

Storing Selections & Searches

Stored Selections

A Stored Selection is essentially storing results from a search command, search code or a combination of the two. Characteristics of a stored selection include:

- Stored selection is a stable set of results from the time the search was performed (results are static regardless of enrollment status); and
- Stored selections can be quickly accessed and available for use with Group Functions.

Creating a Stored Selection

1. From the Start Page, select students by hand, perform a search command, search code or any combination
2. Once students are selected — select [Stored Selections](#)
3. Enter a “Name of new selection” and choose “SAVE the current selection with a new name” (consider including the date in the name of the stored selection to document the date students were selected)
4. Select “Submit”

Accessing a Stored Selection

1. From the Start Page select [Stored Selections](#)
2. Select an option from the Stored Selections screen or select a specific Stored Selection and select the [Go Functions](#) link to the right
3. [Go Functions](#) links to the Group Functions page where any group function can be performed for the selected students

Stored Selections are specific to each user unless the author of the stored selection chooses to publish the selection for all administration users at a school.

Stored Searches

Frequently used searches can be stored instead of entering the search command each time the selection of a unique group of students is required. A stored search is dynamic meaning results depend on enrollment status and current grade level.

1. From the Start Page, enter a search command, search code or a combination
2. Confirm the accuracy of the results
3. Select the [Stored Searches](#) link
4. Click [New](#)
5. Enter a Name for the stored search in the Name field
6. Enter the search command, search code or combination in the "Search instructions"
7. Click Submit
8. To perform the same search, select [Stored Searches](#) and then select [Run Search](#) for the desired search
9. [Run Search](#) performs the search, return results and links to the Group Functions page where any group function can be performed for the selected students

Stored Searches are available all other users on the same PowerSchool server. All administrator users can use and edit all stored searches listed on the Stored Searches page. Consider including information identifying the author in the name of the stored search.

Stored Selections

32 Students records in current selection

Name of new selection

SAVE the current selection with a new name

ADD records that belong to ANY of the checked selections TO the current selection

FILTER records in current selection BY records that belong to EVERY checked selection

CREATE a NEW selection based on records that belong to ANY of the checked selections

CREATE a NEW selection based on records that belong to EVERY checked selection

DELETE all checked selections

PUBLISH all checked selections for other users

Selections	Published	#	
<input type="checkbox"/> At-Risk Students - Public	P	33	Go Functions

Edit Stored Search

Option	Value
Name	<input type="text" value="Search Name"/>
Search instructions (one search command on each line) (Fields)	<input type="text" value="search command or code"/>