

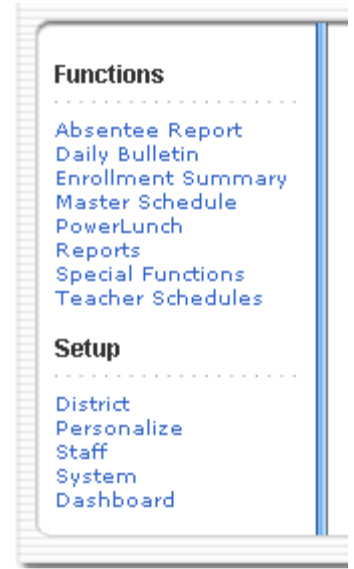
Before jumping into PowerSchool, take some time to go over the basics.

Basic #1: The Navigation Bar

The navigation bar contains the links to the majority of screens, functions, and processes you'll use in PowerSchool.

What you see in the navigation bar changes based on what you'd like to access.

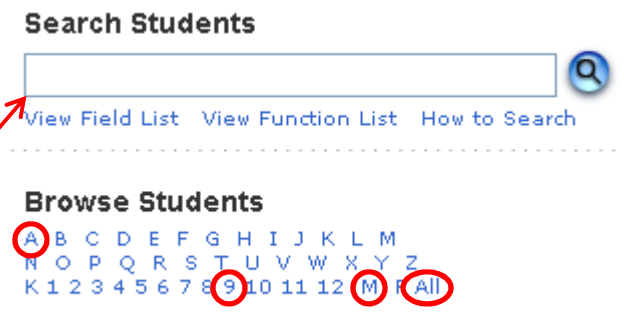
The navigation bar is always on the left-hand side of your screen.



Basic #2: Searching Students

On the start page, you have several different ways to locate students in the system.

You can search for a student by entering his/her name – or a portion of his/her name – into the search box.



Also, you can choose to browse for the student, by clicking the letter, grade, or gender of the student you'd like to find.

You can also use these same functions to search for more than one student or to select all students in your school.

Basic #3: Current Selection

The result of any search you perform will be stored as your “current selection.”

PowerSchool will remember these results until you log out or you perform your next search, making them accessible through the “Current Selection” link on the start page.

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (3)

(26519)	(04/23/93)	(10)	Williams, Channessa
(15302)	(09/02/92)	(12)	Williams, Marchelle
(26940)	(12/09/94)	(10)	Wilson, Rockeara Jacinda

Browse Students

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 M Fall **Current Selection (3)**

Basic #4: How to Search

If you’d like to perform more than a basic search, you should click the “How to Search” link on the start page.

Search Students


View Field List View Function List **How to Search**

Here you can access a list of comparators that can be used for advanced searches.

Comparator	Meaning	Example
=	Equals	first_name=juan
<	Is less than	ID<15000
>	Is greater than	ID>15000
<=	Is less than or equal to	ID<=15000
>=	Is greater than or equal to	ID>=15000
#	Does not equal	ID#15000
in	Is the field present in the search argument?	grade_level in 9
contains	Is the search argument contained in the field?	mailing_street contains Cherry
!contain	Is the search argument not contained in the field?	mailing_street !contain Cherry
@	wildcat	first_name=jen@

Basic #5: View Field List

To access the list of available search fields, click the “View Field List” link.

Search Students



Field List		
Student Field Name		
1. ACT_composite	279. celdt_wt_ss_08	557. Person_ID
2. ACT_date	280. celdt_wt_ss_09	558. Phone_ID
3. ACT_english	281. celdt_wt_ss_10	559. PhotoFlag
4. ACT_math	282. celdt_wt_ss_11	560. PL_Language
5. ACT_reading	283. celdt_wt_ss_12	561. polio_1
6. ACT_science	284. City	562. polio_2
7. Add_Adhd	285. ClassOf	563. polio_3
8. afdc	286. College_Match	564. polio_4
9. afdcAppNum	287. college_tour	565. polio_5

These fields should be used in a search as follows:

[field name] [comparator] [search argument]

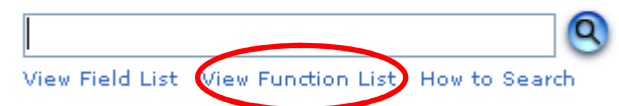
Ex:

first_name=juan

Basic #6: View Function List

To access pre-set searches, click on the “View Function List” link.

Search Students



Function List	
*birthday=today	Search for students whose birthday is today
*birthday=12/1	Search for students whose birthday is a specific day in the year (ex: December 1st)
*birthday>=12/1;*birthday<=12/31	Search for students whose birthday is in a specific date span (ex: December)
*as_of=12/1	Search for students who were active as of a certain date (ex: December 1st)
*enrolled_in=1234	Search for students who are currently enrolled in a course (ex: Course number 1234)
*enrolled_in=1234.1	Search for students who are currently enrolled in a specific section of a course (ex: Course number 1234 section 1)
*not_enrolled_in=1234	Search for students who are not currently enrolled in a course (ex: Course number 1234)

Click on any of those links, and the function will appear in your search box.

From there, you can use that exact search or change the search argument to perform a slightly different search.

The list of functions includes birthday, enrollment status, attendance points, special programs, and fee balance.