

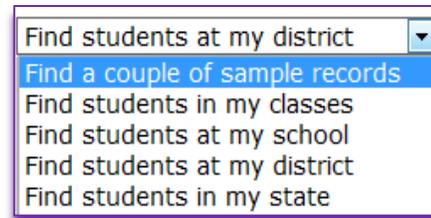


## Search Tips

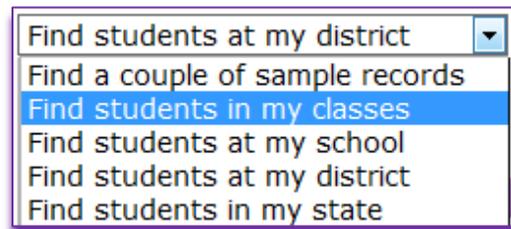
### **Students**

Be sure to use the drop down filter to adjust your search based on your level of access.

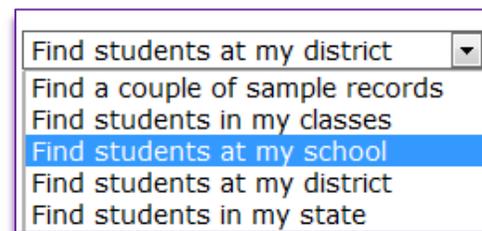
All users have access to "a couple of sample records" for training/sample purposes:



If you are a teacher, your email address must be entered correctly in the staff catalog in eSchoolPLUS in order to search for students in your classes:

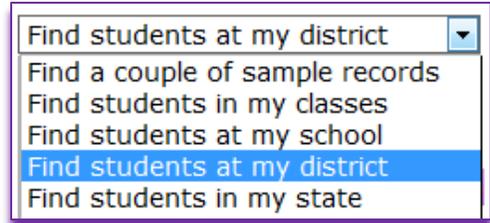


If you are a school-level user, with proper permissions assigned from your district Triand Account Owner, you are able to search for students in your school:

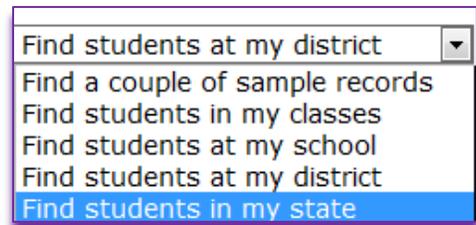




If you are a district-level user, with proper permissions assigned from your district Triand Account Owner, you are able to search for students in your district:



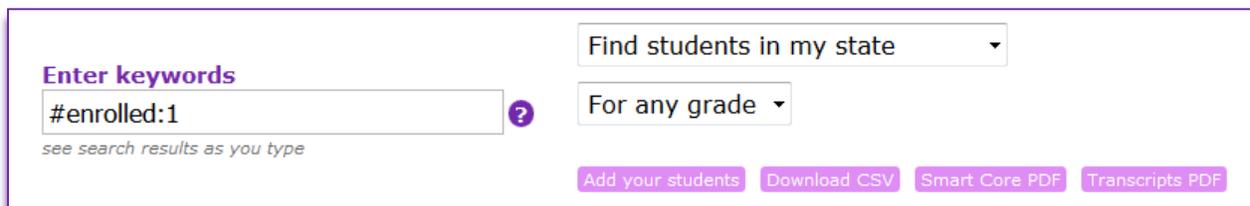
If you are a counselor/registrar, with proper permissions assigned from your district Triand Account Owner, you are able to search for students in your state, as well as your school/district, depending on your access:



Enter letters or numbers to start your search. Searching is automatic as you make changes in the keywords box. You can search by student name (any combination of first, middle, or last), local ID, state ID, student DOB (year-month-day), last four of an SSN, school name, and/or district name.

The system also allows for advanced searches for any field that is downloaded in the CSV file. Tips can be found by clicking the "?" to the right of the keywords box. Advanced searches begin with "#". Simple searches (i.e., name, state ID, local) cannot be combined with advanced searches.

To display only **active students** in a search, key "#enrolled:1" in the keywords box:





This is particularly important when using the "Download CSV", "Smart Core PDF", and "Transcripts PDF" buttons. This will ensure you only download students who are actively enrolled within your district.

To display students with a **specific entry date**, key "#enrolledDt:2016-01-05" in the keywords box:

A screenshot of a search interface. On the left, there is a text input field labeled "Enter keywords" containing the text "#enrolledDt:2016-01-05". Below the input field is the text "see search results as you type". To the right of the input field is a question mark icon. Further right, there are two dropdown menus: "Find students in my state" and "For any grade". Below these are four buttons: "Add your students", "Download CSV", "Smart Core PDF", and "Transcripts PDF".

This will display only students with an entry date of 01-05-2016 in eSchoolPLUS.

You can also combine advanced searches to show more detailed results.

To display students who are **no longer enrolled** and **graduated** within a **specific timeframe**, key "#enrolled:0 graduatedDt:2015-05~2015-07" in the keywords box:

A screenshot of a search interface. On the left, there is a text input field labeled "Enter keywords" containing the text "#enrolled:0 graduatedDt:2015-05~2015-07". Below the input field is the text "see search results as you type". To the right of the input field is a question mark icon. Further right, there are two dropdown menus: "Find students in my state" and "For any grade". Below these are four buttons: "Add your students", "Download CSV", "Smart Core PDF", and "Transcripts PDF".

This will display only students who are no longer enrolled who have a graduation date entered in eSchoolPLUS between May 1, 2015 and July 1, 2015.



**FOR USERS WITH ACCESS TO VIEW RECORDS FOR THE STATE:**

To display only **active** students in your location who were flagged as **Gifted and Talented** in eSchoolPLUS, you would key "#enrolled:1 gift:Y" in the keywords box:

A screenshot of the eSchoolPLUS search interface. On the left, there is a text input field labeled "Enter keywords" containing the text "#enrolled:1 gift:Y". Below the input field is the text "see search results as you type". To the right of the input field is a question mark icon. Above the input field is a dropdown menu labeled "Find students in my state". To the right of the input field is another dropdown menu labeled "For any grade". Below the input field and dropdown menus are four buttons: "Add your students", "Download CSV", "Smart Core PDF", and "Transcripts PDF".

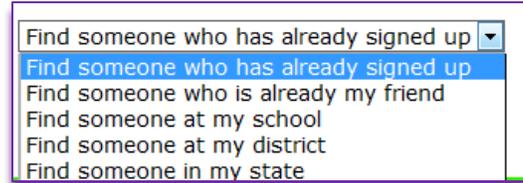
To display only **active Hispanic** students who are flagged as **SPED** in eSchoolPLUS, you would key "#enrolled:1 ethnicity:H sped:Y" in the keywords box:

A screenshot of the eSchoolPLUS search interface. On the left, there is a text input field labeled "Enter keywords" containing the text "#enrolled:1 ethnicity:H sped:Y". Below the input field is the text "see search results as you type". To the right of the input field is a question mark icon. Above the input field is a dropdown menu labeled "Find students in my state". To the right of the input field is another dropdown menu labeled "For any grade". Below the input field and dropdown menus are four buttons: "Add your students", "Download CSV", "Smart Core PDF", and "Transcripts PDF".



## **Friends**

Use the drop down filter to adjust your search based on the location of the user for whom you are searching:



The search box is not case sensitive, nor does order matter. You can enter any combination of the user's first/last name and/or location to find the user in the system.



## FOR ACCOUNT OWNERS ONLY:

When needing only active users in your district, adjust the drop down filter to "Find someone at my district" and key "activated:true" in the search box before clicking "Search":

A screenshot of the "Search Friends" interface. The search box contains the text "activated:true". To the right of the search box is a purple "Search" button. On the far right, there is a dropdown menu with the text "Find someone at my district" and a downward-pointing arrow.

This will provide a list of users at your district with active accounts in the system.

When needing only inactive users in your district, adjust the drop down filter to "Find someone at my district" and key "activated:false" in the search box before clicking "Search":

A screenshot of the "Search Friends" interface. The search box contains the text "activated:false". To the right of the search box is a purple "Search" button. On the far right, there is a dropdown menu with the text "Find someone at my district" and a downward-pointing arrow.

This will provide a list of users at your district with inactive accounts in the system.

When needing to find any user who you have given state-level access to request transcripts and/or receive transcript notification emails, adjust the drop down to "Find someone who is already my friend" and key "sharing:students\_pass" in the search box before clicking "Search":

A screenshot of the "Search Friends" interface. The search box contains the text "sharing:students\_pass". To the right of the search box is a purple "Search" button. On the far right, there is a dropdown menu with the text "Find someone who is already my friend" and a downward-pointing arrow.

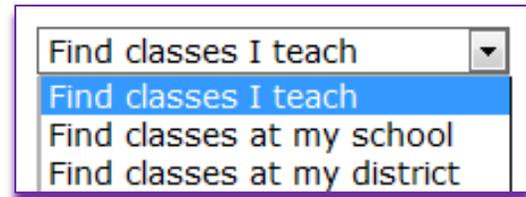
This will provide a list of users you have given permission to view and send records for the state and/or receive transcript notification emails.



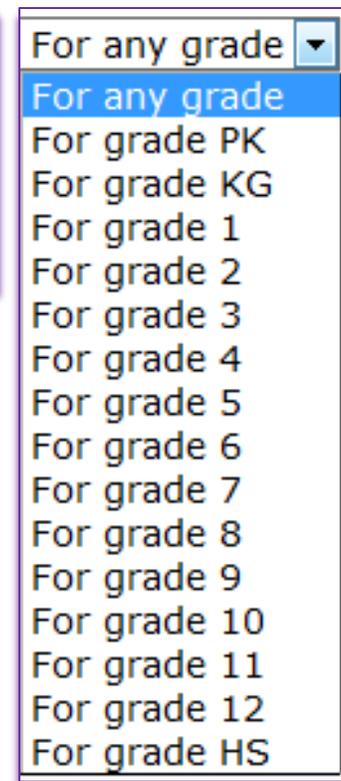
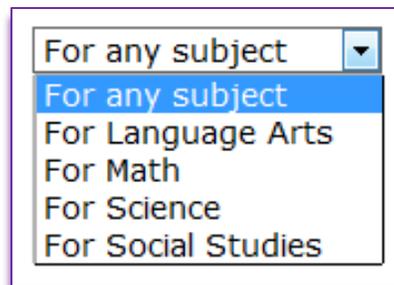
## **Classes**

Use the drop down filter to adjust your search based on your level of access.

Teachers can “Find classes that I teach”; users with a school name in their profiles can “Find classes in my school”; and users with district-level access can “Find classes in my district”:



You can filter by subject and/or grade level using the drop down filters, provided that information is entered in eSchoolPLUS:



The search box is not case sensitive, nor does order matter. You can enter any combination of the teacher’s name (as it is entered in eSchoolPLUS) and/or the class name (as it is entered in eSchoolPLUS) to find the roster in the system.