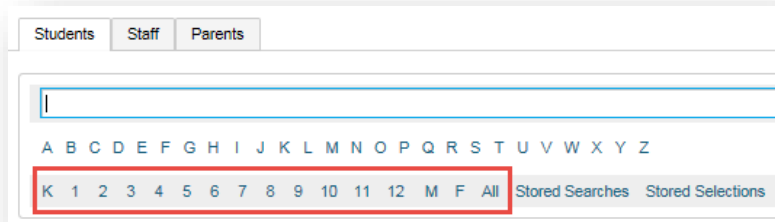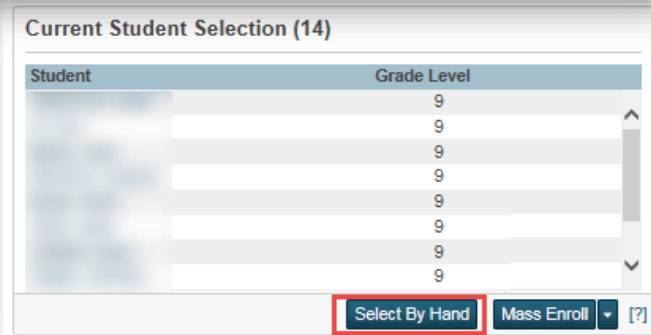# Creating Stored Selections

It can be time consuming to constantly search for the same group of students time and time again. Within PowerSchool it is possible to build your own stored selections. For example, if you find you are looking for the students on sports teams or clubs on a regular basis to modify their attendance when they travel or need contact information or medical information, you can store the list and recall that list again rather than search from scratch.
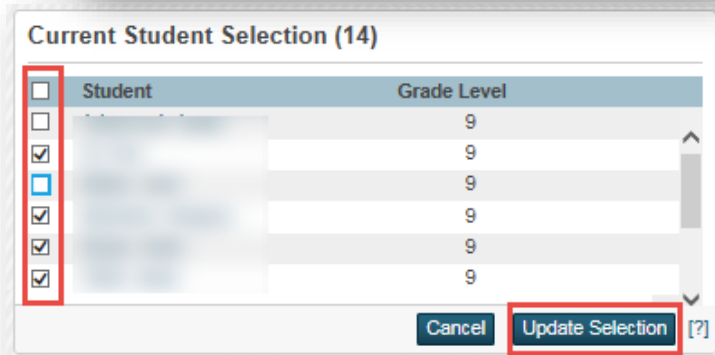
1. Select the students you wish to put in your stored selections (other options could be Homeroom lists)

2. If required, update the list, Select By Hand

3. Select the desired students and Update Selection

4. Once Updated, click Stored Selection

5. Name your selection, select the first option for new Stored Selections, click Submit

6. The example in

this document
will be stored as follows

7. The next time you wish to recall the newly created Stored Selection, click Stored Selection
8. Click Go Functions. This will make your stored selection the Current Selection
9. Clicking Go Functions will open the Group Functions page. Select an option from this menu or return to the Start Page to run reports from the Reports – System Reports Menu.

Optional

Stored Selections can be shared with other PowerSchool (not PowerTeacher) users in your school. If you select   the

last

option, "Publish",   put a check mark beside the Selection you wish to share within your school and click Submit, the Stored Selection will show for other users when they click Stored Selection on the Start Page.

Published Selections will have a P indicator.

	Selections	Published	#	
☐	Student Council	P	5	Go Functions