

Online Tutorial: List of Incoming Students Needing a Lunch App

At the beginning of the year, you'll need to identify which students need to turn in an updated lunch application. Luckily, there's a quick way to do so in PowerSchool.

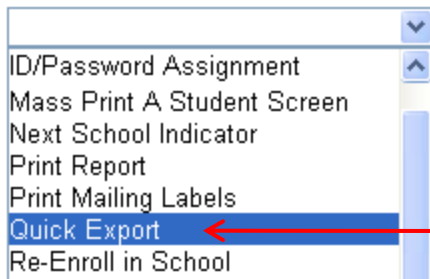
Step 1: From the start page, click the "6" or "9" under the "Browse Students" heading.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

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
K 1 2 3 4 5 6 7 8 9 10 11 12 M FALL



Step 2: In the drop-down menu at the bottom of the screen, select "Quick Export."

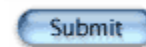
Step 3: In the box in the middle of the screen, enter the following text:

student_number
lastfirst
lunchstatus
lunchapplicno

Export the 501 selected students

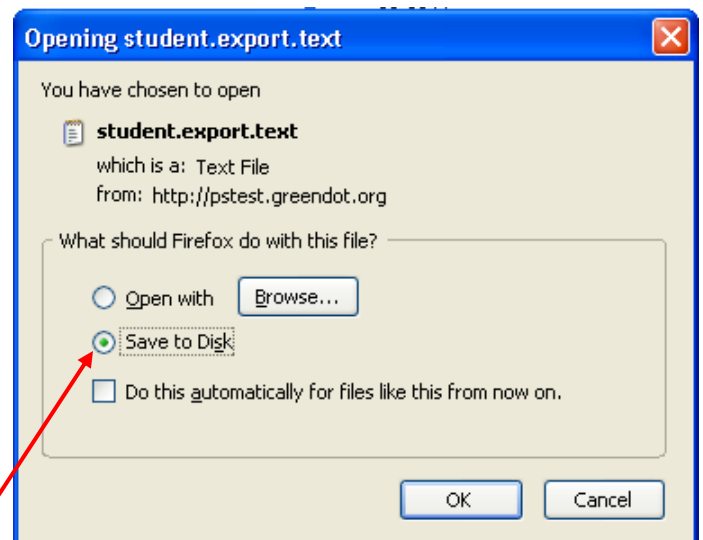
```
student_number  
lastfirst  
lunchstatus|  
lunchapplicno
```

Step 4: Click the "Submit" button.



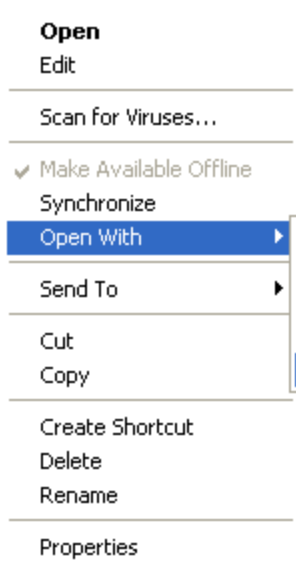
Step 5: After you click “Submit,” you’ll receive a prompt about the file you’re exporting.

Note: *If your computer already opens PowerSchool export files with Excel, you can skip to Step 7. Otherwise, follow Step 6 to set your computer preference to open text files in Excel.*



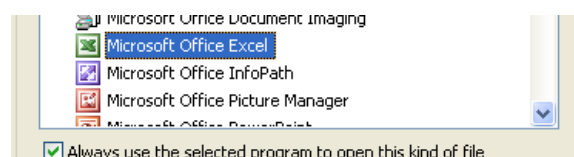
Step 6a: Choose “Save to Disk” and save the file to your desktop.

Step 6b: Find the file on your desktop, and right-click on it.



Step 6c: Click on “Open With” and then “Choose Program.”

Step 6d: Check the “Always use the selected program to open this kind of file” box. Then, click on Microsoft Excel, and click OK.

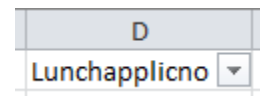


Step 7: In the Excel spreadsheet, use the menu to turn on a filter for the data.

- In Office 2003, choose “Filter”, then “Autofilter”.
- If Office 2007 or 2010, click the “Filter” button under the “Data” heading.

After doing this, you should see little drop-downs at the top of each column.

Step 8: Click on the little drop-down in the column labeled “Lunchapplicno”.



Step 9: Click to unselect the box that says “Select All.” This will make it so that all choices are unchecked.

Step 10: In the same filtering drop-down, scroll down and click the box next to “(Blanks)”. This will select all blanks in the column (e.g., students without a lunch app).

Step 11: Click “OK.” Viola! Your data set has now been filtered for 9th graders who do not have a lunch app processed in PowerSchool!