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**Power Search. Lists, & Watch Lists**

Your student population may be large and diverse, but the Trac System has all of the tools that you need to find and work with the specific students and visits that you need. This presentation will review the advanced tools to manage records in your Trac System. Power Searches allow for custom and exact queries, even combining multiple search queries. Power Searches can easily be saved as Favorites to quickly reference the same records whenever needed. Create student lists, or dynamic lists, to work with specific subsets of your students. Even utilize the Watch Lists to quickly identify students anywhere in the Trac system as long as they match your criteria.

Power Search: The Power Search utility lets users take more control over their searches. The Power Search interface allows you to craft complex searches for student with multiple search criteria. For example a power search might be used to find the following. All Students who

1. Enrolled in Math100
2. Have GPA of less than 2.0
3. Major is College of Science
4. Major is NOT Language Arts

The Power Search can not only find the students but you can then save the results of your search as a Student List

***Student lists:*** Student Lists can be used to track student populations. These special populations can be defined via import, TutorTrac Searches or manually selected. Two types of Student lists are offered in the Trac system. Static lists which contain a list of students and doesn’t not change unless manually modified by end users or via import. This is useful for capturing a snapshot or moment in time, for example 2017 Baseball Team or FA17 Honors. The other option is a Dynamic list that is updated constantly, for example you might have a list called “At Risk” that is dynamically calculated from the Students GPA. As the Student’s GPA changes the student might be added or subtracted automatically.

Student lists are most commonly viewed from the Student Listing 🡪 List Options 🡪 Lists menu. Lists are also accessible in most reports to allow you to filter your reporting to just those students.

***Watch Lists:*** Watch Lists go hand in hand with Student lists. A high priority student list can be assigned as a Watch List. Watch lists add a visual indication (a color selected dot) that can let staff quickly know that a student is a member of a particular Student list without the need to search or open the student account.

Watch List dots can appear on Log in, Appointment Entry, Student listing, Log listing and more. Watch Lists can be assigned from the Trac Navigation Menu -🡪 Utilities and Prefs 🡪 System Prefs 🡪 Watch List

