

Searching and Exporting - PSUG 2014

Search Basics

#1 - Enable Smart Search (Personalize - Interface)

Comparators:

- = (equals)
- < (less than)
- > (greater than)
- # (does not equal)
- In
- Contains
- !contain (does not contain)
- @ (wildcard)

Combine searches with the ; (semicolon)

Examples:

- *Activity searches are easiest with the #*
football# (Football does not equal blank)
- Gender=M;Grade_Level=10
- Entrydate>=9/1/2014;Entrydate<10/1/2014 (Find all the September starts)
- Grade_Level in 9,10
- First_Name contains Jam
- Last_Name = K@

Challenges:

- How many students enrolled before May 25, 2014? _____
- There's a student who has a hyphenated first name and part of it is Michael. Full name?

- How many girls play soccer? _____
- How many students are in either the city of Rabat or Mdina? _____

A little more advanced

- & Searches within results
- + Adds results of new search
- / Includes inactive students

Note: The above still works in 8.0, but the enhanced "PowerSearch" makes this easier with the "Advanced Mode" and the Add/Subtract/Within Options

Examples:

/enroll_status=2 &/enrollment_schoolID#100
soccer# +football#
/last_name=smith

Enrollment Status Searches

- 1 Pre-registered
- 0 Active
- 1 Inactive
- 2 Transferred out
- 3 Graduated
- 4 Imported historical

Examples:

/enroll_status = -1 (Find all pre-registered)

Challenge:

Find all students who have transferred out. How many? _____

Your Turn: (Answers at end of document)

How many students have the first name John _____

How many football players have a Discipline alert _____

How many students have a hyphenated last name _____

How many 9th- and 10th-grade students are Hispanic _____

How many transferred-out students have the last name Smith _____

How many students have a last name that ends in ski _____

How many students with a last name of Baker or Eastman are allergic to bee stings (have the word "bee" in the medical alert) _____

How many students play soccer or football _____

Search Codes

Search codes are different than fields, they start with a * and are specially constructed to help you find information that is difficult to find with a field search.

Birthdays

- **Today's Birthdays**

*birthday = today

Finds all students whose birthday is today.

- **Specific Date Birthdays** (date with just month and day)

*birthday = 5/1

Finds all students whose birthday is May 1.

- **Month's Birthdays** (search for birthdays for a given month)

*birthday >= 5/1/05; *birthday <= 5/31/05

Finds all students whose birthday is in the month of May.

Note: The year value in the date has no effect on the search, though it is required. The search will find all students with a May birthday, regardless of the year of their birth.

- **List results by only month/day and not by year.**
 Laura Rowell posts on KB 5715 on how to list the birthdays by month/day and not by DOB once you select a month's birthdays:
 1. Type the following in the search box on the start page to find birthdays within a date range. (*Note this range is for the month of January, so it will give me dates greater than or equal to Jan 1 and dates less than or equal to Jan 31)
 *birthday>=1/01;*birthday<=1/31
 2. Click search.
 3. Select Quick Export from the drop-down box at the bottom of the page.
 4. Type this in the field
 ^(dob;dateformat=mm/dd)
 lastfirst
 5. Click Submit.
 6. Click on Save. Save the document so you can access it easily (ie...on your desktop)
 7. Open Excel. Go to open the file you saved (be sure to remember where you saved it!)
 Be sure to choose All Files next to Files of Type at the bottom
 8. Select your file. It will be titled student.export
 9. Click Next>Next>Finish in the Text Import Wizard.
 10. You will now see your file in Excel. You can sort the birthdays by clicking on the Sort & Filter tab and choosing Sort Oldest to Newest.

Enrollments, Credits, Attendance

- **Active Students**
 *as_of = 9/15/12
 Returns a list of all students who were 'active' on that day active meaning enrolled on or before and exited on or after. Note that their grade level will be current and not "historical". Also refer to the Enrollment Summary report.
- **Students not enrolled in a period**
 *not_enrolled_in_period=1
 Selects those students not currently enrolled in a period 1 course.
- **Students in a course**
 *enrolled_in = 9500
 Selects those students enrolled in course 9500 in the current term.
- **Students in a course and section**
 *enrolled_in = 9500.08
 Selects those students enrolled in section 08 of course 9500.
- **Students not in a course**
 *not_enrolled_in = 9500
 Selects those students not currently enrolled in course 9500.

- **Students who have completed a course.**
*has_completed_course = 9500
Select those students who have at least one entry of course 9500 on their 'historical grades' screen.
- **Students who have not completed a course.**
*has_not_completed = 9500
Selects those students who do not have any entries for course 9500 on their 'historical grades' screen.
- **Students with X amount of credits**
*cumulative_credit_hours < 16
Selects those students with fewer than 16 overall credit hours on their historical grades screen.
- **Students with X number of classes**
*number_of_classes < 6
Selects those students currently enrolled in fewer than 6 classes another example:
*number_of_classes # 8 those students enrolled in less than or more than 8 classes.
- **Students with X number of attendance points**
*attendance_points > 3.0
Students with more than 3 attendance points in any class.
- **Students with X number of attendance points (per quarter)**
*attendance_points(Q4) > 3.0
Students with more than 3 att. pts. in Q4 in any class.
- **Students with X number of attendance points (by date)**
*attendance_points(1/1/99,3/1/99) > 3.0
Students with more than 3 att. pts. in the dates specified in any class.
- **Special Programs (Resource Students)**
*special_program = resource
Selects students with any enrollments in the 'resource' special program.
- **Requested Credit Hours**
*hours_requested < 7.5
Students who have requested less than 7.5 credit hours.
- **To find students enrolled in another school**
*secondarystudents=all

Stored Searches

You can save a search as a “Stored Search” to make it easier for your users to run.

Stored Selections

You can save a stored selection of students and even publish that selection to other users. Run a search or select students by hand and use the “Save Stored Selection” group function.

Enrollment Summary

Great for Grade Level, Gender and Ethnicity searches

- Go to System Reports - “Enrollment Summary by Date” to get enrollment numbers for a point in time.

Search by Schedule

Go to Master Schedule or Teacher Schedules to select students enrolled in specific sections.

Special Functions Searches

- Search by GPA
- Search by Grades/Attendance
- Search for Perfect Attendance
- Search Log Entries

Exporting

Use “Quick Export” from the Group Functions, enter fields, and submit.

- Use [tablename]fieldname for fields from related tables
 - student_number
 - lastfirst
 - grade_level
 - [schools]abbreviation

Use Export Templates for exports you repeat often

Special Functions - Importing and Exporting - Templates for Exporting

To use the template, select “Export using template” from the group functions.

Period Info Codes

Period Info codes are great for reporting and exporting. They work well if your expressions are not too complex. One of the limitations of period info codes is that they can't report more than one section per expression.

XX represents the expression. The expression is what you see when you view the "Quick Lookup" screen. Examples: 1(A), 3(M-F)

^(*period_info;XX;teacher_name)

Displays the name of the teacher for the specified period

^(*period_info;XX;course_name)

Displays the name of the course for the specified period

^(*period_info;XX;course_number)

Displays the number of the course for the specified period

^(*period_info;XX;current_citizenship)

Displays the current citizenship grade for the specified period

^(*period_info;XX;current_grade;YY)

Displays the current grade for the specified period in the specified term

^(*period_info;XX;current_percent;YY)

Displays the current percentage grade for the specified period in the specified term

^(*period_info;XX;room)

Displays the room number for the specified period

^(*period_info;XX;section_number)

Displays the section number for the specified period

^(*period_info;XX;teacher_comment)

Displays any teacher comments for the specified period

^(*period_info;XX;teacher_i_<field name>)

This special `_i_` version can pull any field from the teachers table.

Example: ^(*period_info;3(A);teacher_i_preferredname)

^(*period_info;XX;teacher_i_<field name>)

This special `_i_` version can pull any field from the teachers table.

Example: ^(*period_info;3(A);teacher_i_last_name)

Odds and Ends

Special Formatting for Exports and Reports

This will print teacher last name and first initial

```
~(teacher_name;allbefore=, )~(teacher_name;allafter=, ;substring=1,1)
```

Display Age in YY

```
~(*evaluate trunc(~(f.div;~(f.sub;~(f.currentdate);~(dob));365.25),0))
```

Advanced Exporting and Excel Example

Export at risk grades for a report. We want to include all grades for any student with at least one F or D.

1. In PS under Special Functions search for any F,D+,D or D-... search in current grades for appropriate semester. Once you get results go to DDA.
2. Select CC table and select all records. Match selections from the students table. Now you have all the CC records for the students with at least one D or F.
3. Filter down to current term. Search WITHIN current DDA results for Term ID >= 2400 and < 2402 which will get you only CC records with termid of 2400 or 2401 (year or 1st semester).
4. For 2nd semester you would search for TermID >= 2400 and TermID # 2401.
5. Be sure to use the "Search WITHIN..." option.

Export the remainder with the following fields:

```
[1]lastfirst
```

```
[1]grade_level
```

```
[2]course_name
```

```
Expression
```

```
^(pg.final.grades;S1)
```

(Instructions written for Excel Mac 2008)

Then use Excel Pivot to summarize the data. (Data - Pivot Table Report)

- Rename column headers ID, Name, Grade, Course, Expression, Teacher, S1
- Concatenate student and grade level
 - Insert new column B, name it Student, insert the formula in B2 and Fill down
=C2&" ("&D2&") "
- Pivot Table (Data - Pivot Table Report)
- Drag fields over to the row area - Student, Expression, Course, S1
- On a Mac drag anything into the Data area
- Double click on fields to set Subtotals to None
- Adjust and format as needed

Appendix

Answers to “Your Turn”:

1. first_name=John
2. football#;alert_discipline#
3. last_name contains -
4. grade_level<11;ethnicity=H
5. /enroll_status=2;last_name=smith
6. last_name = @ski
7. last_name in Baker,Eastman;alert_medical contains bee
8. a. soccer# and press Enter
 - b. Delete soccer# in the Search window, enter +football# and press Enter