

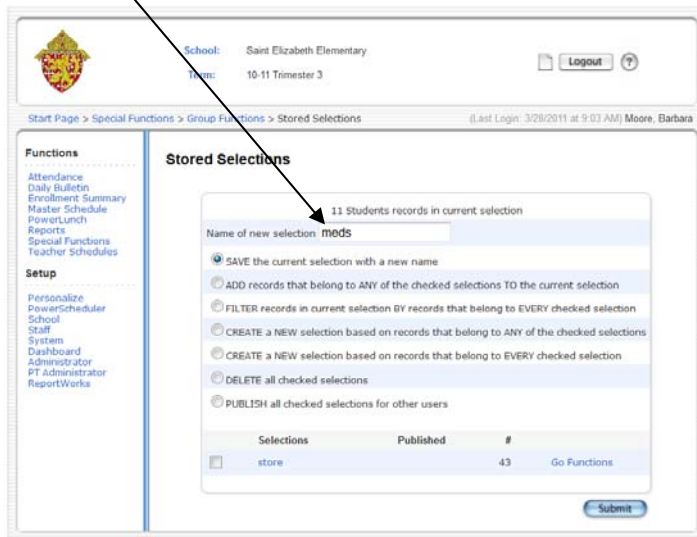


Stored Searches – i.e., students who take daily meds

From the Start Page, Click on the magnifying glass to select all students in school
From the drop-down function list below the list of students, choose Select Students By Hand
Single click on the name of the first student
Hold down the Ctrl key on the keyboard and click on each student you wish to include in your stored search.
Click on Selections



On the next screen **name** your selection (i.e., for students with daily medications – meds)
Click Submit



Office of Catholic Schools
Diocese of Wilmington



Now that you have a stored selection, from the start screen, you can click on stored selection

Search Students

[View Field List](#) [How to Search](#)

Browse Students

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
PK4 K 1 2 3 4 5 6 7 8 M F All Current Selection (7)

Other Options

[Stored Searches](#) [Stored Selections](#)
[Enroll New Student](#) [Search Parents/Guardians](#)

This will bring up a screen showing you any stored selections you have
Click on the Go Functions next to the stored selection you wish to use (i.e., meds in this case)

Stored Selections

7 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	#	Go Functions
<input type="checkbox"/> meds		7	Go Functions
<input type="checkbox"/> store		43	Go Functions

This will take you to the Functions page, where you will notice the selected # of students (in blue at the top) is your selection.

Click on the blue number of selected students, which will give you the list of selected students.

Click on the first student name, click on health, enter office visit information and hit submit

Click on the right arrow key, which will take you to the next student in the selection list.

PowerSchool

Quick Lookup
Print A Report
Switch Student
← List (7) →