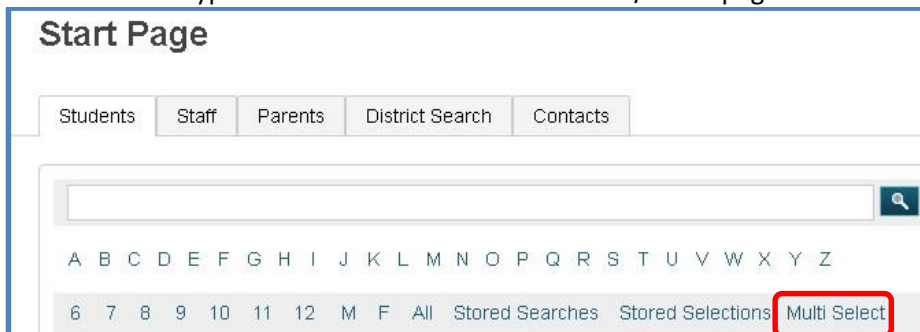


## Searching for Students to Assign to A Special Program for Athletics

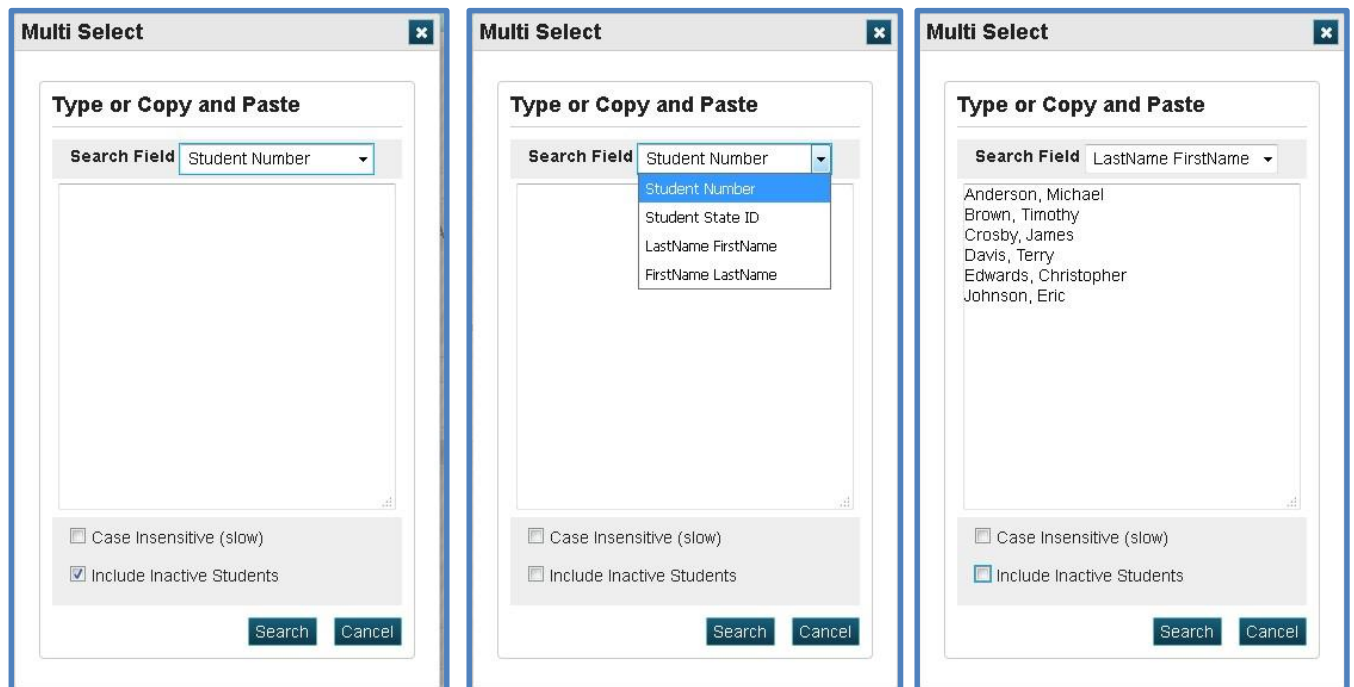
### Option I – Search using Multi Select

1. Select the hyperlink for **Multi Select** on the **Start/home** page.



The screenshot shows the 'Start Page' with navigation tabs for Students, Staff, Parents, District Search, and Contacts. Below these is a search bar and an alphabetical index. At the bottom, a row of links includes '6', '7', '8', '9', '10', '11', '12', 'M', 'F', 'All', 'Stored Searches', 'Stored Selections', and 'Multi Select'. The 'Multi Select' link is highlighted with a red rectangle.

2. When the Multi Select window appears, deselect the box for Include Inactive students and change the Search Field value from Student Number to **LastName FirstName**.



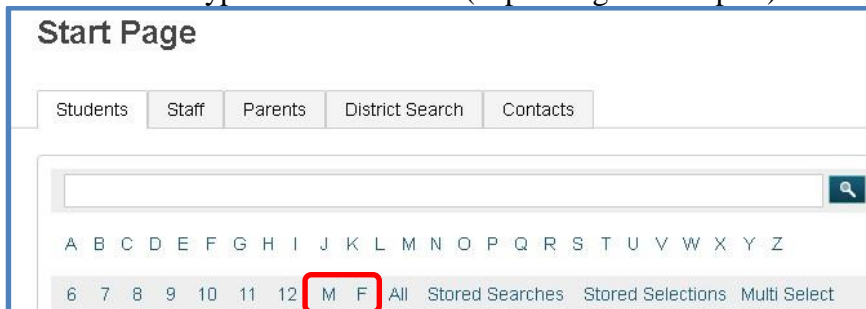
The three screenshots show the 'Multi Select' dialog box in three stages: 1. The 'Search Field' dropdown is set to 'Student Number' and 'Include Inactive Students' is checked. 2. The dropdown menu is open, showing options: 'Student Number', 'Student State ID', 'LastName FirstName', and 'FirstName LastName'. 3. The dropdown is set to 'LastName FirstName' and 'Include Inactive Students' is now unchecked. The search results list includes: Anderson, Michael; Brown, Timothy; Crosby, James; Davis, Terry; Edwards, Christopher; and Johnson, Eric.

3. Enter the students' name in the box starting with lastname, firstname. Click **Search**.
4. A list of students will appear for you to assign to their respective program.

**OR**

### Option II – Search for students by Selecting Gender and/or Grade Level

1. Select the hyperlink for **M** or **F** (depending on the sport).



The screenshot shows the 'Start Page' with navigation tabs for Students, Staff, Parents, District Search, and Contacts. Below these is a search bar and an alphabetical index. At the bottom, a row of links includes '6', '7', '8', '9', '10', '11', '12', 'M', 'F', 'All', 'Stored Searches', 'Stored Selections', and 'Multi Select'. The 'M' and 'F' links are highlighted with a red rectangle.

- When the list of students appears, click **Select By Hand** at the bottom right of your screen.
- Deselect the box by Student and choose the students to add to the program.

**Current Student Selection (285)**

<input type="checkbox"/>	<b>Student</b>
<input checked="" type="checkbox"/>	Bankston, S'Lacio
<input type="checkbox"/>	Bayman, Devonta T
<input type="checkbox"/>	Beatty, Camberon V
<input checked="" type="checkbox"/>	Bell, Darrell Durrell
<input type="checkbox"/>	Bell, Dontavious
<input type="checkbox"/>	Berry, DeiShawne M
<input checked="" type="checkbox"/>	Berry, Sherman L

- When finished, click **Update Selection**.

**Select By Hand** **List Students** ▾

- Select the down arrow by the group functions button on the button right of your screen and choose **Mass Enroll Special Program** under the **Enrollment** section.
  - This button is always to the right of the **Select By Hand** button and will default based on your last search.

**Group Functions**

- Student Screens
- Attendance**
  - Attendance Change
  - Search By Grades/Attendance
  - Search For Perfect Attendance
- Enrollment**
  - Enrollment Summary
  - Mass Enroll Special Program**
  - Re-Enroll in School
  - Transfer Out Of School
- Export**
  - Export Using Template
  - List Students
  - Quick Export

- When the **Mass Enroll Special Program Window** appears, select the appropriate program from the list and enter the entry/start and exit/end dates for the respective program.

**Mass enroll the selected students into which special program?**

<b>Program</b>	A - HS Football
<b>Entry Date</b>	8/7/2017
<b>Exit Date</b>	12/15/2017
<b>Exit Code</b>	
<b>Comment</b>	

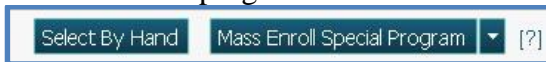
**Submit**

**Note:** Use first semester dates for Fall Sports and second semester dates for Spring Sports.

7. Hit **Submit** to save your data.
8. An alert will appear confirming you have successfully assigned the students to a program. Click the PowerSchool icon to take you back to the **Start**/home page.



9. Repeat steps 1 – 4 under option I **or** option II above to assign a group of students to a different sport. Your group functions button defaults to your last search. After your initial search for your students, you will just need to click the button to enroll your next group of students into a program.



## Searching for Students Assigned to an Athletic Program

1. From the **Start** page, select **Special Functions** on the navigation bar.
2. Scroll down to the bottom of the page and select **Special Programs Enrollment**.

**Functions**

- Attendance
- Attendance Today
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules
- Message Sender

**Reports**

- System Reports
- ReportWorks

**People**

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

**Setup**

- School
- System
- Personalize

**Applications**

- PowerLunch

### Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Current Logins	Shows the names of those currently signed in to PowerSchool, PowerTeacher, Administration and Report Works Developer.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Health Management	Access and view student health records.
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.
Interfaces to other systems	Links to other systems which can be used with PowerSchool.
Search Attachments	Searches Student Attachments
Search By GPA	Searches students by GPA.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Search For Perfect Attendance	Searches currently selected students for perfect attendance.
Search Log Entries	Searches student log entries.
Special Program Enrollment	Display and select students currently enrolled in special programs.

3. Click on **Display** that corresponds with the sport to generate the list of students.

Program Name	Show Current Students
A - HS Baseball	Display
A - HS Boys Basketball	Display
A - HS Boys Bowling	Display
A - HS Boys Cross Country	Display
A - HS Boys Golf	Display
A - HS Football	Display

- a. When your student list appears, select *Make this the current selection of students.*

**Enrolled Students: A - HS Football**

Students	Student Number	Grade Level
Aw, Mor	380826	9
Bankston, S'Lacio	186483	12
Beatty, Camberon V	214889	10
Bell, Dontavious	221909	10
Berry, Sherman L	215396	9
Blanton, Terrance D	288288	11
Bogan, Carmilo M	276447	6
Bolden, Mariel A	257630	7
Camp, Gerald	221383	9
Crenshaw, Lawrence Albert	209409	9
Davis, Jordaan Remel	242492	9
Dotson, Louis Terall	219861	9

Make this the current selection of students  
 Add these students to the current selection of students

4. Select *List Students* under the Export section.

**Export**

Export Using Template	Uses a template to exports data on currently selected students.
<b>List Students</b>	Prints a quick list of currently selected students.
Quick Export	Exports data on currently selected students.

5. When the Student List page appear, complete the items as listed below. Set your report title for each respective sport and click **Submit**.

Report Title (shown at top of page): 2017 Football Students

Col	Field Name	Column Title
1.	Fields Enrollment_SchoolID	School
2.	Fields Last_Name	Last Name
3.	Fields First_Name	First Name
4.	Fields Grade_Level	Grade
5.	Fields DOB	BirthDate
6.	Fields U_Students.SCS_GI_WEIGH	CumGPA
7.	Fields *cumulative_credit_hours	CumCredits
8.	Fields *number_of_classes	#CurrentClasses
9.	Fields _STU_X.EndOfServiceAction	Promoted/Retainec
10.	Fields	

Padding In Each Cell  (in points)  
 # Rows In Between Breaks   
 Other Options  Gridlines  Export

Optional: Sort Field Name	Direction
Enrollment_SchoolID	> ▾
Grade_Level	> ▾
LastFirst	> ▾

To print the data on the screen, deselect the **Export** box. You can also print in the format that appears once the data is displayed on the screen.

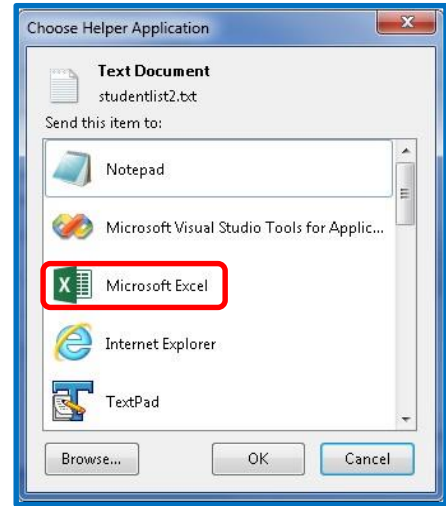
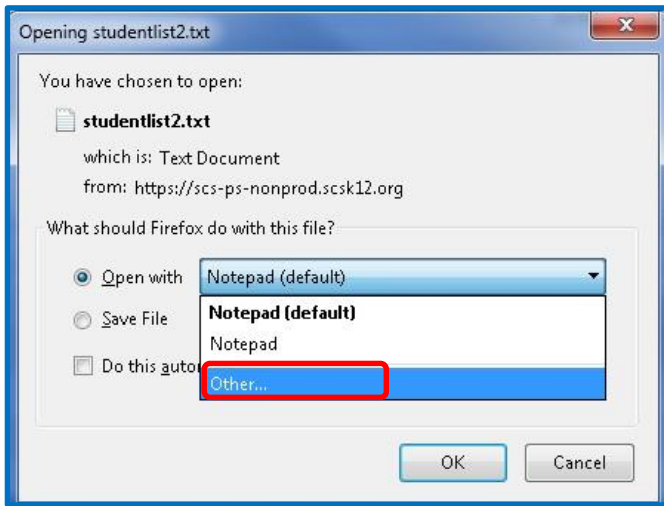
Col#8 \*U\_Students.SCS\_GI\_WEIGHTED\_GPA

#9 S\_TN\_STU\_X.EndofServiceAction

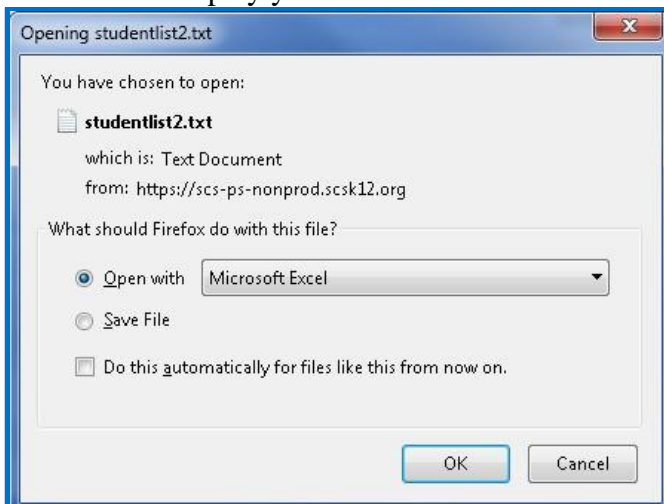
Screen Display with the Export box deselected

School	Last Name	First Name	Grade	BirthDate	CumGPA	CumCredits	#CurrentClasses	Promoted/Retained
2030	Bogan	Carmilo	6	01/15/2006	.	0.00	9	P
2030	Bolden	Mariel	7	05/14/2005	.	0.00	9	P
2030	Aw	Mor	9	11/04/2001	.	0.00	1	P
2030	Berry	Sherman	9	02/25/2002	.	0.00	8	P
2030	Camp	Gerald	9	04/03/2003	.	0.00	8	P
2030	Crenshaw	Lawrence	9	11/06/2002	.	0.00	8	P
2030	Davis	Jordaan	9	03/14/2003	.	1.00	1	P
2030	Dotson	Louis	9	01/19/2002	.	0.00	8	P
2030	Beatty	Camberon	10	11/18/2001	.	7.00	8	P
2030	Bell	Dontavious	10	07/06/2002	.	7.00	8	P
2030	Blanton	Terrance	11	02/18/2000	.	18.50	1	P

- Change Open with to **Other**, click OK and when the **Choose Helper Application** window appears, choose Microsoft Excel and click OK.



- Click OK to display your results in Excel.



You can add additional columns and validations if needed.

2017 Football Students		B.T. Washington High						
School	Last Name	First Name	Grade	BirthDate	CumGPA	CumCredits	#CurrentClasses	Promoted/Retained
2030	Bogan	Carmilo	6	1/15/2006		0	9	P
2030	Bolden	Mariel	7	5/14/2005		0	9	P
2030	Aw	Mor	9	11/4/2001		0	1	P
2030	Berry	Sherman	9	2/25/2002		0	8	P
2030	Camp	Gerald	9	4/3/2003		0	8	P
2030	Crenshaw	Lawrence	9	11/6/2002		0	8	P
2030	Davis	Jordaan	9	3/14/2003		1	1	P
2030	Dotson	Louis	9	1/19/2002		0	8	P
2030	Beatty	Camberon	10	11/18/2001		7	8	P
2030	Bell	Dontavious	10	7/6/2002		7	8	P
2030	Blanton	Terrance	11	2/18/2000		18.5	1	P
2030	Bankston	S'Lacio	12	2/25/2000		20.5	0	P