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Nova Scotia Student Information System

Nova Scotia Public Education System

# Searching for Students in PowerSchool

User Guide

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*(Note: Student names appearing in this document are fictitious names)*

## 1 SEARCH/BROWSE FOR STUDENTS IN POWERSCHOOL

Learning how to perform searches is the key to using PowerSchool, since you select a student or group of students with whom you are going to work. Before you can do any type of work on a student's record or on a group's records, select the individual or group. By performing a search, you make such a selection. The simplest search finds just one student, but it is possible to perform searches that are more complex.

On the PowerSchool Start Page, you can search for a group of students using the quick links or by using the Search Students field.

### 1.1 METHOD 1: USING QUICK LINKS

On the PowerSchool Start Page, click on one of the links to execute specific, single-criteria searches.

You can search students by:

- First letter of Last Name
- Grade level
- Gender
- All (all students enrolled at the school)

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

PP PR 1 2 3 4 5 6 7 8 9 10 11 12 RG M F X All

**Note:** If you don't see the alphabet and wish to display it on the Start Page:

1. On the Start Page, click on your profile icon (top-right of page).
2. Choose **Manage Profile**.
3. Check the checkbox next to **Display Quick Search Alphabet on the Start Page**.
4. Click **Submit**.

Based on the quick link you choose, either no students (i.e., no students match the quick link criteria), one student, or a group of students will appear as your current student selection. Click the name of the student whose record you want to review. The page displays that student's record. Choose a link from the main menu on the left to view another student page.

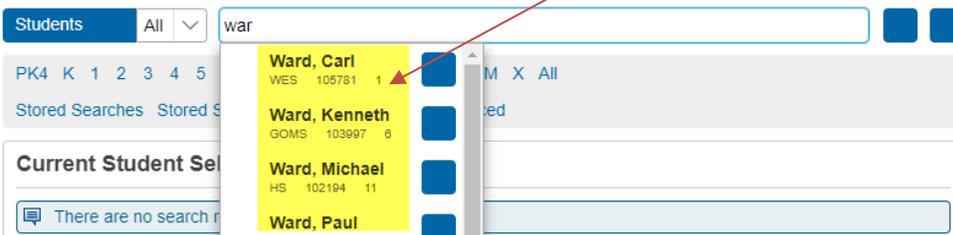
## 1.2 METHOD 2: USING SEARCH STUDENTS FIELD

On the Start Page, you can also enter a student's last name in the **search field** to search for a student.



If Smart Search is enabled, as you begin entering your search criteria, PowerSchool automatically provides a drop-down list of suggestions that you may choose from.

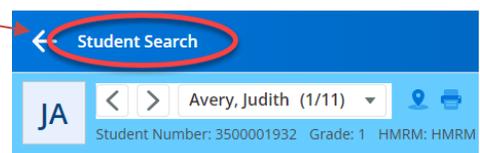
For example, to search for a student with last name 'Warner' in the Search Students field, all students matching that criteria will appear. After entering the first three letters of the last name, three matches appear in the dropdown.



Use your mouse or the up / down arrow keys on your keyboard to select the student if they appear. If the student name does not yet appear in the dropdown, continue entering letters to further filter the dropdown list. Upon entering the fourth letter, only one match appears – the student being searched with last name 'Warner'.



If you need to return to the Start Page, click **Student Search** in the upper left corner of the page.



## 1.3 METHOD 3: USING SEARCH COMMANDS

PowerSchool stores student information in fields. For example, the "first\_name" field stores the students' first / preferred name. The "DOB" field stores the students' date-of-birth. Search the various student fields based on the information you are looking for.

Use one or more commands to search for something specific, such as students having the first name 'Jamie'.

Every search command line is broken into three parts:

1. **field name** - such as first\_name or grade\_level or DOB
2. **comparator** - such as =
3. **search argument** - in the example, Jamie is the search argument (what I want to find)

The general format is:

[field name] [comparator] [search argument]

Example 1: Suppose you would like to find all of the students in your school whose first name is Jamie.

Type the following into the search box:

**first\_name = Jamie**  
 [field name]      [comparator]      [search argument]

**Note:** Student Number is an exception to the rule, where the number can be entered without the field name. Simply enter the student's provincial student number to find the matching student.



If you are on the Start Page of PowerSchool, you can click on the **View Field List** link to view a list of student field names. Click on a field name to insert it in the Search field on the Start Page.

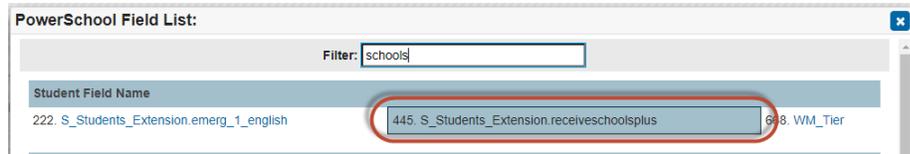
Example 2: Search for all students with the last name of Smith:

Solution:    **Last\_Name=Smith**

Example 3: Search for all students in the school receiving SchoolsPlus supports:

Solution: **S\_Students\_Extension.receivechoolsplus=y**

**(Example 3 Tip: It may difficult to memorize this field name, so when you need to perform this search, it may be easier to click the 'View Field List' link from the Start Page and then type 'schools' in the Filter to easily find and select the field name).**



Other examples of comparators:

Comparator	Means This	Does This	Example
=	Equals	Searches for an exact match of the search argument.	<b>first_name=Mike</b> (would find all students with the first name of Mike)
<	Less Than	Searches for all matches less than the search argument.	<b>grade_level&lt;5</b> (would find all students in grades P - 4 (or PP - 4))
>	Greater Than	Searches for all matches greater than the search argument.	<b>grade_level&gt;9</b> (would find all 10-13 grade students)
<=	Less Than or Equal to	Searches for all matches less than or equal to the search argument.	<b>grade_level&lt;=5</b> (would find all students 5 grade and below)
>=	Greater Than or Equal to	Searches for all matches greater than or equal to the search argument.	<b>grade_level&gt;=10</b> (would find all students grade 10-13)
#	Does Not Equal	Searches for all matches that are anything other than the search argument.	<b>NS_hockey#1</b> to find all students who are NOT involved in hockey
in	One of the values is present in the field	Searches for all the matches that contain one of the search arguments. Each search criteria must be separated by a comma.	<b>Last_Name in Smith,Jones</b> (Searches for students whose last names are Smith or Jones)
contains	The value is contained in the field	Searches for matches where the search argument is anywhere in the field.	<b>street contains Main St</b> (searches for students living on Main St)
!contain	The value is not contained in the field	Searches for matches where the search argument is not anywhere in the field.	<b>street !contain Main St</b> (searches for students <u>not</u> living on Main St)
@	Wildcard	Replaces unknown information in the search argument	<b>First_Name=jacq@</b> (searches for any student whose first name begins with jacq – such as Jacqueline and Jacqueline)

## 1.3.1 COMPOUND SEARCHES

A compound search is a search that combines two or more searches into one. Multiple search commands are used simultaneously.

The search commands are separated with a semicolon ( ; ) ... which means 'and'.

Example 1. Search for all the boys in the 11th grade

Solution:        **grade\_level = 11;gender = m**

Example 2. Search for all the girls with the last name Smith

Solution:        **last\_name = smith;gender = f**