. Gender = displays a list of all active students of the selected gender.
   d. All = displays a list of all active students in the school.
   e. Enrollment Status = displays students based on their enrollment status.

2. In the Search field, enter an expression and click the search icon (magnifying glass).

Proceed to View Field List to build a search expression on page 5.
**Student Selections**

**View Field List**

Use the **View Field List** to build a search expression. An expression must consist of a field name, a comparator symbol, and a value, for e.g.: `[First_Name]=`[John]

**Field Name**

To search by field name:

1. On the **Start Page**, click the **View Field List** link to view the list of system fields.
2. Enter partial or complete field name, if known. The **Student Field Name** section will highlight field names containing the text entered.
3. Click the field name from the highlighted list to place it in the **Search** field.

Proceed to entering a **Comparator** symbol on page 4.
**Comparator**

The following table lists the comparators you can use:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Means</th>
<th>Does</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>=</td>
<td>Equals</td>
<td>Finds exact match</td>
<td>first_name=cody</td>
</tr>
<tr>
<td>&lt;</td>
<td>Is less than</td>
<td>Finds all matches less than the number you enter</td>
<td>grade_level&lt;11</td>
</tr>
<tr>
<td>&gt;</td>
<td>Is greater than</td>
<td>Finds all matches greater than the number you enter</td>
<td>grade_level&gt;3</td>
</tr>
<tr>
<td>#</td>
<td>Does not equal</td>
<td>Finds everything that that does not match what you entered</td>
<td>football#1</td>
</tr>
<tr>
<td>contains</td>
<td>Value is contained in the field</td>
<td>Finds all matches where what you are looking for is anywhere in the field</td>
<td>street contains maple</td>
</tr>
<tr>
<td>@</td>
<td>Wildcard</td>
<td>Fills in unknown information in the search</td>
<td>last_name=@ski</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Finds any student whose last name ends with “ski”, such as Kowalski</td>
</tr>
</tbody>
</table>

**Value**

Enter a value pertinent to the field name selection, for e.g.: John, and click the search icon. All students with ‘John’ as their first name are displayed.

You may locate and click on an individual student from the list or select multiple students using the **Select Students by Hand** group function detailed on page 6.
**Student Selections**

**View Function List**

Use the **View Function List** to utilize preconfigured search expression, for e.g.: `*birthday=today`, to view a list of all student whose birthday = current day.

To search by preconfigured search expression:

1. On the **Start Page**, click the **View Function List** link to view the list of preconfigured search expressions.
2. Select an expression from the **Function List** section to place it in the **Search** field.
3. Click the search icon. Students whose birthday = current day are displayed.

![View Function List](image)

Other common search commands are as follows:

<table>
<thead>
<tr>
<th>Command</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>enroll_status=0</td>
<td>For active students only</td>
</tr>
<tr>
<td>/enroll_status=1</td>
<td>For inactive students only</td>
</tr>
<tr>
<td>/enroll_status=3</td>
<td>For graduated students</td>
</tr>
</tbody>
</table>

You may locate and click on an individual student from the list or select multiple students using the **Select Students by Hand** group function detailed on page 6.
Select Students by Hand

To select multiple students:

1. At the Student Selection page, choose Select Students By Hand from the drop-down menu.

2. At the Select Students By Hand screen, use the Ctrl button on the keyboard and select the students.

   a. Choose Keep selected students or Remove selected students.

      - Keep selected students - retains the selected student group.
      - Remove selected students - removes the selected students from the current group.

   b. Click Selections to save the group as a stored selection or click Functions to see the list of group functions that can be performed with the selected students.
Search Tips

- Searches are not case-sensitive.
- Use the Current Selection link on the Start Page to quickly return to the last group of selected students.

![Start Page](image)

- Use a compound search to combine two or more searches into one search expression. Separate the search commands with a semicolon (;), which means “and.” To find all 9th grade students living on a street containing Maple in the street name type the following in the search field:
  
  Example: grade_level=9;street contains Maple

![Start Page](image)

- Use the / in front of a search to search across ALL students (active and inactive).

Additional Resources

On the Start Page screen, click the How to Search link for additional tips on using the search field and functions.

![Start Page](image)

Also, refer to documentation number 7671 - Various Student Search Commands in PowerSource for additional search commands.