

PowerSchool

Groups

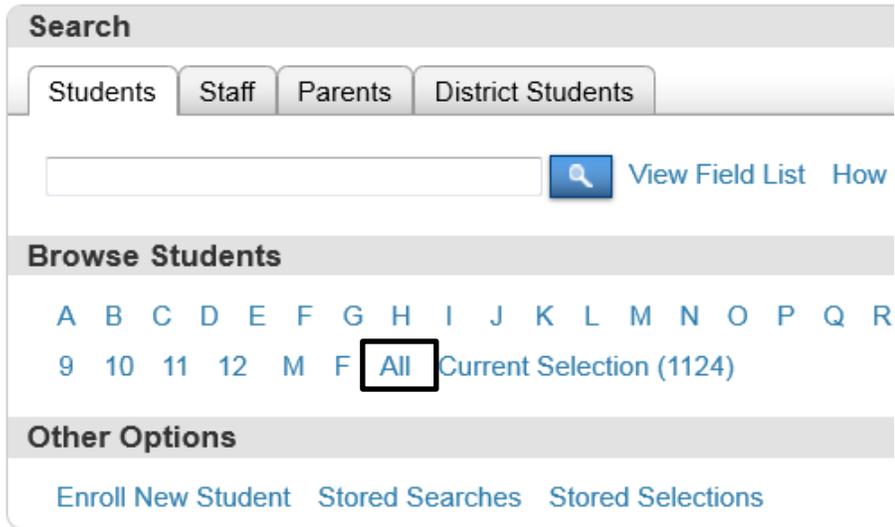
(Creating, Modifying, Printing)

(Revised 02/04/15)

Creating Groups:

1. On the Start Page, choose **ALL** (or a grade level, etc) to get a list of all students at your school.

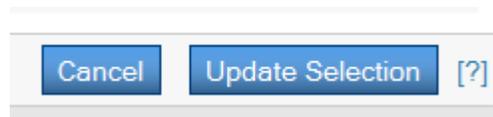
Start Page



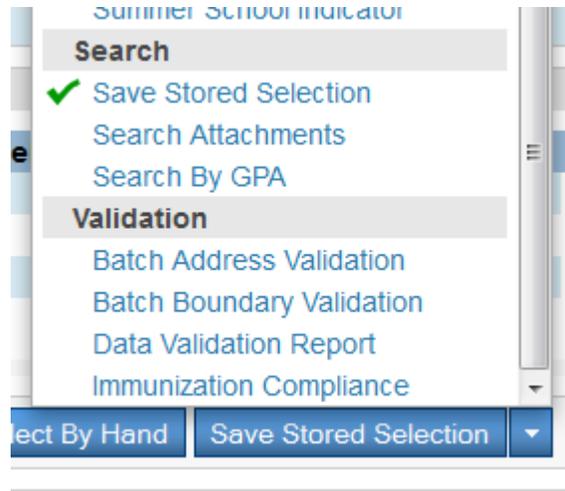
2. From the Functions pull down menu at the bottom, right of the page choose **Select By Hand**



3. Place a checkmark beside of the students that you want in your list.
4. Click on the Update Selection button at the bottom, right of the page.



- From the Functions pull down menu at the bottom, right of the page choose **Save Stored Selection**



- Give the selection of students a descriptive name. Choose the radio button beside **SAVE the current selection with a new name.**

Stored Selections

15 Students records in current selection

Name of new selection

SAVE the current selection with a new name

- Click the **Submit** button. Your group is now listed.

Stored Selections

15 Students records in current selection [Groups]

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"/> Groups		15	Go Functions

Adding student(s) to an existing Group:

1. On the Start Page, enter the name of the student that you want to add to your group and pull up one of the student pages. Click on Start Page in your breadcrumbs to return to the start page. This student is now your **Current Selection**. (You may use the 'Select By Hand' option described above to select more than one student to add to the group.)

Start Page

Search

[View Field List](#) [H](#)

Browse Students

A B C D E F G H I J K L M N O P Q
9 10 11 12 M F All **Current Selection (1)**

2. Click on **Stored Selections** on the start page.

Start Page

Search

Students
Staff
Parents
District Students

🔍
[View Field List](#)

Browse Students

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P

9
10
11
12
M
F
All
Current Selection (1)

Other Options

[Enroll New Student](#)
[Stored Searches](#)
[Stored Selections](#)

3. Type in the name of the group that you are adding the student(s) to. Click the radio button beside **ADD records that belong to any of the checked selections TO the current selection**. Click the check box beside the name of the group that you want to add the student(s) to.

Stored Selections

1 Students records in current 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 checked="" type="checkbox"/> Groups		15

- Click on the **Submit** button. You will now see that your group has a new number of students according to the number of students that you just added.

Selections	Published	#
<input type="checkbox"/> Groups		16

Deleting student(s) from an existing Group:

- Click on **Stored Selections** on the start page.

Start Page

Search

Students Staff Parents District Students

 [View Field List](#)

Browse Students

A B C D E F G H I J K L M N O P
 9 10 11 12 M F All Current Selection (1)

Other Options

[Enroll New Student](#) [Stored Searches](#) [Stored Selections](#)

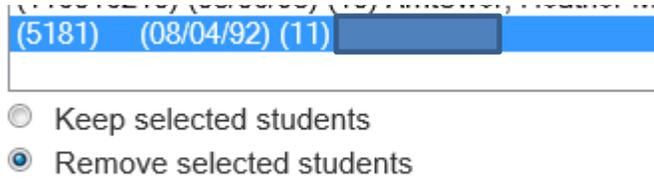
- Click on the checkbox beside the name of the group that you want to delete students from. Click on **Go Functions**.

Selections	Published	#	
<input checked="" type="checkbox"/> Groups		16	Go Functions

- Scroll down the Group Functions page and choose **Select Student By Hand**.

[Select Students By Hand](#)
Allows for manual selection of a subset of students f

4. Highlight the student(s) that you want to delete from the group. (Use the CTRL key to select more than one student). Click the radio button beside **Remove selected students**.



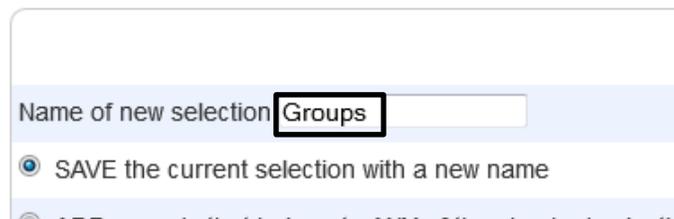
(5181) (08/04/92) (11)

Keep selected students

Remove selected students

5. Click the **Selections** button.
6. The Stored Selections page will appear. Type in the name of the group that you are deleting the student(s) from and click the radio button beside **SAVE the current selection with a new name**.

Stored Selections



Name of new selection

SAVE the current selection with a new name

7. Click on the **Submit** button. You will now see that your group has a new number of students according to the number of students that you just deleted.

Selections	Published	#
<input type="checkbox"/> Groups		15

Printing Groups:

1. Click on **Stored Selections** on the start page.

Start Page

The screenshot shows the 'Start Page' interface. At the top is a 'Search' section with tabs for 'Students', 'Staff', 'Parents', and 'District Students'. Below the tabs is a search input field with a magnifying glass icon and a 'View Field List' link. The next section is 'Browse Students', which includes a row of letters from A to P and a second row with '9', '10', '11', '12', 'M', 'F', 'All', and 'Current Selection (1)'. The final section is 'Other Options', which contains three links: 'Enroll New Student', 'Stored Searches', and 'Stored Selections'. The 'Stored Selections' link is highlighted with a black rectangular box.

2. Click on the checkbox beside the name of the group that you want to print.
Click on **Go Functions**.

Selections	Published	#	
<input checked="" type="checkbox"/> Groups		16	Go Functions

3. Scroll down the Group Functions page and choose **Quick Export**.

[Quick Export](#) Exports data on currently selected students.

4. To Print a list of students, enter the following information in the text box and click Submit. You will receive an Excel file with this information listed.

Last_Name

First_Name

Quick Export

Export the 15 selected students

Last_Name
First_Name

Field Delimiter Tab

Record Delimiter CR

"Surround Fields" Column titles on 1st row

Export DCID

[Fields](#)

5. To add additional fields to the text box (such as EIMS number), click on the [Fields](#) link at the bottom of the page and choose the field that you want to add to the list. Click Submit to receive an Excel file with this information.

Quick Export

Export the 15 selected students

Last_Name
First_Name
State StudentNumber

Field Delimiter Tab

Record Delimiter CR

"Surround Fields" Column titles on 1st row

Export DCID

[Fields](#)