

PowerSchool Handbook

Introduction to PowerSchool

Version 4.0
February 2022



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Part 1: Resources and Training

Where to Find Help



PowerSchool Handbooks:

There is a link located on the Start Page in PowerSchool: PowerSchool Handbooks and Job Aids. Also, located on the IT PowerSchool webpage: [PowerSchool - IT Department \(sandiegounified.org\)](http://sandiegounified.org)

SDUSD Colleagues:

Reach out to a colleague who may know how to help you. Create a network of clerical staff to email or call when you need quick assistance.



Your Site Power User:

Ask your school's Sit Tech or Power User. Resource your onsite team to enhance your PowerSchool skills and answer questions.

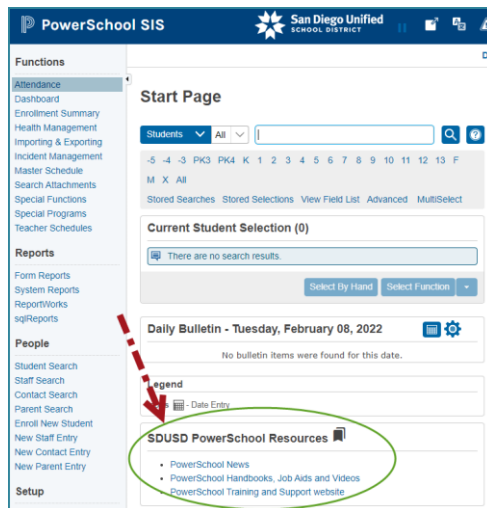


IT Help Desk:

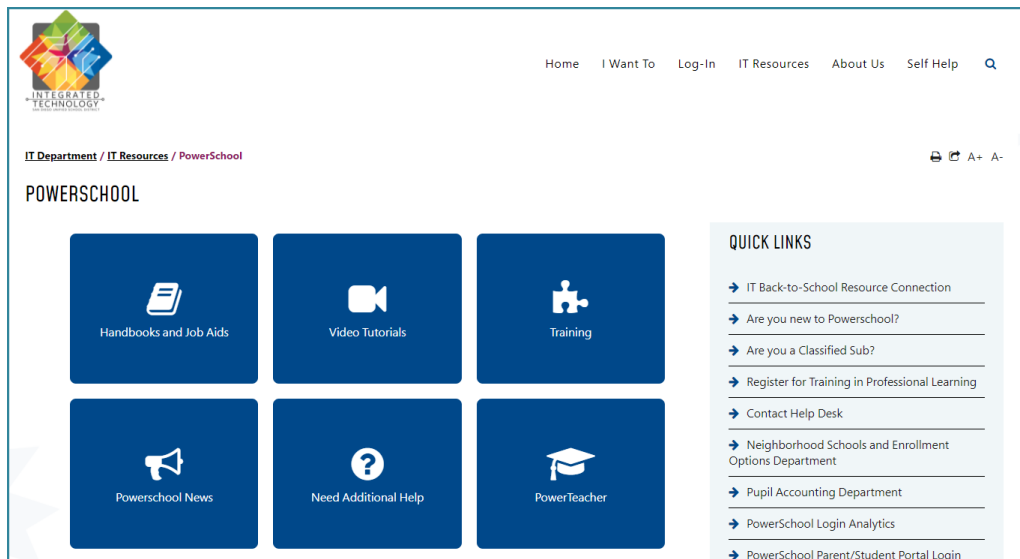
Submit a support request online at <https://sdusd.cherwellondemand.com/> or through email at helpdesk@sandi.net. You can also call the IT Help Desk for assistance or to report issues (619)209-HELP (4357).

SDUSD PowerSchool Webpage for Resources

1. Log in to <http://powerschool.sandi.net/admin>
2. The links to SDUSD PowerSchool Resources are located on the **Start Page** in PowerSchool.
 - PowerSchool News
 - PowerSchool Handbooks and Job Aids
 - PowerSchool Training and Support website (for SDUSD)

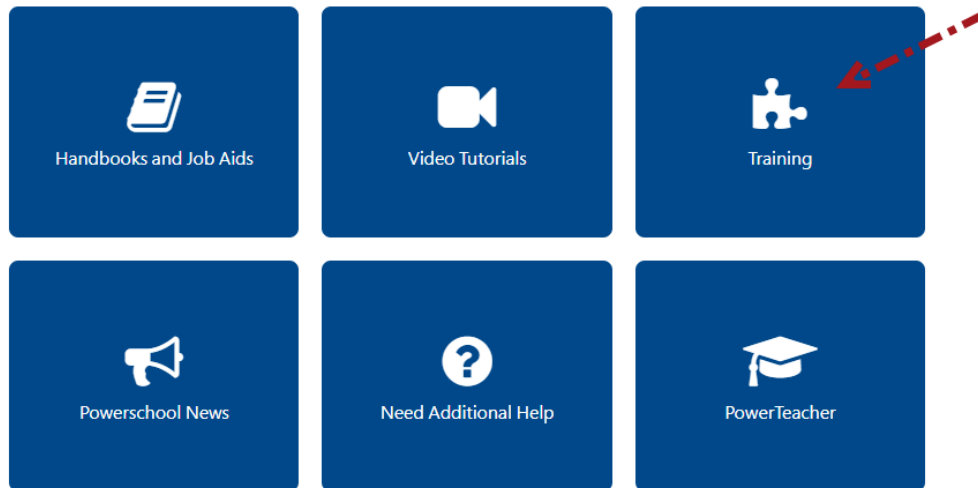


3. Click on **PowerSchool Training and Support website**.
4. Explore the page and become familiar with the resources.



Training

1. Log in to <http://powerschool.sandi.net/admin>
2. The links to SDUSD PowerSchool Resources are located on the **Start Page** in PowerSchool.
 - PowerSchool News
 - PowerSchool Handbooks and Job Aids
 - PowerSchool Training and Support website (for SDUSD)
3. Click on **PowerSchool Training and Support website**.
4. Then click on the **Training** tile



5. The IT Training Department will post monthly trainings. Take advantage of scheduled trainings. Many PowerSchool courses are seasonal. PowerSchool course descriptions will guide you to decide if the topic aligns with your site responsibilities.

PowerSchool News

PowerSchool News provides just in time announcements, instructions, or alerts, pertaining to the student information system.

To receive PowerSchool News via email, contact the **HELP DESK**:

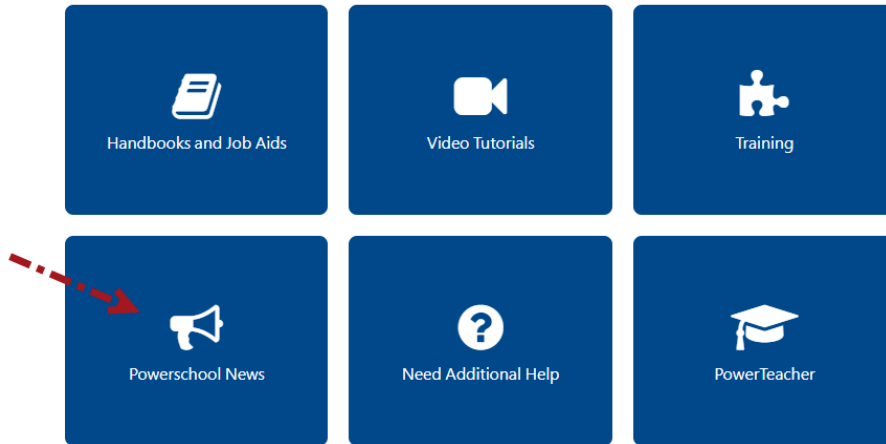
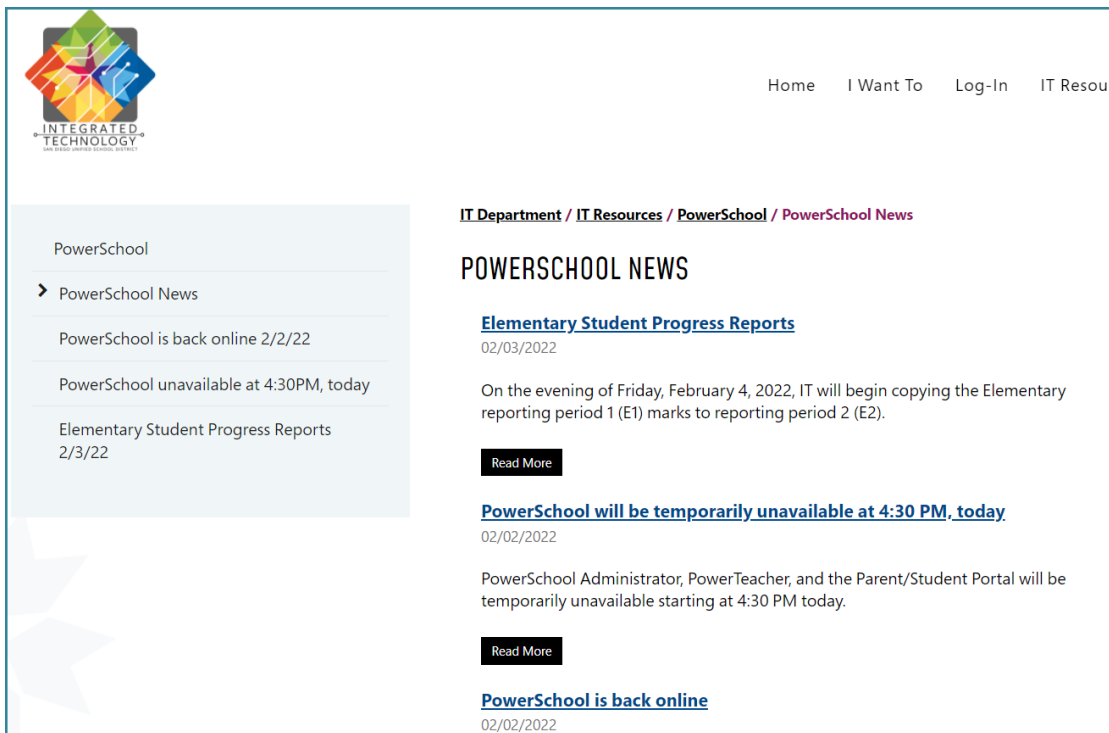
- Submit a support request online at <https://sdusd.cherwellondemand.com/>
- Or through email at helpdesk@sandi.net.

To view the blog of PowerSchool news from the district webpage:

1. Log in to <http://powerschool.sandi.net/admin>

The links to SDUSD PowerSchool Resources are located on the **Start Page** in PowerSchool.

- PowerSchool News
 - PowerSchool Handbooks and Job Aids
 - PowerSchool Training and Support website (for SDUSD)
2. Click on **PowerSchool Training and Support website**.
 3. Then select **PowerSchool News**.

INTEGRATED TECHNOLOGY

Home | I Want To | Log-In | IT Resources

PowerSchool

- PowerSchool News
- PowerSchool is back online 2/2/22
- PowerSchool unavailable at 4:30PM, today
- Elementary Student Progress Reports 2/3/22

[IT Department / IT Resources / PowerSchool / PowerSchool News](#)

POWERSCHOOL NEWS

[Elementary Student Progress Reports](#)
02/03/2022

On the evening of Friday, February 4, 2022, IT will begin copying the Elementary reporting period 1 (E1) marks to reporting period 2 (E2).

[Read More](#)

[PowerSchool will be temporarily unavailable at 4:30 PM, today](#)
02/02/2022

PowerSchool Administrator, PowerTeacher, and the Parent/Student Portal will be temporarily unavailable starting at 4:30 PM today.

[Read More](#)

[PowerSchool is back online](#)
02/02/2022

Part 2: Signing into PowerSchool

Who Gives Me Access to PowerSchool?

Request Access

Talk to your site/department Power User to request PowerSchool access. The Power User is responsible for assigning appropriate level security access. No one should be allowed access to more information than necessary to fulfill their job responsibilities.

Request Removal of Access

If you continue to have access to a school after leaving a position, send the principal an email requesting removal of the access. The principal will forward the email to the appropriate staff member.

System Administration Handbook for Power Users

For information on how a Power User assigns security permissions, or to find out what security permissions are available, see the **System Administration for Power Users Handbook** or **Job Aids**: <https://www.sandi.net/itd/resources/powerschool/system-administration>.

Your First Sign In to PowerSchool

PowerSchool is a web-based application so you will need internet access to use PowerSchool. Firefox is the recommended web browser. Clear your browser cache regularly for optimal performance.

PowerSchool URLs

- Administrators: <https://powerschool.sandi.net/admin/pw.html>
- Teachers: <https://powerschool.sandi.net/teachers/pw.html>
- Parent/Student: <https://powerschool.sandi.net/public/home.html>

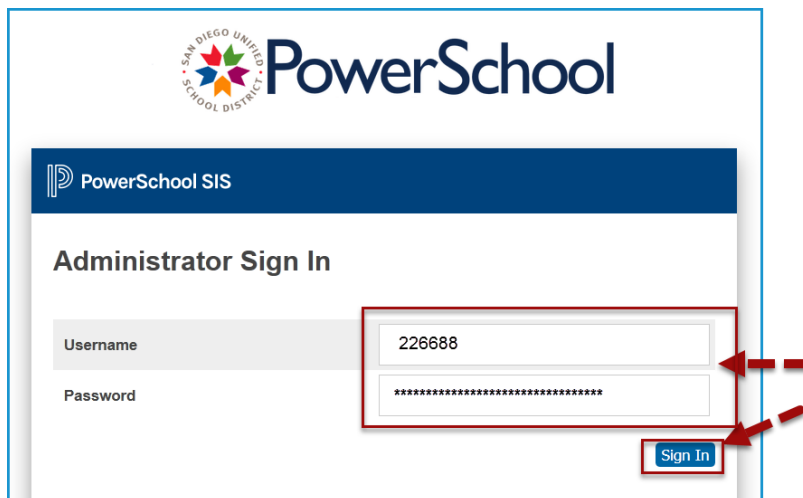
Instructions for Your First Sign In

Important! As a San Diego Unified employee, you have assigned a default password. Your default password is “Sdcs” followed by the last four digits of your Social Security Number. It is case sensitive.

Example: Sdcsxxxx” where “xxxx” is the last four digits of your SSN.

You should change your default password online at <https://pss.sandi.net/>. This DWA password self-service website explains how enroll in the self-service program, how to change your default password, and how to reset your password. If you still need assistance with a password, ask your school’s power user to contact the Help Desk at 619-209-HELP (4357) to have the password reset.

1. Enter your username, then your password. The characters display as asterisks (*) to ensure greater security when you sign in.



2. Click **Sign In**.

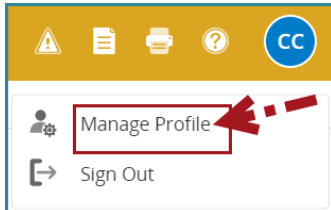
Note: If you exceed the number of sign in attempts allowed, you will be locked out of PowerSchool. If this happens, contact your PowerSchool Power User so they can reset your security access.

Interface and Smart Search Options

1. Click **your name initials icon** in the upper right corner.



2. Click **Manage Profile**.



3. Check the boxes for **Display Quick Search Alphabet**.
4. You may also choose to turn on the option to **Include Inactive Student/Staff Results** or **Disable Smart Search**.

Sign In Page

Page to Display When You Sign In

Initial Student Screen

Page to Display When You Open a Student Profile

Interface

Disable New Experience

Display Quick Search Alphabet

PowerSchedule Task Navigator

Do not select all students on the following pages:

- PowerSchool Start page, when you Select By Hand
- Class Roster page, under Teacher Schedules, Master Schedule, and Sections

Smart Search Options

Disable Smart Search

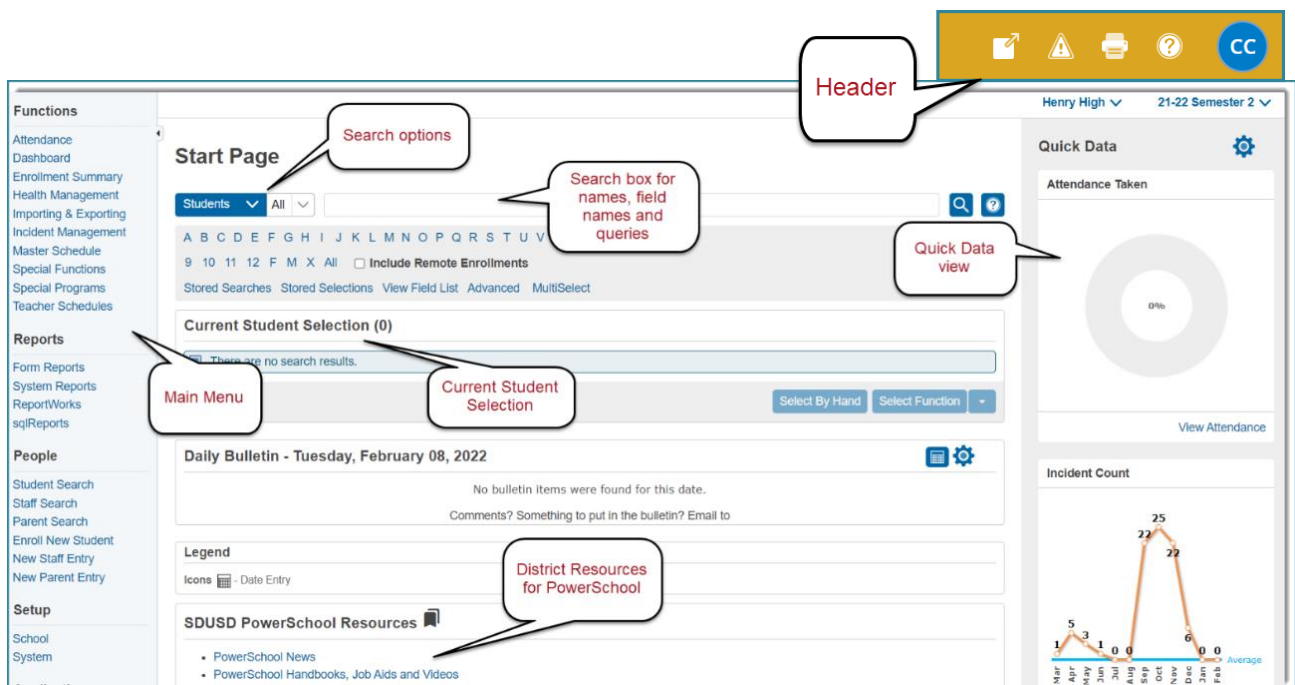
Include Inactive Student/Staff Results

5. Click **Submit**.

Start Page Main Features

The **Start Page** consists of the following main areas:


- ✓ **Header** - Applications icon, Print Icon, User Menu icon (your initials) to manage your profile and sign out
- ✓ **Main Menu** - The column of links located along the left of the screen
- ✓ **Search Options** - Students, Staff, Parents, District Students, District Staff
- ✓ **Quick Data** – Quick Data includes charts for Attendance Taken, At Risk, And Incident Count. You can click a link to view detailed information about each chart. You can disable the charts you do not wish to see or minimize the Quick Data section.
- ✓ **Search Box** - Conduct simple to complex searches
- ✓ **Current Student Selection** - Displays the search criteria you have entered
- ✓ **Daily Bulletin** – The Daily bulletin now appears on the Start Page by default.
- ✓ **District Resources for PowerSchool** - Where to locate handbooks, job aids, and training

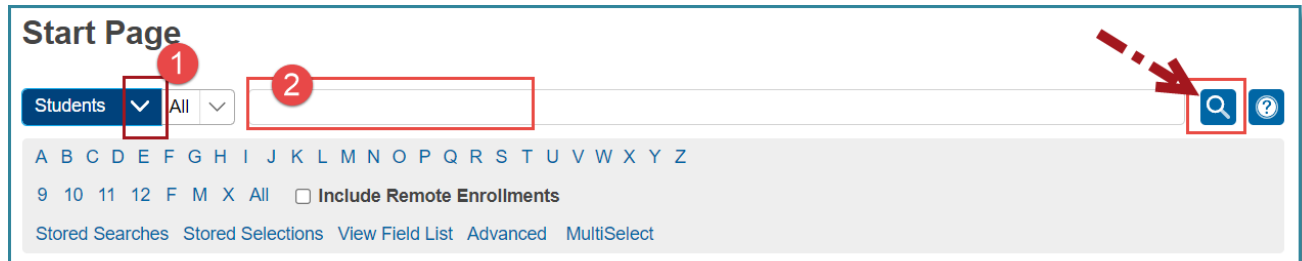


The screenshot shows the PowerSchool Start Page interface with several callouts pointing to specific features:



- Header:** Located at the top right, containing icons for applications, alerts, print, help, and a user menu (CC).
- Main Menu:** A vertical list of navigation links on the left side, including Attendance, Dashboard, Enrollment Summary, Health Management, Importing & Exporting, Incident Management, Master Schedule, Special Functions, Special Programs, and Teacher Schedules.
- Search options:** A dropdown menu at the top left of the main content area, currently set to 'Students'.
- Search box for names, field names and queries:** A text input field next to the search options dropdown.
- Quick Data view:** A section on the right side containing three charts: Attendance Taken (a donut chart showing 0%), Incident Count (a line chart showing data from March to February), and a legend.
- Current Student Selection:** A section below the search box showing 'Current Student Selection (0)' and a message 'There are no search results.'
- District Resources for PowerSchool:** A section at the bottom left titled 'SDUSD PowerSchool Resources' with links to PowerSchool News and PowerSchool Handbooks, Job Aids and Videos.

Student Search

1. On the **Start Page**, click the dropdown arrow and select **Students**.
2. Type the **student's name** in the search box and hit **Enter** on your keyboard or click the **magnifier icon** .



Start Page

Students  All 

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

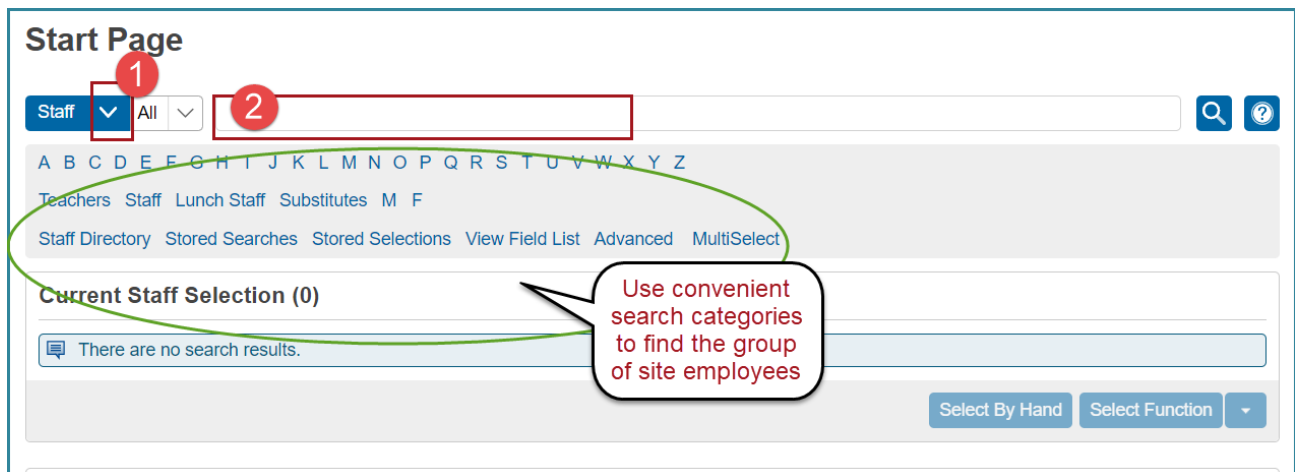
9 10 11 12 F M X All Include Remote Enrollments

[Stored Searches](#) [Stored Selections](#) [View Field List](#) [Advanced](#) [MultiSelect](#)



Staff Search

The Staff search tab is a way to locate site personnel for scheduling, security access assignment, and other set up options.

1. On the Start Page, click the dropdown arrow and select **Staff**.
2. Type the name in the search box or use the available links to find staff names.



Start Page


Staff  All 


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

Teachers Staff Lunch Staff Substitutes M F

[Staff Directory](#) [Stored Searches](#) [Stored Selections](#) [View Field List](#) [Advanced](#) [MultiSelect](#)

Current Staff Selection (0)

 There are no search results.

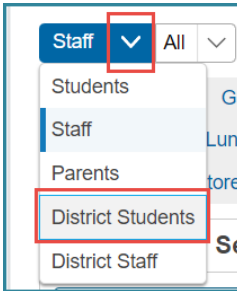
[Select By Hand](#) [Select Function](#) 

Use convenient search categories to find the group of site employees

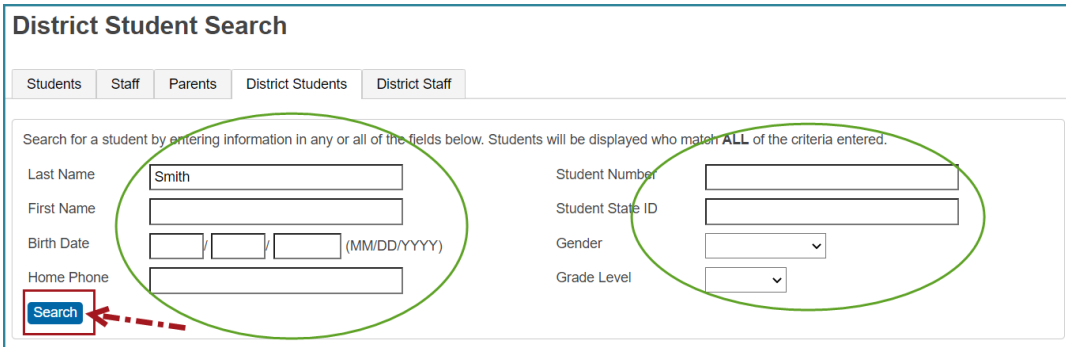
District Students Search

Use the **District Student** search to scan the entire district for a student. You may use one field or multiple fields when searching.

1. From the **Start** page, use the search menu dropdown and select **District Students**.



2. Search for the student by filling in any information you have. Click **Search**.

A screenshot of the 'District Student Search' form. The form has tabs for 'Students', 'Staff', 'Parents', 'District Students', and 'District Staff'. The 'District Students' tab is selected. Below the tabs, there is a search instruction: 'Search for a student by entering information in any or all of the fields below. Students will be displayed who match ALL of the criteria entered.' The form contains several input fields: Last Name (with 'Smith' entered), First Name, Birth Date (MM/DD/YYYY), Home Phone, Student Number, Student State ID, Gender (dropdown), and Grade Level (dropdown). A red dashed arrow points to the 'Search' button. A green oval highlights the search instruction and the input fields.

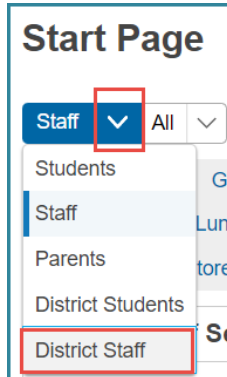
The **District Search Results** page displays the student(s) found. The more specific the search criteria, the narrower the search results will be. The search criteria you entered will be displayed at the top of the page, along with the number of students found.

3. If the search results produce more than one student, you can click on any **student number** in blue font to view additional, identifying information.

District Staff Search

Use the **District Staff** menu link to locate district employees and assign security access to your school. This access is limited to the Power User security role. Please see the PowerSchool System Administration Handbook for complete instructions on assigning security access.

1. From the **Start page**, use the search menu dropdown and select **District Staff**.



2. Enter **information** to any or all of the fields. Click **Search**.

District Staff Search

Search for a staff member by entering information in any or all of the fields below. Staff who match **ALL** of the criteria entered will be displayed.

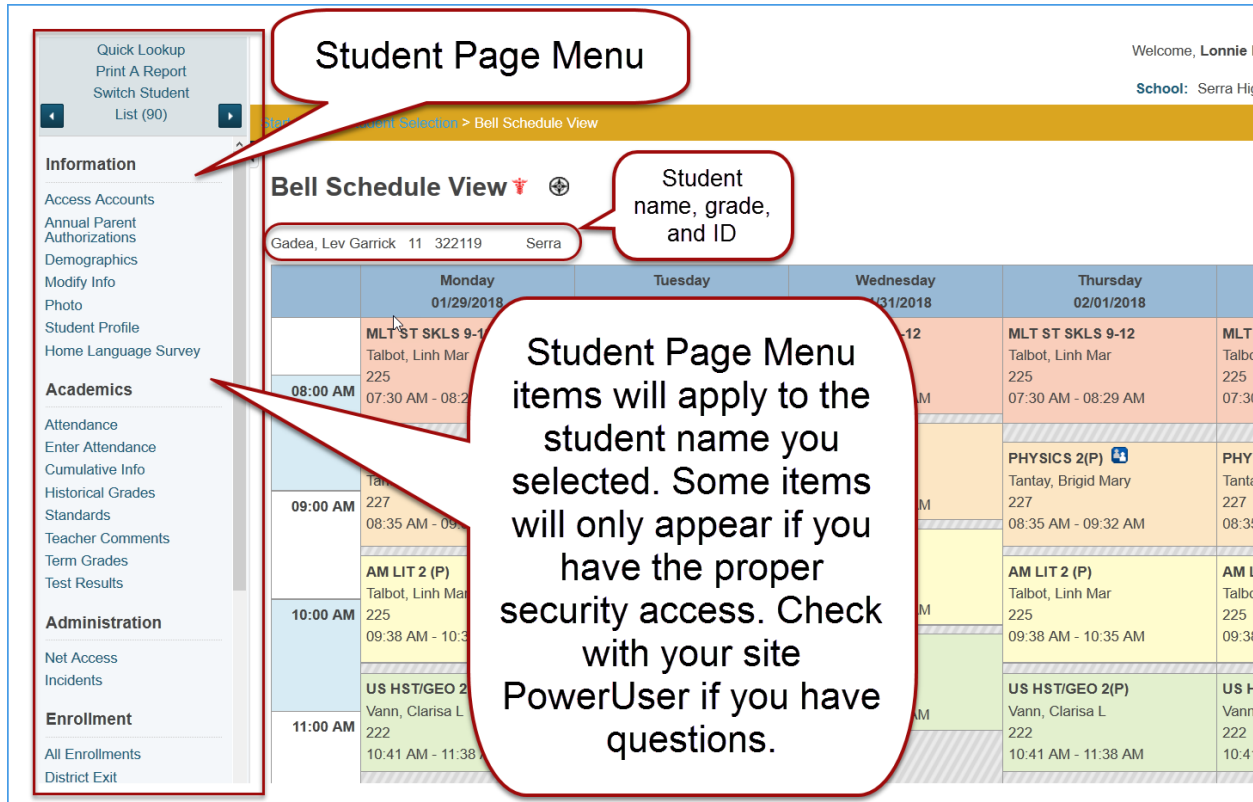
Last Name	<input type="text"/>	Employee ID	<input type="text"/>
First Name	<input type="text"/>		

Part 3: Accessing Student Data

Individual Student Data

Once you select a student on the Start Page, you are taken to the student page and the **Student Page Menu** will display on the left. This menu lists links to view student data. The links displayed will vary based on your security settings.

Note: The Student Page Menu is different than the Main Menu on the PowerSchool Start page.



The screenshot shows the PowerSchool interface for a student's page. On the left is the **Student Page Menu**, which includes sections for Information, Academics, Administration, and Enrollment. The main area displays the **Bell Schedule View** for a student named Gadea, Lev Garrick (ID 11 322119) at Serra. The schedule is shown for Monday, 01/29/2018, and includes classes like MLT ST SKLS 9-12, AM LIT 2 (P), and US HST/GEO 2. Callouts highlight the menu, the student's name and ID, and a note about security access.

Student Page Menu

Student name, grade, and ID

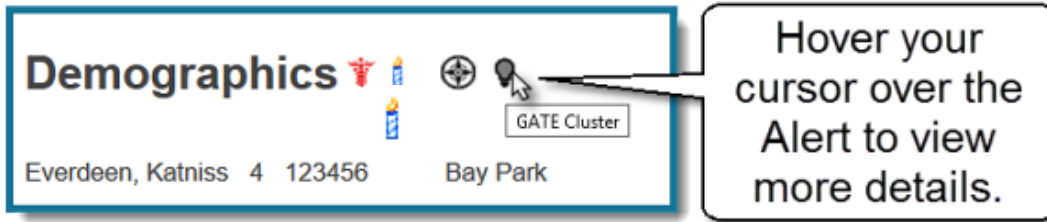
Student Page Menu items will apply to the student name you selected. Some items will only appear if you have the proper security access. Check with your site PowerUser if you have questions.









	Monday 01/29/2018	Tuesday	Wednesday 01/31/2018	Thursday 02/01/2018	Friday
08:00 AM	MLT ST SKLS 9-12 Talbot, Linh Mar 225 07:30 AM - 08:29 AM			MLT ST SKLS 9-12 Talbot, Linh Mar 225 07:30 AM - 08:29 AM	MLT ST SKLS 9-12 Talbot, Linh Mar 225 07:30 AM - 08:29 AM
09:00 AM	AM LIT 2 (P) Talbot, Linh Mar 225 09:38 AM - 10:35 AM			PHYSICS 2(P) Tantay, Brigid Mary 227 08:35 AM - 09:32 AM	PHYSICS 2(P) Tantay, Brigid Mary 227 08:35 AM - 09:32 AM
10:00 AM	AM LIT 2 (P) Talbot, Linh Mar 225 09:38 AM - 10:35 AM			AM LIT 2 (P) Talbot, Linh Mar 225 09:38 AM - 10:35 AM	AM LIT 2 (P) Talbot, Linh Mar 225 09:38 AM - 10:35 AM
11:00 AM	US HST/GEO 2 Vann, Clarisa L 222 10:41 AM - 11:38 AM			US HST/GEO 2(P) Vann, Clarisa L 222 10:41 AM - 11:38 AM	US HST/GEO 2(P) Vann, Clarisa L 222 10:41 AM - 11:38 AM

Student Alerts Icons

Alert icons are used on Student Pages indicating important student information.

- ✓ **Hover your cursor** over the icon to reveal icon name.
- ✓ **Click on the icon** for additional details (if applicable).

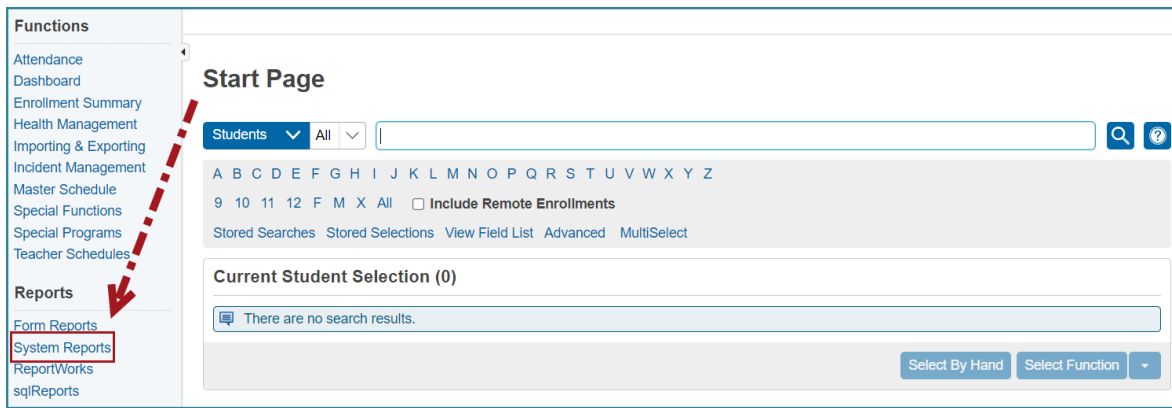


Alert Icon	Alert Description
	Birthday
	English Learner
	GATE – Cluster
	GATE – Seminar
	Legal Bindings – Site generated when a Legal Binding is entered on the demographics page
	Medical Alert
	Special Education
	Other Alert – Site created

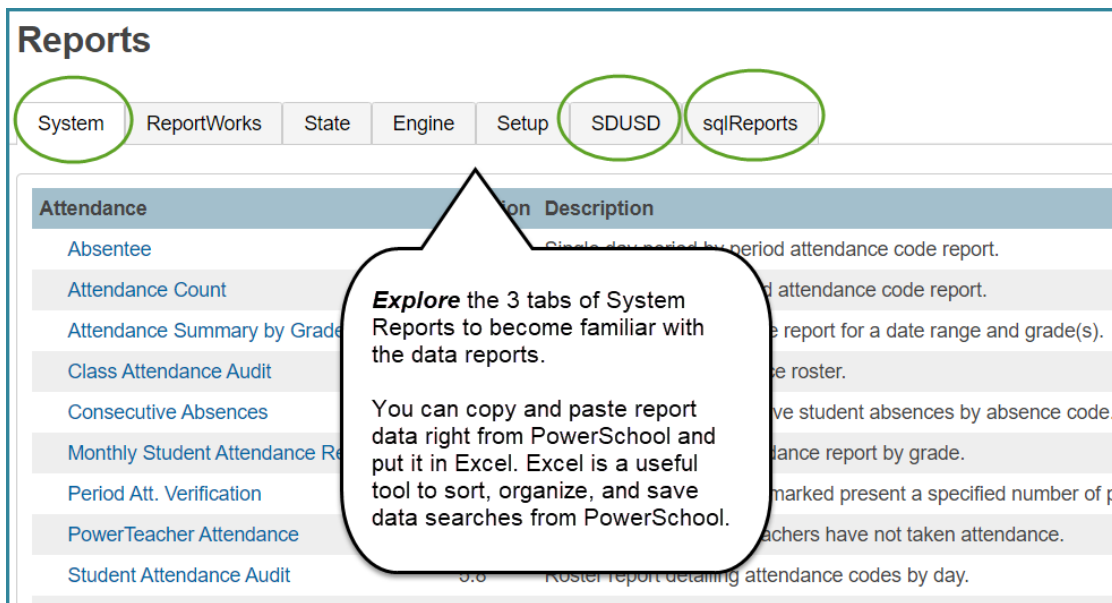
System Reports

System Reports offer many options of data for various areas of student information. Report descriptions are provided as you hover the report name.

1. From the Start Page, click **System Reports**.

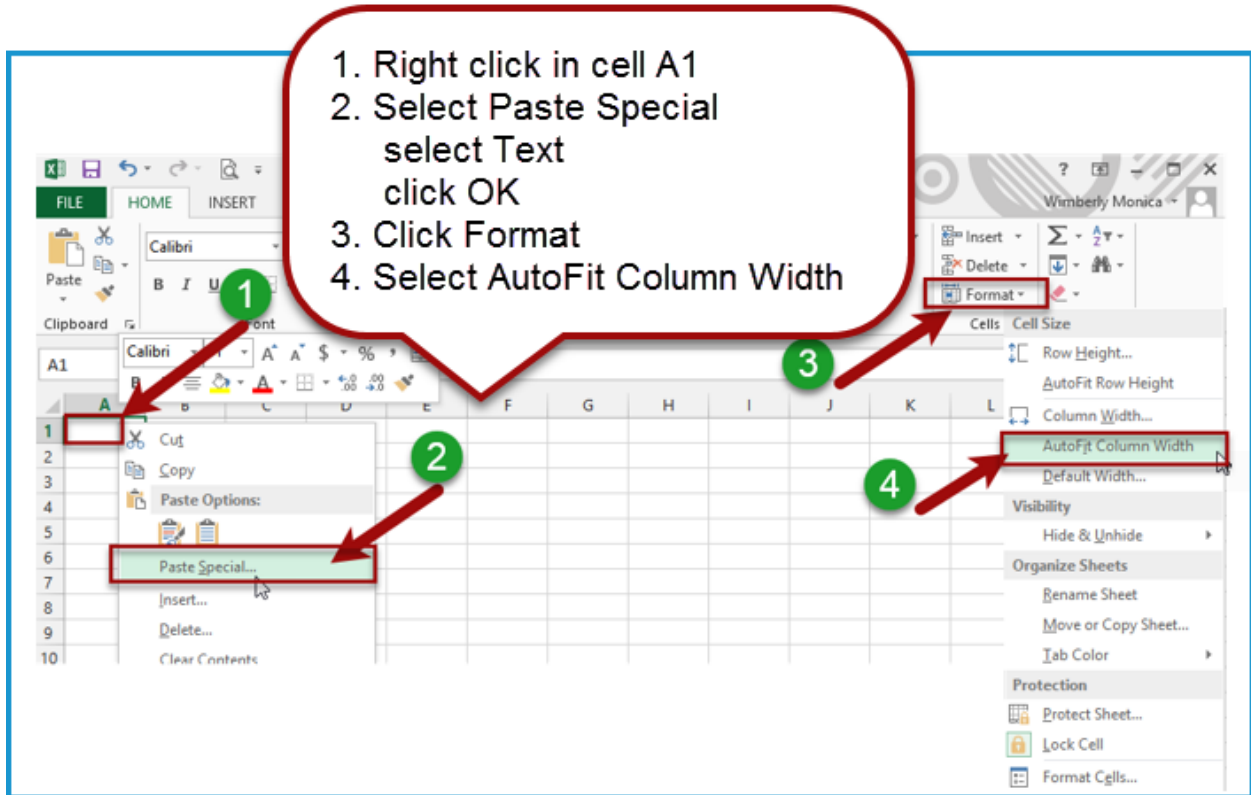


2. Select a report tab to open the reports.



Easy Export to Excel

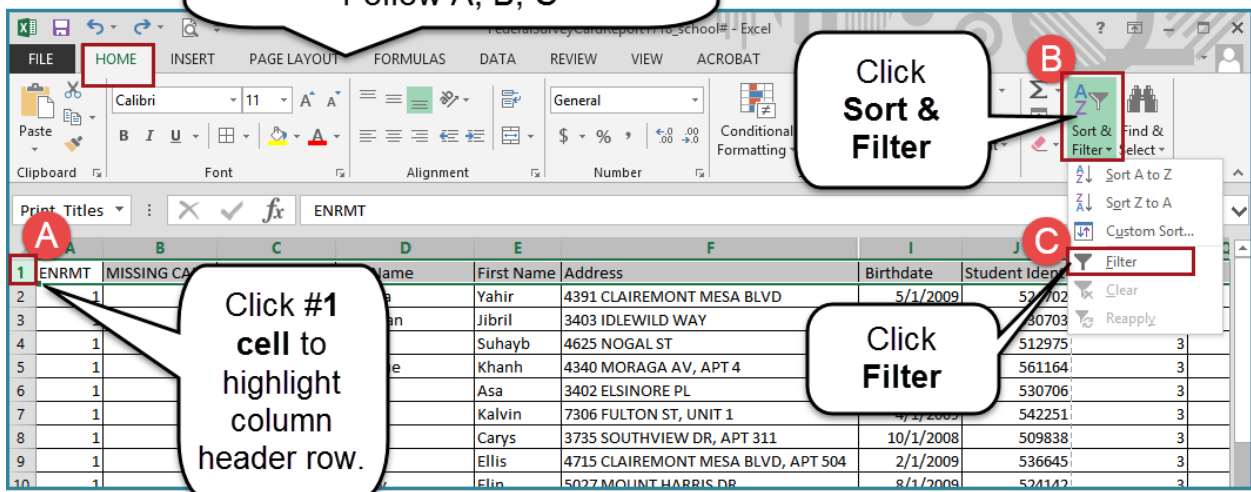
Excel is a useful tool to sort, organize, and save data from PowerSchool. PowerSchool data is configured to easily fit into an Excel spreadsheet. Simply, highlight and copy data. Use **Paste Special** to paste data.



1. Right click in cell A1
2. Select Paste Special
select Text
click OK
3. Click Format
4. Select AutoFit Column Width

The screenshot shows an Excel spreadsheet with a context menu open over cell A1. The 'Paste Special...' option is highlighted. A 'Format' menu is also open, with 'AutoFit Column Width' selected. Red arrows and numbers 1 through 4 indicate the sequence of actions.

Now add Sort & Filter:
Follow A, B, C



Click #1 cell to highlight column header row.

Click Sort & Filter

Click Filter

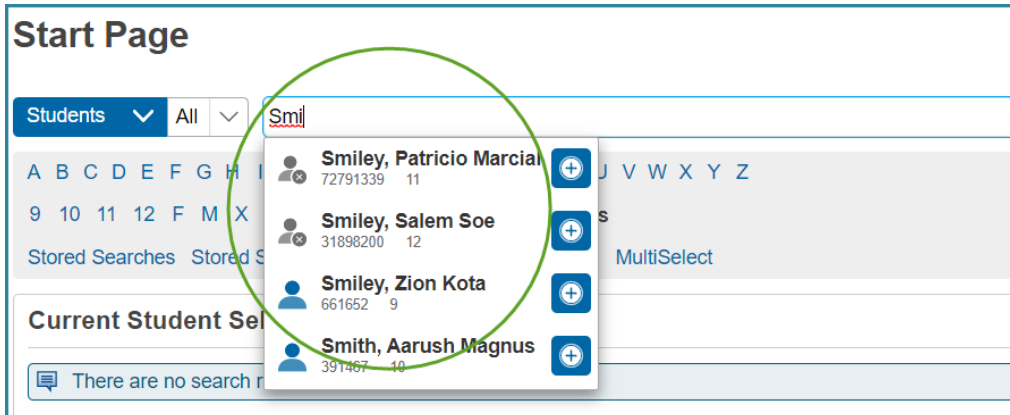
The screenshot shows an Excel spreadsheet with a table of student data. The first row is highlighted in green. The 'Sort & Filter' button is highlighted in the ribbon, and the 'Filter' dropdown menu is open. Red letters A, B, and C are placed near the first cell, the Sort & Filter button, and the Filter dropdown respectively.

ENRMT	MISSING CA	Name	First Name	Address	Birthdate	Student Ident
1		Yahir	Yahir	4391 CLAIREMONT MESA BLVD	5/1/2009	52702
2		Jibril	Jibril	3403 IDLEWILD WAY		580703
3		Suhayb	Suhayb	4625 NOGAL ST		512975
4		Khanh	Khanh	4340 MORAGA AV, APT 4		561164
5		Asa	Asa	3402 ELSINORE PL		530706
6		Kalvin	Kalvin	7306 FULTON ST, UNIT 1		542251
7		Carys	Carys	3735 SOUTHVIEW DR, APT 311	10/1/2008	509838
8		Ellis	Ellis	4715 CLAIREMONT MESA BLVD, APT 504	2/1/2009	536645
9		Elin	Elin	5027 MOUNT HARRIS DR	8/1/2009	524142

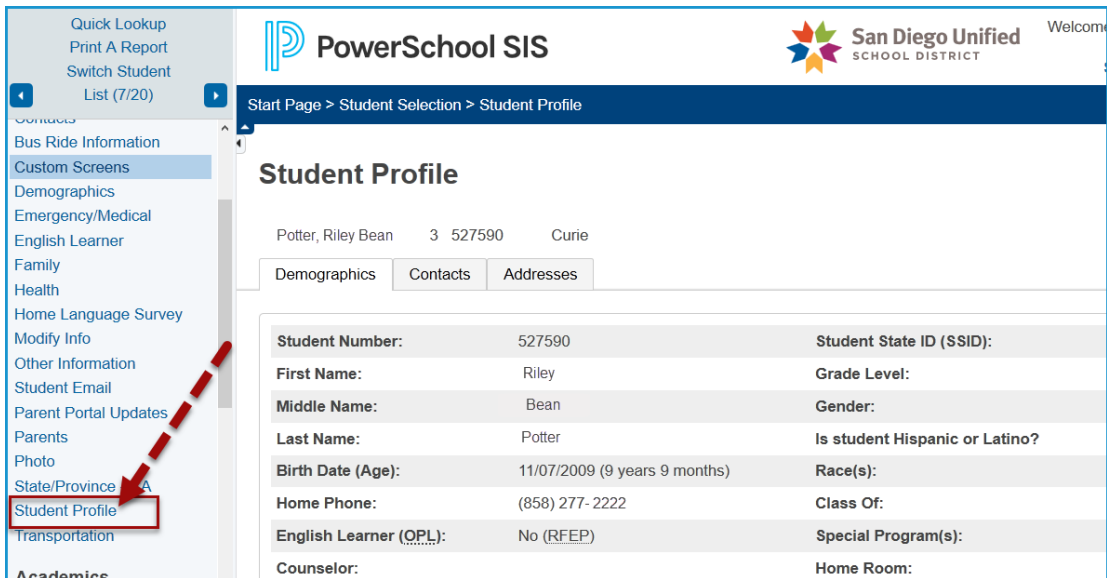
Student Profile

The **Student Profile** is a quick way to lookup basic demographic information about a student such as their birthdate, lunch PIN, and ethnicity as well as basic contact information such as addresses, phone numbers, and emails.


1. From the PowerSchool **Start Page**, select a student or group of students.



2. From the student menu, click **Student Profile**.



3. The Student Profile has three tabs: **Demographics**, **Contacts**, and **Addresses**. Click on any tab to view related information about the student. The **Demographics** tab displays basic demographic information about the student including the Home Phone, Lunch ID and any Special Programs the student is currently enrolled in.


Student Profile 

Garzon, Natali Carrington 4 444973 Bay Park

Demographics **Contacts** Addresses

Student Number:	444973	Student State ID (SSID):	5937391765
First Name:	Natali	Grade Level:	4
Middle Name:	Carrington	Gender:	Female
Last Name:	Garzon	Is student Hispanic or Latino?	Yes, Hispanic or Latino
Birth Date (Age):	01/01/2008 (10 years 5 months)	Race(s):	(700) White
Home Phone:	760-985-1020	Class Of:	
English Learner (OPL):	No	Special Program(s):	GATE Cluster
Counselor:		Home Room:	
Lunch ID:	1968		

4. The **Contacts** tab displays Parent/Guardian and Emergency Contact information including phone numbers, the relationship to the student, primary language of the contact, and email address if it has been entered. Click the email address to email a contact.


Student Profile 

Garzon, Natali Carrington 4 444973 Bay Park

Demographics **Contacts** Addresses

Contact Type	First Name	Last Name	Email	Home Phone	Work Phone	Cell Phone	Lives With Student	Relationship	Primary Language
Parent/Guardian /Contact 1	Alayah	Garzon		760-985-1020	760-985-1020		Yes	Mother	English
Parent/Guardian /Contact 2	Jaime	Garzon		760-985-1020			No (1837 FRANKFORT ST SAN DIEGO,)	Father	English
Emergency Contact 1	Lidia	Garzon		760-985-1020				Grandparent	
Emergency Contact 2	Tyrone	Garzon		760-985-1020				Uncle or Aunt	

5. The **Address** tab displays basic address information for the student.

Student Profile 

Garzon, Natali Carrington 4 444973 Bay Park

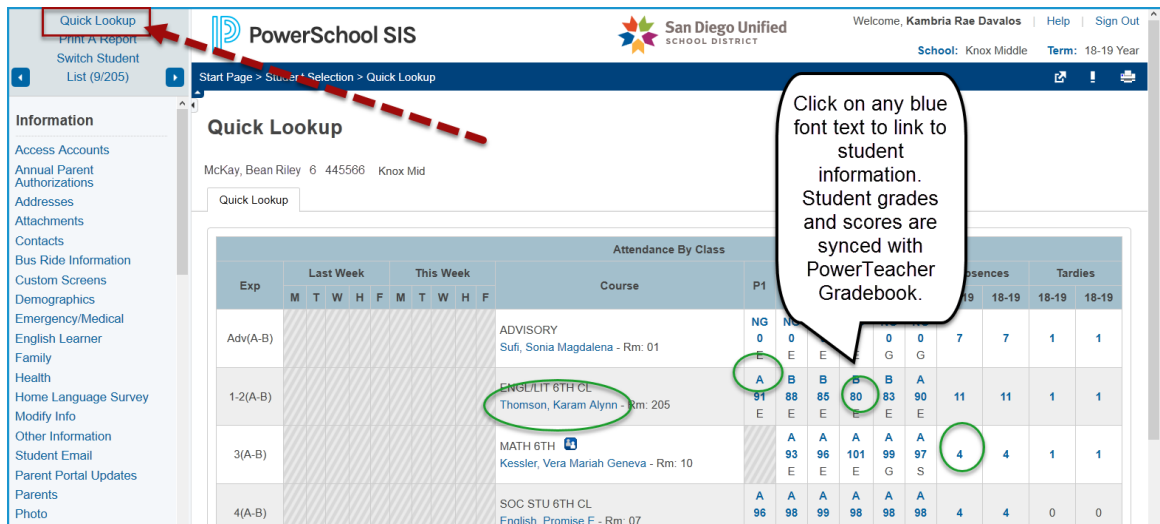
Demographics Contacts **Addresses**

Household Address:	1837 FRANKFORT ST SAN DIEGO, CA 92110	Household Geocode:	Lat: 32.78934970, Lng: -117.20268100
Mailing Address:	1837 FRANKFORT ST SAN DIEGO, CA 92110	Mailing Geocode:	Lat: 32.78934970, Lng: -117.20268100
Address Verified:	03/22/2016		
Current Caregiver:	Parent/legal guardian	Foster Living Situation:	
Homeless Living Situation:		Other Living Situation:	
Neighborhood School:	Bay Park Elementary	Boundary Exception:	
Next School:	Bay Park Elementary	Next Grade:	5

Quick Lookup

The Quick Lookup page displays commonly used information, such as the student's schedule, teachers, current grades, and attendance records. The data is pulled from PowerTeacher. On this page, you can perform any of the following tasks:

- Click a teacher's name to send an email message.
- Click on absences or tardies to display details on the Dates of Attendance page.
- To view assignments, scores and rubrics that comprise the final grades for a term, click the grade in the appropriate term column.



Quick Lookup

McKay, Bean Riley 6 445566 Knox Mid

Exp	Last Week					This Week					Course	P1	Absences				Tardies				
	M	T	W	H	F	M	T	W	H	F			18-19	18-19	18-19	18-19	18-19	18-19	18-19	18-19	
Adv(A-B)											ADVISORY Suft, Sonia Magdalena - Rm: 01	NG 0 E	NG 0 E	NG 0 E	NG 0 E	NG 0 E	7	7	1	1	
1-2(A-B)											ENGLIT 6TH CL Thomson, Karam Alynn - Rm: 205	A 91 E	B 88 E	B 85 E	B 80 E	B 83 E	A 90 E	11	11	1	1
3(A-B)											MATH 6TH Kessler, Vera Mariah Geneva - Rm: 10	A 93 E	A 96 E	A 101 E	A 99 E	A 97 S	A 97 S	4	4	1	1
4(A-B)											SOC STU 6TH CL English Promise E - Rm: 07	A 96	A 98	A 99	A 98	A 98	A 98	4	4	0	0

Note: Days that appear grayed-out indicate that school is not in session and/or the student is not enrolled on that date. Other information may not appear unless school is in session and/or the student is currently enrolled.

Report Queue

Sample View of Reports

The student menu page contains a link to **Print a Report**. These report options can be printed for one student or a group of students. These selected reports render in the system report queue. Please note, the **Print a Report** options are different than **System Reports**.

Student Schedule

Student Schedule as of 07/06/2018						
Serra High						
Student	Student ID	Grade	Gender	Lunch PIN		
Famorcan, Giovanni Demi	121799057	12	F	53016		
Period/Day	Course	Sec	Course Title	Room	Teacher	Term
1(A)	6834	1	PSYCH 1 AP(HP)	409	Claiborne	S1
2(A)	8490	1	EVENT MKTING 1	411	Stowell	S1
3(A)	1698	3	ERWC 1 (P)	603	Taboada	S1
4(A)	6758	4	PR ECON 1 (P)	612	Khalil	S1
5(A)	4163	6	INTG MATH III A(P)	205	Candelaria	S1
6(A)	6151	3	PHYSIOL 1 (P)	801	Benton	S1
Period/Day	Course	Sec	Course Title	Room	Teacher	Term
1(A)	6835	1	PSYCH 2 AP(HP)	409	Claiborne	S2
2(A)	8491	1	EVENT MKTING 2	411	Stowell	S2
3(A)	1699	3	ERWC 2 (P)	603	Taboada	S2
4(A)	6757	4	GOVERNMENT 1(P)	612	Khalil	S2
5(A)	4164	6	INTG MATH III B(P)	205	Candelaria	S2
6(A)	6152	3	PHYSIOL 2 (P)	801	Benton	S2

Emergency Information Listing

Emergency Information Listing						
Serra High						
Student	Student Number	Birthdate	Grd	Gndr	Advisor	Phone
Famorcan, Giovanni Demi	1217990	12/01/1999	12	F	Dr. Mora	760-979-6038
Has type A Diabetes.						
Home: 6220 ESTELLE ST SAN DIEGO, CA 92115						
Contacts:		Father	Famorcan, Herlinda			760-979-6038
		Mother	Famorcan, Abdulahi			760-979-6038
		Brother or Sister	Famorcan, Gina			760-979-6038

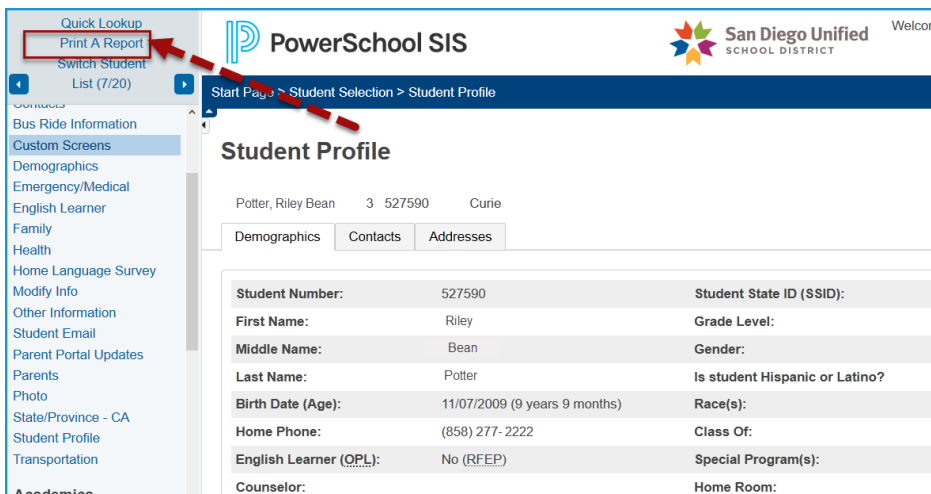
Student Locator 4 UP

<p>Grade: 12 Famorcan, Giovanni Demi [121799057] F 12/01/1999 760-979-8056 Serra High 17-18 Semester 1 Student Lunch ID: 53016 Effective Date: 07/06/2018</p> <p>Home Address: 6225 ESTELLE ST SAN DIEGO, CA 92115</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Course</th> <th>Course Name</th> <th>Room</th> <th>TEACHER</th> <th>Term</th> </tr> </thead> <tbody> <tr><td>1(A)</td><td>6834</td><td>PSYCH 1 AP(HP)</td><td>409</td><td>Claborne</td><td>S1</td></tr> <tr><td>2(A)</td><td>8490</td><td>EVENT MKTING 1</td><td>411</td><td>Stowell</td><td>S1</td></tr> <tr><td>3(A)</td><td>1698</td><td>ERWOC 1 (P)</td><td>803</td><td>Ilabouda</td><td>S1</td></tr> <tr><td>4(A)</td><td>6758</td><td>PR ECON 1 (P)</td><td>612</td><td>Khalil</td><td>S1</td></tr> <tr><td>5(A)</td><td>4163</td><td>INTG MATH III A(P)</td><td>205</td><td>Candelaria</td><td>S1</td></tr> <tr><td>6(A)</td><td>6151</td><td>PHYSIOL 1 (P)</td><td>801</td><td>Benton</td><td>S1</td></tr> </tbody> </table> <p style="text-align: center;">1</p>		Period	Course	Course Name	Room	TEACHER	Term	1(A)	6834	PSYCH 1 AP(HP)	409	Claborne	S1	2(A)	8490	EVENT MKTING 1	411	Stowell	S1	3(A)	1698	ERWOC 1 (P)	803	Ilabouda	S1	4(A)	6758	PR ECON 1 (P)	612	Khalil	S1	5(A)	4163	INTG MATH III A(P)	205	Candelaria	S1	6(A)	6151	PHYSIOL 1 (P)	801	Benton	S1	<p>Grade: 11 Farr, Steve Ashton [92600076] M 09/01/2000 619-991-1858 Serra High 17-18 Semester 1 Student Lunch ID: 14915 Effective Date: 07/06/2018</p> <p>Home Address: 1904 ALTAMONT WY SAN DIEGO, CA 92139</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Course</th> <th>Course Name</th> <th>Room</th> <th>TEACHER</th> <th>Term</th> </tr> </thead> <tbody> <tr><td>1(A)</td><td>6211</td><td>CHEMISTRY 1(P)</td><td>704</td><td>Herrera Garcia</td><td>S1</td></tr> <tr><td>2(A)</td><td>1655</td><td>ENGLGCP1AP (HP)</td><td>617</td><td>Donnell</td><td>S1</td></tr> <tr><td>3(A)</td><td>6511</td><td>HUM GEOGRAPH(HP)</td><td>616</td><td>Garnett</td><td>S1</td></tr> <tr><td>4(A)</td><td>6244</td><td>DES MIX MEDIT(P)</td><td>407</td><td>Boland</td><td>S1</td></tr> <tr><td>5(A)</td><td>6701</td><td>US HST/GEO 1(P)</td><td>409</td><td>Claborne</td><td>S1</td></tr> <tr><td>6(A)</td><td>4169</td><td>INTG MATH III A ADV(P)</td><td>217</td><td>Franz</td><td>S1</td></tr> </tbody> </table> <p style="text-align: center;">2</p>		Period	Course	Course Name	Room	TEACHER	Term	1(A)	6211	CHEMISTRY 1(P)	704	Herrera Garcia	S1	2(A)	1655	ENGLGCP1AP (HP)	617	Donnell	S1	3(A)	6511	HUM GEOGRAPH(HP)	616	Garnett	S1	4(A)	6244	DES MIX MEDIT(P)	407	Boland	S1	5(A)	6701	US HST/GEO 1(P)	409	Claborne	S1	6(A)	4169	INTG MATH III A ADV(P)	217	Franz	S1
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<p>Grade: 12 Farinas, Matthew Malik [102799101] M 10/01/1999 619-990-9783 Serra High 17-18 Semester 1 Student Lunch ID: 5251 Effective Date: 07/06/2018</p> <p>Home Address: 10270 BORDELON ST SAN DIEGO, CA 92124</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Course</th> <th>Course Name</th> <th>Room</th> <th>TEACHER</th> <th>Term</th> </tr> </thead> <tbody> <tr><td>1(A)</td><td>6349</td><td>AP PHYSICS 1 A(HP)</td><td>226</td><td>Bernal</td><td>S1</td></tr> <tr><td>2(A)</td><td>6728</td><td>MIRA-POLI 102</td><td>624</td><td>Britt</td><td>S1</td></tr> <tr><td>3(A)</td><td>1653</td><td>ENGLITOP1AP(HP)</td><td>211</td><td>Beesley</td><td>S1</td></tr> <tr><td>4(A)</td><td>6455</td><td>ENV SCIT 1AP(HP)</td><td>804</td><td>Sanabria</td><td>S1</td></tr> <tr><td>5(A)</td><td>4197</td><td>CALC BC 1AP(HP)</td><td>901</td><td>Som</td><td>S1</td></tr> <tr><td>6(A)</td><td>4463</td><td>CS PRINCIPLES 1AP(HP)</td><td>200</td><td>Furvis</td><td>S1</td></tr> </tbody> </table> <p style="text-align: center;">3</p>		Period	Course	Course Name	Room	TEACHER	Term	1(A)	6349	AP PHYSICS 1 A(HP)	226	Bernal	S1	2(A)	6728	MIRA-POLI 102	624	Britt	S1	3(A)	1653	ENGLITOP1AP(HP)	211	Beesley	S1	4(A)	6455	ENV SCIT 1AP(HP)	804	Sanabria	S1	5(A)	4197	CALC BC 1AP(HP)	901	Som	S1	6(A)	4463	CS PRINCIPLES 1AP(HP)	200	Furvis	S1	<p>Grade: 9 Farrales, Cian Ashton [439345] M 08/01/2003 619-985-6903 Serra High 17-18 Semester 1 Student Lunch ID: 2673 Effective Date: 07/06/2018</p> <p>Home Address: 3064 SALMON ST SAN DIEGO, CA 92124</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Course</th> <th>Course Name</th> <th>Room</th> <th>TEACHER</th> <th>Term</th> </tr> </thead> <tbody> <tr><td>1(A)</td><td>4521</td><td>NJROTC CORE 1</td><td>415Vander</td><td>Oelke</td><td>S1</td></tr> <tr><td>2(A)</td><td>4157</td><td>INTG MATH I A (P)</td><td>607</td><td>Lindgren</td><td>S1</td></tr> <tr><td>3(A)</td><td>2321</td><td>SPN 1(P)</td><td>602</td><td>Dejesus</td><td>S1</td></tr> <tr><td>4(A)</td><td>1540</td><td>ENGLISH 1 (P)</td><td>211B</td><td>Hernandez Gomez</td><td>S1</td></tr> <tr><td>5(A)</td><td>6657</td><td>INTR DESIGN 1(P)</td><td>902</td><td>Keodara</td><td>S1</td></tr> <tr><td>6(A)</td><td>6111</td><td>BIOLOGY 1(P)</td><td>802</td><td>Amado</td><td>S1</td></tr> </tbody> </table> <p style="text-align: center;">4</p>		Period	Course	Course Name	Room	TEACHER	Term	1(A)	4521	NJROTC CORE 1	415Vander	Oelke	S1	2(A)	4157	INTG MATH I A (P)	607	Lindgren	S1	3(A)	2321	SPN 1(P)	602	Dejesus	S1	4(A)	1540	ENGLISH 1 (P)	211B	Hernandez Gomez	S1	5(A)	6657	INTR DESIGN 1(P)	902	Keodara	S1	6(A)	6111	BIOLOGY 1(P)	802	Amado	S1
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Select Report and Print

These reports can be printed for a single student or group of students using the current student selection.

- To print for a single student, follow the steps below.
 - To print for a group of students, go to Group Functions in this handbook.
- To print for a single student, first select the student. Then from the student menu, click **Print a Report**.



PowerSchool SIS

San Diego Unified SCHOOL DISTRICT

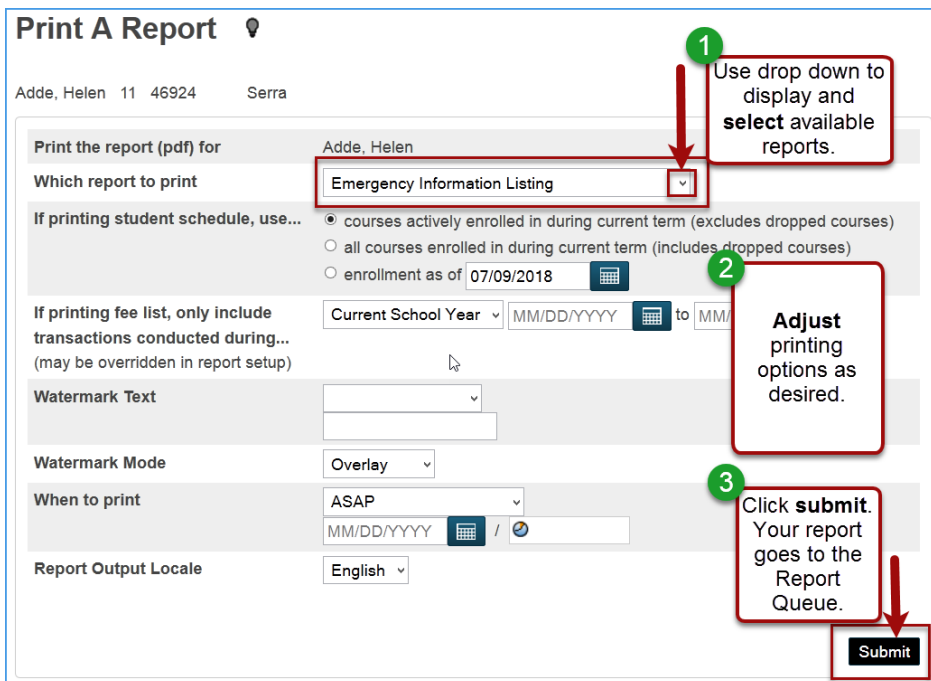
Student Profile

Potter, Riley Bean 3 527590 Curie

Demographics Contacts Addresses

Student Number:	527590	Student State ID (SSID):	
First Name:	Riley	Grade Level:	
Middle Name:	Bean	Gender:	
Last Name:	Potter	Is student Hispanic or Latino?	
Birth Date (Age):	11/07/2009 (9 years 9 months)	Race(s):	
Home Phone:	(858) 277-2222	Class Of:	
English Learner (OPL):	No (RFEP)	Special Program(s):	
Counselor:		Home Room:	

- Then select the desired report, adjust printing options, and click submit.



Print A Report

Adde, Helen 11 46924 Serra

Print the report (pdf) for Adde, Helen

Which report to print: Emergency Information Listing

If printing student schedule, use...

- courses actively enrolled in during current term (excludes dropped courses)
- all courses enrolled in during current term (includes dropped courses)
- enrollment as of 07/09/2018

If printing fee list, only include transactions conducted during... (may be overridden in report setup)

Watermark Text: []

Watermark Mode: Overlay

When to print: ASAP

Report Output Locale: English

Submit

1 Use drop down to display and select available reports.

2 Adjust printing options as desired.

3 Click submit. Your report goes to the Report Queue.

- In the Report Queue - My Jobs page, click **Refresh** to update the status of your report.

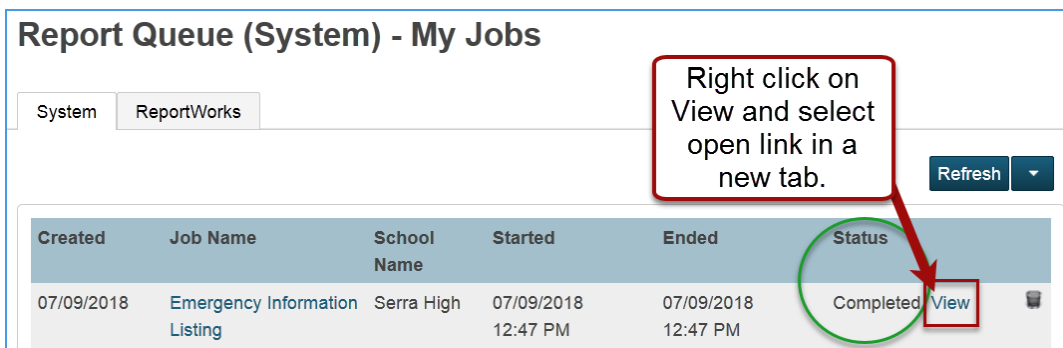


Report Queue (System) - My Jobs

System ReportWorks

Created	Job Name	School Name	Started	Ended	Status
07/09/2018	Emergency Information Listing	Serra High	07/09/2018 12:47 PM		Running

- When the status is completed, right click **View** then click **Open Link in New Tab** to have the report open in a new tab.



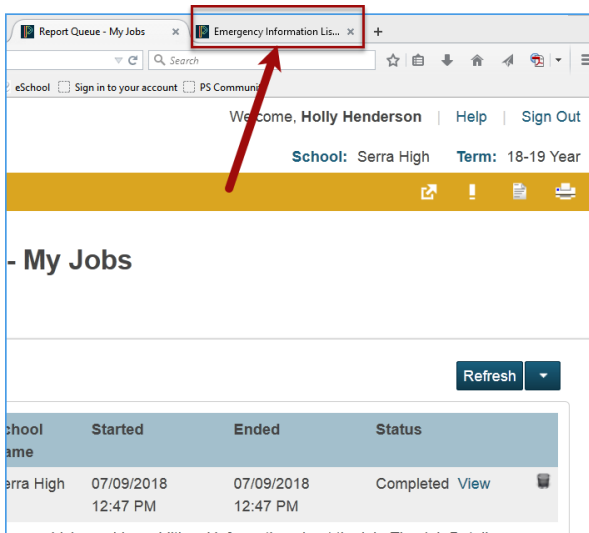
Report Queue (System) - My Jobs

System ReportWorks

Created	Job Name	School Name	Started	Ended	Status
07/09/2018	Emergency Information Listing	Serra High	07/09/2018 12:47 PM	07/09/2018 12:47 PM	Completed View

Right click on View and select open link in a new tab.

- Locate the new tab and click to open.



Report Queue - My Jobs x Emergency Information Lis... x

Welcome, Holly Henderson | Help | Sign Out

School: Serra High Term: 18-19 Year

- My Jobs

School Name	Started	Ended	Status
Serra High	07/09/2018 12:47 PM	07/09/2018 12:47 PM	Completed View

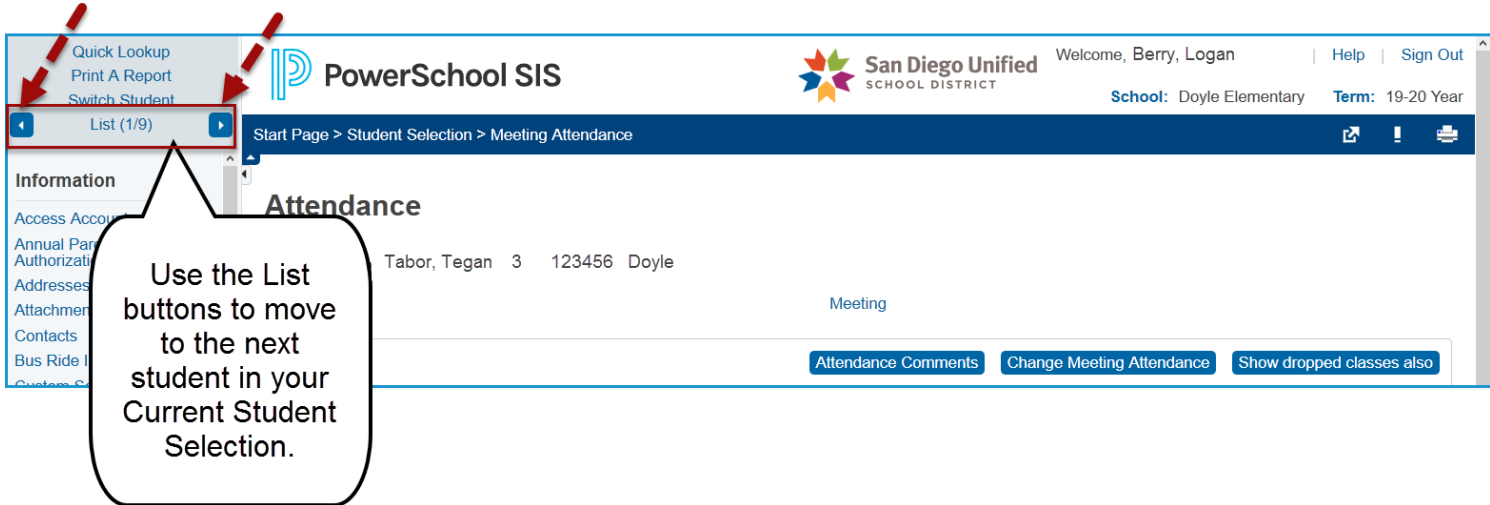
- To revisit the Report Queue while it contains your report projects, click the **paper icon** in the upper right corner.



Scroll List Buttons

Your current student selection follows you when viewing a student page. You can scroll through the list for each student. The student page will refresh with the new student's name and associated data.

1. On the **Start page**, select a student.
2. From the Student Menu, **click the white arrows** to move through the Current Student Selection list.





The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo, the San Diego Unified School District logo, and user information: "Welcome, Berry, Logan | Help | Sign Out". Below this, it shows "School: Doyle Elementary" and "Term: 19-20 Year". The main content area displays "Attendance" for "Tabor, Tegan 3 123456 Doyle". A callout box with a white background and black border points to the "List (1/9)" button and the white arrows on either side. The callout text reads: "Use the List buttons to move to the next student in your Current Student Selection." At the bottom of the interface, there are buttons for "Attendance Comments", "Change Meeting Attendance", and "Show dropped classes also".

Part 4: Group Functions & Start Page Features

Current Student Selection Feature


The **Current Student Selection** is located on the Start Page. This feature enables you to select a group of students for purposes of group functions or data searches with ease. PowerSchool remembers your current student selection when you enter System Reports. You can run reports to specifically render data for your current student selection. Any search you conduct will populate the current student selection.

Start Page

Students ▾ All ▾  

A B C D E F G H I J K L M N O P Q R S T U
9 10 11 12 F M X All Include Remote Enrollments

[Stored Searches](#) [Stored Selections](#) [View Field List](#) [Advanced](#)

Current Selection [Clear All](#) [Grade Level: 10](#) 

Current Student Selection (608)



Student	Student Number	Grade Level	Date of Birth
Ackiss, Humberto Devyn	391291	10	12/1/2005
Adamos, Jackie Allura	351494	10	12/1/2005
Advincula, Heaven Maryn	391317	10	10/1/2006
Agarwal, Zachery Maximo	509173	10	6/1/2006
Agostini, Galia Bertha	392011	10	10/1/2006
Aguilar, Ayah Presley	392365	10	6/1/2006
Agundez, Oceana Annalise	337920	10	11/1/2006
Ainab, Daria Lexi	353846	10	11/1/2005

Note: A red arrow points to the '10' grade level filter, and a callout box states: 'Your student selection populates into the Current Student Selection.'

Look for the easy links to make students your current selection:

- **Teacher Schedule page**

Teacher Schedule - Manilla, Marcy 225588

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1T(1RE)	19-20	E4_SMG	Fourth Grade - SEI/MEC/GATE	580	21	7	 

Note: A red arrow points to the 'Fourth Grade - SEI/MEC/GATE' course, and a callout box states: 'Make all students listed above the current selection.'

- Class Roster page

Class Roster: Exp. 1T(1RE) Fourth Grade - SEI/MEC/GATE

Teacher: Marie Course.Section: E4_SMG.580

Select All

1. Thomas, [redacted]
 2. Thometz, [redacted]
 3. Tran, [redacted]
 4. Van [redacted]
 5. Walker, [redacted]
 6. Watson, [redacted]
 7. Wilke, [redacted]

Use checked students to:

Modify Current Student Selection: **Make Current Student Selection** **Add to Current Student Selection**

Make Current Student Selection and Modify Class Enrollments: **Enroll into Different Class** **Drop from this Class**

- System Reports

Special Programs - EL, Gate, Special Ed

Parameters - Run for the selected students: No

Make Current Selection Copy CSV TAB Print PDF

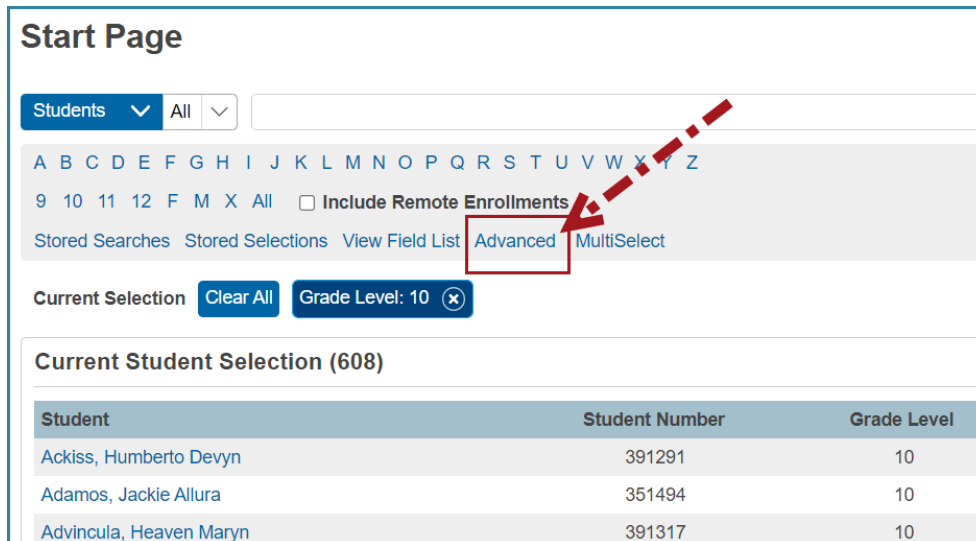
Search:

School Name	Student Number	Last Name	First Name	Birth Date	Grade Level	Gender	Special Programs
Bay Park Elementary	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	GATE Cluster
Bay Park Elementary	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	GATE Cluster
Bay Park Elementary	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	GATE Cluster, Spec Ed Services
Bay Park Elementary	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	GATE Seminar
Bay Park	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	GATE Cluster

Advanced Search Feature

The **Advanced** search Feature empowers you to create a **Current Student Selection**, from multiple searches by being able to **set**, **add** to, **subtract** from, or find students **within** the current student selection

1. On the start page, check the **Advanced** link.



Start Page

Students ▾ All ▾

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

9 10 11 12 F M X All Include Remote Enrollments

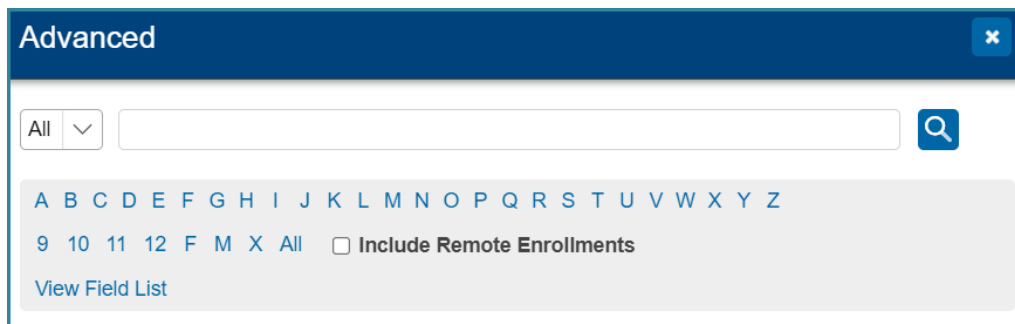
Stored Searches Stored Selections View Field List **Advanced** MultiSelect

Current Selection [Clear All](#) [Grade Level: 10](#) ✕

Current Student Selection (608)

Student	Student Number	Grade Level
Ackiss, Humberto Devyn	391291	10
Adamos, Jackie Allura	351494	10
Advincula, Heaven Maryn	391317	10

This enables the Search Results pop up.



Advanced ✕

All ▾

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

9 10 11 12 F M X All Include Remote Enrollments

[View Field List](#)

2. Make your selection of students you wish to add and use the blue buttons:

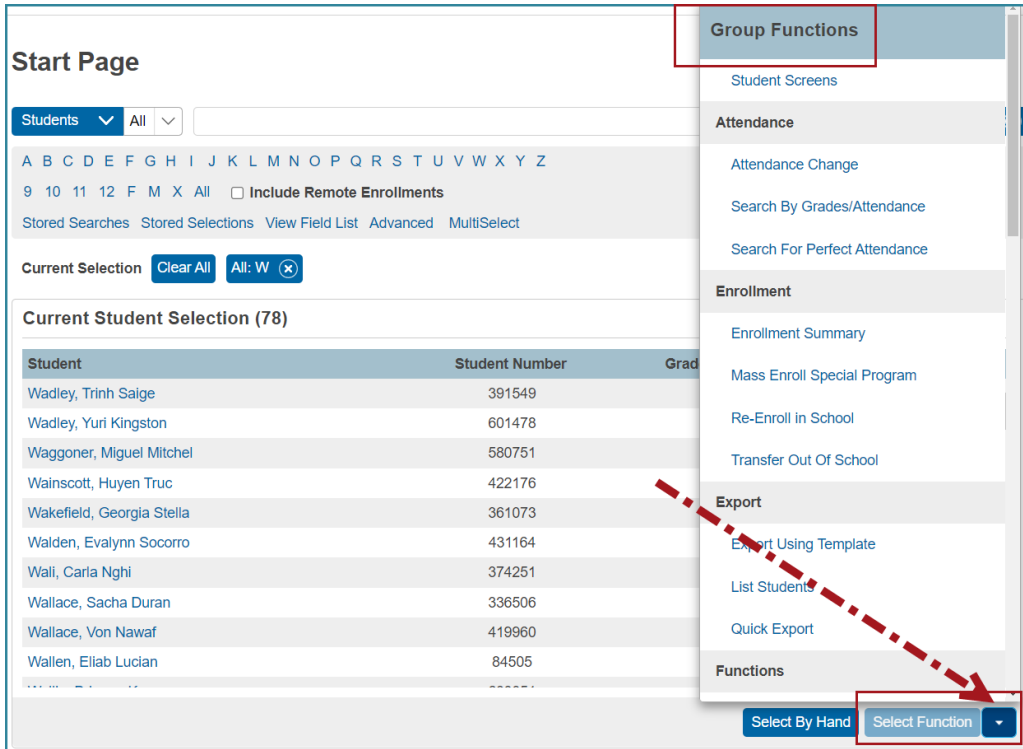


- **Set** will *replace* the Current Student Selection with the Search Results.
- **Add** will *combine* the Search Results with the Current Student Selection.
- **Subtract** will *remove* the Search Results from the Current Student Selection.
- **Within** will *identify* a group of students within your Current Student Selection based on specific search results.

Group Functions Navigation

Once you have a **Current Student Selection**, navigate to **Group Functions**.

1. Use **Select Function** dropdown to display **Group Functions** menu.



The screenshot shows the 'Start Page' interface with a 'Current Student Selection (78)' table. The 'Group Functions' dropdown menu is open, showing the following categories and options:

- 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**

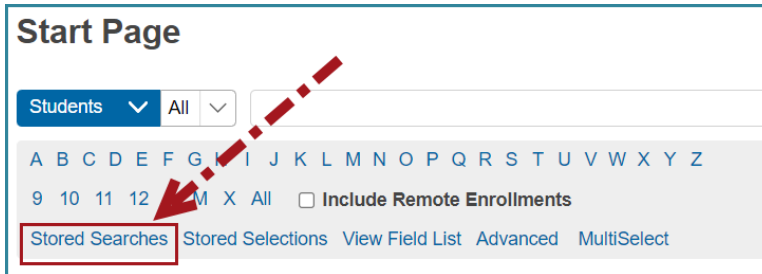
At the bottom right, the 'Select Function' dropdown button is highlighted with a red box, and a red dashed arrow points to it from the 'Export' section of the menu.

Note: The Select Function dropdown name will default to the last Group Function you selected.

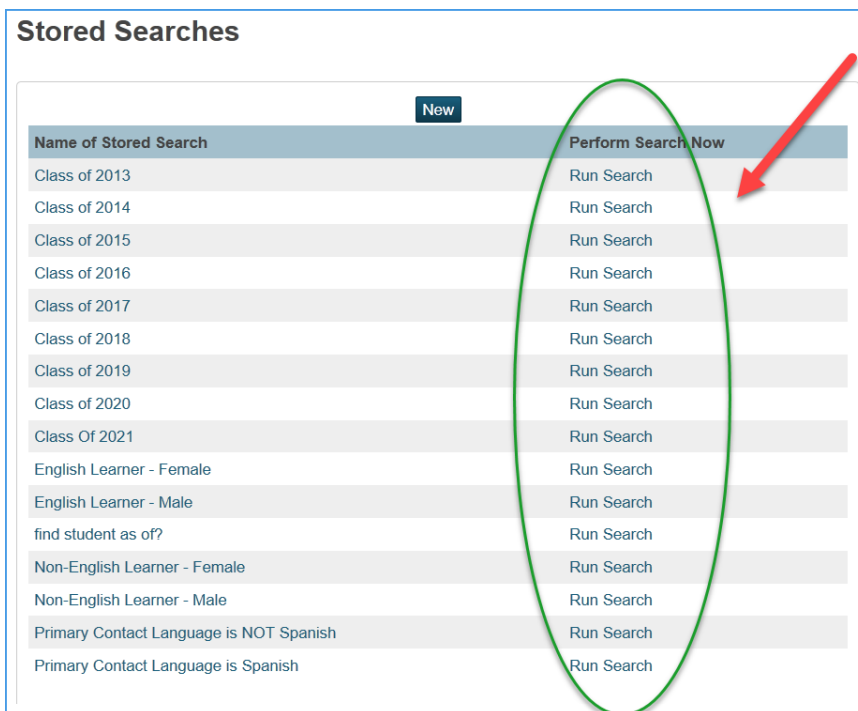
Stored Searches

Stored Searches are district-made searches. Users do not have the ability to create their own Stored Searches. Users *can* however create **Stored Selections**. Follow the directions below to run a Stored Search. See the next page for instructions on how to create a Stored Selection.

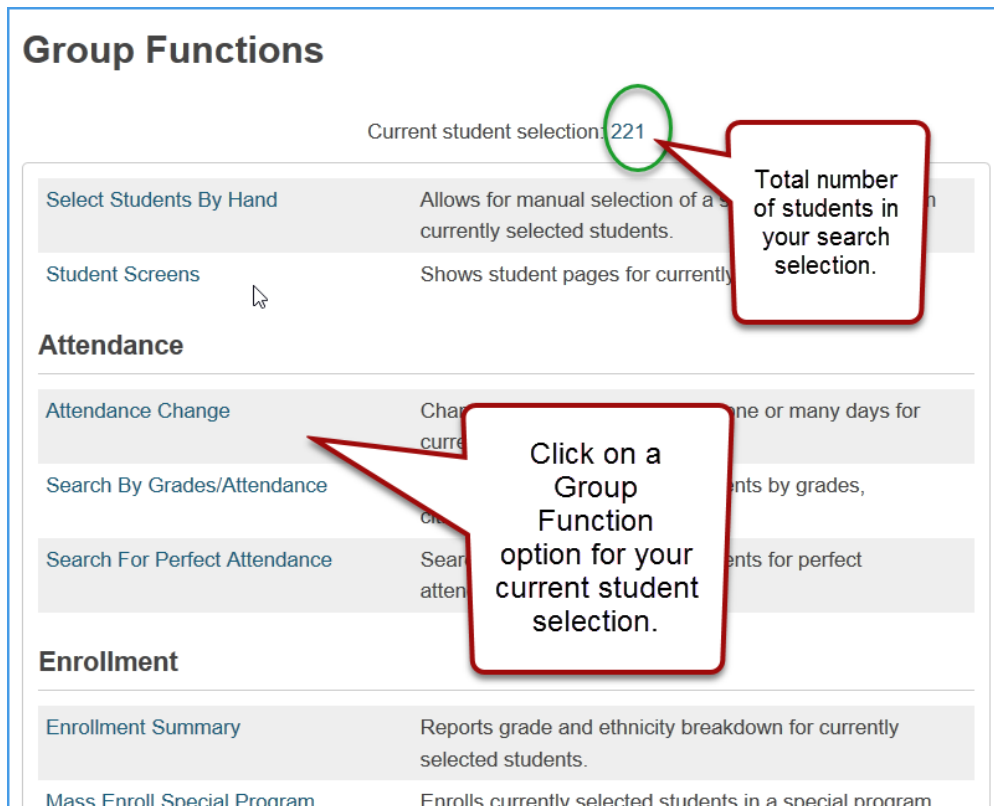
1. On the start page, click **Stored Searches**.



2. Click **Run Search** next to the stored search you want to run.



- The **Group Functions** page appears with the group of students now your Current Student Selection.



Group Functions

Current student selection: 221

Select Students By Hand Allows for manual selection of a currently selected students.

Student Screens Shows student pages for currently selected students.

Attendance

Attendance Change Change attendance for one or many days for currently selected students.

Search By Grades/Attendance Search for students by grades, currently selected students.

Search For Perfect Attendance Search for students with perfect attendance for currently selected students.

Enrollment

Enrollment Summary Reports grade and ethnicity breakdown for currently selected students.

Mass Enroll Special Program Enrolls currently selected students in a special program.

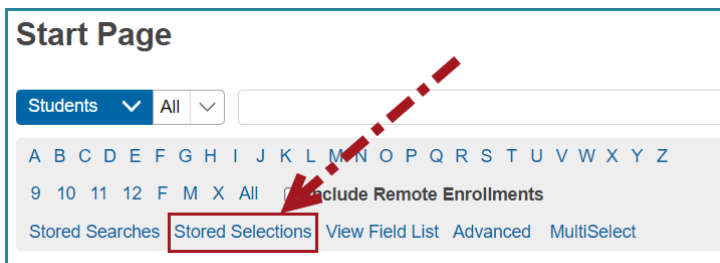
- Click the **Current Student Selection** number to view the list of students. To work with the group of students, return to the Start Page. Your current student selection will be on the start page.

Stored Selections

Stored selections are user specific. Users manage their own set of stored selections. However, some users can publish a stored selection to all users for your school. Stored selections are snapshots of a particular time and do not change when student or staff-related information changes; therefore, it is suggested that users periodically delete and re-create their stored selections to refresh the data.

Create a **Stored Selection** of students when you know you will be working with the same group of students routinely. These groups can be retrieved at any time in the future.

1. Create a **Current Student Selection**.
2. Click **Stored Selections**.



Start Page

Students ▾ All ▾

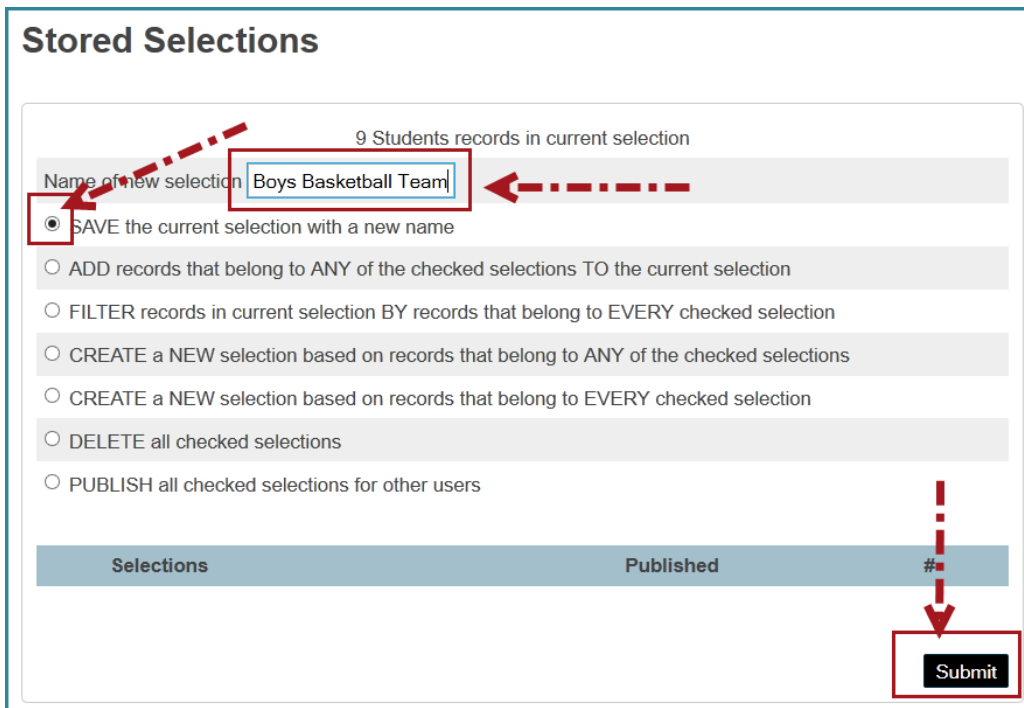
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 F M X All [] Exclude Remote Enrollments

Stored Searches **Stored Selections** View Field List Advanced MultiSelect

3. Give the selection of students a descriptive name.

The radio button defaults to **SAVE the current selection with a new name**.



Stored Selections

9 Students records in current selection

Name of new selection **Boys Basketball Team**

SAVE the current selection with a new name

ADD records that belong to ANY of the checked selections TO the current selection

FILTER records in current selection BY records that belong to EVERY checked selection

CREATE a NEW selection based on records that belong to ANY of the checked selections

CREATE a NEW selection based on records that belong to EVERY checked selection

DELETE all checked selections

PUBLISH all checked selections for other users

Selections	Published	#
Submit		

4. Click **Submit**. The saved group of students will be listed in the Selections.

5. To share the Stored Selection with other PowerSchool users at your site, select **PUBLISH all checked selections for other users**, and click **Submit**.

Stored Selections

9 Students records in current selection [Boys Basketball Team]

Name of new selection

SAVE the current selection with a new name
 ADD records that belong to ANY of the checked selections TO the current selection
 FILTER records in current selection BY records that belong to EVERY checked selection
 CREATE a NEW selection based on records that belong to ANY of the checked selections
 CREATE a NEW selection based on records that belong to EVERY checked selection
 DELETE all checked selections
 PUBLISH all checked selections for other users

Selections	Published	#	
<input checked="" type="checkbox"/> Boys Basketball Team		9	Go Functions

6. A shared group will be indicated by the letter **P** in the **Published** column.

Stored Selections

Empty Selection

Name of new selection

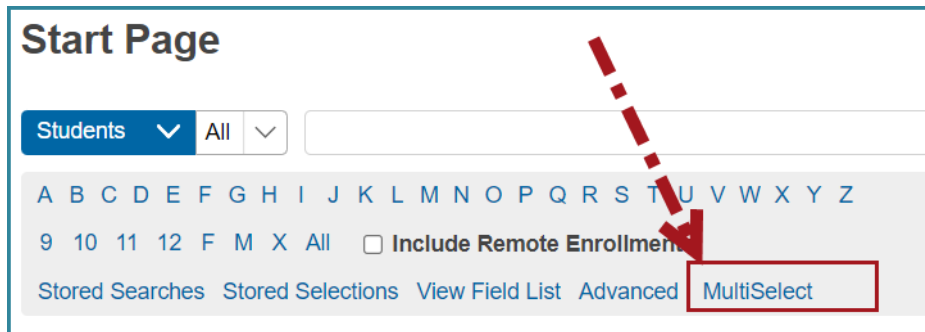
SAVE the current selection with a new name
 ADD records that belong to ANY of the checked selections TO the current selection
 FILTER records in current selection BY records that belong to EVERY checked selection
 CREATE a NEW selection based on records that belong to ANY of the checked selections
 CREATE a NEW selection based on records that belong to EVERY checked selection
 DELETE all checked selections
 PUBLISH all checked selections for other users

Selections	Published	#	
<input type="checkbox"/> Boys Basketball Team	P	9	Go Functions

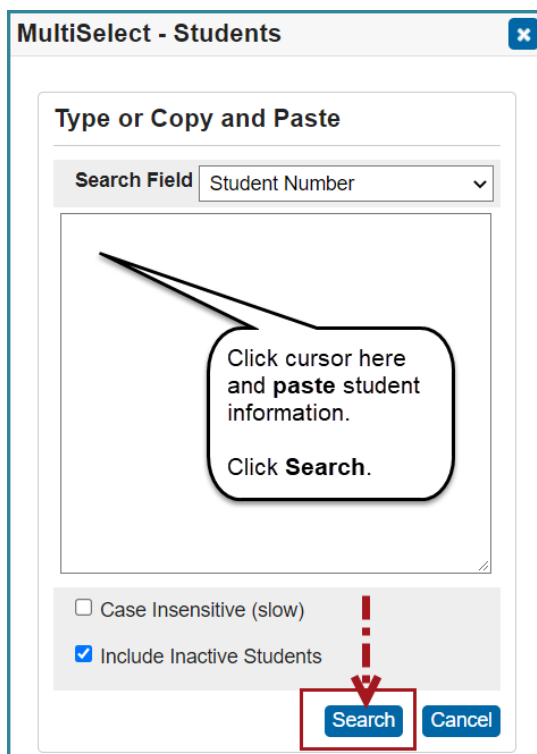
Multi Select

Multi Select allows users to copy student numbers or student names from an outside spreadsheet (Excel, for example) and paste them directly into the Multi Select window to quickly make a student selection.

1. On the Start page, click **Multi Select**.



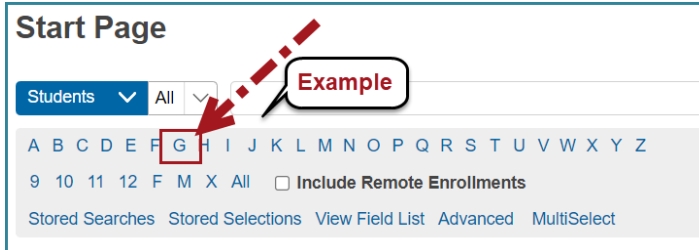
2. Use the dropdown to Select Search Field type.
3. Insert corresponding data.
4. Click **Search**.



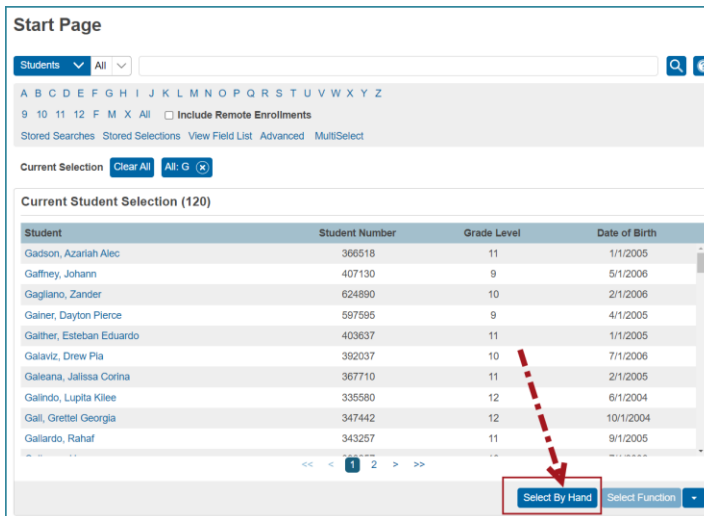
Select Students by Hand

This is an efficient way to select a group of students from a large list or the entire school.

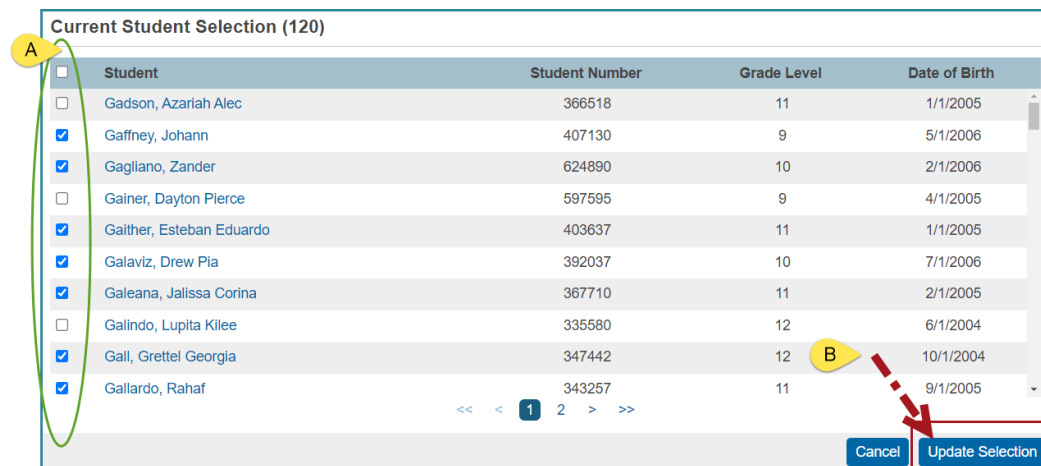
1. For example, on the PowerSchool Start Page, click **All**.



2. Click **Select by Hand**.



3. Check boxes to select/deselect student names. Then click **Update Selection**.



4. Confirm your **Current Student Selection**. Now you have a group of students to work with. Run System Reports or use Select Function to pick a Group Function.

Dashboard

- Enrollment Summary
- Health Management
- Importing & Exporting
- Incident Management
- Master Schedule
- Special Functions
- Special Programs
- Teacher Schedules

Reports

- Form Reports
- System Reports
- ReportWorks
- sqlReports

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- School
- System

Applications

- Forms
- PowerLunch

Start Page

Students All 🔍 ?

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

9 10 11 12 F M X All Include Remote Enrollments

Stored Searches Stored Selections View Field List Advanced MultiSelect

Current Selection Clear All All: G Selected By Hand (117)

Current Student Selection (117)

Student	Student Number	Grade Level	Date of Birth
Gaffney, Johann		9	5/1/2006
Gagliano, Zander		10	2/1/2006
Gaitner, Esteban Eduardo		11	1/1/2005
Galaviz, Drew Pia		10	7/1/2006
Galeana, Jalissa Corina		11	2/1/2005
Gall, Grettel Georgia		12	10/1/2004
Gallardo, Rahaf		11	9/1/2005
Gallegos, Henna		10	7/1/2006
Galligan, Esli Rachael		11	3/1/2005
Galvas, Andrew		12	9/1/2004

Select By Hand Select Function


Confirm the current student selection.

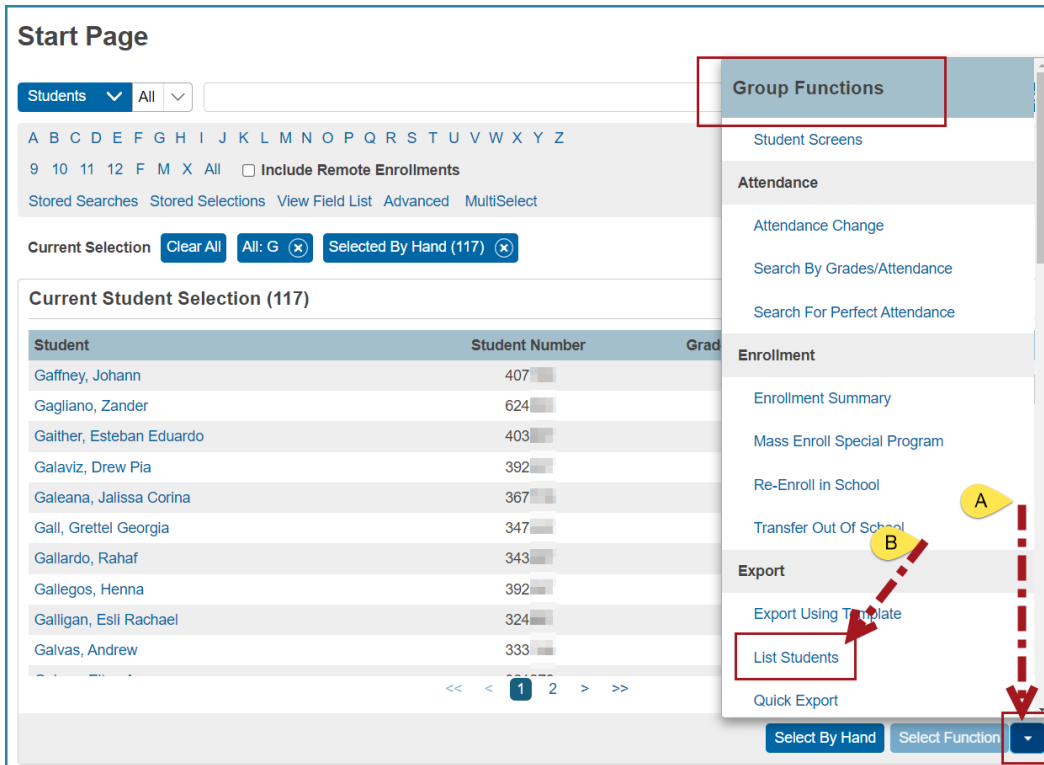
Now you can run a Group Function by clicking Select Function. Or run a report for for this group of students by clicking System Reports or sqlReports.

Export Your Choice of Data

Group Function: List Students

The **List Students** function allows you to create a report for your current student selection, listing specific data of your choice. You can print the list from PowerSchool using the print icon or copy and paste it to another application like Excel. Exporting the data to Excel gives you great flexibility in formatting and is especially helpful with longer lists. Placing the data in Excel also allows you to save your work. Follow the instructions below to create a student list

1. On the Start Page, create a **Current Student Selection**.
2. Click the Select Functions dropdown  and choose **List Students**.



The screenshot shows the 'Start Page' interface. At the top, there are filters for 'Students' (set to 'All') and a search bar. Below this is an alphabetical index (A-Z) and a row of numbers (9-12). There are also checkboxes for 'Include Remote Enrollments' and links for 'Stored Searches', 'Stored Selections', 'View Field List', 'Advanced', and 'MultiSelect'. The 'Current Selection' section shows 'Clear All', 'All: G', and 'Selected By Hand (117)'. Below this is a table titled 'Current Student Selection (117)' with columns for 'Student', 'Student Number', and 'Grade'. The table lists several students with their names and numbers. On the right side, a 'Group Functions' dropdown menu is open, showing options like 'Student Screens', 'Attendance', 'Enrollment', and 'Export'. The 'List Students' option under the 'Export' section is highlighted with a red box and a red arrow labeled 'B'. Another red arrow labeled 'A' points to the 'Select Function' dropdown button at the bottom right of the page.

3. Enter a Report Title.
4. Type a field name or click **Fields** and select a field from the Fields list.
5. Add a name for the **Column Title**.
6. Specify what additional columns you want on the list by adding more field names and column titles.

Student List - 11 students will be listed

Report Title (shown at top of page): Crossing Guards Type a report title.

Col	Field Name	Column Title
1.	Fields LastFirst	Name
2.	Fields Student_Number	Student ID
3.	Fields	
4.	Fields	
5.	Fields	
6.	Fields	
7.	Fields	
8.	Fields	
9.	Fields	
10.	Fields	

Click on Fields to search for field names. Click on the field name to auto-populate on this page. Type column title name.

Configure with additional options below...

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options Gridlines Export

Optional: Sort Field Name	Direction
<input type="text"/>	< v
<input type="text"/>	> v
<input type="text"/>	> v

7. Select **Gridlines** if you want lines between rows and columns.

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.

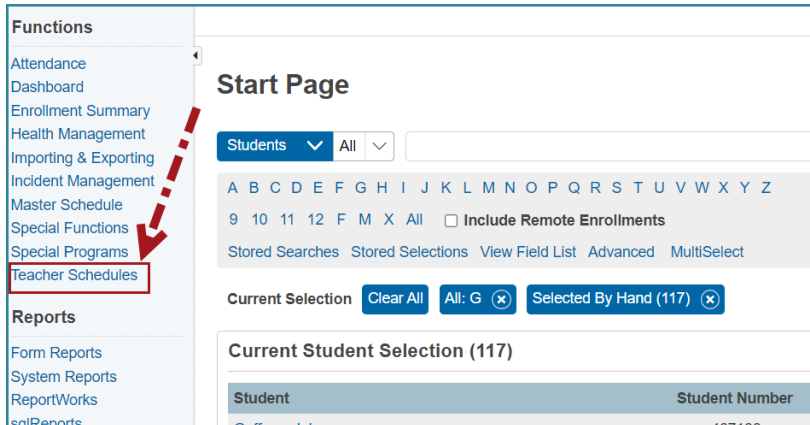
8. Click **Submit**. The page displays the list of students. If the list is formatted correctly, continue to the next step. If not, click **Back**, make the necessary changes, and click **Submit** again to preview the revised list.
9. Click the **print icon** located in the top right of the screen, to print the report.

You can also highlight and copy the column headers and data, open Excel, and paste the data into the sheet.

Teacher Schedules

To view a teacher's schedule,

1. On the Start Page, click **Teacher Schedules** from the main menu.

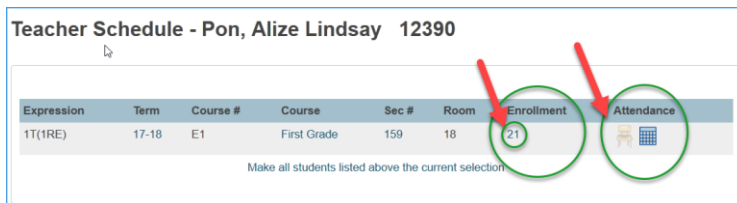


2. Select a teacher's name from the list.
3. From this screen you can view enrollment, take attendance, or edit the section. Please refer to the PowerSchool handbooks to correctly take attendance, move students or edit sections.

Teacher Schedule - Pon, Alize Lindsay 12390

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
1T(1RE)	17-18	E1	First Grade	159	18	21	

Make all students listed above the current selection

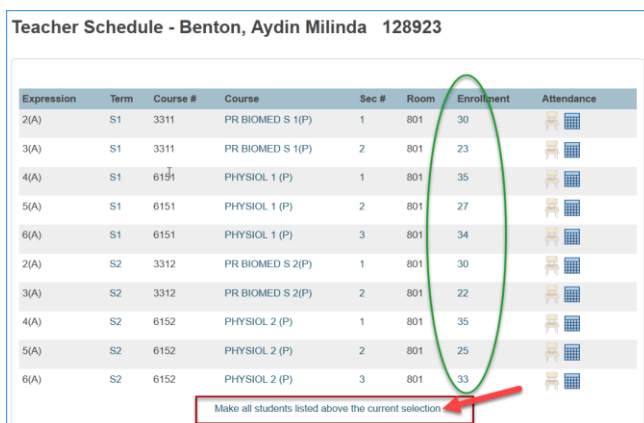


Note: At the secondary schools, teachers have multiple courses. Use the button at the bottom of the screen, **Make all students listed above the current selection**, to combine all enrollments for your current student selection.

Teacher Schedule - Benton, Aydin Milinda 128923

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
2(A)	S1	3311	PR BIOMED S 1(P)	1	801	30	
3(A)	S1	3311	PR BIOMED S 1(P)	2	801	23	
4(A)	S1	6151	PHYSIOL 1 (P)	1	801	35	
5(A)	S1	6151	PHYSIOL 1 (P)	2	801	27	
6(A)	S1	6151	PHYSIOL 1 (P)	3	801	34	
2(A)	S2	3312	PR BIOMED S 2(P)	1	801	30	
3(A)	S2	3312	PR BIOMED S 2(P)	2	801	22	
4(A)	S2	6152	PHYSIOL 2 (P)	1	801	35	
5(A)	S2	6152	PHYSIOL 2 (P)	2	801	25	
6(A)	S2	6152	PHYSIOL 2 (P)	3	801	33	





Make all students listed above the current selection



Part 5: Data Search

Search Result Icons

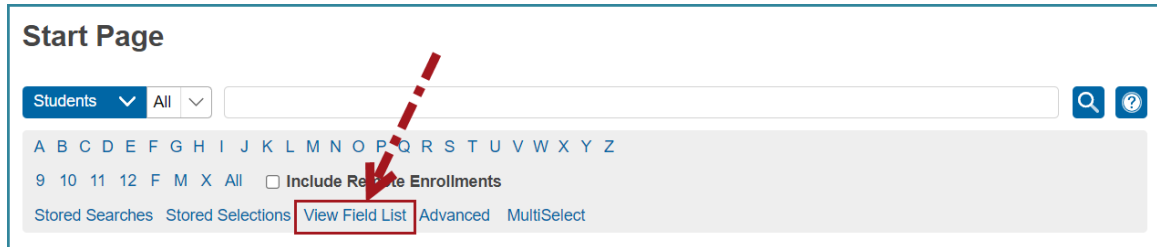
In order to help you get the search result you want faster, you can enable **Smart Search**. Smart Search works in conjunction with the **Search Student** and **Search Staff** fields on the PowerSchool Start Page. When enabled, as you enter your search criteria, PowerSchool automatically provides a drop-down list of suggestions that you may choose from, including students, staff, stored searches, and fields. Suggestions provide the following visual cues to indicate result type:

Result Type	Icon
Students	
Staff	
Stored Searches	
Fields	

View Field List

In PowerSchool there is a Field List of all searchable fields in PowerSchool. To use the search filter on this list you should be using Firefox or Google Chrome as your web browser.

1. Click the **View Field List** link on the PowerSchool Start Page.



Start Page

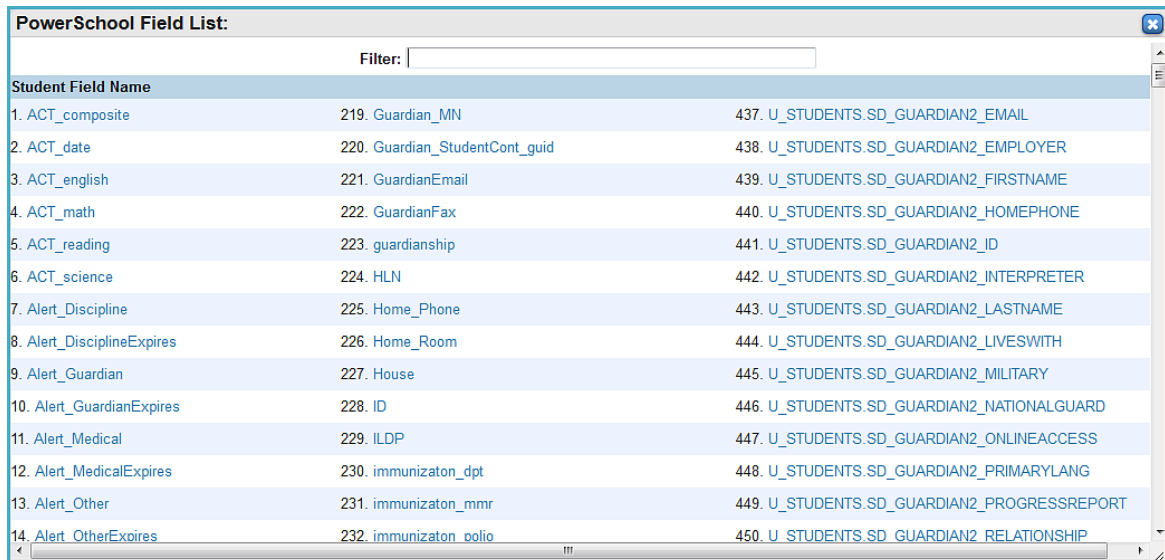
Students ▾ All ▾

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

9 10 11 12 F M X All Include Repeat Enrollments

Stored Searches Stored Selections **View Field List** Advanced MultiSelect

2. The extensive list of field names will display.



PowerSchool Field List:

Filter:

Student Field Name	ID	Description
1. ACT_composite	219. Guardian_MN	437. U_STUDENTS.SD_GUARDIAN2_EMAIL
2. ACT_date	220. Guardian_StudentCont_guid	438. U_STUDENTS.SD_GUARDIAN2_EMPLOYER
3. ACT_english	221. GuardianEmail	439. U_STUDENTS.SD_GUARDIAN2_FIRSTNAME
4. ACT_math	222. GuardianFax	440. U_STUDENTS.SD_GUARDIAN2_HOMEPHONE
5. ACT_reading	223. guardianship	441. U_STUDENTS.SD_GUARDIAN2_ID
6. ACT_science	224. HLN	442. U_STUDENTS.SD_GUARDIAN2_INTERPRETER
7. Alert_Discipline	225. Home_Phone	443. U_STUDENTS.SD_GUARDIAN2_LASTNAME
8. Alert_DisciplineExpires	226. Home_Room	444. U_STUDENTS.SD_GUARDIAN2_LIVESWITH
9. Alert_Guardian	227. House	445. U_STUDENTS.SD_GUARDIAN2_MILITARY
10. Alert_GuardianExpires	228. ID	446. U_STUDENTS.SD_GUARDIAN2_NATIONALGUARD
11. Alert_Medical	229. ILDP	447. U_STUDENTS.SD_GUARDIAN2_ONLINEACCESS
12. Alert_MedicalExpires	230. immunizaton_dpt	448. U_STUDENTS.SD_GUARDIAN2_PRIMARYLANG
13. Alert_Other	231. immunizaton_mmr	449. U_STUDENTS.SD_GUARDIAN2_PROGRESSREPORT
14. Alert_OtherExpires	232. immunizaton_polio	450. U_STUDENTS.SD_GUARDIAN2_RELATIONSHIP

Student Searches

When you create a search command it consists of three parts:

[Field Name] [Comparator] [What you're looking for]

first_name = James

In the Search Students area of the Start Page, click **View Field List** to see a list of field names.

Use symbols in search commands to compare a value to what you're looking for.

Symbol	What it Means	What it 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
<=	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# Returns all students who have the Football check box selected Football#1 Returns all students who don't have the Football check box selected
in	One of these values is	Finds all matches that contain one of the items you entered	Last_name in smith,jones

Symbol	What it Means	What it 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 is 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

Here are some useful Search Commands:

Command	Use
/enroll_status=-1	For preregistered students
enroll_status=0	For active students only
/enroll_status#0	For any student who isn't active
/enroll_status=1	For inactive students only
/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 -	For mothers who have hyphenated names

Compound Searches

Use a compound search to combine two or more searches into one and perform multiple searches simultaneously. Separate the search commands with a semicolon (;), which means “and.”

Example: grade_level=9;street contains Maple

Search Prefixes

Use a prefix to broaden your search.

Prefix	Does	Example
/	Include inactive students in the search	/last_name=Ramirez
&	Search within the results of a selection you’ve been working with	grade_level=9 &*birthday=today
+	Add the results of a new search to the previous search	First: football# Then: +band#

Search Codes

Use search codes in the first part of a search command. Place a search code in the same position as a PowerSchool field.

Search Code	Does	Example
*birthday	Finds students whose birthday is today, on a certain date, or in a specific range	*birthday=today *birthday=4/1 *birthday>=4/1;*birthday<=4/30
*as_of	Finds students who were active on the specified date	*as_of=10/31/2011
*not_enrolled_in_period	Finds students who are not enrolled in a course for the specified period	*not_enrolled_in_period=4
*enrolled_in	Finds students who are currently enrolled in a specified course and section	*enrolled_in=SOC1200 *enrolled_in=SOC1200.4
*not_enrolled_in	Finds students who are currently not enrolled in the specified course	*not_enrolled_in=SOC1200
*has_completed_course	Finds students who have at least one historical grade entry for the specified course	*has_completed_course=SOC1200
*has_not_completed	Finds students who do not have any historical grade entries for the specified course	*has_not_completed=SOC1200

Search Code	Does	Example
*cumulative_ credit_hours	Finds students with the specified number of credit hours	*cumulative_credit_ hours=12 *cumulative_credit_ hours<15 *cumulative_credit_ hours>5
*number_of_ classes	Finds students who are currently enrolled in the specified number of classes	*number_of_classes=5 *number_of_classes<5 *number_of_classes>5 *number_of_classes#6
*attendance_ points	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	*attendance_points>9 *attendance_points (S1)>9 *attendance_points(8/28/12, 12/20/12)>9
*hours_requested	Finds students who have course requests for the specified number of credit hours	*hours_requested<6 *hours_requested>8 *hours_requested=10
*special_program	Finds students who are enrolled in the specified special program	*special_program= resource
*fee.fee_balance	Finds students who owe money on their student fee accounts	*fee.fee_balance>0

