

## Stored Searches & Stored Selections

Searching for student(s) is the first step in carrying out most PowerSchool tasks. If there are searches you need to do more than once, it is a good idea to save the search - or the group of students selected as a result of the search - rather than creating the search from scratch each time it is used.

### Stored Searches

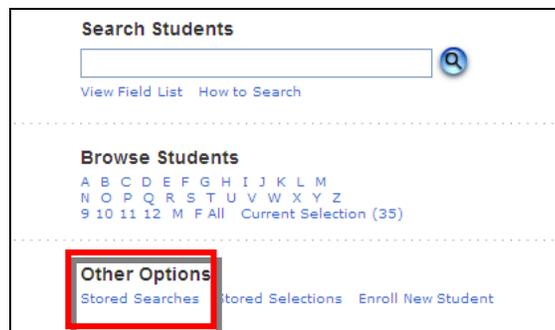
When a search is stored it will create a fresh list of students each time it is run. For example, if the following search is saved:

**\*birthday=today**

A new list of students will be created each day the stored search is run. The **stored search** will not save a list of students, rather it will save the command: **"Find all students whose birthday is today."** This works like a Saved Query in SASIxp.

### Creating a Stored Search

1. On the Start Page, click **Stored Searches** under **Other Options**



2. Click the **New** button on the **Stored Searches** screen.



3. Provide a name for the search and the search criteria. Click **Submit**.

The screenshot shows a search form with the following fields:

Option	Value
Name	October Birthdays
Search instructions (one search command on each line) (Fields)	*Birthday>=10/1;*Birthday<=10/31

A red rectangular box highlights the 'Name' and 'Search instructions' fields. A 'Submit' button is located at the bottom right of the form.

### Using a Stored Search

1. On the Start Page, click **Stored Searches** under **Other Options**

The screenshot shows the 'Search Students' page. It includes a search input field with a magnifying glass icon, and links for 'View Field List' and 'How to Search'. Below this is a 'Browse Students' section with a grid of letters (A-Z) and numbers (9-12), and a 'Current Selection (35)' indicator. At the bottom, there is an 'Other Options' section with a red box highlighting the 'Stored Searches' link. Other links in this section include 'Stored Selections' and 'Enroll New Student'.

2. A list of stored searches will be displayed. Click the **Run Search** link opposite the Stored Search you wish to run.

The screenshot shows the 'Stored Searches' page. It features a 'New' button at the top. Below it is a table with the following structure:

Name of Stored Search	Run Search Now
Birthdays for the Week	Run Search
Brian test	Run Search
October Birthdays	Run Search
thunder	Run Search
	Run Search

A red rectangular box highlights the 'Run Search' link in the first row of the table.

- The students meeting the search criteria will become the current group of students selected. PowerSchool will take you to the **Group Functions** menu to choose a function you would like to use with these students.

**Group Functions**

Current student selection: 51

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.
Counselor's Screen	Shows student pages for currently selected students.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Functions	Performs fee functions.
ID/Password Assignment	Assigns logon, lunch IDs and passwords for currently selected students.
Invalid Requests	Lists student requests which are invalid due to course prerequisites
LDAP Directory Synchronization	Synchronize PowerSchool Login IDs with an LDAP directory server.
List Students	Prints a quick list of currently selected students.
Mass Create Family Links	Establish family relationships between existing students.

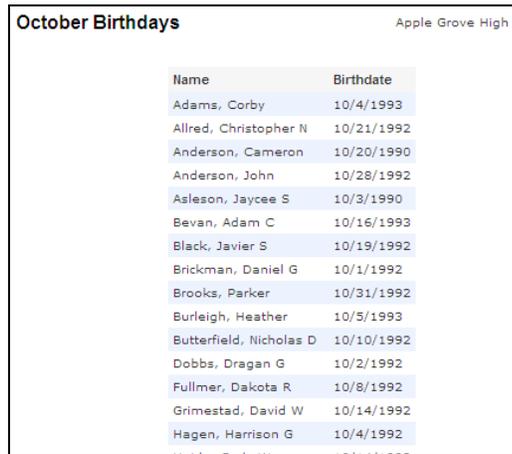
- One option you might select from the function list is **List Students**, then add a title and fields.

**Student List - 51 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="DOB"/>	<input type="text" value="Birthdate"/>
3.	Fields <input type="text"/>	<input type="text"/>

5. Then click **Submit** to view the results.



Name	Birthdate
Adams, Corby	10/4/1993
Allred, Christopher N	10/21/1992
Anderson, Cameron	10/20/1990
Anderson, John	10/28/1992
Asleson, Jaycee S	10/3/1990
Bevan, Adam C	10/16/1993
Black, Javier S	10/19/1992
Brickman, Daniel G	10/1/1992
Brooks, Parker	10/31/1992
Burleigh, Heather	10/5/1993
Butterfield, Nicholas D	10/10/1992
Dobbs, Dragan G	10/2/1992
Fullmer, Dakota R	10/8/1992
Grimestad, David W	10/14/1992
Hagen, Harrison G	10/4/1992

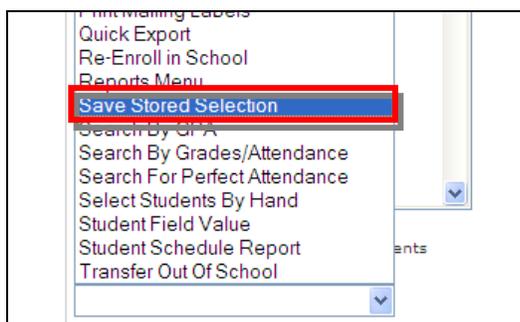
## Stored Selections

When a selection is stored it will store the search results rather than the search command. This works a lot like Saving Query Data in SASIxp.

You are likely to use this feature less often than the Stored Search since the data will not be updated each time the selection is used. This would only be used when you want to have benchmark data from a specific point in time.

### Creating a Stored Selection

1. Select a Group of Students.
2. Once the students are selected and displayed on the screen, choose **Save Stored Selection** from the function list at the bottom of the screen.



3. Give your selection a name and click **Submit**.

158 Students records in current selection

Name of new selection

SAVE the current selection with a new name

ADD records that belong to ANY of the checked selections TO the current selection

FILTER records in current selection BY records that belong to EVERY checked selection

CREATE a NEW selection based on records that belong to ANY of the checked selections

CREATE a NEW selection based on records that belong to EVERY checked selection

DELETE all checked selections

PUBLISH all checked selections for other users

Selections	Published	#
<input type="checkbox"/> <1 class		40 <a href="#">Go Functions</a>
<input type="checkbox"/> Problem Children - Public	P	33 <a href="#">Go Functions</a>

## Using a Stored Selection

1. On the Start Page, click **Stored Selections** under **Other Options**



2. Select a specific **Stored Selection** and choose the **Go Functions** link.

Selections	Published	#
<input type="checkbox"/> 9th Grade Students		158 <a href="#">Go Functions</a>
<input type="checkbox"/> <1 class		40 <a href="#">Go Functions</a>