

PROMIS Searches

My Students

[Return to Helpdesk](#)

INSTRUCTIONS: Use the Search Criteria section below to define your Search. Use the dropdowns provided to search further. Click the "Delete" link to remove criteria already entered. Next, use the Columns to Show in Search Results section to create a search for use at any time. (Please note: When naming your search, do not include special characters in the name of the search results, Design will direct you to this page to adjust your criteria/columns to show. To Delete saved searches

Search Settings

Load Saved Search: ▼

Save Search Name:

Add To Navigation Bar:

Default View: ▼

Search student history (this only searches history (transfers, drops etc). Doesn't include current student record.).

Search Criteria

This is the criteria that will be used to limit the students that show up in your search results. To search for blanks, type

Not ▼ Yes No [Delete](#)

Not ▼ is like [Delete](#)

Not ▼ is like [Delete](#)

[Add New Search Criteria](#)

Columns to show in results

Note: The student's Last and First Name will automatically show up in your results.

▼ [Delete](#)

[Add New Column](#)

There are three main components of the PROMIS Search tool:

- Search Settings
- Search Criteria
- Search Results

Search Settings

Search Settings

Load Saved Search:

Save Search Name:

Add To Navigation Bar:

Default View:

Search student history (this only searches history (transfers, drops etc). Doesn't include current st

- If you are looking for one particular search that you have previously saved (but not to your navigation bar you will find it in the **Load Saved Search** drop down
- To create a new search just type the name in **Save Search Name**
- If you would like to see your search in the navigation bar (the Search menu item) then click the **Add to Navigation Bar** box
- If the report requires you to change data before you search (such as a student id) then you will want to choose **Default View = Design**. If you only ever need to search your results when you click on the search then choose **Default View = Report**
- Do Not click on the **Search student history** box
- Complete the Search Criteria section and the Search Results section before you click on the **Save Search** button

Search Criteria

This is the criteria that will be used to limit the students that show up in your search results. To search for blanks, from the drop down menu of the field being searched.

Not Yes No [Delete](#)

Not is like [Delete](#)

Not is like [Delete](#)

[Add New Search Criteria](#)

Search Criteria

- The first criteria line can do three things for you:
 - When left as shown above you will find currently enrolled students
 - When the “Yes” choice is selected you will find only exited students
 - When the line is deleted you will find both currently enrolled and exited students
- You can add as many lines to the Search Criteria as you like by clicking on the **Add New Search Criteria** link
- In the search criteria field you can choose your criteria from the drop down lists – you can also exclude certain criteria by clicking in the **Not** box
- If your search criteria should be blank you can choose that from the dropdown or you can type “Blank” in the “is like” field

Search Results

Columns to show in results

Note: The student's Last and First Name will automatically show up in your results.

Birthday

[Add New Column](#)

- You may add as many columns to your search results as you like simply by clicking on the **Add New Column** link.
- Choose your data for your columns from the dropdown list
- Your search results can be downloaded into an Excel Spreadsheet for later manipulation of data
- *At this point – return to the top section **Search Settings** and click on the **Save Search** button*
- Now click on the **Search** button to see your results

Search Report Results

INSTRUCTIONS: Use the Perform Task dropdown to perform various tasks with the search results.

Perform Task: From

[Copy this Search](#)

[Redefine Search](#)

Search Criteria

- Student Exited Yes No
- District Name is in 1388 - South Region Community School of National City
- First Name is like

Columns/Fields with asterisks (**) are not sortable.

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 [Show All](#)

Displaying 1 to 185 of 185 Show per page

	Student ID	Last Name	First Name	NSLP	NSLP Effective Date	NSLP Eligibility Status	NSLP Notes
<input type="checkbox"/>	66881	[REDACTED]	Suzana	Y	7/3/2012	Categorically Free	Direct Certification 7/3/2012
<input type="checkbox"/>	259450	[REDACTED]	Manuel	Y	8/30/2012	Categorically Free	Ward of the Court status 2012-13 lunch app also on file.

- When you see your search results you will see a copy of your search criteria at the top of the report
- If you would like to download your data you can choose **Download Data** from the **Perform Task dropdown menu**
- If you only want a subset downloaded from your complete search you can click on the check box to the left of the student line and then select **Subset Only** in the **From** dropdown.