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.
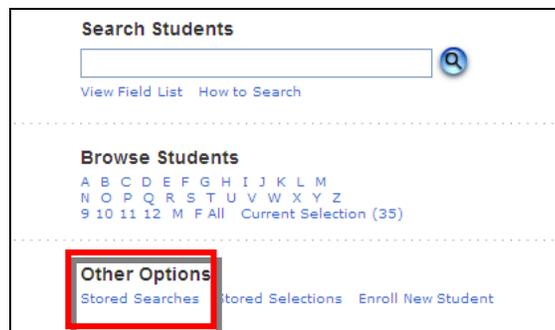
Stored Searches

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:

<div align="center">

*birthday=today

</div>

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**.

Using a Stored Search

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

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

3. 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.

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

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

October Birthdays	Apple Grove High S
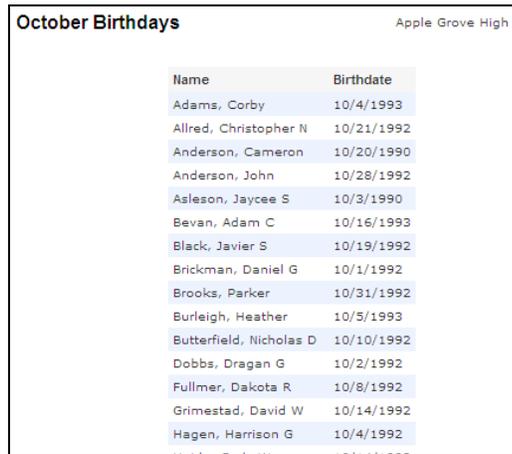
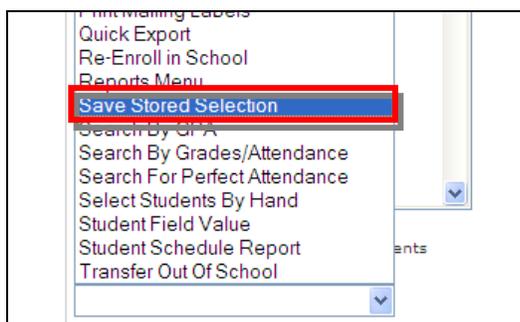| Name	Birthdate
Adams, Corby	10/4/1993
Allred, Christopher N	10/21/1992
Anderson, Cameron	10/20/1990
Anderson, John	10/28/1992
Asleson, Jaycee S	10/3/1990
Bevan, Adam C	10/16/1993
Black, Javier S	10/19/1992
Brickman, Daniel G	10/1/1992
Brooks, Parker	10/31/1992
Burleigh, Heather	10/5/1993
Butterfield, 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.

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
Student Schedule Report
Transfer Out Of School

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

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.