

## Conducting Searches

Turn on Smart Search.





1. On the Main Menu, under Setups click on **Personalize**.
2. Click on **Interface**.
3. Click on **Enable Smart Search**.

For more help on searching, click **How to Search** on the start page. Power Source is an excellent resource; you will find many more useful search commands in Power Source. *If you do not have an account for Power Source contact your help desk.*

**Smart Search** is a PowerSchool auto-completion feature that works with the Search field. Once enabled, as you type in the Search field, the feature creates a suggestion menu below the field, relating to possible student or staff names, fields, or stored searches.

From the **Browse Students Screen** you can search many ways:

- Click on last letter of last name, this will return all the students that begin with that letter. (Student searches are always by last name)
- Click on a specific grade level to view all the students in that grade.
- Select **M** or **F** to display all the males or females regardless of grade.
- To view all students in the school, click **All**.
- Start typing in the student’s last name, with smart search on, the auto completion feature will start listing students, teachers, fields, and stored searches corresponding to the letters you are typing.

Result Type	Icon	Text Color
Student Name		Orange
Staff Name		Orange
Student/Staff Field		Black
Stored Searches		Green

Searches are made up of three parts

Field Name	Comparator	Search Argument
Last_name	=	smith

To see the field names, click on the link, **View Field List**. In any screen when you see the word **Field** in blue it is a link to display the list of student fields.

The screenshot shows a window titled "Field List" containing a table of student fields. The fields are listed in three columns. A callout box with a blue arrow points to the bottom-right corner of the window, with the text "To resize the window drag the corner".

Student Field Name		
1. ACT_composite	105. Enrollment_Transfer_Info	209. NS_Badminton
2. ACT_date	106. Enroll_Status	210. NS_Band
3. ACT_english	107. Enseignant_titulaire	211. NS_Baseball
4. ACT_math	108. EntryCode	212. NS_Basketball
5. ACT_reading	109. EntryDate	213. NS_Cheerleading
6. ACT_science	110. ESL_placement	214. NS_Chess
7. AC_Lecture_1	111. Ethnicity	215. NS_Debate
8. AC_Lecture_2	112. Exclude_fr_rank	216. NS_Fee_council
9. AC_Lecture_3	113. ExitCode	217. NS_Fee_locker
10. Age_Lecture_1	114. ExitComment	218. NS_Fee_other
11. Age_Lecture_2	115. ExitDate	219. NS_Fee_other_name
12. Age_Lecture_3	116. Family_Ident	220. NS_Fee_receipts
13. Alert_Discipline	117. family_rep	221. NS_Fee_registration

**Comparators:**

Following is a list of the comparators you can use for basic searches in PowerSchool.

Symbol	Means	Does	Example
=	Equals	Finds exact match.	First_name=jamaal
<	Is Less Than	Finds all matches smaller 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

## SEARCHES IN POWERSCHOOL

### Quick Reference Guide

Symbol	Means	Does	Example
>=	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.	NS_Football#
In	One of these values is present in the field	Finds all matches that contain one of the items you entered.	Last_name in yang,holt
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 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).

PowerSchool also has some pre defined search commands; some of the most common are listed in the table below.

Command	Use
alert_medical#	Find students with medical alerts.
/enrol_status=-1	For pre-registered students.

/enrol_status=0	Zero for only active, which is what you get anyway without the /.
/enrol_status=1	For only inactive students.
/enrol_status=2	For transferred-out students.
/enrol_status=3	For graduated students.
/enrol_status=4	For historical grades imported for students who were never active in the PowerSchool application.
mother contains -	Finds mothers who have hyphenated names.

PowerSchool searches are **not** case sensitive. While the spelling of the field name is important case is not. E.G., GenDER=F, Gender=f or Gender=F will render the same results.

### Compound Searches

When you need to search on more than one field, you can use compound searches. When using compound searches the ability to bring up the field list is not available after the semicolon; plan your search so you know what the field names you require. Enter multiple searches separated by a semicolon (;) which means 'and', for example.

*When using the symbols, +, = etc. do not use spaces in the search. If using the words, contains, in, etc., spaces are required.*

Last\_name=smith;street contains maple

Grade\_level >=9;gender=F;NS\_hockey#

### Search Prefixes

Search Prefixes are used to broaden your search.

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

### Search Codes

A search code is a special type of command that searches by completing a calculation and comparing the results. For example 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 an additional program (called special program, in the field list). Following are some of the most commonly used codes.

Search Code	Example
*birthday	*birthday=today  *birthday=4/1  *birthday>=4/1;*birthday<=4/30
Finds students whose birthday is today, on a certain date, or within a specific range.	
*as_of	*as_of=10/31/2007
Finds students who were active on the specified date.	
*not_enroled_in_period	*not_enroled_in_period=4
Finds students who are not enrolled in a course for the specified period.	

Search Code	Example
*enroled_in	*enroled_in=5600 *enroled_in=5600.02
Finds students who are currently enroled in a specified course and section.	
*not_enroled_in	*not_enroled_in=5600
Finds students who are currently not enroled in the specified course.	
*has_completed_course	*has_completed_course=5600
Finds students who have at least one historical grade entry for the specified course.	
*has_not_completed	*has_not_completed=5600
Finds students who do not have any historical grade entries for the specified course.	
*cumulative_credit_hours	*cumulative_credit_hours=12 *cumulative_credit_hours<15 *cumulative_credit_hours>5
Finds students with the specified number of credit hours	
*number_of_classes	*number_of_classes=8 *number_of_classes<7 *number_of_classes>5 *number_of_classes#6
Finds students who are currently enroled in the specified number of classes.	
*hours_requested	*hours_requested<6 *hours_requested>8 *hours_requested=10
Finds students who have course requests for the specified number of credit hours.	
*special_program	*special_program=resource
Finds students who are enroled in the specified special program.	

## Examples - Searching on Fees

Command (In the example, fee type registration is used, replace any other fee type for your search)	Use (Fee types, Registration, Student Council, Yearbook, Locker, Sports, Other1, Other2 and Other3)
Fee_registration#	Finds students who have paid the requested fee type.
Fee_registration=N/A	Finds students with an N/A as a payment type.
Fee_registration=deposit	Finds all students who have paid a deposit for the requested fee type.
Fee_other1_name=comp@ (the wild card @ may be used when searching)	After the equals sign type in your fee type to find all students who are paying this fee type. In the example, the search will return all students who are paying a fee for computer, computer lab, and computer supplies.
Fee_receipts =xx	If you have only one receipt then use = (this will search anything in the text field, e.g. receipt number, dollar amount or text) The wild card can be used in the search.
Fee_receipts contains XXX	If you have more than one receipt entered use <b>contains</b> .

**Stored searches** (based on board policy, schools may not be able to store searches; the iNSchool help desk may create a number of common stored searches, please call your iNSchool help desk for direction).

Create a stored search if you plan to run the same set of search criteria on a regular basis.

1. On the start page, click on **Stored Searches**.
2. Click **New**.
3. Give the search a descriptive title.
4. In the **Search Instructions** box, enter the search command; if you are creating a compound search, enter one search command per line.
5. Click **Submit**.

In the sample below, the stored search lists all the students who have a birthday in the month of May. By saving this search you can re-use the search and change the dates for a different month as needed.

Option	Value
Name	Birthday List by Month
Search instructions (one search command on each line) (Fields)	*birthday>=4/1 *birthday<=4/30

[Submit](#)

To edit the stored search, click on the name of the search; to run the search, click on **Run Search**.

Once the Stored Search is run you can perform group functions on the selected students. To see the number of selected students look for the number at the top of the **Group Functions** screen. By clicking on this number you will see the actual list of students. For more information on how access Power Source and refer to the "Students User Guide for PowerSchool (for the version of PowerSchool on your machine) or search in Power Source for "working with groups".

*Stored searches are dynamic; that is if you enrol a new student who has a birthday in May, this student will appear on the birthday list.*

## Stored Selections

Create a Stored Selection when you know you will be routinely working with the same group of students. Unlike Stored Searches, Stored Selections are static. Once created, the list of students never changes. For example, if the same group of students is on the chess club all

year, create a stored search and you can do a number of functions with the group. To create stored selections follow these steps:

1. Select a group of students.
2. From the Group Functions menu, click **Save Stored Selection**.
3. Give the selection a descriptive name.
4. From the list of options, select **Save the current selection with a new name**
5. Click on **Submit**.
  - At this point, the stored selection is yours, if you choose to **Publish**, then everyone on in your school/board may use your search but they run the search against their own school's data.