

Group Functions

Group Functions

Once you select a group of students, you can manage the group's records in a variety of ways. Groups functions are accessible either by selecting a group of students and then choosing a function from the **Select a function for this group of students** pop-up menu on the Student Selection page or on the start page by choosing **Special Functions > Group Functions** with your current selection of students.

Here are some of the Group Functions we will explore today. We cannot cover all of them in an hour, but we will touch on the most commonly used ones:

- [List Students](#)
- [Mass Enroll in Classes](#)
- [Print Reports](#)
- [Quick Export](#)
- [Search by Grades/Attendance](#)
- [Select Students by Hand](#)
- [Student Field Value](#)

**** Remember, PowerSchool provides a Help database with information on many useful topics. To access the database, just click on the “?” in versions 6.X, or the “Help” in version 7.0 and higher, in the upper right hand corner of your screen.**

List Students

Create a list of selected students. Print the list from your Web browser or export it to another application and print it from there. The latter option gives you more flexibility in formatting and is especially helpful with longer lists. Either way, practice by creating a short list and viewing it before you print or export. This will help you understand how to create a useful longer list.

How to Create a Student List

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see [Select a Group of Students](#).
2. Choose **List Students** from the **Select a function for this group of students** pop-up menu. The Student List page appears.

Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
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Report Title	Enter a title for the report.
Col.	<p>Enter the Field Name. Click Fields to view the list of fields. Click the name of a field to insert it in this field.</p> <p>To number the students on the printed list, enter *count in the first Field Name field.</p> <p>Enter the Column Title. This may or may not be the same as the field name. For example, to display birthdays on the printed list, title the column as Birthday even though the field name is DOB.</p> <p>Repeat for each column you want to create for the report.</p>
Padding in Each Cell	<p>Enter the amount in points of the space between the cell and the text.</p> <p>Note: One point equals 1/72 of an inch.</p>
# Rows in Between Breaks	<p>This refers to the number of student names to print before each break in the list. After each break, column titles are printed again. Enter 0 if you do not want breaks inserted.</p>
Gridlines	<p>Select the checkbox to draw lines between rows and columns and to put a border around the list.</p>
Export	<p>Select the checkbox to create the list in another application. If you deselect the checkbox, the list appears in your Web browser only.</p>
Sort Field Name	<p>Enter up to three field names to sort items in the selected columns or fields. Select to sort in ascending or descending order. If you select to sort more than one column/field, PowerSchool sorts them in the order listed.</p> <p>Note: If you have never sorted a list before, it is a good idea to try different options here to view how items are ordered each time.</p>

- Click **Submit**. The page displays the list of students. If the list is formatted correctly, continue to the next step. If not, click **Back**, make the necessary changes, and click **Submit** again to preview the revised list.
- Choose **File > Print** from your Web browser to print the report.

Note: To fit more students on the page, change the paper layout or use the reduction setting on your Web browser. Choose **File > Print**. Make the appropriate selections in the Print dialog.

Mass Enroll in a Class

Enroll an entire group of students in a class.

How to Mass Enroll in a Class

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see [Select a Group of Students](#).
2. Choose **Mass Enroll in Classes** from the **Select a function for this group of students** pop-up menu. The Mass Enroll page appears.

Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Teacher	Choose the teacher from the pop-up menu.
[Expression]	Choose the schedule expression from the pop-up menu.
course.section	Enter the course and section number. Separate the numbers with a period and no spaces.
Enrollment Date	Enter the date of the enrollment using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. PowerSchool notifies you that the enrollment is complete.

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Run, Print, and Save Reports

Use a template to pull data from the PowerSchool system and print a hard copy. To create and import report templates, see [Custom Reports](#) and [Report Templates](#).

How to Run a Report for a Single Student

1. On the start page, search for and select a student. For more information, see [Search and Select](#).
2. Under Enrollment, choose **Functions** from the student pages menu. The Functions page appears.

3. Click **Print Reports For This Student**. The Print a Report page appears.
4. Use the following table to enter information in the fields:

Field	Description
Print the report for	The selected student appears.
Which report to print	Choose the report from the pop-up menu. Types of reports are separated in the pop-up menu by dashes. The first group of reports are Form Letters. The second group of reports are Report Cards. The last group of reports are Object Reports.
If printing student schedule, use...	If you selected a Report Card in the "Which report to print" field, select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	If you selected an Object Report in the "Which report to print" field and that Object Report includes a fee list object, choose the date range from the pop-up menu. If you select the "Date Range," enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	Select a time to run the report: <ul style="list-style-type: none"> ○ ASAP: Execute immediately. ○ At Night: Execute during the next evening. ○ On Weekend: Execute during the next weekend. ○ On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

5. Click **Submit**. The report queue appears.
6. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application.

How to Run a Report for a Group of Students

Run this report card-based report for a group of students to display the schedule listing for the current school year.

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see [Select a Group of Students](#).
2. Choose **Print Report** from the **Select a function for this group of students** pop-up menu. The Print Reports page appears.

Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report from the pop-up menu. Types of reports are separated in the pop-up menu by dashes. The first group of reports are Form Letters. The second group of reports are Report Cards. The last group of reports are Object Reports.
For which students?	<p>Select one of the following options to indicate the students for whom the report will be run:</p> <ul style="list-style-type: none"> ○ All records in a single batch: Prints the report as a single job ○ Print only the first [X] records: Prints the report for only the first specified number of records. ○ All records in batches of [X] records: Prints the report in the specified number of batches. <p>Note: The report jobs are automatically named with the text "Batch X of Y" followed by the report name, where X is the batch number and Y is the total number of batches. The total number of batches is determined by the size of the original selection and the size of a batch. For example, if there are 1,012 records in the selection, and the batch size is set to 50, there will be 21 total batches: 20 batches of 50 records and a 21st batch containing the final 12</p>

	records.
In what order?	Select the sort order.
If printing student schedules, use...	If you selected a Report Card in the "For which students?" field, select an option to indicate enrollment specifications. If you select the "enrollment as of" option, enter the enrollment date in the field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	If you selected an Object Report in the "For which students?" field and that Object Report includes a fee list object, choose the date range from the pop-up menu. If you select the "Date Range," enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the report, while Overlay prints the text over objects on the report.
When to print	Select a time to run the report: <ul style="list-style-type: none"> ○ ASAP: Execute immediately. ○ At Night: Execute during the next evening. ○ On Weekend: Execute during the next weekend. ○ On Specific Date/Time: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.

4. Click **Submit**. The report queue appears.
5. Click **View** once the report is completed.

Note: Click **Refresh** to update the status of the report.

The page displays a PDF file of the report. Thoroughly review it to verify that the formatting and content are correct. If the report provides the data you need and is formatted properly, print it from this page or save it to another application.

How to Print a Report

1. Run a report that creates a PDF.
2. View the report in your Web browser or in Adobe Acrobat Reader.
3. Choose **File > Print** from the menu bar.
4. Make the necessary selections in the Print dialog.
5. Click **OK**. The report prints as you view it on the page.

How to Save a Report

Save the data from a particular report. Saving a report creates a snapshot of the data. The saved report will not continue to display current information as the PowerSchool system is continuously updated.

Note: Not all reports can be saved.

1. Run a report that creates a PDF.
2. View the report in your Web browser or in Adobe Acrobat Reader.
3. Choose **File > Save As** from the menu.
4. Enter a file name for the report. If you think you will forget it, write it down.
5. Click **Save**. The report is saved. Open it using a procedure similar to opening a document in a word processing or spreadsheet application.

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Here is a helpful tip from an article on PowerSource, that relates to printing report cards:

Article # 7575

Option to Print for "All Courses Enrolled in During Current Term" Missing from Group Functions

Issue:

The print report option "all courses enrolled in during current term (includes dropped courses)," which appears at Start Page > Student Selection > Functions > Print A Report, is not included at Start Page > Special Functions > Group Functions > Print Reports.

Workaround:

1. Make a selection of students.
2. Enter the following path after your server's URL.

`/admin/students/printformletter.html?dothisfor=multiple`

Example:

`http://yourPowerSchooladdress/admin/students/printformletter.html?dothisfor=multiple`

3. Select report to print.
4. Select the "all courses enrolled in during current term (includes dropped courses)" option.

If printing student schedule, use...

courses actively enrolled in during current term (excludes dropped courses)
 all courses enrolled in during current term (includes dropped courses)
 enrollment as of

- 5.
6. Submit page

Quick Export

This method quickly produces a simple list of students and information from the Student table. Change the parameters to produce a more detailed list. For more information about exporting, see [How to Export Using a Template](#).

In addition to exporting data, the SIS Repository provides quick access to key metrics and not just raw data. For detailed information about the SIS Repository, see the *SIS Repository Guide* available on [PowerSource](#).

How to Use Quick Export

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see [Select a Group of Students](#).
2. Choose **Quick Export** from the **Select a function for this group of students** pop-up menu. In most cases, you will not need to change the default options on the Export Students page, in which case you can skip the next step. To change the selections, proceed to the next step.

Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Export the [#] selected students	Enter the fields to be included on the exported spreadsheet. Enter as many fields as needed. Only enter one field per line. Separate multiple fields with a hard return. If you need help remembering field names, click Fields at the bottom of the page.
Field Delimiter	A field delimiter separates fields (or "columns") in the exported data. Use the pop-up menu to choose how you want the system

	<p>to separate each field in the export file:</p> <ul style="list-style-type: none"> <input type="radio"/> Tab <input type="radio"/> Comma <input type="radio"/> None <input type="radio"/> Other: Enter the delimiter in the blank field.
Record Delimiter	<p>A record delimiter separates records (or "rows") in the exported data. Use the pop-up menu to choose how you want the system to separate each record in the export file:</p> <ul style="list-style-type: none"> <input type="radio"/> CR: Carriage return <input type="radio"/> CRLF: Carriage return and line feed <input type="radio"/> LF: Line feed <input type="radio"/> Other: Enter the delimiter in the blank field.
Surround Fields	Select the checkbox to surround the fields in the exported data with quotation marks.
Column titles on 1st row	Select the checkbox to include column titles on the first row of the exported data.
Export DCID	Select the checkbox to export the Student table's unique identifier.

4. Click **Submit**. The exported data appears.
5. Choose **File > Save As...** to save the file. Open the saved file using a spreadsheet application, such as Excel or Lotus 1-2-3. Format, print, and save it as any other spreadsheet document.

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How to Search for Students by Grades/Attendance

This report provides great flexibility in finding students based on their grades or attendance records. By using a combination of options, you can find any number of students.

Note: You can also access this report by clicking **Attendance > Search by Grades/Attendance**.

1. On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.

Note: Alternatively, select a group of students, and then choose **Search by Grades/Attendance** from the pop-up menu.

2. Click **Search by Grades/Attendance**. The Search by Grades/Attendance page appears.
3. Select the option to indicate which students to include, if applicable.
4. Enter the minimum number of classes necessary to meet the search criteria. For example, to list students failing at least two classes, enter **2**. To list students receiving an A in any class, enter **1**.
5. Complete any combination of the remaining fields. Use the following table to enter information in the fields:

Field	Description
Scan for this final grade	Select the checkbox and: <ul style="list-style-type: none"> ○ Choose a comparator from the pop-up menu. ○ Enter the specific letter grades for which you want to scan. Separate multiple grades with commas.
Scan for this final grade percentage	Select the checkbox and: <ul style="list-style-type: none"> ○ Choose a comparator from the pop-up menu. ○ Enter the specific percentage for which you want to scan.
Scan for this citizenship grade	Select the checkbox and: <ul style="list-style-type: none"> ○ Choose a comparator from the pop-up menu. Use = to search for students who have that citizenship grade, or use # to search for students who do not have that citizenship grade. ○ Enter the specific citizenship grades for which you want to scan. Separate multiple grades with commas.
Scan for attendance	Select the checkbox and: <ul style="list-style-type: none"> ○ Select the attendance mode from the pop-up menu. ○ Select the attendance code to scan for, select a comparator, and enter the number of instances of the attendance code. ○ Select the option indicating whether the scanned attendance codes are cumulative for each class or for the specified period only. For a specific period only, enter the first and last dates of the date range using the format

	mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Scan for grades in	Choose the type of grade from the pop-up menu. If you choose historical grades, enter the store code/final grade, such as Q1 or Q2 . This scans the grades for the store code entered for the year of the currently selected term. For example, if you are working in Q3 and enter a store code of Q1, the system scans the Q1 grades for the current year. It does not scan grades from previous years. To do so, change the currently selected term. For more information, see How to Change Terms .
Scan for all classes enrolled	Select the option to scan for all classes enrolled either as of a specified date or anytime during the current term. If you select a specific date, enter it in the appropriate field using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Results	Select either Make this the current selection of students to continue working with the resulting group of students or Display matching students & Sections . If you select the latter option and click Submit , the Matching History page displays each matching student and the term, section, course name, and teacher for which the criteria are met.

6. Click **Submit**. The Group Functions page displays the number of selected students.
7. Click the **Current student selection [number]** to view the list of students. To work with the group of students, choose a menu option. For more information about the Group Functions page, see [Work With Groups](#).

How to Search for Students by Perfect Attendance

Use this report to find students who have perfect attendance records during a specified period.

1. On the start page, choose **Special Functions** from the main menu. The Special Functions page appears.

Note: Alternatively, select a group of students, and then choose **Search for Perfect Attendance** from the pop-up menu.

2. Click **Search for Perfect Attendance**. The Perfect Attendance Search page appears.
3. Select the option to indicate which students to include, if applicable.
4. Use the following table to enter information in the fields:

Field	Description
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Attendance mode to use	Select the attendance mode from the pop-up menu.
Date range to scan	Enter the first and last days of the date range to scan using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Disregard these codes when searching	Enter the attendance codes that do not render students absent. For example, if your school excuses absences when a student performs volunteer work, enter V if that is the code for a volunteer absence at your school.

5. Click **Submit**. The Group Functions page displays the number of found records underlined at the top of the page.
6. Click the **Current student selection [number]** to view the list of students. To work with the group of students, choose a menu option. For more information about the Group Functions page, see [Work With Groups](#).

How to Select a Group of Students by Hand

This selection process is helpful to select a group of students from a larger group. Selecting students while holding COMMAND (Mac) or CONTROL (Windows) helps you narrow your search results even further. For example, you can quickly display a list of female sophomores.

1. On the start page, select the group of students using a search method, such as by gender, grade, or ethnicity. The Student Selection page appears.
2. Choose **Select Students By Hand** from the **Select a function for this group of students** pop-up menu to narrow the group of students even further. The Select Students By Hand page appears.
3. Press and hold COMMAND (Mac) or CONTROL (Windows) and click the names of the students to include in the group.

Note: If the students are listed consecutively, click the first name on the list. Press SHIFT as you click the last name on the list. This selects the first and last names you click and every name in between.

Alternatively, if you are selecting the majority of the students on the list, select the students you do not want to keep and select the **Remove selected students** option. If you are selecting only a few of the students on the list, select the **Keep selected students** option.

Note: Save the selection of students by clicking **Selections**. For more information, see [Stored Selections](#).

4. Click **Functions**. The Group Functions page appears. For more information, see [Work With Groups](#).

Note: Click the **Current student selection [number]** to return to the Student Selection page.

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Student Field Value

Set a specific field value for students who have the field attached to their records. For example, if a group of students has the wrong ethnicity code attached to their names, you can change the field value for all these students at the same time.

Be certain you want to replace all the values for all these students. This procedure is irreversible. In fact, you are encouraged to make a backup of your data before changing field values for a group.

Note: For information about staff field values, see [How to Set Staff Field Value](#).

How to Set a Student Field Value

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see [Select a Group of Students](#).
2. Choose **Student Field Value** from the **Select a function for this group of students** pop-up menu. The Student Field Value page appears.

Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Field to Change	<p>Enter the name of the field to be changed.</p> <p>Note: For a complete list of field codes, click Fields.</p> <p>Note: ID, Student_Web_ID and Web_ID are not available for mass updating using the Student Field Value function. To fill these values for multiple students, use the Assign IDs/Passwords procedure.</p>
New Field Value	<p>Enter the new value of the field. Put quotation marks around any values that do not perform calculations, such as constant characters or a string of characters.</p>
Clear Field Value	<p>Select the checkbox if you want to remove any existing values for</p>

	that field.
Do not overwrite existing data	Select the checkbox if you do not want the system to overwrite any existing field values.

Warning: Be sure you have entered information correctly, as this procedure is irreversible.

4. Click **Submit**. The Field Value page displays a preview of the records and fields that will be affected.
5. Click **Submit**. When the operation is complete, click Back. Now you can perform a search to find the group with the changed value.

If you find that the values were wrongly changed, you must change each record individually. You cannot retrace your steps by changing the value back to what it was for the entire group, because there are those students to whom the value was assigned before you changed the value for the others. Reversing the procedure will change the value for all students, not just the group you selected.

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