PowerSchool Basics

Learn the basics of PowerSchool, including signing in, basic navigation, searching for student records, working with individual student records, and using group functions.

Sign In

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

- Administrators: **http://[yourserver]/admin**

- Teachers: **http://[yourserver]/teachers**

- Substitutes: **http://[yourserver]/subs**

- Parent/Student: **http://[yourserver]**

Searches

Search for student records using fields, comparator symbols, and text to locate the student or students based on matching attributes.

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 area of the Start Page, click **View Field List** to see a list of student field names. Use comparator symbols in search commands to compare a value to what you're looking for.

The results of the search will appear in the Current Student Selection area of the Start Page.

Symbol	Means	Does	Example
=	Equals	Finds exact match	**First_name=cody**
<	Less than	Finds all matches less than the number you enter	**Grade_level<11**
>	Greater than	Finds all matches greater than the number you enter	**Grade_level>3**
<=	Less than or equal to	Finds all matches less than or equal to the number you enter	**Grade_level<=10**
>=	Greater than or equal to	Finds all matches greater than or equal to the number you enter	**Grade_level>=4**
#	Does not equal	When used as a search command, returns all matching results When used as a comparator, 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

Symbol	Means	Does	Example
in	One of these values is present in the field	Finds all matches that contain one of the items you entered	`Last_name in smith,jones`
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

Other commands can be added to a search to look for student status information.

Command	Use
`alert_medical#`	For students with medical alerts
`/enroll_status=-1`	For preregistered students
`enroll_status=0`	For active students only
`/enroll_status#0`	For any student who isn't active

Command	Use
`/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`

Advanced Searches

Use the Advanced search options to refine, add, or subtract from the search results. When you check **Advanced** on the Start Page, you separate the search results from the current selection. You are verifying that the search worked before making the students the current selection.

1. On the Start Page, select a grade level
2. Check **Advanced**
3. In the search field, delete the search command and enter `football#`
4. Press **Enter**

   You should have two different groups of students in the results area.

5. Click **Within** to find the students who are listed in both the current selection and the search results, and make those students the current selection

6. Click **Add** to add the football players to the current selection of students

7. Click **Subtract** to find the students who are listed in both areas, and remove them from the current selection

8. Click **Set** to make the football players the current selection and replace the original current selection

Selections by Hand

Once you've selected a group of students, select individual students for a more defined sub-group.

1. Below the current selection, click **Select By Hand**

2. Clear the Student column header check box

3. Select the students you want in the group

4. Click **Update Selection**

   The students you selected are now the current selection.

Stored Searches

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

1. On the Start Page, click **Stored Searches**

2. Click **New**

3. Give the search a descriptive name

4. In the Search instructions box, enter the search commands

   For compound searches, enter one command per line.

5. Click **Submit**

6. Click **Run Search** to verify that you entered the search correctly

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. Also, on the Start Page, click **View Field List** and scroll to the bottom of the field list to see a list of the available search codes.

Search Code	Does	Example

*birthday	Finds students whose birthdays are 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=8/31/2014`
*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`

Search Code	Does	Example
*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`

*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, during a specified term, or between a specified range of dates	`*attendance_points>9`
		`*attendance_points(S1)>9`
		`*attendance_points(8/28/14, 12/20/14)>9`

Search Code	Does	Example

*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`
*secondarystudents	Finds students who are scheduled in classes at your school but attend another school in the district	`*secondarystudents=all`

Smart Search

Smart Search is an auto-completion feature that works with the search field. Once enabled, as you type in the search field, you will see a suggestion menu below the field relating to possible student or staff names, fields, or stored searches. Use the cursor to select one of the suggestions, or continue typing in the field.

Enable Smart Search at the District Level

You must enable Smart Search at the district level first, before you can use the Smart Search feature.

1. On the Start Page, switch to the district office
2. Click **District**

3. Click **Miscellaneous**

4. Check **Enable Smart Search**

5. Click **Submit**

Enable Smart Search at the School Level

Once enabled at the district level, you must enable Smart Search for each user. The security settings may affect your ability to enable the feature or the entry choices for the field. Contact your PowerSchool administrator for more information.

1. On the Start Page, click **Personalize**

2. Click **Interface**

3. Check **Enable Smart Search**

4. Check **Include Inactive Student/Staff Results** (optional)

5. Click **Submit**

More Search Options

The Start Page contains more options to find students and other users.

You've explored the links on the Students tab, but use the Staff tab to find teachers and staff members at the school.

Use the Parent tab to find users who have PowerSchool Parent Portal accounts.

Find another helpful search tool on the Teacher Schedules page. To view individual teacher schedules and class rosters, click **Teacher Schedules** in the main menu and select a teacher. View the teacher's class roster for a section by clicking the enrollment number.

You can make those students the current selection, or add those students to the current selection.

Individual Students

Select an individual student to access the student pages. The pages you see will vary based on the security settings.

The student pages contain the student's information, including attendance, grades, demographic information, log entries, and class schedules. The information you need depends on the circumstances, but locating a student on campus is one of the most common requests. Use the following pages to find current-year schedule information:

- Quick Lookup

- Bell Schedule View

- List View

- Matrix View

Enter a Log Entry

Use log entries to create permanent records of student interactions with staff, such as discipline incidents, visits to the nurse's office, or meetings with a counselor. The Log Entries student page contains a list of all the logs related to a student.

1. Search for and select a student

2. From the student pages menu, click **Log Entries**

3. Click **New**

   The Date, Time, and Author fields are filled in automatically.

4. From the menu, choose a log type

5. Choose a subtype

6. If entering a discipline log, select a consequence from the menu

7. Enter a title for the entry

8. In the Log Entry Text box, enter a description for the log entry

9. If additional information is required by the policies of your state or region, enter it in the appropriate fields

Date & Time	06/30/2015	🕐 05:16 PM
Author	z7, 7	
Log Type	Attendance ⇕	
Subtype (optional for discipline)	03 Tardies ⇕	
Consequence (optional for discipline)	In School Suspension ⇕	
Title		
Log Entry Text	3 tardies in one week	

10. Click **Submit**

Print a Report for an Individual Student

Generate a report for a single student using built-in report templates.

1. Search for and select a student

2. From the student pages menu, click **Print A Report**

3. From the "Which report to print" menu, select a report

4. Determine the enrollment period if you are printing schedules, or the time period if you are printing a fee list

5. Select a watermark (optional), and choose when to print (default is ASAP)

6. Click **Submit**

7. On the "Report Queue (System) - My Jobs" page, click **Refresh** to update the status of the report

8. When the status says Completed, click **View**

9. Use your browser's print function to print the report

Group Functions

Once you select a group of students, you can perform a variety of tasks.

Store a Selection

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

1. Search for a group of students

2. Click the Select Function arrow and choose **Save Stored Selection**

3. Give the selection of students a descriptive name, such as `Top Students` or `Discipline Watch`

4. From the list of options, select **SAVE the current selection with a new name**

5. Click **Submit**

   The new selection appears in the list below the options.
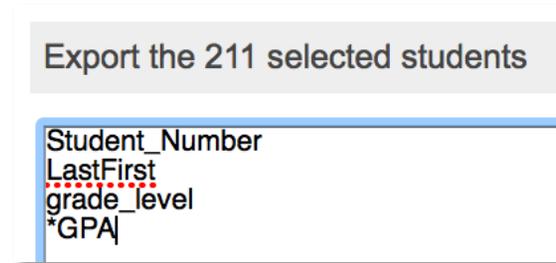
List Students

Use the List Students function to create a quick report of student information by selecting certain fields.

1. Search for a group of students

2. Click the Select Function arrow and choose **List Students**

3. Enter a Report Title, such as `Student Helpers`

4. Type a field name, or click **Fields** and select a field from the Fields list

5. Enter a name for the column title

   For example, if you added `lastfirst` under Field Name for column 1, then enter `Name` under Column Title for column 1.

6. Specify what additional columns you want on the list by adding more field names and column titles

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

8. Indicate which field you want to sort the list by

9. Click **Submit**

Last Name	First Name	Homeroom
Adair	Brandon	Jones
Aikinson	Andy	Adams
Allred	Jacee	Bryant

Print Mailing Labels

Print mailing labels directly from PowerSchool for an efficient way to send mass mail.

1. Search for a group of students

2. Click the Select Function arrow and choose **Print Mailing Labels**

3. From the menu, choose the mailing label layout to print

4. Select how many pages to print, the sort order, and when to print the report

5. Click **Submit**

6. When the status says Completed, click **View**

7. Use your browser's print function to print the report

Perform a Quick Export

Export student information to work with data using an external spreadsheet application.

1. Search for a group of students

2. Click the Select Function arrow and choose **Quick Export**

3. In the text entry box, enter the field names for the information that you want to export (one per line)

4. Click **Fields** to see a list of field names

Export the 211 selected students

Student_Number
LastFirst
grade_level
*GPA

5. When you finish selecting fields to export, click **Submit**

6. Save and open the file using a spreadsheet application

View Student Screens

Use the Student Screens function to navigate to the same student page for a selection of students.

1. Search for a group of students

2. Click the Select Function arrow and choose **Student Screens**

3. From the menu, choose the student page you wish to view for the selection of students

4. Click **Submit**

5. Click a student's name from the left-side menu

6. Click the name of each student whose student page you want to view