

How to Select a Student or Group of Students in PowerSchool

Before beginning, you will want to have Smart Search enabled. You only have to do this the one time and it will be saved in your browser preferences for PowerSchool.

Personalize - MacRae, MJ

Function	Description
Change password	Change current password to a new one.
Default sign in page	Sets the default sign in page.
Initial student screen	Sets the initial student screen.
Interface	Sets interface options.

Enable task navigator

Smart Search Options

Enable Smart Search

Include Inactive Student/Staff Results

From the PowerSchool Start Page there are three ways to search for an individual student.

1. Type the first letter (or more) of the student's last name and a list will populate. Select the student you wish to work with.

Start Page

Students Staff Parents

ta

- Tafti, Aprilia
- Tao, Rebecca
- Tapley, Natalia
- Tapley, Tylan

2. Click the letter the students last name begins with and the click on their name in the list

Start Page

Students | Staff | Parents

T

Advanced View Field List [?]

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 M F All Stored Searches Stored Selections

Current Student Selection (29)

Student	Grade Level
Tao, Rebecca	2
Tapley, Natalia	4
Tapley, Tylan	K
Thibeault, Patrick	4
Thibodeau, Madeline	5

3. Click on the grade the student is in and click on their name in the list.

Start Page

Students | Staff | Parents

Grade_Level=4

Advanced View Field List [?]

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 M F All Stored Searches Stored Selections

Current Student Selection (88)

Student	Grade Level
Stewart, Melissa	4
Suddith, Mathew	4
Tapley, Natalia	4
Thibeault, Patrick	4
Thomas, Mekhi	4

In addition to clicking on the name of the individual student, you can use the Select by Hand function to choose one or many students. With a group of students selected by clicking on a letter, grade or enrollment of a class, below the list you will see the Select by Hand option.

Current Student Selection (88)

Student	Grade Level
Stewart, Melissa	4
Suddith, Mathew	4
Tapley, Natalia	4
Thibeault, Patrick	4
Thomas, Mekhi	4

Select By Hand Select Function [?]

Clicking on the button make the students available for selection. All names in the list will be checked by default, clicking on the check mark next to Student will deselect all.

<input checked="" type="checkbox"/> Student	Grade Level
<input checked="" type="checkbox"/> Silliphant, Matthew	4
<input checked="" type="checkbox"/> Sinclair, Memphis	4
<input checked="" type="checkbox"/> Smith, Melodie	4
<input checked="" type="checkbox"/> Spears, Matteo	4
<input checked="" type="checkbox"/> Stairs, Natalie	4

Then put check marks next to the students you wish to select, you can scroll through the full list and when your selection is completed click on the update selection button.

<input type="checkbox"/> Student	Grade Level
<input checked="" type="checkbox"/> Smith, Melodie	4
<input type="checkbox"/> Spears, Matteo	4
<input checked="" type="checkbox"/> Stairs, Natalie	4
<input checked="" type="checkbox"/> Stennick, Melissa	4
<input type="checkbox"/> Stewart, Melissa	

Your selection of a group will be updated. You will then be able to choose from a list of Group Functions. It will always default to the last group function you used.

Start Page

Students | Staff | Parents

Grade_Level=4

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 M F All Stored Searches Stored Selections

Current Student Selection (8)

Student
Smith, Melodie
Stairs, Natalie
Stennick, Melissa
Wegner, Mason
Woodcox, Megan

Select By Hand | Select Function

- Group Functions**
- Student Screens
- Attendance**
- Attendance Change
- Search By Grades/Attendance
- Search For Perfect Attendance
- Enrollment**
- Enrollment Summary
- Mass Enroll Special Program
- Re-Enroll in School
- Transfer Out Of School
- Export**
- Export Using Template
- List Students
- Quick Export
- Functions**
- Fee Functions
- Health Screenings
- ID/Password Assignment
- LDAP Directory Synchronization