

Online Tutorial: Searching by Grades

Step 1: On the start page, click on “Special Functions” under the “Functions” heading.

- Functions
 - Absentee Report
 - Daily Bulletin
 - Enrollment Summary
 - Master Schedule
 - PowerLunch
 - Reports
 - Special Functions
 - Teacher Schedules

Step 2: In the middle of the page, click on “Search by Grades/Attendance.”

Function	Description
Attendance Functions	Performs attendance related functions.
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Current Users	Shows the names of those currently logged on to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Incident Management	Create, update, and delete Incidents.
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.

Step 3: Choose between all enrolled students or your current selection of students.

Which students to include

- The selected 25 students
- All 572 currently enrolled students

Step 4: Click the checkbox next to “Scan for this final grade.” Enter the search criteria in the boxes to the right.

Scan for this final grade (comma separated)

Any =

Step 5: Click any other checkboxes to remove the checks. You only want to search for grades.

Scan for this citizenship grade (comma separated)

Scan for attendance

Step 6: Finish choosing your search criteria, including grades, enrollment, and results.

Scan for grades in Historical grades ▾

Store code/Final grade:

Scan for all classes enrolled

as of this date

anytime during the current term

Results

Make this the current selection of students

Display matching students & Sections

Step 7: Click the “Submit” button to run your search. →



Step 8: Click the “Export Using Template” link under the “Function” heading.

Function

- Attendance Change
- Counselor's Screen
- Enrollment Summary
- Export Using Template**
- Fee Functions

Option	Value
Type of Export:	<input type="text" value="Students"/> ▾

Step 9: Next to “Type of Export,” select “Students” from the drop-down menu. If the system does not automatically update, click the “Submit” button.

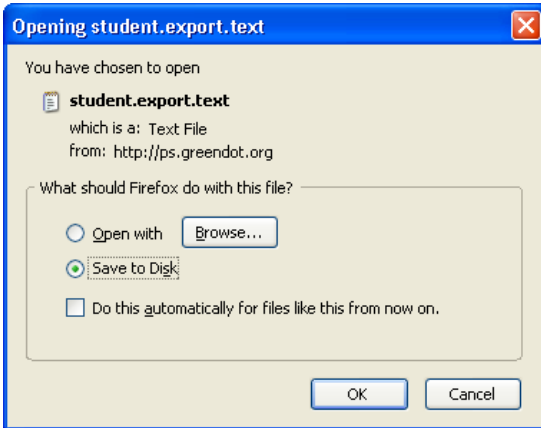
Step 10: Next to “Export template,” select “3n upload file” from the drop-down menu.

Option	Value
Type of Export:	Students
Export template?	<input type="text" value="3n upload file"/> ▾
For Which Records?	<input type="radio"/> Zapien, Eric <input checked="" type="radio"/> The selected 169 students

Step 11: Next to the “For Which Records” heading, click the button next to “The selected ___ students.” →

Step 12: Click the “Submit” button. →



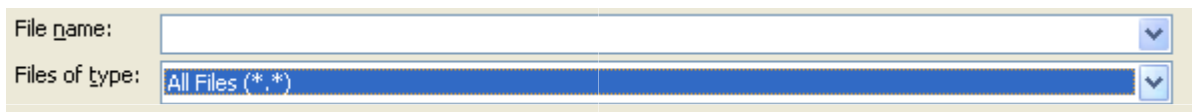


Step 13: After you click the “Submit” button, a new window will pop up, prompting you to save your file.

Save the file to your desktop, and click OK.

Step 14: Open Microsoft Excel, and select “File-Open.” The “Open” window will pop up.

Step 15: In the drop-down menu next to “Files of type,” select “All Files.”



Step 16: Double-click the file you just downloaded. The file should be named “student.export.text.”

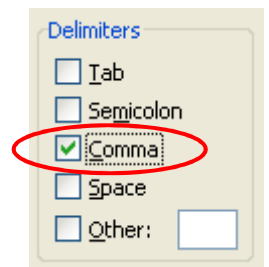


Step 17: To import the file into Excel, you will have to use the Text Import Wizard.

On the first screen, simply click the “Next” button.



Step 18: On the next screen, click the checkbox next to “Tab” to remove the check. Then, click the box next to “Comma.”



When you’ve done this, click the “Finish” button.



Step 19: Highlight and bold the headings in your spreadsheet, and use your GPA report.