

AIG Search Functionality

- From the start page, use the following steps to search for AIG students;
 - Use either of the following methods to enter the field in the Search Box:
 - Type S_NC_STU_AIG_X.AIG_STATUS in the Search Box.

Start Page

Students Staff Parents

S_NC_STU_AIG_X.AIG_STATUS#

Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK4 K 1 2 3 4 5 6 7 8 M F All Statewide Student Search Stored Searches Stored Selections

Current Student Selection (0)

The current selection is empty.

- Click on View Field List to the right of the Search Box. Type AIG in the Filter box. Click on S_NC_STU_AIG_X.AIG_STATUS which places this value in the Search Box.

PowerSchool Field List:

Filter: aig

Student Field Name		
2. Activities.aigstudents	235. S_NC_CRDC_GED_STUDENTS.ACT_YN	468. S_NC_RANK.RANK_WEIGHTED
3. Activities.algebra_i_class	236. S_NC_CRDC_GED_STUDENTS.APEXAM	469. S_NC_STU_AIG_X.AIG_STATUS

Students Search Code		
1. *allstudents	7. *enrolled_in	13. *not_enrolled_in_period
2. *as_of	8. *fee.fee_balance	14. *number_of_classes
3. *attendance_points	9. *has_completed_course	15. *secondarystudents
4. *birthday	10. *has_not_completed	16. *special_program
5. *cumulative_credit_hours	11. *hours_requested	
6. *currenthours_requested	12. *not_enrolled_in	

Related Searches		Valid Operators
1. Activities	Extended Schema filter for Students.Activities fields	is, is not, contains, does not contain, >, is, in, not in
2. C_STUDENTLOCATOR	Extended Schema filter for Students.C_STUDENTLOCATOR fields	is, is not, contains, does not contain, >, is, in, not

- Use the following codes for the specific search:
 - S_NC_STU_AIG_X.AIG_STATUS# - This will find all current AIG Click
 - S_NC_STU_AIG_X.AIG_STATUS=AR - This will find all current Reading Only AIG students.

AIG Search Functionality

- S_NC_STU_AIG_X.AIG_STATUS=AM – This will find all current Math Only AIG students.
 - S_NC_STU_AIG_X.AIG_STATUS=AG – This will find all current Math and Reading AIG students.
 - S_NC_STU_AIG_X.AIG_STATUS=IG – This will find all current Intellectually Gifted AIG students.
- Once the students are identified, any Group Function may be used with this Current Selection.

For example, to get Mailing Labels for AIG Students that are currently Reading Only:

1. Search using S_NC_STU_AIG_X.AIG_STATUS=AR.

Start Page

Students Staff Parents

S_NC_STU_AIG_X.AIG_STATUS=AR

Advanced View Field List [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK4 K 1 2 3 4 5 6 7 8 M F All Statewide Student Search Stored Searches Stored Selections

Current Student Selection (0)

2. Click on magnifying glass to return the selection.
3. In the lower right corner of the Current Student Selection section, click on Select Function. In the Printing Section select Print Mailing Labels.

Clear all SEPC Review Request... Other book

Web ID/Password Assignment LDAP Directory Synchronization Mass Create Family Links Student Field Value

School: S

Graduation

Graduation Plan Selection Graduation Progress Report Graduation Progress Summary

Printing

Mass Print A Student Screen Print Mailing Labels Print Reports Reports Menu

Scheduling

Invalid Requests Mass Enroll Next School Indicator Student Schedule Report Summer School Indicator

Search

Save Stored Selection Search Attachments Search By GPA

Validation

Batch Address Validation Batch Boundary Validation Data Validation Report Immunization Compliance

Select By Hand Select Function [?]

4. On the page that displays complete the information required for the labels that you desire.
 - a. Notice that it chooses the selected students automatically for Print Mailing Labels For.
 - b. From the pop-up menu select the appropriate mailing label that has been defined in System Reports > Setup >

AIG Search Functionality

- Mailing Labels.
- Select to print just the first page or all pages for How Many Pages? Some people like to print just the first page to test how the label will line up on their paper.
 - Select the appropriate sort order for the labels.
 - You can schedule the report to run later or just click Submit to print immediately.

Print Mailing Labels

Option	Value
Print Mailing Labels For	The selected 9 students
Use this mailing label layout:	Student Labels
How Many Pages?	<input type="radio"/> One page only <input checked="" type="radio"/> All pages
Sort Order?	<input checked="" type="radio"/> Student's last name <input type="radio"/> Mailing Zip Code <input type="radio"/> Address Zip Code
When to print	ASAP
Report Output Locale	English

Submit

For example to get Student List for AIG Students that are currently Math Only:

- Search using S_NC_STU_AIG_X.AIG_STATUS=AM.

Start Page

Students Staff Parents

S_NC_STU_AIG_X.AIG_STATUS=AM

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK4 K 1 2 3 4 5 6 7 8 M F All Statewide Student Search Stored Searches Stored Selections

Current Student Selection (5)

- Click on magnifying glass to return the selection.
- In the lower right corner of the Current Student Selection section, click on Select Function. In the Export Section select List Students.

Clear all SEPC Review Reques... Other book

Group Functions

- Student Screens
- Attendance
 - Attendance Change
 - Search By Grades/Attendance
 - Search For Perfect Attendance
- Enrollment
 - Enrollment Summary
 - Mass Enroll Special Program
 - Re-Enroll in School
 - Transfer Out Of School
- Export
 - Export Using Template
 - List Students
 - Quick Export
- Functions
 - Fee Functions
 - Health Screenings
 - ID/Password Assignment
 - LDAP Directory Synchronization
 - Mass Create Family Links
 - Student Field Value
- Graduation
 - Graduation Plan Selection

Select By Hand Print Mailing Labels

AIG Search Functionality

4. On the page that displays complete the information required for the list that you desire.
 - a. Notice that it chooses the selected students and says Student List – X students will be listed.
 - b. If desired, enter a Report Title for this report.
 - c. Use the following table to enter information in the fields:

Field Name	<p>Enter the name of the field.</p> <p>To insert a PowerSchool field into this field:</p> <ol style="list-style-type: none">i. Click Fields to view a list of PowerSchool fields. The Fields pop-up appears.ii. To narrow the list of fields, enter one or more search terms in the Filter field. Otherwise, leave blank.iii. Click the field you want to add. The Fields pop-up closes and the selected field appears. <p>Note: To number the staff members on the printed list, enter *count in the Column 1 Field Name field.</p>
Column Title	<p>Enter the column title. This may or may not be the same as the field name. For example, to display birthdays on the printed list, title the column as Birthday even though the field name is DOB.</p>
Padding in Each Cell	<p>Enter the amount in points of the space between the cell and the text.</p> <p>Note: One point equals 1/72 of an inch.</p>
# Rows in Between Breaks	<p>This refers to the number of student names to print before each break in the list. After each break, column titles are printed again. Enter 0 if you do not want breaks inserted.</p>
Gridlines	<p>Select the checkbox to draw lines between rows and columns and to put a border around the list.</p>
Export	<p>Select the checkbox to create the list in another application. If you deselect the checkbox, the list appears in your Web browser only.</p>
Sort Field Name	<p>Enter up to three field names to sort items in the selected columns or fields. Select to sort in ascending or descending order. If you select to sort more than one column/field, PowerSchool sorts them in the order listed.</p> <p>Note: If you have never sorted a list before, it is a good idea to try different options here to view how items are ordered each time.</p>

AIG Search Functionality

1 Student List - 5 students will be listed

Report Title (shown at top of page): Load List:

Col	Field Name	Column Title
1.	Fields <input type="text" value="LastFirst"/>	<input type="text" value="Name"/>
2.	Fields <input type="text" value="Grade_level"/>	<input type="text" value="Grade"/>
3.	Fields <input type="text" value="S_NC_STU_AIG_X_AIG_STATI"/>	<input type="text" value="AIG Status"/>
4.	Fields <input type="text"/>	<input type="text"/>
5.	Fields <input type="text"/>	<input type="text"/>
6.	Fields <input type="text"/>	<input type="text"/>
7.	Fields <input type="text"/>	<input type="text"/>
8.	Fields <input type="text"/>	<input type="text"/>

- Click Submit. The page displays the list of students. If the list is formatted correctly, continue to the next step. If not, click Back, make the necessary changes, and click Submit again to preview the revised list.
- Choose File > Print from your Web browser to print the report.
Note: To fit more students on the page, change the paper layout or use the reduction setting on your Web browser. Choose File >Print. Make the appropriate selections in the Print dialog.

Other useful Group Functions:

- Student Screens – Using the Student Screens function you can select a specific student page (non-NC specific) and scroll through that page for the selected group of students.
- Enrollment Summary – Use this to get a break down of the totals by grade level and ethnicity for this selected group of students.
- Quick Export – Use this function to use DDE to export specific fields for the selected group of students to Excel.
- Print Report – Use this to print reports created using System Reports > Setup > Form Letters/Object Reports or Report Cards for the selected group of students.
- Reports Menu – Use this to print core system reports for the selected group of students. These reports are listed on System Reports > System tab.

Stored Searches

If you wish to save your searches so that you don't have to go through all of the steps in the first section above, follow these steps:

How to Create a Stored Search

1. On the start page, click **Stored Searches**. The Stored Searches page appears.
2. Click **New**. The Edit Stored Search page appears.
3. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the stored group for which you want to search.
Search Instructions	<ul style="list-style-type: none">• Enter the search commands.• To insert a PowerSchool field into this field:• Click Fields to view a list of PowerSchool fields. The Fields pop-up appears.• To narrow the list of fields, enter one of more search terms in the Filter field. Otherwise, leave blank.• Click the field you want to add. The Fields pop-up closes and the selected field appears.• Note: Use one command on each line. Field names must be entered exactly as they appear in the field list.

4. Click **Submit**. The Stored Searches page displays the new stored search.

How to Edit a Stored Search

1. If a search is not finding the correct students, there could be a problem with the search command. On the other hand, perhaps the criteria for a specific group have changed. In either case, you must edit the search criteria.

Note: All PowerSchool users on your system will be impacted by your change. Contact other users before editing the criteria of a stored search.

2. On the start page, click **Stored Searches**. The Stored Searches page appears.
3. Click the name of the stored search you want to edit. The Edit Stored Search page appears.
4. Edit the information as needed.
5. Click **Submit**. The Stored Searches page reappears.

How to Delete a Stored Search

1. On the start page, click **Stored Searches**. The Stored Searches page appears.
2. Click the name of the stored search you want to delete. The Edit Stored Search page appears.

AIG Search Functionality

3. Click **Delete**.
4. Click **Confirm Delete**. The Selection Deleted page appears.
5. Click Back to return to the Stored Searches page.

Example and Running a Stored Search:

Display of creating or editing a stored search.

Edit Stored Search

Option	Value
Name	<input type="text" value="Current Math Only AIG Students"/>
Search instructions (one search command on each line) (Fields)	<div>S_NC_STU_AIG_X.AIG_STATUS = AM</div>

[Delete](#) [Submit](#)

Running a stored search:

1. Click on Stored Searches from the Start Page.
2. Click on Run Search to the right of the Stored Search.

Stored Searches

New	
Name of Stored Search	Perform Search Now
All Current AIG Students	Run Search
Birthday	Run Search
Current Math Only AIG Students	Run Search
ESL Student	Run Search
Felita Carr	Run Search
Perfect Attendance	Run Search
Telephone Number	Run Search
	Run Search

3. The following page displays:



Group Functions

Current student selection: 5

Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Screens	Shows student pages for currently selected students.
Attendance	
Attendance Change	Changes attendance records for one or many days for currently selected students.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Enrollment	
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected

The Current Student Selection as noted in the red box above denotes the number of students that satisfied the search. You can either perform one of the Group Functions below (similar to the examples above for Group Functions) or you can click on the number to display the students that meet this criteria.



Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (5)

(16)	(8)	Ar
(26)	(8)	Ar
(81)	(8)	Ng
(89)	(7)	Re
(02)	(7)	Wi

Select a function for this group of students

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