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.



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



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

Start Page

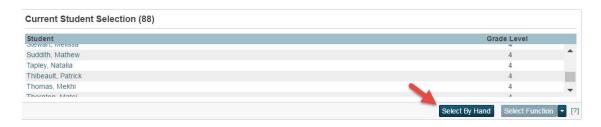


3. Click on the grade the student is in and click on their name in the list.

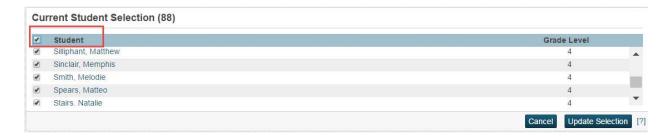
Start Page



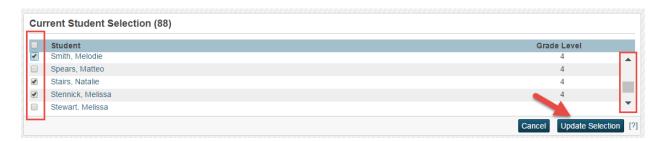
In addition to clicking on the name of the individual student, you can use the Select by Hand function to choose one or many students. With a group of students selected by clicking on a letter, grade or enrollment of a class, below the list you will see the Select by Hand option.



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.



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.



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.

