

## Searching for Groups of Students

In addition to searching for and working with individual students, you can search for and select groups of students in PowerSchool. Search for groups of students using:

- Browse Students links
- Search commands
- Search codes

After you search for a group of students, you can work with that group by selecting the students by hand, storing the selection, or performing a PowerSchool function.

### Search Codes

A search code is a special type of command that searches by completing a calculation and comparing the results. Using a search code, you can search for students who were born in the month of June, do not have a Period 1 class, were active as of November 10, or are enrolled in the Gifted and Talented program.

Here are some examples of search codes:

Search Code	Does This	Example
*birthday	Searches for students whose birthday is today, on a certain date, or within a specified range.	*birthday=today *birthday=4/1 *birthday>=4/1;*birthday<= 4/30
*as_of	Searches for students who were active on the specified date.	*as_of=10/31/2001
*not_enrolled_in _period	Searches for students who are not enrolled in a course for the specified period.	*not_enrolled_in _period=4
*enrolled_in	Searches for students who are currently enrolled in a specified course or specified course and section.	*enrolled_in=5600 *enrolled_in=5600.02
*not_enrolled_in	Searches for students who are not currently enrolled in the specified course.	*not_enrolled_in=5600
*has_completed_course	Searches for students who have at least one historical grade entry for the specified course.	*has_completed_course=5600
*has_not_completed	Searches for students who do not have any historical grade entries for the specified course.	*has_not_completed= 5600

Search Code	Does This	Example
*cumulative_credit_hours	Searches for students with the specified number of credit hours.	*cumulative_credit_hours=12 *cumulative_credit_hours<15 *cumulative_credit_hours>5
*number_of_classes	Searches for students who are currently enrolled in the specified number of classes.	*number_of_classes=8 *number_of_classes<7 *number_of_classes>5 *number_of_classes#6
*attendance_points	Searches for students who have the specified number of attendance points in any course, any course during a specified term, or any course between specified dates.	*attendance_points>9 *attendance_points (Q1)>9 *attendance_points (8/28/02,12/20/02)>9
*hours_requested	Searches for students who have course requests for the specified number of credit hours.	*hours_requested<6 *hours_requested>8 *hours_requested=10
*special_program	Searches for students who are enrolled in the specified special program.	*special_program=resource
*fee.fee_balance	Searches for students who owe money on their student fee accounts.	*fee.fee_balance>0

Enter search codes as you would any search command in the Search Students field. For example, to find students born on November 10, enter \*birthday=11/10 in the Search Students field and click Search.

## Using Group Functions

You can perform a function for a group of students. For example, you need to print progress reports for the ninth grade, or excuse the football team tomorrow for Periods 5, 6, and 7.

In PowerSchool, you do not have to repeat the same function for each student. You can search for and select a group of students and then perform a function for that group.

Make note of which group functions you are likely to use in your job:

Group Function	Description	Notes
List Students	Use this function to view or print a list of the student group you selected. You can specify up to 10 student fields you want to include.	
Enrollment Summary	Displays the Enrollment Summary page only for the student group you selected.	
Attendance Change	Use this function to enter or change attendance for the student group you selected .	
Fee Functions	Use these functions to add new fees and new transactions for the student group you selected.	
Student Field Value	Use this function to enter or update information in a single student field for the student group you selected.	
Counselor's Screen	Displays the same student page you specify for each student in the group you selected. To show the page you specified for each student, click the student's last name.	
Mass Enroll	Use this function to enroll the student group you selected into the same course section. You specify which section by teacher and meeting or by course.section number.	

Group function	Description	Notes
Print Report	Use this function to print a form letter, report card template, or an object report for the student group you selected.	
Print Mailing Labels	Use this function to print mailing labels for the student group you selected.	
Quick Export	Use this function to export student information from PowerSchool to a spreadsheet application for the student group you selected.	
ID/Password Assignment	Use this function to activate parent and student login accounts for PowerSchool and auto-generate parent and student usernames and passwords, PowerLink PINs, and Lunch ID numbers for the student group you selected.	
Search by Grades/Attendance	Use this function to search for students using grades, final grade percent, citizenship marks, and attendance.	
Search for Perfect Attendance	Use this function to search for students who have perfect attendance.	
Search by GPA	Use this function to search students using cumulative, term, or current GPA.	