

Enabling Smart Search

Expediting Relevant Search Results



Want to optimize your searches in PowerSchool? Follow the steps below to enable SmartSearch. With SmartSearch, you'll find students and staff quickly and efficiently.

Scenario

Mrs. Zink just called to advise the office that her son named Taner will not be at school tomorrow due to a dentist and a doctor's appointment. Before you forget, you'd better enter Medical Appointment for tomorrow's attendance code.

You know there's only one student with the last name Zink in the school. What's the quickest way to bring up this student's record to record his attendance?

8	9	10	11
15	16 Appointment	17	18
22	23	24	25



STEP 1



Functions

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

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
- PowerScheduler
- PS Administrator
- PT Administrator
- ReportWorks Developer

Start Page

Students Staff Parents

Advanced [View Field List](#) [?]

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

K 1 2 3 4 5 M F All [Stored Searches](#) [Stored Selections](#)

Current Student Selection (0)

The current selection is empty.

[?]

What's New

See what's new in the latest feature release of PowerSchool. [Read more...](#)

STEP 2



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Personalize - Kervin, Emily

Function	Description
Change password	Change current password to a new one.
Default sign in page	Sets the default sign in page.
Initial student screen	Sets the initial student screen.
Interface	Sets interface options.

STEP 3



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Personalize - Interface

Enable task navigator

Smart Search Options






Enable Smart Search

Include Inactive Student/Staff Results

Submit

STEP 4

The choices in the Smart Search menu are color-coded and labeled with an icon. Refer to the chart below to distinguish between icons.

Result Type	Icon	Text Color
Student Name		Orange
Inactive Student Name		Gray
Staff Name		Orange
Student/Staff Field		Black
Stored Searches		Green

STEP 5

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Start Page

Students Staff Parents

1 Start typing the last name "Zink."

Z
Zink, Taner Thales
Zip

2 SmartSearch will begin listing students, teachers, and fields corresponding to the letters you're typing. Taner's name will show up immediately with an orange Student Name icon.

3  Taner's name to go to his student pages.

Select By Hand Mass Enroll [?]

See what's new in the latest feature release of PowerSchool. [Read more...](#)

STEP 5

Now that you've found Taner's student record, you can select the Attendance page and enter Medical Appointment for tomorrow's attendance code.

Thinking you could use some help with entering Taner's Attendance? Check out the videos in our YouTube channel playlist "Student Attendance."

Congratulations on successfully enabling SmartSearch!

Need a hand with another task? We're continually adding resources to the DataConnect site to provide you with just-in-time support.

<http://web1.nbed.nb.ca/sites/dataconnect/Pages/default.aspx>

