

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**.

The screenshot shows the 'Start Page' search interface. At the top, there are three tabs: 'Students', 'Staff', and 'Parents'. The 'Students' tab is selected and highlighted with a red box. Below the tabs is a search input field with a magnifying glass icon and a 'SN' button. To the right of the input field are links for 'View Field List', 'View Function List', and 'How to Search', with the latter highlighted by a red box. Below the search area is a 'Browse Students' section with a grid of letters (A-Z) and numbers (-8 to 13), and links for 'Transferred Out', 'Graduated Students', and 'Pre-Enrolled (All Years)'. At the bottom is an 'Other Options' section with links for 'Statewide Student Search', 'Enroll New Student', 'Stored Searches', and 'Stored Selections'.

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:

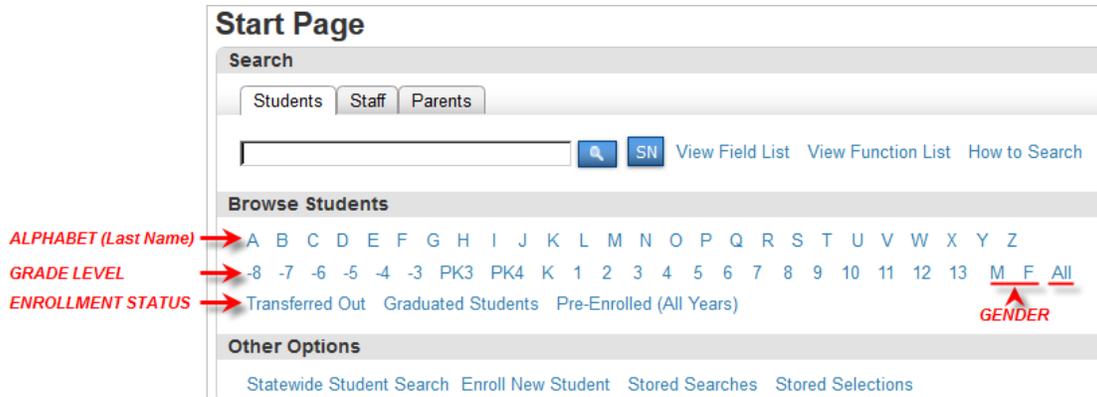
- [Search Options](#)
- [View Field List](#)
- [View Function List](#)
- [Select Students by Hand](#)

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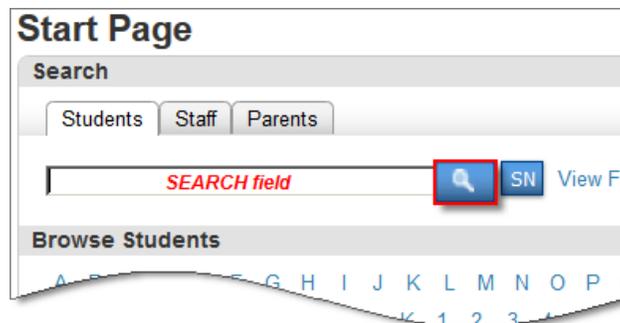
Search Options

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.

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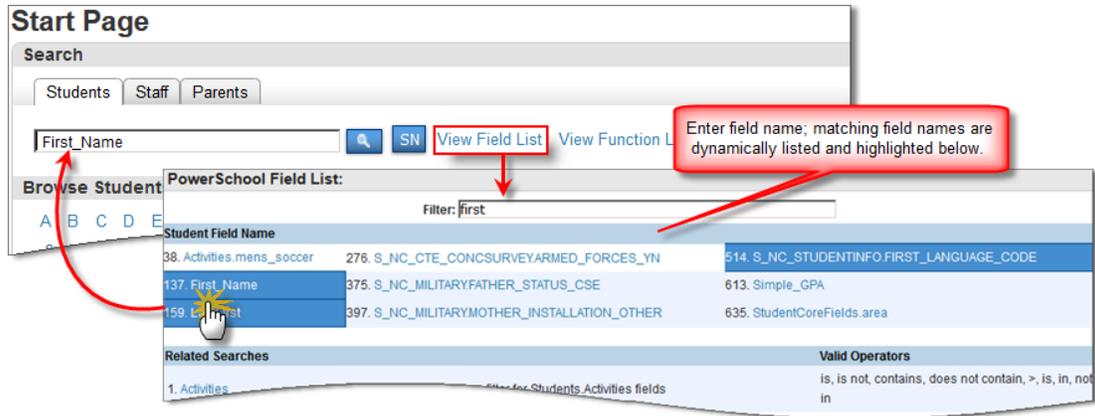
View Field List

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.



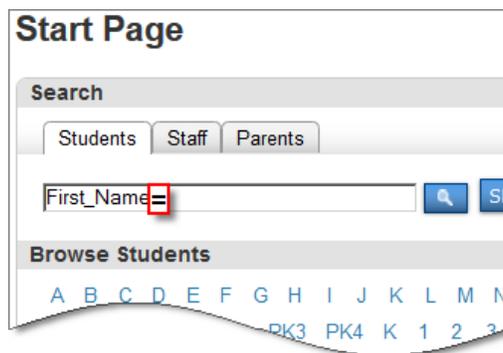
Proceed to entering a [Comparator](#) symbol on page 4.

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Comparator

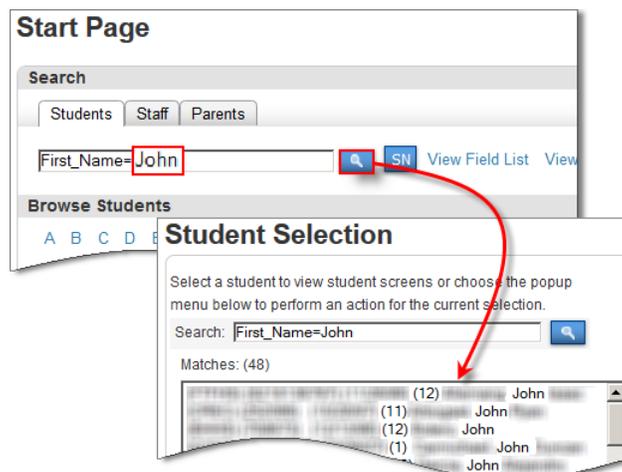
The following table lists the comparators you can use:

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



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.

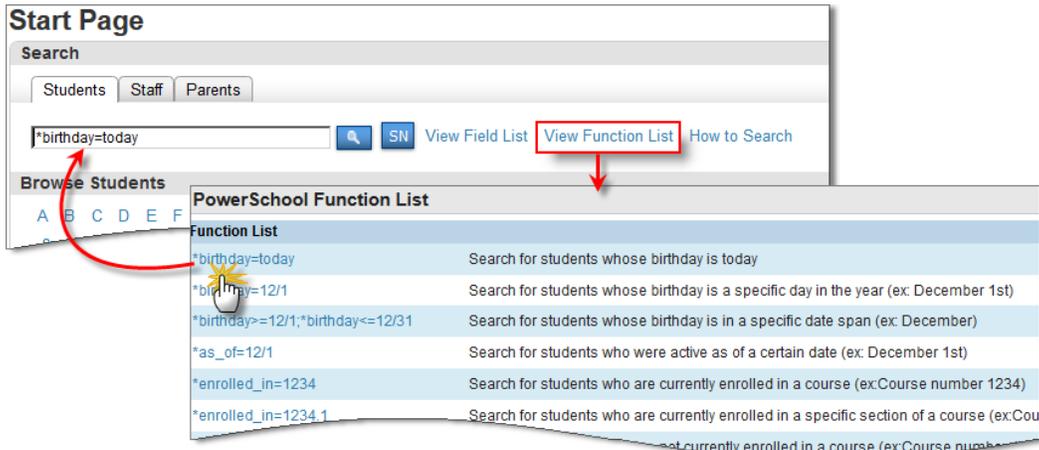
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View Function List

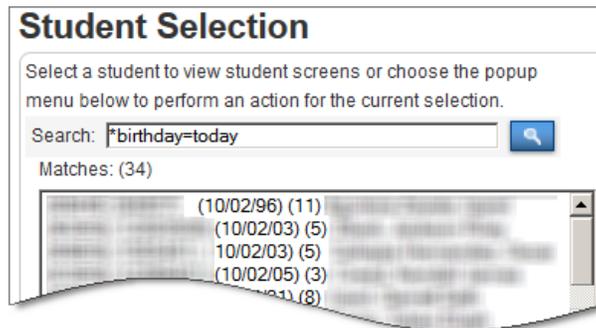
Use the **View Function List** to utilize preconfigured search expression, for e.g.: ***birthday=today**, to view a list of all student whose birthday = current day.

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.



Other common search commands are as follows:

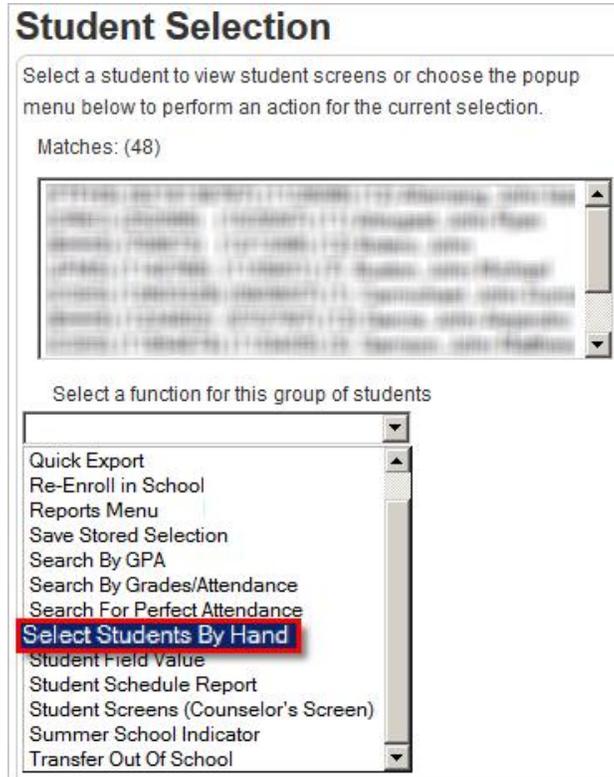
Command	Use
enroll_status=0	For active students only
/enroll_status=1	For inactive students only
/enroll_status=3	For graduated students

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.

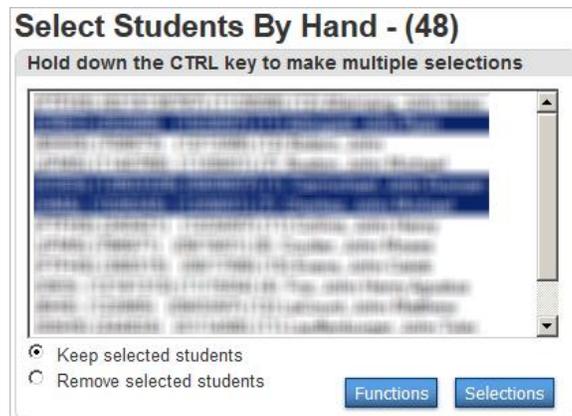
Select Students by Hand

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.

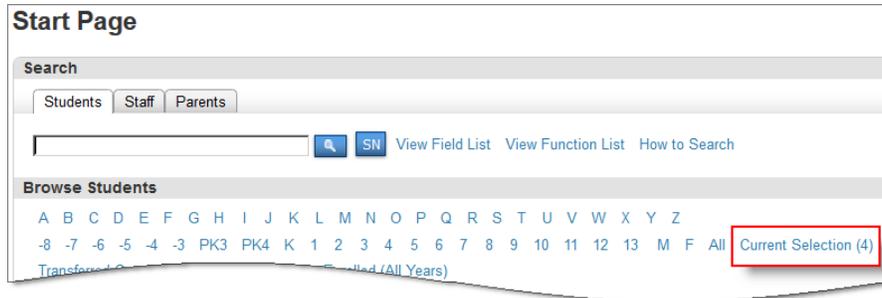


- a. Choose **Keep selected students** or **Remove selected students**.
 - **Keep selected students** - retains the selected student group.
 - **Remove selected students** - removes the selected students from the current group.
- b. Click **Selections** to save the group as a stored selection or click **Functions** to see the list of group functions that can be performed with the selected students.

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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.



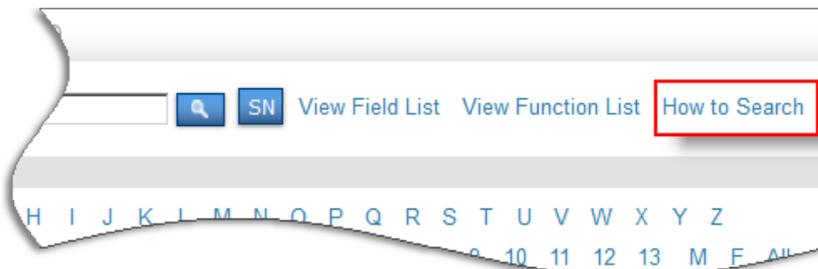
- Use a compound search to combine two or more searches into one search expression. Separate the search commands with a semicolon (;), which means "and." To find all 9th grade students living on a street containing Maple in the street name type the following in the search field:
Example: grade_level=9;street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



- 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.



Also, refer to documentation number **7671** - [Various Student Search Commands](#) in PowerSource for additional search commands.

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