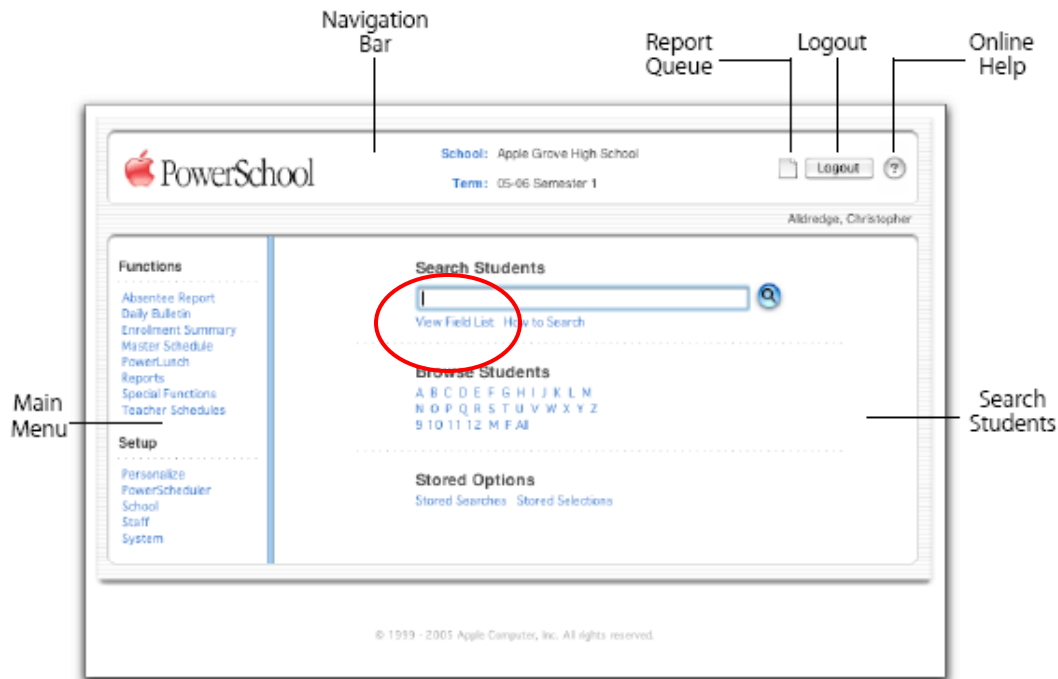


### PowerSchool Main Search Page



#### Help Features

Online Help – provides Topic Index as well as Searchable Knowledge Base

View Field List – lists the searchable student and staff field names

How to Search – Quickhelp screen of common search features

#### Browsing for Students

Browsing/ selecting students by grade can be done in the Browse Students section.

#### Stored Searches

Search formats can be stored. This is good for common searches, complex searches, or for regular searches done by school staffs that have difficulty with the search format.

#### Stored Selections

Stored selections allow you to save the result of a search for future reference.

# Using Effective Search Methods

## NDPSUG – Spring 2007

### General Searches

General searches are done using the search box on the main page.

General Search Format: **[field name] [comparator] [search argument]**

General Search Format for Multiple fields (Compound Searches):

**[field name] [comparator] [search argument]; [field name] [comparator] [search argument]**

### Basic Comparators

Comparator	Meaning
=	equals
<	is less than
>	is greater than
<=	is less than or equal to
>=	is greater than or equal to
#	does not equal
in	is [field] present in the search argument?
contains	is the search argument contained in the [field]?
!contain	is the search argument not contained in the [field]?
@	wildcard

Inactive Students – any searches that include currently inactive students must be preceded by a front slash: /

School Level vs District Level: Searches done at the district level will search all schools. Searches done at the school level will only search within that school.

### Special Functions Search

Search by GPA

Search by Grades/Attendance

Search for Perfect Attendance

Search Log Entries

Special Program Enrollment