Student Search

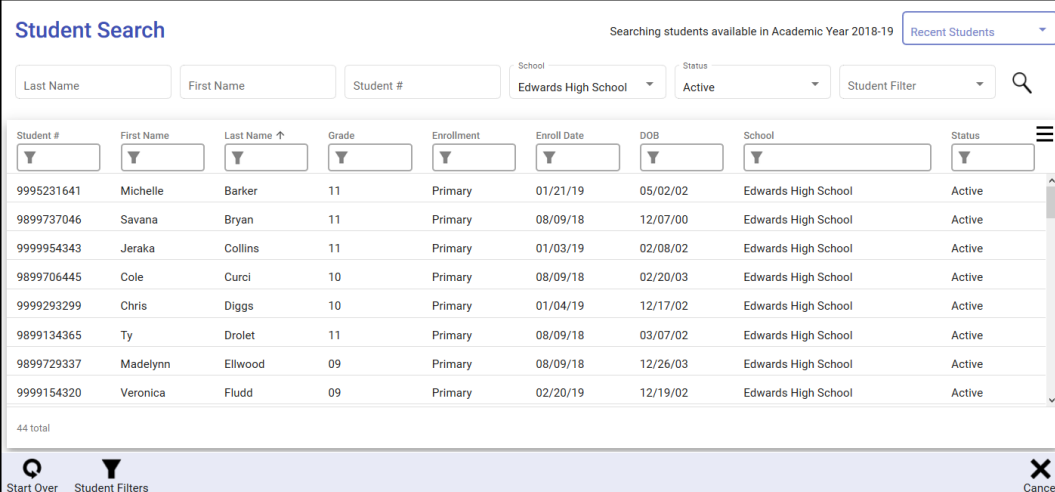**Path: Click the Student icon in the top bar**

Overview

Often, a student can be located by using the Student #, Last Name, and First Name fields. However, SIS K-12 offers extensive search capability. For example, the powerful Advanced Filter options allow search to be performed for all students in any of the AP classes or all active students in the Gifted and Talented program.

User Permissions

There are no special permissions for this function. These functions are available for all staff.

Using the Student Search Window

> **NOTE**: The **Preferences > General > Student Search > Pre-populate Student Search Grid…** option determines if the grid defaults to blank or displays all the students you have permission to access. Starting out with a blank screen speeds the rendering of the screen.

You may click **Recent Students** to access any student(s) accessed by searching during this login session.

Entering Search Criteria

1. Use the fields along the top of the **Student Search** window to perform quick searches by student number or name. For example, enter *b* in the **Last Name** field, then press **Enter** on your keyboard or click **Search** to list all active students in the listed school with a last name beginning with b.

   > **NOTE**: The percent symbol can be used as a wildcard in searches. For example, try **%son** to list all students whose last name ends with son.

2. Additionally, select a previously saved filter from the **Student Filter** drop-down list to load a filter you have used before.

3. You may also click the Filter icon on any column to customize the search within that criteria.

4. Click **Start Over** to clear all filters other than the system default of currently logged in school and active students.

5. Click **Cancel** to close the **Student Search** window.

Grid Filters

1. The filters at the top of the grid are dynamic, updating the list of records as you type. These filters are used to find contained values. For example, enter **98** in the **Student #** column to find all students whose ID starts with or contains 98.
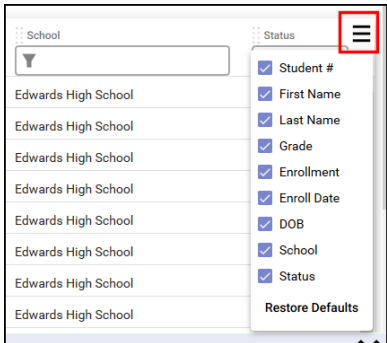

2. Delete any entry in a textbox to remove the filter. Click **Start Over** in the bottom tool bar to return to the blank criteria start.

Editing Student Search Columns

Select the menu icon to the right of the column headings, check to show or uncheck to hide columns.

Advanced Filters

1. Click the **Student Filters** icon in the bottom tool bar. The student search filters display with a checkbox to the left. Any filters currently in use are checked.

    > **NOTE**: If the filter is changed by adding checks, the **Current Filter** box appears as yellow and clicking the drop-down provides the option to **Reset**.

2. To filter on one or more of the fields displayed, check the box on the left, select the desired **Operator**, enter a **Value** and **Group**, and click **Apply**.

    *   Rows may be deleted by clicking **Actions > Delete** (or removing the check).
    *   Rows may be duplicated by clicking **Actions > Duplicate**.
    *   Additional filters may be added by clicking **Add Filter**, then searching through the list of available fields. Select the field you wish to use to add it to the **Student Filters** window.
    *   The following operators are available.

Operator	Use to Locate
=	Exact match to the value entered
Not=	Does not match the value entered
>	Greater than the value entered
>=	Greater than or equal to the value entered
<	Less than the value entered
<=	Less than or equal to the value entered
Between	Greater than or equal to the first value AND less than or equal to the second value
Is Blank	Contains no value
Is Not Blank	Contains a value
Contains	Contains the value entered
In List	Equal to one of the values entered in the list, separated by commas
Not in List	Must not equal one of the values entered, separated by commas
Starts With	Starts with the value entered

- Use the **Group** field to identify whether filters work in conjunction or separately.

- To use filters that work in conjunction (that is, satisfy AND criteria), use the same group code. This example finds all active students at Edwards High School who enrolled on or after the first day of school **and** are enrolled in a Gifted program this year. Note that Current Filter is highlighted in yellow to indicate the changes have not been **Applied**.

- To use filters that work separately (that is, satisfy OR criteria), use differing group codes. This example finds all active students at Edwards High School in grades 9 **or** 12.

- Click **Add Roster Filter** to view all students in a particular class. The **Add Roster Filter** window displays all of the teacher's course-sections in attendance today. Several of the columns can be sorted by clicking on the column header. You may also search for classes in attendance on a different date by selecting from the **Show Classes For** drop-down list. Select the roster(s) you wish to include and click **Save**.

3. To save a filter or load a saved filter, click **Filters**.

   - To reset to the system defaults, click **Filters > New Filter**.

   - Click **Overwrite Current Filter** to update an existing filter with new criteria.

   - To save, click **Save As New Filter**, give the filter a **Name** and **Description**, select the **Scope**, then click **Save**. This filter now displays as your **Current Filter**.

   - Click **View Saved Filters** to load a previously saved filter.

4. Click **Cancel** to return to the **Student Search** without applying any filter.