

Find & Print a List Students

Search for your group of students, for example - ***birthday=today or not_enrolled_in_period=1**
Here we will be searching for the Football team.

The screenshot shows the PowerSchool interface. At the top, it says "School: Apple Grove High School 1" and "Term: 09-10 Year". On the left is a navigation menu with sections for "Functions" (Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, PowerLunch, Reports, Special Functions, Teacher Schedules) and "Setup" (Personalize, PowerScheduler, School, Staff, System). The main content area has a "Search Students" section with a search box containing "football#" and a magnifying glass icon. Below the search box are links for "View Field List" and "How to Search". There is also a "Browse Students" section with an alphabetical index (A-Z) and "9 10 11 12 M F All Current Selection (59)". At the bottom, there is an "Other Options" section with links for "Stored Searches", "Stored Selections", and "Enroll New Student".

*Once you have your list of students (we have 59 on the football team), drop down "Search a function for this group of students" and choose the List Student option.

This block shows two parts of the interface. On the left, a search results window displays a list of 59 students. The search box at the top contains "football#" and "Matches: (59)". The student list includes names like Adams, Corby; Alfonso, Scott; Allred, Alfred P; Anderson, Barry; Anderson, Richey; Anderson, Trevor B; Aust, Joseph B; Bevan, Adam C; Birkeland, Matthew S; Brickman, Daniel G; Brito, Jordan H; Brooks, Parker; Cheatham, Dewey; Curtis, Jared G; and Davis, Frank. Below the list is a dropdown menu labeled "Select a function for this group of students". On the right, an expanded dropdown menu lists various actions such as "Attendance Change", "Batch Address Validation", "Batch Boundary Validation", "Counselor's Screen", "Enrollment Summary", "Export Using Template", "Fee Functions", "ID/Password Assignment", "Invalid Requests", "LDAP Directory Synchronization", "List Students", "Mass Enroll in Classes", "Mass Print A Student Screen", "Next School Indicator", "Print Report", "Print Mailing Labels", "Quick Export", "Re-Enroll in School", "Reports Menu", "Save Stored Selection", "Search By GPA", "Search By Grades/Attendance", "Search For Perfect Attendance", "Select Students By Hand", "Student Field Value", and "Student Schedule Report". An arrow points from the "List Students" option in the dropdown to the "List Students" option in the expanded menu.

The Student List page is displayed. Here you will enter the fields that you want to appear on your report (list). Enter the title for your report.
Now enter the fields that you want displayed; key in a title for the column heading. If you need to find the code for the field, click on the Fields link and choose a field from the list.
As you can see, you are allowed up to 10 columns.

Student List - 59 students will be listed

Report Title (shown at top of page):

Col	Field Name	Column Title
1.	Fields <input type="text" value="lastfirst"/>	<input type="text" value="Name"/>
2.	Fields <input type="text" value="ID"/>	<input type="text" value="ID"/>
3.	Fields <input type="text" value="Home_Phone"/>	<input type="text" value="Home Phone"/>
4.	Fields <input type="text" value="Emerg_Contact_1"/>	<input type="text" value="Emergency Contact"/>
5.	Fields <input type="text" value="Emerg_Phone_1"/>	<input type="text" value="Emergency Phone"/>
6.	Fields <input type="text"/>	<input type="text"/>
7.	Fields <input type="text"/>	<input type="text"/>
8.	Fields <input type="text"/>	<input type="text"/>
9.	Fields <input type="text"/>	<input type="text"/>
10.	Fields <input type="text"/>	<input type="text"/>

Padding In Each Cell (in points)

#Rows In Between Breaks

Other Options Gridlines Export

Optional: Sort Field Name Direction

‘Padding In Each Cell’ will add space around the data. Note that it is measured in points. If you don’t know what number to use, start with 4.

‘#Rows In Between Breaks’ can be filled in and you can also select Gridlines to display. Choose your sort if you have an order preference.

When you are finished with this screen, click Submit and your list will display. If the list display needs to be modified, you can click back to Student List in the breadcrumbs and it should return you to the setup screen to modify your report.





Football Roster 09-10

Apr

Name	ID	Home Phone	Emergency Contact	Emergency Phone
Adams, Corby	3	916-555-2892	Donovan Bowen	281-653-6052
Alfonso, Scott	6	916-555-2569		
Allred, Alfred P	8	916-555-2209	Michael Garner	281-653-6071
Anderson, Barry	12	916-555-2932	Brooks Steele	281-555-1311
Anderson, Richey	21	916-123-1234		
Anderson, Trevor B	26	916-555-1598	Pinkerton Rowland	281-653-6764
Aust, Joseph B	32	916-555-1002	Eric Calladine	281-555-1675
Bevan, Adam C	42	916-555-1453	Brett Rushton	281-653-6205
Birkeland, Matthew S	43	916-555-1299	Joshua Parry	281-653-6217
Brickman, Daniel G	57	916-555-3265	Colby White	281-555-1511
Brito, Jordan H	62	916-555-1302	Parker Andersen	281-653-6267
Brooks, Parker	66	916-555-3168	Brennen Laughter	281-653-6672
Cheatham, Dewey	78	916-555-2932		
Curtis, Jared G	96	916-555-1589	Joseph Prawitt	281-653-6413
Davis, Frank	108	916-555-1692	Justin Wallis	281-653-6436
Eastman, Morgan	125	916-555-2120	Garrison Gust	281-653-6494
Fisher, Christopher F	139	916-555-1775	Justin Brush	281-653-6534
Garner, Justin	148	916-555-1036	John Whittle	281-653-6576
Gerchak, Andrea D	150	916-555-3381	Cody Anderson	281-555-1479
Gilbertson, Cameron R	155	916-555-3008	Derek Bingham	281-555-1624
Gould, Danny K	163	916-555-2832	Adam Curtis	281-555-1036
Griffis, Dan D	169	916-555-1754	Daniel Harris	281-653-6629
Grim, Jesse H	170	916-555-1990	Kelly Hawkins	281-653-6633

To print this list hold down your left mouse button and select from 'Football Roster' down and over to include all the data, right click on the data and choose Copy. Open Word and chose Paste; printed it from there. If you choose to print directly from the PowerSchool page, you will get the entire page with the Functions list on the side.

*Since PowerSchool only displays the first 500 names, you will need to use Select Students by Hand option in the drop down Functions to see the entire list. If you need to print the entire list, choose the List Students option, follow through the Report page setup and Submit.